

**St Mary's CEVAP School, Hadleigh**

**Admission Policy – School Year 2012/2013**



**Admission to the Reception Class (full-time)**

The Governors of St. Mary's School are able to welcome up to 30 pupils into the Reception Class (full-time) and will try to meet the preferences of parents but this cannot be guaranteed.

Applications to all schools will be processed by the Local Education Authority. Details of the co-ordinated scheme are included in the Schools in Suffolk admissions guidance booklet. The information in this policy needs to be read alongside and in the context of the relevant Suffolk Co-ordinated Admissions Scheme and "Schools in Suffolk Important Information for Parents and Carers".

Parents who are considering making an application to St. Mary's School on behalf of their child for the academic year 2012 to 2013 are asked to complete two forms:

- 1. The Suffolk Education Authority Common Application Form for Primary Schools (CAF)**
- 2. The Supplementary Information Form giving details of church attendance (SIF)**

**Copies of these forms can be obtained from:**

**St. Mary's CEVAP School, Stonehouse Road, Hadleigh, Ipswich IP7 5BH  
Tel: 01473 823268 Email: [admin@stmaryshad.co.uk](mailto:admin@stmaryshad.co.uk)**

**or**

**Southern Area Education Office, St Edmund House, Ipswich, IP4 1LZ  
Tel: 0845 6000981 Website: [www.suffolk.gov.uk/admissionstoschools](http://www.suffolk.gov.uk/admissionstoschools)**

We invite parents and children to visit to the school so that you can make an informed choice about an application. It is helpful if parents register their possible interest with the school at an early stage so that information about admission can be given in good time and we can provide any help needed.

Although the completion of the SIF is not compulsory it is highly recommended. However, a SIF alone does not constitute a valid application. Completed applications must be sent to the local authority at the address given on the CAF form.

## 1. School's vision statement

St Mary's Church of England Primary School is a vibrant, Christian school, in which all children achieve well and are inspired to a lifelong love of learning.

## 2. Admission Priorities

Please note that:

'Looked after children' will be given priority for admission to the school.

Governors have a statutory duty to admit applicants with a Statement of Special Educational Need where this school is named as being the best able to provide the most appropriate educational provision for the named child.

The closing date for applications is **Friday 13th January 2012**. If there are more than 30 applications by that date then children will be admitted to the school according to the following order of priority:

- **a)** Children who have a brother or sister (including half or step-siblings) who is attending St. Mary's School and will still be there when the child starts school. If necessary, priority will be given to those children who are closer together in age.
- **b)** Children who themselves or whose families (a parent or guardian) regularly worship at the Anglican Parish Churches of Hadleigh, Layham or Shelley (at least monthly). Parents are encouraged to enclose a signed copy of the Supplementary Information Form.
- **c)** Children who themselves or whose families regularly worship at another Christian Church\* that lies within the parishes of Hadleigh, Layham or Shelley (at least monthly). Parents are encouraged to enclose a signed copy of the Supplementary Information Form.
- **d)** Children who are permanently resident in the Hadleigh benefice area

**and either:**

- belong to another religious faith, whose parents would like them to attend St. Mary's because of its religious traditions. (Parents should indicate their wish for their application to be considered under this category in a separate letter.)

**or:**

- have a particular educational need, medical condition or exceptional domestic or social situation, which, in the opinion of the Governors, makes attendance at St. Mary's School appropriate. (Parents **MUST** send some professional evidence to support an application, for example a letter from your G.P. or Social Worker.)

- e) Children who are ordinarily resident in the Hadleigh benefice area and attend St Mary's Nursery.
- f) Children who are ordinarily resident in the Hadleigh benefice area.
- g) Children living outside the Hadleigh benefice area.

If the admissions limit is reached when considering any of the above categories, the determining factor will be children who live nearest to the school. We will measure a distance by a straight line ('as the crow flies'). All straight line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located.

The home address of the child who spends time with both parents (shared responsibility) will be taken as the home address that is nearer to the School using the measuring system as described above.

#### **Distance tie breaker**

It is possible that the PAN will be reached in any of the categories set out above. For this reason, all applications will be prioritised according to the rules described. Decisions will be made about the offer of places in accordance with those priorities. If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criteria will be used. We will give priority to the applicants who live nearest to the school as measured by a straight line.

In the unlikely event that two applicants competing for a single place at the school live the same distance from the school, the place will be offered to one applicant on the basis of lots drawn by a member of the Governing Body not involved with admissions.

\*This church must be a full member of The Churches Together in Britain and Ireland, the Evangelical Alliance or the Fellowship of Independent Evangelical Churches (FIEC).

### 3. Multiple births

If the final place available at the school is offered to a twin or triplet, etc and the remaining sibling/s would ordinarily be refused, the Governors will offer places to the remaining sibling/s at the same school. It is not the Governors' policy to separate twins or triplets etc, unless such admissions would breach Key Stage 1 class size legislation.

#### 4. Consideration of application

While it is the Local Authority's responsibility to process applications, it is the Governing Body of the school that finally offers the places, according to the Admissions Policy. Offers of places will be made in mid-April 2012.

Any application to St. Mary's School which is received by the Local Authority will be forwarded to the Governing Body of the school for consideration. The Local Authority is responsible for informing parents about the school place available for their child at the beginning of the Summer Term.

For admission to the 2012-13 school year, and subsequent years, all children will be eligible for admission to St Mary's CEVAP, Hadleigh, full time in the September following their fourth birthday.

Where parents are offered a place for their child in the Reception Year of St Mary's they may decide either to take up the offer full time in September, or take up the offer part-time or defer entry. If a parent wishes to defer entry to later in the year the place at St Mary's will be held open until the child starts school. However, parents must take up the full-time place no later than the beginning of the term after the child's fifth birthday, and must in any case take up the place before the end of the academic year for which the original application was accepted.

It would normally be expected that parents will take up the offer of a primary school place (be that full- or part-time) at the beginning of a school term, unless there is agreement with the school that a place could be taken up at another time in the year.

Parents should be aware that the provision of a full-time place (described above) does not apply to maintained nursery provision. Also, where a place has been offered in a nursery attached to a school this does not guarantee a full-time place in the Reception Year of a school and parents must make a separate application for a primary school place by the published closing date.

#### 5. Authority and PAN (Pupil Admission Number)

The Governors of St Mary's are the Admissions Authority for the school and have agreed a Planned Admission Limit of 30 for admission to each school year. They will try to meet the preferences of parents but this cannot be guaranteed.

#### 6. Residency

'Ordinarily resident' means permanently resident for a settled purpose. It does not include residence taken up solely to qualify as living in the catchment area for the purpose of gaining a place at the school nor does it apply if you own a second home in the catchment area. It does not apply to proposed moves into the catchment area that have not taken place at the time of application unless you have written confirmation of a move into the catchment area, including the new address. This must be proof of exchange of contracts, a letting agreement or a letter from your commanding officer

confirming your new address. Traveller children will be considered as ‘ordinarily resident’.

### 7. Appeals Procedure

If the Governing Body is unable to grant a place for your child you have the right to appeal against their decision. You will be sent information on how to appeal and a “Notice of Appeal Form”.

All appeals against the Governing Body’s decision not to admit pupils are now processed by the office of the Statutory Appeals Panel (PO Box 579, Ipswich, IP1 2BX) and heard by the independent Admissions Appeals Panel.

### 8. Admission to other classes – (transferring from other schools)

Admission of pupils to other classes in the school is sometimes possible, subject to availability. Applications must be made by means of the Common Application Form for mid-year/casual admissions (i.e. Form CAF 2) which will be processed by the local authority.

Year groups are limited to 30. The Governors’ Admissions Panel will consider all applications if there is competition for places basing their decision on the criteria outlined in Sections 2 and 3 above.

### 9. Waiting List

A waiting list of those unsuccessful in their initial application will be maintained for one term. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria. This list will be maintained until the end of the first full week of the spring term 2013. The order of children on a waiting list does not remain static – as circumstances change, a child’s place on the waiting list can go up or down, for example due to withdrawals or additional applications with a higher priority. If you change your address while your child is on the waiting list you must let us know. Please be aware that this may change your child’s position on the waiting list, particularly if you move into or out of the school’s catchment area. Having your child’s name on a waiting list will not affect your right to appeal for a school place in any of the schools you have applied for. If your child moves to another school, he / she will remain on the waiting list.

If a place becomes available, we will offer it to children on the waiting list in priority order. We do not offer places on the basis of the date on which names were placed on the list. If we are oversubscribed an application received by the end of the Autumn Term will be placed on the waiting list. The order will be determined in accordance with the admissions over-subscription criteria, not the date on which the application is received.

We do not hold waiting lists for school places for mid-year applications.

## 10. Contact

Parents are welcome to contact one of the Administrative Assistants in the school office for information and advice.

## 11. Map of designated area

A map showing the designated area of the Hadleigh Benefice is available from the School Office.

## 12. School's Trust Deed

The School's Trust Deed clearly states that at St Mary's School 'religious instruction shall be given in accordance with the doctrines of the Church of England.'

## 13. Policy review and consultation

This policy is reviewed annually in the Autumn Term with reference to the academic year beginning 20 months hence. Consultation takes place locally with our parents and, more formally, with the Diocesan authorities and the Local Authority. The LA undertakes the statutory consultation in the Spring Term 16 months prior to this policy being effective.

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