

St Mary's CEVAP School, Hadleigh

Admission Policy – School Year 2013/2014

St Mary's CEVA Primary School is an inclusive school. The staff and Governors are committed to providing equal opportunities for all pupils.

St Mary's CEVA Primary school is an Admissions Authority. The Governors have responsibility for approving admissions to the school.

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 2013 to 2014 are asked to complete two forms, which can be downloaded from Suffolk County Council's website (details below):

- 1. The Suffolk Education Authority Common Application Form for Primary Schools (CAF1). This form can be completed online.**
- 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**

or

**Southern Area Education Office, St Edmund House, Ipswich, IP4 1LZ
Tel: 0845 6000981 Website: 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 CAF1 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 first priority for admission to the school. Children from service families with a confirmed posting or children living in the Hadleigh Benefice area (Hadleigh, Layham and Shelley) with confirmed refugee status are also 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.

For children who have special social, medical or pastoral reasons for applying for a place at the school Parents/carers are required to support applications with written evidence from their General Practitioner, Social Worker, Health Visitor or similar professional who has knowledge of the child. Such evidence **MUST** be produced before the closing date for applications.

The closing date for applications is **Friday 11th January 2013**. 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 and other children of the same immediate household) 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.

A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to 'parents' attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents, as defined above, and siblings.

- **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 ordinarily 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 (Hadleigh, Layham and Shelley) and attend St Mary's Nursery.
- **f)** Children who are ordinarily resident in the Hadleigh benefice area (Hadleigh, Layham and Shelley).
- **g)** Children living outside the Hadleigh benefice area (Hadleigh, Layham and Shelley).
- **h)** Other applicants.

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 2013.

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 2013-14 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. Classes in Key Stage 1 are subject to infant class size legislation, which limits the number of children in a class to 30.

6. Residency

By “ordinarily resident” we mean the place where your child usually lives. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment/defined area or if you use another address to give the impression that your child lives in the catchment/defined area so that you have a higher priority for a place at that school. We regard Travellers who move into the Hadleigh benefice area (Hadleigh, Layham and Shelley) as ordinarily resident in that area when considering applications for a school place.

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”.

There is no deadline for the submission of appeals, which are independently administered by the Education Appeals Office, PO Box 579, Ipswich, IP1 2BX).

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

If you apply for a school place in the normal admissions round and your preference for a place at this school is refused, your child’s name will automatically be placed on our waiting list. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria.

The order of children 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. If you change your address while your child is on a 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 Hadleigh Benefice area (Hadleigh,

Layham and Shelley). 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 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. The waiting lists will operate up to the last day of the first full week of the spring term 2014.

We do not hold waiting lists for school places for mid-year applications. Mid-year applications are processed by the school under the same conditions as other applications, using the oversubscription criteria defined above.

10. Contact

Parents are welcome to contact one of the Administrative Assistants in the school office for information and advice. The Administrative Assistants can be contacted via email (admin@stmaryshad.co.uk) or telephone (01473 823268).

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.