

*'...those who hope in the LORD will renew their strength.  
They will soar on wings like eagles; they will run and not grow weary,  
they will walk and not be faint.'* Isaiah 40:31

**connect | nurture | aspire | learn | excel | hope**



Multi Academy Trust Policy

Common Trust Policy, Use as Published/ Principles for Incorporation by Academy/School

St. Mary of Charity C.E. Primary School

Date adopted by Trust Board:

Date of Review: 7/10/21

Date of next Review: 7/10/22

Date Adopted by Local Governing Body: 17/05/22

# St. Mary of Charity C.E. Primary School

## Admission Criteria 2023/24

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### Introduction

As a school founded by the Church of England and part of Aquila, The Diocese of Canterbury Academies Trust Ltd, St. Mary of Charity C.E. Primary School has a distinctive Christian ethos at its heart. It aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice and encourages an understanding of the meaning and significance of faith, promoting Christian values through the experience it offers to all its pupils. We welcome applications from all members of the community, and we ask all parents to respect the Christian ethos of our school and its importance to our community.

Children are admitted into the reception class in the September of the academic year in which they reach their fifth birthday. *(Although parents may wish to defer their child's school place until the term in which a child reaches compulsory school age we prefer all children to be admitted for the beginning of the academic year). [See Deferment]*

The Governors wish to reflect the Christian character of the school and its links to the local Christian community in its admissions practice. The majority of the pupils are expected to be those living in the neighbourhood of the school.

### Published Admissions Number (PAN)

The school's published admissions number for reception is 30.

The school's admission number in other year groups is 30.

### Oversubscription Criteria

The school has its own 'Admissions Criteria'. This is applied if the number of applicants for places in the reception class exceeds the published admission number.

Parents are advised that the school is part of the County Admissions Scheme and parents should complete-

- A- An online Common Application Form.
- B- In addition they should collect and complete a Supplementary Form that is also available from and returnable to the school as St Mary of Charity is a Church of England School.

Before the application of oversubscription criteria children with an Education, health and care plan (EHCP) which names the school will be admitted. As a result of this the published admission number will be reduced accordingly.

### **Places will be offered according to the following criteria in order:**

1. **Looked after children / Children in Local Authority Care** A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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### 2. Vulnerable Children;

- I. Children of families with confirmed refugee status
- II. Children with physical or medical needs where written evidence is available from a senior clinical medical officer and the child's general practitioner or specialist showing that it would be detrimental to the child's health not to admit him/her to the school. Details of this must accompany the initial application.
- III. Children where one or both parents have a disability that would make travel to a different school difficult. Evidence from a registered health professional such as a doctor or social worker will need to be provided. Details of this must accompany the initial application.
- IV. Children eligible for the Service Premium. Evidence of this must accompany the initial application.

### 3. Children who have blood or adopted brothers or sisters or half brothers and sisters who live at the same home as the child already attending the school at the time of entry; (In this context brother or sister means children who live as brother or sister in the same house, including natural brother or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. The sibling link is maintained as long as the family live at the same address as when the first child applied, or has moved closer to the school than when the first child was offered a place, or has moved to an address that is less than 2 miles from the school using the distance measured by the method outlined in the distance/ nearness of children's home to school criterion.)

### 4. Children from families who are practising members of the Church of England, attending on a regular basis; (You would need to offer proof from a serving Vicar of your local Church - the school can provide you with the supplementary form to support a request for a place under this category). {'Regular is defined as twice per month for six months or longer.'}

### 5. Children who are from families who regularly worship at a non Church of England Christian base. (The priest/minister will be contacted. "Regular parental worship" or "on a regular basis" means at least twice a month for six months.) A form confirming this must be signed by the Priest in Charge, or the appropriate Minister, etc. If you have recently moved house a letter from the Minister of your previous church authenticating a continuity of worship must be supplied. If you have moved church within the last year then we would require a letter from both Ministers. (A supplementary form is available from the school, to support a request for a place under this category).

**Any other child where the proximity of the school is measured. Nearness of children's homes to school** - we use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school.

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### 6. Explanations

Where any of the above criteria are oversubscribed Children will be ranked within each category on the following basis:-

#### (a) Confirmed refugee status

According to the Equality and Human Right Commission, "Refugee status is granted to a person who has had a positive decision on their claim for asylum under the 1951 United Nations Convention Relating to the Status of Refugees (the Refugee Convention) and has been granted leave to remain in the UK. Refugees are forced to flee their countries because of fear of persecution, often as a result of direct state action."

(<https://www.refugeecouncil.org.uk/0003/4097/EmployingRefugees> )

#### (b) Medical / Health and Special Access Reasons

Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular, those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Written evidence from a suitably qualified medical or another practitioner who can demonstrate a special connection between these needs and the particular school will be required.

#### (c) Service Premium

The service premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel. It is paid to schools for those children who:

- have parent(s) who are currently serving in the UK regular armed forces;
- have parent(s) who served in the UK regular armed forces at any time in the last three years;
- have parent(s) who died serving in the UK regular armed forces and are in receipt of a pension under the Armed Forces Compensation Scheme or War Pension Scheme

We may request evidence of eligibility in order for a place to be offered under this criteria.

#### (d) Distance / Nearness of children's home to school

We use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG.

### Summer Born Children

Reception children are usually admitted to the school for full-time education in September although this can be reviewed on an individual basis, taking into consideration each child's needs. Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parents can request that their child attends part-time until their child reaches compulsory school age. Discussions with the School/Academy are strongly recommended prior to making a decision.

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### Requests for admission outside of the normal age group

In particular circumstances, and in accordance with the Department for Education's School Admissions Code, parents may seek a place for their child outside of their normal age group - for example, if the child is gifted and talented or has experienced problems such as ill health.

Such requests should be discussed with the Head teacher as early as possible in the admissions round associated with that child's date of birth. This will allow the Academy sufficient time to make a decision regarding the request before the closing date for applications and national offer day. Decisions to admit a pupil outside of their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. We may request supporting professional evidence to assist in the decision-making. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional. However, failure to provide this may impede our ability to make an informed decision.

If the request is agreed, the application will be considered for the year group sought and ranked alongside any and all other applications. There is no guarantee that a place will be offered at this stage. Parents should complete a request for the usual point of entry at the same time, in case their request is declined, or they do not receive a place in the year group requested. This application can be canceled if the academy agrees to accept a request for entry into a different year group. Applications must be made via paper Common Application Form to the Local Authority, with written confirmation from the Academy attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with the oversubscription criteria specified for that round.

Where a child has been educated out of their normal age group, it is important for the parent to consider that this is not binding when they transfer to secondary or any other school/academy. It will be for the admission authority of that school/academy to decide whether to admit the child out of their normal age group.

### Withdrawal of an Offer

The Governing body reserve the right to withdraw an offer of placement but only under the following circumstances

1. It has been offered in error,
2. A parent has not responded within a reasonable period of time (two weeks).
3. It is established that the offer was obtained through a fraudulent or intentionally misleading application.

We will write to parents prior to any potential case for withdrawal. Parents will be offered the opportunity to respond to our concerns.

### Appeals Procedure

Parents have a right of appeal to an independent panel against the decision of the Governing Body to refuse an application for a school place. Details of the appeals procedure are sent out with all refusal letters.

The school will provide procedures relating to waiting lists, appeals, and late applications. The information can be obtained from the School Office.

Please contact the Local Authority for details about the appeals process. An appeal hearing will be arranged and you can attend this in person and/or contact your Local County Councillor for support.

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In accordance with the requirements of the School Standards and Framework Act 1998, the Governors will make arrangements for parents to appeal against the refusal of the Governors to offer a place for their child in the school. Details of the procedure will be supplied by the Head teacher on request.

Queries about the Admission Policy should be addressed to the Head teacher or Chair of Governors, c/o the School Office. The school will establish an independent Appeals Panel in accordance with the relevant Education Act, or will use the services of the Local Authority Independent Appeals Panel.

**Arrangements for Admissions and appeals will be reviewed and published each year.**

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### Further Information

#### Tie break situation

In a tie break situation then the nearness of the applicant's home to school will be the decider.

If 2 or more applicants have the same distance then a number will be issued to each applicant and drawn randomly to decide which child should be given the space. Arrangements will be made for this to be independently witnessed.

In accordance with the provisions of the School Standards and Framework Act 1998, parents may appeal against any refusal to admit their child(ren) to the school. If this is the case they are at liberty to write to the Clerk to the Governors detailing the full reasons for the appeal.

#### Waiting lists

The school can keep a list of pupils waiting to come into school. They will be ranked according the criteria mentioned above. Each time a child is added to the waiting list the list is re-ranked according to the above criteria. This means you can go up or down the list.

#### Deferment

St Mary of Charity is rightfully proud of its' successful transition for reception pupils into school. We admit all our pupils in September using an extensive, well tested and supportive programme of introduction and home visits. Without exception our parents praise our transition and this can be seen in the variety of feedback we receive each year. Whilst we appreciate that you may defer your child's entry to school or ask for part time, we would advise you to book a meeting with our headteacher before taking this decision, so that you can see the numerous benefits of starting school in September.

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### **St Mary of Charity Church of England Primary School**

#### Supplementary Information Form (SIC)

(To be completed in addition to the Local Authority's Common Application Form (RCAF)

*'As an 'aided' school, the Governors and Head Teacher wish St Mary of Charity to reflect the rich traditions of Anglican prayer and worship. Acts of worship are central to school life and will form part of the daily routine of this school.'*

Parents should be aware that if their child is successful in gaining a place at St Mary of Charity that they will support the Head Teacher in the above statement and all other policies.

Full name of child	
Date of Birth	

Please note the school will request proof of address and a birth certificate- if these are not provided we may withdraw the offer of a place.

Child's permanent address	
	Telephone Number Mobile Phone

Name of parents	
Address	
All contact numbers for parents	



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**Church Affiliation**

Church attended by parents	
Name and address of Vicar who knows the child	
‘We have attended our church for the last six months and have attended at least twice per month.’	Yes                  No                  (please circle)

Signature of Vicar \_\_\_\_\_

Name of Vicar \_\_\_\_\_

Date \_\_\_\_\_

*If you have moved into the area in the last six months please copy this form and obtain the signature of your last Vicar.*

**Declaration**

‘I/We apply for the admission of our child to St Mary of Charity CEP School and understand that a false declaration may mean any offer is withdrawn.’

**Parent/  
Guardian’s Signature**

**Date**