

# All Saints Bedworth C of E Primary School and Nursery



## School Admissions Policy 2016/17

### 1 Introduction

- 1.1 All Saints is a Church of England Voluntary Aided Primary School serving the priority area of:

The area between Coventry Road, High Street, King Street, Bulkington Road (all roads inclusive), the Coventry Canal to Coalpit Fields Road and along the route of the disused mineral railway to the Black Bank Public House. **Admissions are determined by the Governors.**

- 1.2.1 In determining their policy the Governors have endeavoured to serve families of the local community whilst seeking to preserve the Christian ethos of the school.

Recognising its historic foundation with Nicholas Chamberlaine's Schools and Hospitals Trust, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

### 2 Aims and objectives

- 2.1 We are an inclusive school that welcomes children from all backgrounds and abilities. All applications will be treated fairly, according to our criteria and in a sensitive manner.
- 2.2 The only restriction we place on entry is that of number. All Saints is a highly regarded school, commended by OFSTED as "an effective, very caring school where pupils do well and enjoy school life". As such there is a heavy demand for places and in recent years we have admitted the maximum number to the Reception class. If the number of children applying for entry exceeds the places available, we apply the oversubscription criteria set out below in order to determine whether a child is accepted or not. **Your child is not automatically guaranteed a place.**

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**2.3 No guarantees are made that, because of Nursery Attendance, children will be admitted to school. If a child comes from Nursery or from other settings they are treated fairly according to these criteria.** All Saints Nursery has a PAN of 30 FTE places (made up of 60 part-time places)

**2.4** The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school (the only exception to this is as outlined in 6.1 below)

### **3 Admission Numbers**

**3.1** The Governors will admit all applications up to the published admissions number of 30 in any year group.

Every year the governing body will review and publish information concerning the school's admission policy. This will confirm the maximum number of children to be admitted to the school as a whole, the Published Admissions Number (PAN) which is currently 30 and explain how places will be allocated.

### **4 Infant class size**

**4.1** We teach children aged four to seven in classes of thirty children. Reception to Year 2 classes are governed by the Infant Class Size regulation maximum of thirty children.

### **5 How parents can apply for their child to be admitted to our school**

**5.1** As a primary school (4+ to 11+) All Saints admits children into school in the September following their fourth birthday and the children stay until they transfer to secondary school in the September following their eleventh birthday.

**5.2** Parents who are considering All Saints as the school for their child are encouraged to make an appointment to visit the school to ensure it meets their child's needs.

### **6 Admissions criteria**

**6.1** Where this school is named in a child's Statement of Special Educational Needs, the governing body recognises a duty to admit the child to the school.

**6.2** When the school has more applications than places, places are offered according to the oversubscription criteria below, in the following order of priority:

- 1 Children within Local Authority care as defined in Section 22 of the Children's Act 1989, for example children in residential homes or foster care, and also children who were looked after, but ceased to be so because they were adopted (under the terms of the

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Adoption & Children's Act 2002) or because they became subject to a residency order or special guardianship order (under the terms of the Children's Act 1989)

- 2 Children who have a brother or sister at the school at the time of admission

Priority within this criterion will be given to:

- a) Children who live nearest the school, by the shortest straight line point from a centre point (centroid) of the school to the centre of the child's home as indicated by Ordnance Survey and who have attended the school's nursery during the year prior to entry into Reception.
- b) Children who live nearest the school, by the shortest straight line point from a centre point (centroid) of the school to the centre of the child's home as indicated by Ordnance Survey.

- 3 Children living in the given priority area

Priority within this criterion will be given as listed a) and b) above

- 4 Children living outside the given priority area

Priority within this criterion will be given to:

- a) Children who live nearest the school, by the shortest straight line point from a centre point (centroid) of the school to the centre of the child's home as indicated by Ordnance Survey and who have attended the school's nursery during the year prior to entry into Reception.
- b) Children of parents, or children accompanied by grandparents, who are worshippers of All Saints Church, Bedworth and St Andrews Church, Bedworth. To be assessed on the frequency and length of time they have been attending the church. Evidence to be given at the time of application using the form obtained from school. Such form to be completed by the minister demonstrating frequency, regularity and how long this has been the case.
- c) Children of parents, or children accompanied by grandparents, who are worshipping members of local mainstream Christian churches (Member Churches of Churches Together in Britain and Ireland - see explanatory list attached as Appendix 1). To be assessed on the frequency and length of time they have been attending the church. Evidence to be given at the time of application using the form obtained from school. Such form to be completed by the minister or official at the place of Christian worship demonstrating frequency, regularity and how long this has been the case.

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- d) Children of parents, or children accompanied by grandparents, who are regular worshipping members of a mainstream faith represented in the Inter-Faith Network of the UK (other than those included in b) and c) above). To be assessed on the frequency and length of time they have been attending their place of worship. Evidence to be given at the time of application using the form obtained from school. Such form to be completed by the minister or official at the place of worship or religious organization, demonstrating frequency, regularity and how long this has been the case.
- e) Children who live nearest the school, by the shortest straight line point from a centre point (centroid) of the school to the centre of the child's home as indicated by Ordnance Survey.

### 7. Definitions applying to all the criteria

#### **Brother and Sister**

A child is considered in this category if an older sibling is attending the school at the deadline date, **and will continue to do so when the sibling is admitted**, and where the child lives outside the priority area at the same address as the older sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

#### **Home Address**

A child's home address is defined as where the child normally resides/sleeps when s/he attends school. Addresses involved in child minding arrangements (professional or with relatives) are excluded.

#### **Split Parents**

Where a child lives with two parents in separate addresses, the qualifying address will be that where the child spends (i.e. sleeps) the majority of the school week. If the child spends exactly equal amounts of time in the two addresses the parents themselves will need to nominate which address they wish to be the child's main address for school admission purposes

Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address that place is liable to be withdrawn.

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### **Distance from Home Address to School**

Within each criterion priority is given in order of distance between the child's home and school (shortest distance = highest priority). Distance will be calculated by the straight line measurement from the applicant's home address location to the centre point ('centroid') of the preferred school. (All measurements are subject to prepositional accuracy changes). This applies equally to those living inside and outside the County boundary.

On entering the address into the Admissions system the address is PAF (Postal Address File) matched against Address-Point® data held in the system. When an address is PAF matched the system looks up a 7 figure grid reference for that property known as an Address-Point® location coordinate (APLC) (e.g. 1234567, 1234567).

"An APLC is allocated to a point that falls inside the permanent building structure of an address as shown in the Ordnance Survey Land-Line data; in most case the point will be within 0.1 metre on the ground of the Land-Line building seed."

The distance from this point to the centroid (another 7 figure grid reference) is then calculated to the nearest 0.001 miles.

The PAF file is updated every 3 months. PAF files are provided by the Post Office via a third party supplier. Address-Point® data is provided by Ordnance Survey and updated annually.

If two or more children with the same priority for admission live an indistinguishable distance from the school, but cannot both be admitted, then the available places will be decided by the casting of lots.

### **Twins and children from multiple births**

Twins and children from multiple births are defined as sharing in a common genetic inheritance and resulting from a single shared pregnancy. Twins and children from multiple births will be treated as "excepted children" under the terms of Infant Class Size regulations, when one of the siblings is the 30<sup>th</sup> child admitted.

## **8. Admission of children below compulsory school age and deferred entry to school.**

The Governors must provide for the admission of all children in the September following their fourth birthday.

Where a child has been offered a place at the school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) where the parents wish, a child may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

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### **9. Admission of children outside the normal age group**

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

**Children would only be educated out of the normal age group in very limited circumstances.** Parents should submit a request in writing to the Governors as early as possible. The Governors will make decisions on the circumstances of each case and in the best interests of the child concerned.

### **10. Appeals Procedure**

Parents have a right of appeal to the Independent Admission Appeals Panel against the decision of the Governing Body to refuse application for a school place. The Independent Admission Appeals Panel is arranged by Coventry Diocesan Board of Education. Details of the appeals procedure are sent out with all refusal letters.

### **11. Waiting Lists**

It is necessary to complete a Local Authority Common Application form to apply for a school place. Registering interest with the school on a “waiting list” before the admissions round guarantees neither a place nor priority within the oversubscription criteria. Offers of places will be made by the Local Authority on the school governors’ behalf.

If the school is oversubscribed for children due to start in the Reception Year in September 2015, a waiting list will be maintained for this year group only. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is taken up or declined. The waiting list will close at the end of the autumn term. At that time parents of pupils on existing lists must confirm in writing their wish to be placed on a newly constructed waiting (or continued interest) list.

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### **11.1 In-Year Fair Access**

The governing body recognises its duty to work with the Local Authority during the course of the year to provide fair access for “hard to place” children, even where the school has already reached its published admission number – except where the infant class size limit of 30 pupils would be breached by doing so. These pupils may include children who have previously been permanently excluded from a school, children of Traveller families, refugees and asylum seekers, and children on the Child Protection register. The protocol established by the Local Authority for this purpose is designed to ensure that such pupils are shared equally between schools in an area.

## **12. The application process**

### **12.1 September 2016 admission**

Applications for Reception Year entry for the academic year starting September 2016 need to be made on the Local Authority’s Common Application Form, which can be accessed and submitted online at [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions) Alternatively, a paper copy of the Common Application Form can be made available via the Warwickshire Admissions Service or via the school. Governors will treat the Common Application Form as submitted “on time” if it has been received by the Admissions Service by the date given by the Local Authority for this purpose.

In addition, and only where priority is sought on faith grounds, the required evidence of church/other faith attendance should also be returned with the common application form directly to the Local Authority. The required evidence of attendance will be provided on the Supplementary Information Form obtained from school.

All Saints Bedworth C of E Primary School cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

A decision on the admission of new entrants will be made by the governors during the Spring term before the child's admission. The parents or guardians will receive written notification of whether a place has been offered at the school from the Local Authority on the given date.

Applications from families moving into the area will be considered as on time if they are similarly accompanied by proof of address by the date given by the Local Authority.

Late applications, i.e. those received after the deadline for the normal admissions round will not be considered until after all of those which were received on time have been processed by the Local Authority.

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### **12.2 Admission at other times**

Applications for admission during the course of the year and for other Year groups will be administered by the Governors and parents should contact school for details of how to apply.

Where a place is available in the required Year group, it must be offered. Where no place is available, parents have the right to appeal against the decision of the governors to refuse admission.

In accordance with government legislation, the governing body will consult with the Diocesan Board of Education, the Local Authority, other local schools and relevant parents in respect of its admissions arrangements.

### **13. Enquiries or comments about this policy should be addressed to:**

***The Chair of Governors  
All Saints Bedworth C of E Primary School  
The Priors  
Off Mitchell Road  
Bedworth  
Warwickshire, CV12 9HP  
Tel: (024) 7631 3387***

**Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Governing Body.**

**May 2015**      Determined by the Governing Body on 19 March 2015



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### Appendix 1

The following Churches are considered by the Governors to come within the category of 'another Christian Church'. Churches who are members of Churches Together in Britain. These include:

Greek Orthodox Church  
Serbian Orthodox Church  
Catholic Church in England and Wales  
Congregational federation  
New Testament Assembly  
Moravian Church  
Salvation Army UK Territory  
Council of African and Afro-Caribbean Churches  
Russian Orthodox Church  
Baptist Union of Great Britain  
Seventh Day Adventist Church  
Wesleyan Holiness Church  
Joint Council of Afro-Caribbean Churches  
Religious Society of Friends  
Church of Scotland  
United reformed Church  
Methodist Church

The Governors are also happy to accept applications for Church Places from members of the following local Churches:

New Horizons  
Mosaic Church  
Life Church