



Admissions Policy for academic year 2019

St Paul's Church of England Voluntary Aided Primary School is a one form entry voluntary aided school where the governors are responsible for admissions. Children are usually admitted into the Reception class in the September of the school year in which they will be five.

It is our mission at St Paul's Church of England Primary School to nurture and promote achievement for all within a caring Christian environment. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

ADMISSIONS

St Paul's is a Church of England voluntary aided school. As a voluntary aided school, the Governing Body is the admissions authority. The school has a planned admission number of 30 places per year group.

Children with a statement of Special Educational Need or Disability where this school is named on the statement will be admitted to the school without reference to the oversubscription criteria below.

In the event of there being more applicants than there are places, the Governors' Admission Policy will be applied as follows:

OVER-SUBSCRIPTION CRITERIA

1. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a Child Arrangement Order or special guardianship order.
2. Children of one or both parents who are connected to St Paul's Church or another Christian Church for whom this is the nearest Church of England Primary schools, in the following order of priority:
 - at the heart of the church,
 - attached to the church;
 - known to the church*(please, see notes A, B and C below).*
3. Children with siblings who will still be in school at the expected time of admission
(please, see note D below).
4. Children who live within the Parish Boundary of St Paul's. *A map is attached to this policy (p.3) and available in the school office on request.*
5. Children of one or both parents who are frequent worshippers of another major world faith,(please see note B below) for whom this is the nearest Church of England Primary school *(please see notes A, B and E below).*
6. Children who live beyond the parish boundary *(please, see note F below).*

Tie Breaker

In the event of a tie in any of the above listed criteria, priority will be given to those who live nearest to the school as measured in a straight line from the child's home to the main entrance of the school building, using the local authority electronic mapping system.

Tie Breaker Two

In the unlikely event of there being two or more children living equidistant from the school, as measured above, any remaining places will be allocated by the drawing of lots.

Notes

- A. 'Parent' is deemed as the legal guardian.
- B. People are: 'at the heart of the church' if they worshipped in a church at least twice a month for at least the last 6 months; 'attached to the church' if they worshipped in a church at least once a month or were regularly involved in a weekday church activity including an element of worship for at least the last 6 months; 'known to the church' if they worshipped occasionally in a church (less than once a month) or were involved in church activities such as uniformed organisations during at least the last 6 months.
- C. 'Christian church' means a church that is a member of the Council of Churches of Great Britain and Ireland or the Evangelical Alliance, or a church which is in full sympathy with their Trinitarian stance.
- D. Siblings' means a sister or brother who lives at the same address. Children living in the same family and at the same address, i.e. foster children or step-sisters or step-brothers are also included.
- E. 'Major world faiths' are Buddhism, Hinduism, Islam, Judaism and Sikhism.
- F. The address is defined as being the home where the child resides for the majority of days per week.

APPLICATION PROCEDURE

Applying for a place in Reception Class:

The common preference form must be completed and returned to the Local Authority or to the school by 15 January each year. Applicants who wish to be considered under oversubscription criteria 2 and 5 must also complete the school's Supplementary Information Form (SIF) and return it to the school by the same date together with relevant documentation. It is a parental responsibility to return this form to the school. If the SIF is not received the governors will only be able to rank the application according to the information on the common application form.

In-year application procedures

Bradford Local Authority administers in-year applications on behalf of the school governors. In-year application forms should be returned to the Local Authority who will inform applicants whether a place can be offered, on behalf of the governors. Applicants who wish to be considered under oversubscription criteria 2 and 5 must also complete the school's Supplementary Information Form and return it to the school no later than the application form is submitted.

ADMISSION OF CHILDREN BELOW COMPULSORY SCHOOL AGE AND DEFERRED ENTRY TO SCHOOL –

All children offered a Reception place at St Paul's will be able start in September. However,

- a) 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, and
- b) Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

The compulsory school age is the term after the child's 5th birthday

APPEALS PROCESS

At St Paul's C of E Primary school the governors use the Local Authority Appeals process. Parents have the right to appeal in the event of a refusal of a place being received. An appeal must be put in writing to the Chair of Governors c/o the school within 20 days of receiving the refusal notification.

WAITING LISTS

In addition to their right of appeal, unsuccessful applicants can apply to be placed on a waiting list. This waiting list will follow the order of the over-subscription criteria set out above. The waiting list will be kept open for the remainder of the academic year for which application was made.

MAP OF ST PAUL'S WIBSEY PARISH





**SUPPLEMENTARY APPLICATION FORM
FOR ENTRY INTO ST PAUL'S CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL**

TO BE COMPLETED BY THE PARENT(S)/ GUARDIAN(S) and returned directly to St Paul's Church of England Primary School by the same date as the common application form is submitted

Your Child:

Full Name:.....

Sex: M/F

Date of Birth:.....

Parent(s)/Guardian(s) Name(s)

.....
.....

Permanent Address:.....

.....**Postcode**.....

Siblings

Do you have a child at school: YES / NO

Will they be there when your child is eligible for entry into school? YES / NO

Name(s):.....

Class(es).....

To be completed by the church minister/faith leader and returned directly to:
St Paul's CE Primary School: St Paul's Avenue, Bradford, BD6 1ST

**ADMISSION OF PUPILS TO ST PAUL'S CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL
Confidential Church Reference**

Child's name:.....

Parent(s)/Guardians Name(s)

.....

.....

Is/are the parent(s)/guardian(s) named above linked to your church? YES/NO

Please tick the appropriate box below to indicate which of the following best describes their links with your church:

'At the heart of the church' – they have worshipped in church at least twice a month, for at least the last 6 months;	
'Attached to the church' – they worship in church at least once a month or are regularly involved in a weekday church activity including an element of worship, for at least the last 6 months	
'Known to the church' - they worship occasionally in church (less than once a month) or are involved in church activities such as uniformed organizations (during at least the last 6 months.)	

Length of time involved with this Church to your knowledge:..... years / months

Does your church belong to the Church of England? YES / NO

If not, is your church affiliated to 'Churches Together', or the 'Evangelical Alliance, or hold the Trinitarian stance in its creed? YES / NO

Signed:..... Vicar/Minister of:.....

Name:.....

Date:.....

Thank you for your kind assistance