



*Nurture, Grow, Flourish*

# **St. Stephen's C.E Primary School**

## **School Admissions Policy**

### **POLICY STATEMENT: ADMISSIONS**

#### **RATIONALE**

St. Stephens CE Primary is a two-form entry Voluntary Aided School. This means governors are responsible for admissions and will admit 60 children each year. Children are admitted into the Reception class in the September of the academic year in which they reach the age of five.

#### **PURPOSE**

- To provide a clear statement of admission criteria, notes and guidance which will be used to allocate places and which comply with local, statutory and diocesan advice and regulations.
- To avoid favouritism or discrimination.

## **OVER-SUBSCRIPTION CRITERIA**

When the number of applications exceeds the number of places available, then the following criteria will be applied, in priority order as listed, to determine who will be offered a place in school.

1. Looked after children whose guardians/carers are practicing members of the Church of England or other Christian churches.
2. Other looked after children.
3. Children whose guardians/carers are practicing members of the Church of England or other Christian churches and have a brother or a sister attending the school at the time of admission.
4. Children whose guardians/carers are practicing members of the Church of England or other Christian churches.
5. Children with siblings currently in school, living at the same address at the time of admission.
6. Children whose guardians/carers want them to attend the school for genuine religious reasons and support the Christian ethos of the school (commitment to a major faith group).
7. Proximity of the child's home to the school, with those living nearer, as measured by a straight line, being accorded the highest priority.
8. Where any of the above categories is over-subscribed, proximity to the school as measured by a straight line will be the deciding factor in awarding a place.

## **APPLICATION PROCEDURE**

Common Application Forms and information booklets will be distributed to all guardians/carers of St. Stephen's Nursery and any other guardians/carers who have registered an interest in the November of the year prior to the September their child is due to start full-time school. Application forms can either be returned to Children's Services or directly to school. If guardians/carers are providing additional evidence (e.g. a letter from their church) this should be returned to school at the same time.

## **WAITING LISTS**

1. All those who apply for a place in our school are held on a waiting list until a place becomes available. Children's Services manage all In Year applications and allocate places as and when a place becomes free.
2. Parents who make an unsuccessful application for admission to St. Stephen's will be informed of their statutory right of appeal. Appeal forms can be obtained from The Admissions Team, telephone (01274) 439200.

## **NOTES**

1. The criteria will be overridden for a child with a Statement of Special Educational Need /Education Health Care Plan where this school is named.
2. Where guardians/carers are requesting a school place based on points 3 or 4, a written reference must be obtained from their relevant church. This should

be submitted to school (not the LA) and is the only additional piece of evidence that guardians/carers will need to provide.

3. If you are allocated a place at St Stephen's you will receive a letter of confirmation from The Admissions Team. We ask that you complete the attached form and return to school to ensure your place is allocated.
4. All new guardians/carers are invited to an initial meeting in the summer term to ensure their child/ward's smooth transition in starting school. We expect all guardians/carers to attend.
5. Attendance at St. Stephen's Nursery does not guarantee admission into Reception class, nor does it provide additional priority for Reception places.