



## Peterborough Diocese Education Trust Staverton CE Primary School

### Admission Policy 2018

Staverton CE Primary School is an Academy within the Peterborough Diocese Education Trust. The Academy Trust is the admission authority and has responsibility for setting the Admission Policy. The policy is administered by the Local Governing Body.

The Governing Body will admit up to **15** pupils into each year group.

When there are more applications than there are places available, the governors will admit pupils according to the following criteria which are listed in order of priority.

The governors will admit all pupils with a statement of special educational needs / Education Health Care Plan which names the school.

#### Oversubscription criteria

1. The governors will admit 'Looked After Children', or previously 'Looked After Children' but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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.)
2. The governors will admit children on social or medical grounds where professionals have clearly identified that the school will best meet the needs of the child. *(These applications must be accompanied by documentary evidence from appropriate professionals within the Health or Social services.)*
3. Children of parents/ guardians resident in the parishes of Staverton, Hellidon and Catesby who can demonstrate an allegiance to the Church of England or any church affiliated to Churches Together in England, through attendance. *(See residency definition below. These applications must be accompanied by form SIF/A available from the school. The completed SIF/A will then be sent to the minister with form SIF/B to verify church allegiance.)*
4. Children of parents/ guardians resident in the ecclesiastical parishes of Staverton, Hellidon and Catesby. *(See residence definition below.)*
5. Children who have a sibling attending the school at the time of admission. *(See sibling definition below.)*
6. Children of parents/guardians resident outside the parishes of Staverton, Hellidon and Catesby who can demonstrate allegiance to the Church of England or to any Church that is a member of Churches Together in England, through attendance. *(These applications must be accompanied by form SIF/A available from the school. The completed SIF/A will then be sent to the minister with form SIF/B to verify church allegiance.)*
7. Children of parents/legal guardians of any faith or none, who express a preference for an education in a Church of England school.

### Right of Appeal

Governors will admit up to the published admission number. For any child subsequently refused a place, parents/legal guardians will have the right to appeal against the decision, to an independent Appeals Panel. Parents wishing to appeal should write to:

The Clerk to the Appeals Panel  
Diocesan Board of Education  
Bouverie Court  
6 The Lakes  
Bedford Road  
Northampton NN4 7YD

### Notes

#### Tie Breaker

Where there are more applications in any one category, applications will be prioritised on the distance from the child's home to the main entrance of the school. Distances are measured from the property to the nearest access point to the school grounds. It is measured on a straight line basis using a geographical information system.

#### Residency definition

The child's place of residence is the address of the parent or legal guardian with whom the child spends the majority of time during the school week. (Parents/legal guardians may be asked to produce evidence of residency/home address at any time during the admissions process.)

#### Definition of siblings

The definition of a brother or sister sometimes referred to as a sibling;

- a brother or sister sharing the same parents
- a half brother or half sister where 2 children share one common parent
- a step-brother or step sister, where two children are related by a parent's marriage
- adopted children.

A brother or sister must be living at the same address when the application is made.

#### Late Applications

The governing body will consider late applications after all the "on time" applications have been processed. Those refused a place due to the school having admitted up to their admission number (15), will be advised of their right to appeal.

#### Waiting lists

All parents who are refused a place at the school at any time may wish to place their child's name on a Waiting List. Pupils will be placed on the Waiting List in strict order according to the oversubscription criteria on the Admissions Policy. If a place becomes available at the school, places will be allocated according to this criteria.

Parents must contact the school and request that their child's name is placed on the Waiting List. This can be done by telephone: 01327 703023 or e-mail : [head@staverton.northants-ecl.gov.uk](mailto:head@staverton.northants-ecl.gov.uk)  
The Waiting List will be revised at the time of allocation of places, again in September, January and April.

At the time of allocation of places, parents must contact the school within 7 days to request that their child is placed on the Waiting List.

If parents wish their child to remain on the Waiting List they must contact the school in September, January and April.

Parents should contact the school within 10 school days at the beginning of September, January and April. Any places which become available, will be allocated after 10 school days at the beginning of September, January and April.

Worshipping member

For your information, our guidance on the term “worshipping member” is as follows:

*At least one of the parents or guardians of the child is regarded by the priest / minister / worship leader as part of the worshipping community at the church / worship centre. This would not necessarily mean that the parent is a “Member” in a technical sense (e.g. through baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than “occasional” and has been sustained for more than a short, very recent period of time.*

[www.achurchnearyou.com](http://www.achurchnearyou.com)

Parish Map attached