



Peterborough Diocese Education Trust Staverton CE Primary School

Northamptonshire County Council (the local authority) co-ordinates applications for places in this School.

In order to submit an application, please refer to the local authority's website – www.northamptonshire.gov.uk/admissions

Admission Policy 2022

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 pupils with an 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, or special guardianship order.
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*

Email – education@peterborough-diocese.org.uk

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 school. Distances are measured from the property 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 Looked After Child

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.)

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 703154 or e-mail : 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

Parish Map attached

Admission of children below compulsory school age and deferred entry to school

Children are required to start their compulsory education from the beginning of the term following their 5th birthday (based on a 3 term year with terms starting in September, January and April). In Staverton CE Primary School, children are entitled to a full year in Reception i.e. the school place is available from the beginning of the school year in which the child has their 5th birthday.

Deferred entry:

Parents/carers can request that *entry to the School* is deferred until later in the same school year (i.e. a child born in the Autumn term could defer starting school until January and a child born in the Spring or Summer term could defer their start until after Easter). If such a request is made the School is required to *hold the place* for the child; the place cannot be offered to another child but it cannot be kept open beyond the beginning of the Summer term.

Any parents/carers considering deferring their child's admission to school are recommended to discuss this with the Headteacher.

1. Admission of children out of their normal age group
 - 1.1 Parents/carers may seek a place for their child out of their normal age group e.g. if the child is gifted and talented or has experienced problems such as ill health. Additionally;
 - 1.2 Parents/carers of a summer born child (i.e. a child born in the period from 1 April to 31 August) may not want to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – e.g. to Reception rather than to Year 1 – *please refer to the section on Summer Born children below.*

Process for requesting a place out of normal age group (*not Summer Born*)

Parents/carers may seek a place for their child out of their normal age group as stated in 2.1 above. If parents/carers wish to do so, they must contact Brian Irvine at the School.

The Admissions Committee of the [Local]Governing Board will convene a meeting to consider the request and will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- ❖ the parent's/carer's views;
- ❖ information about the child's academic, social and emotional development;
- ❖ where relevant, the child's medical history and the views of a medical professional;
- ❖ whether the child has previously been educated out of their normal age group;
- ❖ whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- ❖ the Headteacher's views.

Please note – if the Admissions Committee does not agree to this request to be admitted out of cohort, there is no right of appeal against that decision.

Requests for admission out of normal age group (Summer Born children)

- Parents/carers who wish to apply for a place in Reception out of the normal age group should make a request to the [Governing Board, as the Board is the admissions authority] [Local Governing Board which is responsible for administering the admission arrangements at the School]. The request needs to be accompanied by reasons for such a request and should be made by 1 December of the year prior to the year the child should enter Reception if they had not requested to defer applying.
- The Admissions Committee of the [Local] Governing Board will convene a meeting to consider the request and will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:
 - ❖ the parent's/carer's views;
 - ❖ information about the child's academic, social and emotional development;
 - ❖ where relevant, the child's medical history and the views of a medical professional;
 - ❖ whether the child has previously been educated out of their normal age group;
 - ❖ whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
 - ❖ the Headteacher's views.

What happens next?

- The Admissions Committee will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision. (*For details of when a child has to start school - see paragraph 1 above - "Admission of children below compulsory school age and deferred entry to school"*);
- If the Admissions Committee agrees to the parent's/carer's request to defer the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year.

Please note – in this following normal admissions round, if the School is oversubscribed, all applications (including deferred applications) for the School will be ranked in accordance with the School's oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal but, as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents/carers do not

have a right of appeal if they have been offered a place and it is not in the year group they would like;

- If the Admissions Committee does not agree to the application being deferred, there is no right of appeal against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15 January or make an in-year application for a Year 1 place at the appropriate time.