



## **Endeavour Schools Trust for St George's C of E First School and Nursery Admissions Policy 2020-2021**

Policy adopted:  
Signed:

*Chair of Trust*  
Date:

### **Rationale**

St. George's C of E First School and Nursery is situated close to Redditch town centre. We are a friendly, caring church school with a positive, inclusive ethos and we are very proud of our diverse community. By learning together our children can live together in a spirit of harmony, tolerance and respect. The school occupies a compact, modern building set in pleasant grounds. Our number on roll is approximately 250, organised in 8 mixed-ability classes and a 26 place, Local Authority funded Nursery, which ensures a smooth transition when our children start full time school. Our pupils enjoy school and are eager to learn. The governing body and staff are committed to providing a happy, safe and productive learning environment where children are encouraged to work hard to be the best they can be. We are proud of our pupils, their achievements and our school and are delighted that you are interested in finding out more about us by visiting our website.

### **Visiting St George's C of E First School and Nursery**

The school appreciates that parents need to choose their first, or subsequent school, carefully. To aid parents in this process the school offers an Open Evening in the early Autumn Term and two Open Mornings to see the school in action. Please see our website or phone the school for confirmation of the dates for these. Additionally, there may be times when parents may wish to apply at other times of the school year and again, please contact the school for an appointment.

### **Pupil Admission Number (PAN)**

The Pupil Admission Number for 2020-2021 reception places is 45. Children will be admitted to the school in the school year in which they will be 5 years of age, which is from September to August.

The Pupil Admission Number for year groups 1 - 4 is also 45 per year group.

## The Application Process

Prior to applying for a place all parents are **strongly advised to read 'The School Admissions Booklet and Guide' for the relevant year** which is available through the admissions tab at [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk) Although we would hope all applicants receive a place at the school, parents are strongly advised to name three schools on the form as should the school be oversubscribed the LA will assign a place at the nearest school with available places.

All parents living in Worcestershire wishing to send their child to the school will need to complete the Common Application (CA1) Form an online form, which can also be found on [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk) in 'admissions' or a paper copy can be received via Tel: 01905 822700.

If a parent living outside of Worcestershire wishes to apply for a place at the school they will need to apply on their own authority's application form, who will ensure their details are passed onto Worcestershire Local Authority for consideration.

The closing date for applications received at Worcestershire County Council, or the parents local authority if this is different from Worcestershire is **15<sup>th</sup> January 2020**.

## Procedures following Application

Any applications submitted to the home Local Authority naming St George's C of E First School and Nursery in any order of preference will be forwarded to the school. The Local Governing Body will rank all applications against the published Admissions Criteria (see page 4) according to the information given by parents/carers on the application forms. Any forms received after the deadline above will disadvantage any application should the school be oversubscribed.

Applications will be sorted in descending order according to the Oversubscription criteria below. This list is returned to the LA for the coordination of all parental preferences for places to be allocated, according to the school where their child's name is the highest on the list of subscription lists. If it is possible to offer a place at more than one school, then the final offer will be for the school identified as the highest preference.

Parents will be informed, via an offer email by the LA on behalf of the Governing Body, on **16<sup>th</sup> April**. If parents named the school but were not offered a place they will be advised of their right to appeal against this decision, with the offer letter. Appeals will be heard by the end of the summer term 2020 (see further information on page 6).

Parents/ carers must complete and return the acceptance slip contained within the offer letter as soon as possible, but within **2 weeks**, indicating whether they are accepting the place at the school.

If you wish to withdraw your application for any reason, or wish to decline an offer of a place at the school you must inform the Headteacher and Pupils Admissions and Transfers at your home local authority immediately in writing.

## Late Applications

Late applications received after the closing date will be given the lowest priority, no matter which criteria point they meet unless:

- A family has moved into the catchment area of the school, in which case a copy of the solicitors letter or tenancy agreement will be needed to evidence this
- There were exceptional circumstances that caused the delay, agreed by the Local Governing Body, albeit that evidence of these circumstances may be sought

## Timeline for Reception Admissions Process

1 <sup>st</sup> September	The online application process will open in Worcestershire <a href="http://www.worcestershire.gov.uk">www.worcestershire.gov.uk</a> . For other LA's please see their websites
15 <sup>th</sup> January	The closing date for applications
28 <sup>th</sup> February	Last date at which Late Applications can be considered by the Governing Body as to whether application to be treated as Late or on-time
16 <sup>th</sup> April	LA to send out all offers, on behalf of the Academy's Governing Body.

## Age of Entry to School

The law requires all children to start full-time education by the beginning of the term following their fifth birthday. Children who have reached their fourth birthday are entitled to attend full-time in a reception class from the September after their fourth birthday. It is usual for **all** children at the school to attend on a full-time basis, however, parents are legally entitled to send their child to school part-time, if they so wish, until the child reaches compulsory school age.

We appreciate that parents know their children better than we do. Therefore, at the point that parents have been offered a place at the school, they may choose to defer their child's admission date until later in the same reception academic year, when their child reaches statutory school age. Please talk to the Headteacher regarding this if you feel that this option applies to you and your child.

## Summer Born Children

Children with a date of birth in the summer term wishing their child to start school in the September after their fifth birthday, would start in a Year 1 class and consequently miss the entire reception year. It is important to be aware that there may not be a vacancy in Year 1 at the point that you require a place for your child. To apply for a place in Year 1 and not Reception please see the admission procedures on page 4.

Parents can also request that their child enter the reception class in the September after their fifth birthday. This is known as 'delayed entry' because their child is being admitted out of their chronological age group, into a Reception class rather than Year One. The

admissions authority of the school must make the decision based on the circumstances of each case and in the best interests of the child concerned.

Decisions for delayed entry, will be made by the Headteacher following an educational assessment, and will be based upon the individual circumstances of each case, to determine whether or not it is appropriate for the child. Decisions will be based upon information such as the child's academic, social and emotional development and where relevant medical history including the views of a medical professional. This will enable the admissions panel to fully reflect on the facts presented, when deciding whether or not to grant the application for delayed entry as part of the normal admissions round for the year.

The delayed entry process must be **completed in advance** of the closing date of the 15<sup>th</sup> January 2019. In the event that the delayed entry is not approved, parents will need to make an application in time for the 2019 reception intake. Should the delayed entry be approved you will receive details of how to proceed with an application for the following year.

### **How to apply for year groups other than Reception, or for in year admissions**

A parent can make an application for the School at any time, however places can only be allocated if the Pupil Admission Number is not full. The PAN is 45 for Reception to Year 4.

As with applications to the new intake classes, the school asks parents to apply via [https://www.worcestershire.gov.uk/downloads/download/1330/co-ordinated\\_schemes\\_for\\_all\\_worcestershire\\_schools](https://www.worcestershire.gov.uk/downloads/download/1330/co-ordinated_schemes_for_all_worcestershire_schools) following the process for in year applications.

If more than one application is received at the same time for the same year group, each application will be assessed in accordance with the admissions criteria. Parent's will be notified of the decision, and if refusing the place, will be offered the right of appeal. All appeals must be made in writing to the Governing Body of St George's CE First School within 30 days of receipt of notification.

### **Waiting Lists**

St George's CE First School and Nursery operates a waiting list for any oversubscribed year group according to the following circumstances:

1. Parents will notify the school in writing that they wish their child to be placed on the waiting list for the relevant year group.
2. The school office will keep any such list, updating it as required. The information on the list will include the parent/guardian name(s) and contact details, including telephone number and email address (if available). It will also include the child's full name, date of birth, permanent home address, details if looked after by the local authority and present school (if applicable). Also the name, date of birth and year group of any sibling(s) on roll at St. George's C of E First School and Nursery.
3. At the beginning of each term following being placed on the list, parents need to notify the school in writing that they wish their child's name to remain on the waiting list. Failure to do so will result in the name being removed.

4. As places arise, the school will contact parents, according to the priority on the list, to allocate the place. Should the place no longer be required, the place will be allocated to the next name on the priority list.
5. Parents will **not be informed** of their place on the waiting list, as this can change as new people join the list and others leave thus changing the priority of a child.

## Admissions Criteria

The purpose of the published admissions criteria is to give everyone a fair and equal opportunity to apply for a place at the school, in line with the Local Authority's Fair Access Protocol. At the school the following criteria will be applied to all applications if they are in year or for the new intake. This ensures that should there be a case of oversubscription all applications are treated the same:

1. 'Looked after' and previously 'looked after' children – these are children currently or were previously in the care of or accommodated by a Local Authority under the terms of the Children Act 1989. In the case of those previously looked these are children who were previously in the care of or accommodated by a Local Authority but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. Children of members of teaching staff employed by the Trust for at least 2 years, or children of members of teaching staff recruited to fill a vacancy where there was a skills shortage.
3. Children with a sibling on roll at the time of application - the sibling must be attending the school at the time of entry for the younger child. A sibling is defined as a full, adopted half or step brother or sister living at the same address.
4. Children living in the school catchment area (this can be viewed at the school office) - this is defined as the address where the child is normally resident. In cases of shared custody the school will need to see the terms of the residency order to clarify the home address. Where there is no residency order, school will consider that residency is with the parent who has primary, day to day care. In this case evidence of where the child benefit is paid and where the child is registered with a GP may be required should there be any disputes.
5. Straight line distance: "Pupils who live **nearest** to the school by the shortest straight line distance. The measurement will be taken using the GeoCode Points for each property and the GeoCode point for the School. The Governing Body/Academy Trust will utilise the Local Authority software package called Arcview GIS to determine distance. Ordnance Survey supplies the co-ordinates that are used to plot an address within this system. **(In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Governing Body/Academy Trust will supervise this process).**"

In the case of twins applying where there is a vacancy for one twin, the Governing Body will offer a place to the other twin, though they will not be placed in the same class.

All Early Years and Key Stage One classes are limited to a class size of 30 by law. However, there are exceptional circumstances where this can be exceeded. These are:

- The child has a statement or Education, Health and Care Plan admitted outside the normal admission round
- If the child is a looked after child, or previously looked after child admitted outside the normal admissions round
- In circumstances of a procedural error made by the admission authority or local authority in the original application process
- The child has been admitted after an independent appeals panel upholds an appeal
- If the child moves into the area outside the normal admissions round and there is no other available school within a reasonable distance;
- The child is of a UK service person admitted outside the normal admissions round provided this is accompanied by an official letter regarding their relocation
- The child is from a multiple birth and the sibling has been offered a space as there is a vacancy

### **Appeals**

All parents have the right to appeal the decision not to admit their child to the school. Appeals must be made in writing to the Chair of the Governing Body, c/o St George's CE First School, Stevenson Avenue, Redditch, B98 8LU, stating the child's name and date of birth, their own name and the year group they are appealing for. However, although parents have a statutory right to appeal against the refusal of a place at a school for which they have applied, this right does not apply if they are offered a place at the school but it is not in their preferred age group.

The school uses an Independent Appeals Panel to manage its Appeals on its behalf. Appeals letters will be acknowledged, and the chance to put concerns in writing with evidence will be offered. Further notification will be received of the hearing date and parents will receive paperwork regarding the appeal in line with statutory requirements at this time. Parents will be invited to attend the appeals hearing to state their case in person. The school and parents will be bound by the decision of the appeal panel to admit or not.