

St Martin and St Mary Church of England Primary School, Windermere.

Admissions Policy 2019

The Governors of St Martin and St Mary Church of England Primary School are the Admissions Authority for the school. Following consultation with the Diocesan Board of Education and the Local Authority the Governors have set the published admission number for access to the reception class as 60.

The parental pack contains information about our school and how to make an **application**. It is possible for an application to be made on the Local Authority's website. This is the preferred option but if you wish your application to be considered under the faith criteria you should also provide proof to the school office. **An application for entry in September 2019 must be made by the closing date which is the 15th January 2019.**

Parents are encouraged to name three schools in order of preference on the application form. The Governors operate a system whereby they consider all preferences equally. So the order of your preferences will not be used in considering your application. (It will only be used if a place is available for your child at more than one school.) Places at this school will be allocated according to this Admissions Policy and the Local Authority's Coordinated Admissions Scheme. A letter informing parents of the success or otherwise of their application will be sent out by the Local Authority. Parents of those children not offered a place will be informed of the reason and offered an alternative school by the Local Authority.

All children will be admitted unless there are more applicants than places in which case the Governors will make allocations using the following criteria. These are listed in order of priority.

1. Children who are in Public Care. A child in public care is defined as a child who is looked after by the Local Authority within the meaning of section 22 of the Children's Act 1989. This includes looked after children who have been adopted or been subject to a special guardianship order or child arrangement order. (Please provide relevant court orders or a letter from a social worker confirming that this is the case)
2. Children in receipt of pupil premium or early years premium.
3. Children who have physical and/or medical needs who would be disadvantaged by travelling to another school. Written evidence from an appropriate professional (e.g. Doctor) would be required for the Governors to consider admission in this category.
4. Children living within the catchment area having a brother or sister attending our school at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children.
5. Children living within the catchment area who with a parent attend at least twice a month, a church in membership of Churches Together in Britain or the Evangelical Alliance. Attendance may be at more than one church but should be for at least two years prior to the *application* date. Written evidence from the church would be required for the Governors to consider admission in this category.
6. Children living within the catchment area who are attending our Nursery
7. Children living within the catchment area.

8. Children living outside the catchment area having brothers and sisters attending our School at the time of their admission giving priority, if necessary, to those children with the youngest siblings. Brothers and sisters are those living at the same address including step, adopted and foster children
9. Children living outside the catchment area who with a parent attend on a regular basis, i.e. at least twice a month, a church in membership of Churches Together in Britain or the Evangelical Alliance. Attendance may be at more than one church but should be for at least two years prior to the application date. Written evidence from the church (e.g. parish clerk) would be required for the Governors to consider admission in this category.
10. Children living outside the catchment area who are attending our Nursery
11. Children living outside the catchment area.

The catchment area map is available from the school office and is available on the school website.

The criteria outlined above will be strictly followed there being one exception. If a child has a statement of Special Educational Needs or Education, Health and Care Plan naming St Martin and St Mary Church of England Primary School then irrespective of the criteria the child will be admitted as in these circumstances the Governors have a statutory duty to admit the child concerned.

Tie Break. In some categories, where there are more applicants than places available, age will act as a determining factor but unless specified it will be distance. Distance measurements will be undertaken using the Local Authority's computerised Geographical Information System [GIS]. This measures the route from the centre of the pupil's home to the nearest entrance on the school site which is available to pupils at the time of undertaking the assessment. The route used will be the shortest walking route by road as identified by GIS at that time. Priority will be given to those with the shortest distance to school.

Address of Pupil. The address on the application form must be the current one at the time of application. Where a child can live at more than one address the home address is to be the one where the child sleeps and thus wakes up for all or the majority of the school week. Where there is any doubt the governors reserve the right to verify the information provided by the parent(s), for example, through the GP or the child benefit address.

In Year Admissions. In year admissions are those which occur outside the "normal" admission time. If you wish your child to attend St Martin and St Mary Church of England Primary School you should visit our school and admission details will be provided if we have a vacancy in the relevant year. If your child is refused a place you will be informed of your right to appeal.

Fraudulent applications. If the Governors of St Martin and St Mary Church of England Primary School discover that a child has been awarded a place as a result of an intentionally misleading application from a parent, for example, an incorrect address and as a result it effectively denies a place to a child with a stronger claim then the Governors will withdraw the offer of a place. The Governors will reconsider the application and the right of appeal offered if a place is refused.

Deferred admission. For children beginning School following their fourth birthday admission is normally in September. However, if you wish entry can be deferred until later in the year or until the term in which your child reaches compulsory school age. For example if your child's fifth birthday is between September and December then, if you wish, admission may be deferred until the beginning of the Spring Term. If it is between January and April admission may be deferred until the beginning of the Summer Term. You can also request part time education until the term in which your child reaches compulsory school age. The Governors

recommended that in your child's interests full time education is deferred no later than the start of the Spring Term.

Appeals Procedure. If the Governors are unable to offer your child a place because of over subscription you as a parent have a right of appeal under the School Standards and Framework Act 1998 as amended by the Education Act 2002. You should notify the Clerk to the Governors of St Martin and St Mary Church of England Primary School within 20 school days of receiving the letter which will give the grounds for refusing a place. As a parent you will have an opportunity to submit your case to an independent (of the Governors) appeals panel. You must set out your grounds for the appeal in writing. You will normally receive at least 10 school days notice of the time and venue for the appeal hearing where you will be able to present your case in person. This right of appeal does not prevent you from making an appeal in respect of any other school. The Independent Appeal will be organised on behalf of the Governors by the Local Authority Legal and Democratic Services.

Waiting List. Those children who are not offered a place may, if the parents so wish, be placed on a waiting list. The names will be placed on the list in the order of the admissions criteria. Late applicants will be slotted into the list according to the admissions criteria. It is thus possible for a child recently arrived in the area to have a higher priority than a child who has been on the waiting list for sometime. Irrespective of whether an appeal has been submitted, if a place becomes available it will be offered to the child at the top of the list. The waiting list will remain open for the whole of the first term in the first year of admission to which it relates.

Infant Class Size. If your child was refused a place in a reception or key stage one class because of Government limits on infant class size, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one which no reasonable governing body would have made or that your child would have been offered a place if the governors' admissions policy had been properly implemented.

Multiple births. The Governors of St Martin and St Mary Church of England Primary School will ensure as far as possible that twins, triplets or those children born in the same year are not separated. Such children will be given priority in any particular category.

While no infant class is to contain more than 30 pupils there can be very limited exceptional circumstances. The admittance of such a child(ren) will be known as an "excepted pupil" for the time they are in an infant class or until the numbers fall back to the size limit. An excepted child would be one from a multiple birth when one of the siblings is the 30th child admitted. It might also include a statemented or looked after child or a child of a U.K. Serviceman to be admitted outside the normal admission period.

Nursery.

If you have a child in our Nursery Class then you must make a separate application for the Reception Class. A place in our Nursery Class does not guarantee a place in our Reception Class.

Nursery Admissions Policy 2019-2020

Children can start in Nursery the term following their third birthday. The Nursery place is open until the end of the summer term following their fourth birthday. It is expected that children will transfer to a Reception class at the school of their choice in the September following their fourth birthday.

Children born between 01.09.15 -31.12.15 are eligible to apply for January 2019 entry to St Martin and St Mary Church of England Nursery.

Children born between 01.01.16 -31.03.16 are eligible to apply for April 2019 entry.

Children born between 01.04.16-31.08.16 are eligible to apply for September 2019 entry.

Children born between 01.09.16-31.12.16 are eligible to apply for January 2020 entry.

Children born between 01.01.17-31.03.17 are eligible to apply for April 2020 entry.

The application procedure for the nursery will be as follows:

LA designated Nursery Class for 104 part time (52 full time equivalent). Children can have up to 15 hours or 30 hours per week, depending on eligibility. The nursery offers ten sessions per week (each is 3 hours long). All parents can request up to five sessions as part of universal provision. If parents are eligible for 30 hours per week and are registered with a DERN number they can apply for up to ten sessions per week.

Applications will be made on the application form, session requests are made at the time of application.

The admissions timetable and process will match that published by Cumbria County Council.

Over subscription criteria and the order in which they will be applied in order to allocate places is as follows

1. Children looked after, i.e. in public care giving priority, if necessary to the youngest children.
2. Children living within the catchment area of St Martin and St Mary Church of England Primary School.
3. Children who do not live in the catchment area of an infant/primary school with a nursery class.
4. Children living outside the catchment area of St Martin and St Mary Church of England Primary School.

If at any time it is not possible to offer a place to all of the children in any of the above categories, applications will be prioritised on the following basis:

- Children who have brothers or sisters in St Martin and St Mary Church of England Primary School at the time of admission giving priority to those with the youngest siblings.
- Children from families who are eligible for early years pupil premium.
- Children who with their parents attend on a regular basis for at least two years at a church recognised by Churches Together in Britain. Attendance may be at more than one church.

Notes

The closing date for applications is published by Cumbria County Council on the application form.

Applications should be submitted to the Headteacher of the nursery along with proof of date of birth and address.

Brothers and sisters are those living at the same address.

Children from families who would be eligible for free school meals are defined as those families in receipt of Income Support or Income Based Job Seekers Allowance.

Parents must provide proof that they have attended on a regular basis for at least two years at a church recognised by Churches Together in Britain. Attendance may be at more than one church. (Prior to the closing date for the submission of the preference forms.)

The catchment area is the same for both the nursery and the school.

Parents can request a split placement e.g. 3 /6 sessions. Priority is given to children applying for 6 sessions.

A child looked after, i.e. in public care, is defined as a child looked after by a local authority within the meaning of Section 22 of the Children's Act 1989.

Admission to Pre-School

Children can start Pre-School from their second birthday and can stay until they transfer to Nursery. (some children who access Nursery for 15 hours may continue to use pre-School for additional childcare on receipt of payment for place) Places can either be funded by the two year old grant or parents can pay.

Places are allocated on a first come, first served basis. Applications must be made to Pre-School directly by parents.

Signed _____
Headteacher

Signed _____
Chair of Governors
Date _____