

ALL SAINTS' CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

Admissions Policy for Academic Year 2019-2020

All Saints' Church of England Primary School is a Voluntary Aided school. The Governing Body of a Voluntary Aided school is the admission authority and has responsibility for the admission of children to the school.

Peterborough City Council is responsible for co-ordinating all applications for places in the school. All applications must be made online (<https://admissions.peterborough.gov.uk>). Please refer to Peterborough City Council's Admissions Information Booklet for 2019-2020 for conditions relating to applications.

(<https://www.peterborough.gov.uk/upload/www.peterborough.gov.uk/residents/schools-and-education/Schools-Admissions-PrimaryAdmissionsBooklet201920.pdf>)

A copy of the policy for All Saints' Primary School is contained in the booklet, on the school's website (www.allsaints.peterborough.sch.uk) and is on display in the school foyer.

The Governing Body will admit up to the Published Admission Number of **60** pupils into any year group which is available for admission.

The governors will admit children with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) issued by a Local Authority, where this school is named as the most appropriate setting for the child.

Oversubscription Criteria

When there are more applications than there are places available, the governors will admit pupils according to our school's oversubscription criteria which are ranked in order of priority as follows:

1. A "looked after child" or a child who was previously looked after 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's Act 1989).
2. Children with special medical or social circumstances where these needs can best be met at this school. This is not about educational needs. **Written professional supporting evidence must be attached to the Common Application Form if admission is requested under this criterion.** A professionally qualified person such as a medical doctor, psychologist or social worker must set out in writing the particular reasons why this school will best meet the needs of the child and the difficulties which would be caused if the child had to attend another school.
3. Children or children of parent(s)/legal guardian(s) who are worshipping members of All Saints' Parish Church, Park Road, Peterborough or children who have been baptised at All Saints' Parish Church, Park Road, Peterborough. **These applications must be accompanied by a Supplementary Information Form.**
4. Children or children of parent(s)/legal guardian(s) who are worshipping members of or children who have been baptised in any church which is located in the City of Peterborough and is a member of Churches Together in Britain & Ireland or the Evangelical Alliance who do not qualify under (3) above. **These applications must be accompanied by a Supplementary Information Form.**
5. Siblings of children attending this school at the anticipated time of admission who are living with their parent(s)/legal guardian(s) within the Ecclesiastical Parish of All Saints' Parish Church, Park Road, Peterborough. *See sibling definition, residency definition and parish definition below.*
6. Children living with their parent(s)/legal guardian(s) within the Ecclesiastical Parish of All Saints' Parish Church, Park Road, Peterborough. *See residency definition & parish definition below.*
7. Children who have a sibling attending this school at the anticipated time of admission who do not qualify under Category 5 above. *See sibling definition below.*
8. Children of permanent staff employed directly by the school provided they have been employed at the school for at least two years or have been appointed to meet a demonstrable skills shortage.

9. Children of parent(s)/legal guardian(s) who wish their child to be educated in a church school and Christian environment.

If parent(s)/legal guardian(s) wish to be considered under oversubscription criteria 3 or 4, then they will need to complete a **Supplementary Information Form**. The Supplementary Information Form can be obtained from the school, from the school's website www.allsaints.peterborough.sch.uk or from the Local Authority and **should be returned directly to the school not to Peterborough City Council**.

For September Reception intake, *the online Admission Application Form (and the paper Supplementary Information Form, if completed) must be submitted by the published closing date for applications – 15 January 2019.*

Tie Breaker

Should the Published Admissions Number be reached in any one category, children living closer to the school will receive higher priority. This will be measured in a straight line from the child's place of residence to the school using the National Ordnance Survey seed points computed by the Local Authority's measuring system. It is used to locate individual residential and school addresses using grid references. In the case of flats, the priority is that of floor level ie ground, first, second etc in that order. In cases of exactly the same measurement where no differentiation can be established, random allocation will be used to decide the allocation of the place. Parent(s)/legal guardian(s) will be invited to attend the random allocation.

Notes and Definitions

Children in Care i.e. Looked After Children (LAC) and Previously Looked After Children

Looked after children are children who are (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) at the time of application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Distance Measurements

Distances are measured on a straight line basis from the address point of the child's home to the address point of the School, using a geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

In the case where there are multiple applications from the same shared dwelling (e.g. Flats) or where there are two homes where the distance from the address point of the home to the address point of the school (using the system referred to above) is identical, random allocation, supervised by a suitable independent person, will be used to decide the priority in which applicants are selected in the event of a tiebreaker.

Residency definition

The address you give should be the child's current permanent address at the time of application. The time of application means the closing date for applications. We do check addresses and if they are not correct the Governing Body may have to withdraw the offer of a school place. The address you should give is the address your child lives at from Monday to Friday.

- If your child lives at a different address from Monday to Friday, please provide a copy of the Parental Responsibility Order or Residence Order for the person your child lives with and attach it to the application form.
- If there are reasons why your child is not living at your address, for example, if you and the other parent/carer do not live together, you and the other carer must declare this individually in a letter and attach a copy to the application form.
- If your child regularly lives at more than one address Monday to Friday, the address you give should be the address where your child spends the majority of their time. You and the other carer must declare this individually in a letter and attach a copy to the application form.
- Where a child spends equal amounts of school nights with both parents, the address used should be the one most advantageous to the application. You should provide documentary proof of this situation and attach a copy to the application form. We may ask you for further evidence of this at a later stage.
- If your child is living with another family or you are looking after someone else's child, the law states that you must tell your local Children's Services Department. When we consider your application we may carry out checks when your address and that of the child are not the same.

Places are offered on the understanding that information given is correct. If the information given is found to be misleading or fraudulent, the offer of a place may be withdrawn or, if the child has already started at the school, the child may be removed from the school roll. Parent(s)/legal guardian(s) will be required to provide current written proof of residence and original proof of their child's birth date prior to admission.

Children of "worshipping members"

For parents/carers to be worshipping members, at least one of the parents/carers of the child needs to be regarded by the priest/minister/worship leader as being part of the worshipping community at the church/worship centre. This would not necessarily mean that the parent/carer is a "Member" in the 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.

SIF A/B

If parents/carers wish their application to be considered in criterion 3 or 4, they must complete form SIF/A which is available from the School and return it to the School (not the local authority). This must be done by the deadline of 5pm on 15 January 2019. The School will submit the completed form SIF/A to the relevant minister with form SIF/B to verify the information. As SIF/B needs to be returned to the School in time for the School to rank admissions, it is very important to submit form SIF/A to the School as soon as possible.

Baptism Definition

Baptism is a rite in which water is poured or sprinkled or by immersion using the words 'N. I baptise you in the name of the Father and of the Son and of the Holy Spirit.' These applications must be accompanied a Supplementary Information Form. This form can be obtained from the school, from the school's website (www.allsaints.peterborough.sch.uk) or from Peterborough City Council and should be returned directly to the school.

Churches Together in Britain & Ireland

A list of member churches can be found at: <https://ctbi.org.uk/member-churches/>

Please contact the School Office if you require a paper copy of this information.

Evangelical Alliance – a list of member churches in Peterborough can be found at:
<http://eauk.org/connect/find-a-church.cfm>

Please contact the school office if you require a paper copy of this information.

Sibling Definition

The definition of a brother or sister (sometimes referred to as a sibling):

- a brother or sister sharing the same parent(s)
- a half brother or half sister where two children share one common parent
- a step-brother or step sister, where two children are related by a parent's marriage/partnership
- a legally adopted sibling

In every case, the siblings must be living at the same place of residence when the application is made.

Separated parents

If a child lives with separated parents, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive). If the child spends an equal amount of time at 2 addresses, the parents must decide which address they wish to use as the child's main address for the application. Please note – if false or misleading information is used to try and gain a school place, this may lead Governors to reject the application or to withdraw the offer of a place.

Late applications

Late applications are any application forms (*known as Common Application Forms (CAFs)/Preference Forms*) received by the local authority after its deadline of 5pm on 15 January 2019. Late applicants will not receive an offer of a school place by the local authority on offer day (16 April) but their application will be processed in the next round of allocations (*for details of when these are – refer to the local authority's composite prospectus*).

Those refused a place, due to the school having admitted up to their admission number of 60, will be added to the Waiting List and will be advised of their right to appeal.

Waiting lists

If a place becomes available at the School, it will be allocated according to the oversubscription criteria (*see above*), not on a first come, first served basis.

Where the Governing Body is unable to offer a place because the Published Admissions Number for the year group applied for has been reached, the child's name will be automatically placed on the waiting list for that year group. Pupils will be placed on the Waiting List in strict order according to the oversubscription criteria in this Admissions Policy. The waiting list for each year group will be revised:

- whenever a new application is received,
- whenever the number of pupils in that year group falls below the Published Admissions Number of 60,
- whenever a child's name is removed from the waiting list or
- whenever there is a change of circumstances which affects the child's position on the waiting list

Parent(s)/legal guardian(s) are required to notify the school immediately if there are changes of family circumstances which may affect their position on the waiting list eg moving house.

Applicants will be required to respond to an offer of a place within 14 days and will be required to reconfirm the child's place of residence.

Waiting lists will be maintained by the school.

Please note that children who are the subject of a direction by the Local Authority to admit or who are allocated a place in accordance with a Fair Access protocol must take preference over those on the waiting list.

Please note: placing a child's name on the waiting list does not affect parents'/carers' right to appeal

Right of Appeal

Should a child be refused admission, parent(s)/legal guardian(s) have the right to appeal against the decision. An independent appeals panel will be set up to consider the appeal; parent(s)/legal guardian(s) will be kept informed of the procedures and will be invited to attend. Significant changes in circumstances which may affect the application category under which you originally applied must be notified to the Clerk to the Appeals Panel in writing in advance of the appeal hearing. Failure to do so may result in the adjournment of the appeal hearing.

Parent(s)/legal guardian(s) wishing to appeal should write to or email as follows:

*The Clerk to the Appeals Panel
Peterborough Diocese - Board of Education,
Bouverie Court,
6 The Lakes,
Bedford Road,
Northampton
NN4 7YD
Email: education@peterborough-diocese.org.uk*

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 All Saints' Church of England Primary School, children are offered 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 (ie 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 the place cannot be kept open beyond the academic year for which the original application was accepted.

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

Parents/carers of a child born during the Summer Term who are thinking of deferring their child's admission by a full school year – please refer to the section on Summer Born children below.

Admission of children outside their normal age group

Parents/carers may seek a place for their child outside of their normal age group e.g. if the child is gifted and talented or has experienced problems such as ill health.

Also, parents/carers of a summer born child (i.e. a child born in the period from 1 April to 31 August) may choose not 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.

Process for requesting a place out of normal age group (*not summer born*)

Parents/carers have a right to seek a place for their child outside of their normal age group as stated above. If parents/carers wish to do so, they must contact the Headteacher at the School.

The Admissions Committee of the 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 defer making an application for a place in Reception should make such a request to the Governing Board, as they are the admissions authority. 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 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 on "Admission of children below compulsory school age and deferred entry to school" above*);
- 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 are ranked in accordance with the School's oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal for a place in Reception;

- 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.

The Area covered by the Ecclesiastical Parish of All Saints' Church, Park Road, Peterborough

A map of this area is on display in the school foyer

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| Airedale Close | Jellings Place |
| Alexandra Road (odd nos. 3-103, even nos. 2-86) | Kings Gardens |
| All Saints' Road | Lammas Road |
| Alma Road | Lawn Avenue |
| Anthony Close | Lincoln Road (odd nos. 109-395) |
| Ascot Drive | Mansfield Court |
| Barkston Drive | Mayfield Road |
| Bede Place | Millfield Court |
| Bettles Close | Miral Court |
| Bradfield Way | Newark Avenue (odd nos. 5-181) |
| Broadway (odd nos. 77-219, even nos. 98-226) | Newmarket Close |
| Broadway Gardens | Nottingham Way |
| Brownlow Road | Nursery Close |
| Burghley Mansions | Old Court Mews |
| Burghley Road | Oxford Road |
| Caroline Court | Park Crescent |
| Cecil Road | Park Road (odd nos. 123-263, even nos. 150-256) |
| Century Square | Park Terrace |
| Chain Close | Peveril Road (odd nos. only) |
| Chantry Close | Popley Court |
| Cheltenham Close | Princes Gate |
| Christopher Close | Princes Street |
| College Park | Pyecroft |
| Delamere Close | Queen Charlotte Mews |
| Derby Drive | Queen's Drive West |
| Dogsthorpe Grove | Queen's Gardens |
| Dogsthorpe Road | Regent's Court |
| Eastfield Road (even nos. 260-344) | Robert Avenue |
| Elizabeth Court | Rosemary Gardens |
| Elmfield Road (odd nos. 1-105) | St. Martin's Mews |
| Exeter Road (odd nos. 1-47, even nos. 2-52) | St. Martin's Street |
| Foxdale | St. Paul's Road (odd nos. 243-261, even nos. 276-282) |
| Francis Gardens | Sallows Road |
| Fulbridge Road (even nos. 2-116) | Southlands Avenue |
| Garton End Road | Stone Lane (even nos. 2-36) |
| Garton Street | Tate Close |
| Gracechurch Court | Victoria Street |
| Grange Avenue | Waterloo Road |
| Granville Street | Wesleyan Road |
| Green Lane | William Nichols Court |
| Grimshaw Road | Woodbyth Road |
| Henry Court | Woodcote Close |
| Henry Street | |
| Highbury Street | |
| Huntly Grove (odd nos 35-115 and 141-153; even nos 46 -150) | |
| Ingleborough | |
| Isherwood Close | |