

**WILLIAM LAW CE PRIMARY SCHOOL**

**[PUBLIC FUNDED ACADEMY]**

**Peterborough Diocese Board of Education**

**Admission Policy for the School Year 2019-2020**



The Governing Body are the Admission Authority for the school and are therefore responsible for all admissions.

The Governing Body will admit up to 90 pupils into each year group from Reception to Year 6.

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 children with a statement of Special Educational Needs or an Education, Health & Care Plan (EHC) which names the school.

**Oversubscription criteria**

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order, 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) at the time of application to a school.
2. Children of members of staff provided that they have been employed for a minimum of two years at the time of admission, and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
3. Children who have a sibling who is attending the school at the time of admission (*See sibling definition below*).
4. Children living within the designated area of the school (*See designated area below and also residency definition*).
5. Children of regular worshipping members of St John's with Emmanuel Church, Werrington (*see guidance on the term Worshipping Member. These applications must be accompanied by form SIF/A available from the school. A receipt will be issued by the school on the submission of this form. The completed SIF/A will then be sent to the minister with form SIF/B to confirm church allegiance*).
6. Children of regular worshipping members of any Church within Churches Together in England, which includes the Church of England (*see guidance on the term Worshipping Member*). You can visit [www.cte.org.uk](http://www.cte.org.uk) for an up to date list of Churches Together in England. *These applications must be accompanied by form SIF/A available from the school. A receipt will be issued by the school on the submission of this form. The completed SIF/A will then be sent to the minister with form SIF/B to confirm church allegiance.*
7. Children whose parents/carers particularly wish for their children to receive an education set within a Church of England school.
8. Other children, whose parents/carers have requested a place, who live outside the catchment area of the school (*see designated area definition below*).

### **Designated Area**

Abbotts Grove	Derwood Grove	The Paddocks	Sunnymead
Ash Park	Gasgoigne	Partridge Grove	Swallowfield
Barbers Hill	Greenacres	Pheasant Grove	Tanglewood
Candidus Court	Hazel Croft	Priors Gate	Tarrant
Canonsfield	Kilverstone	Redbridge	Temple Grange
Cardinals Gate	Kingsbridge Court	Rushton Avenue	Wainwright
Chatsfield	Livermore Green	Sapperton	Woodhall Rise
Cranemore	Merelade Grove	Sobrite Way	Wycliffe Grove
David's Close	Monks Grove	Somerville	

### **Summer Born Children**

Please refer to separate policy guidelines (Appendix 1).

### **Admission of Children out of their normal age group**

Please refer to separate policy guidelines (Appendix 1).

### **Waiting List**

If the school has more applications than places available parents/carers may elect to place their child's name on a waiting list and this does not affect your right of appeal. A child's name will be placed on the waiting list in strict order according to the oversubscription criteria on the Admissions Policy. Places will be allocated according to these criteria and not on a first come first served basis. In accordance with the Local Authority's co-ordinated scheme, if a place becomes available at the school, we will contact the Local Authority and ask that they offer a place to the pupil ranked highest on the waiting list. All offers of places will be made through the Local Authority, rather than by the school directly.

Waiting lists for all year groups will be revised in September (not including Reception Year). In September, all names will be removed from the waiting lists. If parents wish their child to remain on the waiting list they **must reapply to the Local Authority** and also contact the school on 01733 577600 or by e-mail ([office@williamlaw.peterborough.sch.uk](mailto:office@williamlaw.peterborough.sch.uk)).

Please note that children who are the subject of a direction by the local authority to admit must take preference over those on the waiting list.

### **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 90, will be advised of their right to appeal.

### **Right of Appeal**

Governors will admit up to the published admission number (90 per year group). For any child subsequently refused a place, parents/carers will have the right to appeal against the decision, to an independent Appeals Panel. Parents/carers wishing to appeal should contact:

The Appeals Administrator, Diocesan Board of Education, Bouverie Court  
6 The Lakes, Bedford Road, Northampton NN4 7YD (Tel: 01604-887006)  
[www.peterborough-diocese.org.uk](http://www.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 main entrance of the school. Distances are measured in a straight line from the child's home address to the school using the Local Authority's geographical information system.

### **Residency definition**

The child's place of residence is the address of the parent/carer 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 child who has been adopted or is fostered by parents/carers who have other children.

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

### **Guidance on the term 'Worshipping Member'**

At least one of the parent/carer of the child is regarded by the priest / minister / worship leader as part of the worshipping community at the church / worship centre.

A regular worshipping member would not necessarily mean that the parent/carer 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.