



St Leonard's CE Primary Academy

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St Leonard's CE Primary Academy Admission Policy 2022 - 2023

This policy should be read in line with our schools' vision statement, 'Living and Learning Together with God's Help', as it encompasses everything that we do. It stems from the Christian belief that all children are to believe in themselves, *being a unique human being, made by God and Loved by him*, and so develop a love of lifelong learning and a sense of community, as we grow together as part of God's family; being with God and having his help as we live and learn together in all that we are and seek to be.

Application Process

Point of entry applications must be made through Swindon Borough Council's Co-ordinated scheme and all instructions and deadlines in the scheme should be adhered to by applicants. Late applications are dealt with in accordance with the schemes procedures. Swindon Borough Council is responsible for determining key dates for the admission round. At the time of application to the borough, a supplementary information form and a letter of recommendation from a minister of the church will be required as proof of regular attendance if applying on denominational grounds and should be handed to the school at the time of application to the borough.

In year applicants should be made via Swindon Borough Council using the agreed Co-ordinated in Year arrangements. If parents/ carers decide to transfer their children during the academic year after the normal admissions round, this is referred to as an In year transfer. Parents/ Carers who wish to transfer their children in year to the school must apply via the Swindon Borough's Council Admissions website. All in year applications will be administered in line with the Local Authority's In Year Coordinated Admissions scheme. For more information on this please see the Council's website.

Once offered a place at the school, the parent must inform the school if they will be accepting the place offered. Once a child has been offered a place, the parent must accept/refuse the offer within 10 days. The parent should contact the school to arrange a mutually agreed start date. The child is expected to take up the place within 28 days.

Admission Numbers

The school has an admission number of 30 for entry in Reception. (PAN) All applicants will be admitted if not oversubscribed. The published admission number (PAN) for the year commencing 2022-23 is **30**.

Catchment Area

The school does not have a defined catchment area.

Oversubscription Criteria

- 1.0 The following criteria will be applied, in the order set out below, to decide the order of priority for places to be offered (with the exception of children with a Statement of Special Education Need/Education Health Care Plan that names the school):
- (i) Looked after children, as defined in Section 22 of the Children Act 1989 (see definition (a) below).
 - (ii) Children who have a sibling attending the school at the time of admission (see definition (b) below).
 - (iii) Children who attend or whose parent/carer attends worship at a Christian Church (defined as a minimum of 2 out of 4 weeks per month for a period of not less than 6 months prior to application) (see definitions (c) and (d) below)

Covid- 19 - In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship”.

- (iv) Other children based on distance to school. The distance between the applicant's home and school is taken as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school with those living closest to the school receiving higher priority

Tie breaker

In the event of over-subscription within criteria (i) to (iii) then criterion (iv) will be used as a tie breaker to decide the priority of applicants. If the direct distance measurement does not separate applicants, places will be offered by random allocation

- 2.0 Children will be admitted to Reception at the beginning of the academic year (September) in which their fifth birthday falls. There will be one admission date in September each year, namely the first day of Term One. There is no legal requirement for parents/carers to send their child to school until the term after the date of their fifth birthday.
- 3.0 Where the number of children seeking admission exceeds the PAN, the policy on over-subscription will be applied.
- 4.0 Applications for admission to Reception at St Leonard's will be dealt with by Swindon Borough Council, in conjunction with St Leonard's, during Term 4. Please see www.swindon.gov.uk for full details of the Swindon scheme.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested .

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

Waiting List

In the event of oversubscription, St Leonard's CE Primary Academy will operate a waiting list. Children's names which are placed on the waiting list will be held until December 31st 2021; this can be extended if the parent/carer makes such a request. The above oversubscription criteria will be applied in determining a child's place on the waiting list. This position may fluctuate if later admission requests are received.

Late Applications

The closing date for Reception applications for 2022-2023 is 14th January 2022. Applications may be submitted after this date but they will be deemed late applications, this means that they will not be considered until after all on time applications. The LA will endeavour to deal with all late applications before the offer date, but this may not be possible in all circumstances.

Appeals Procedure

Any child who is refused a place at St Leonard's has the right to an appeal against this decision. An appeal form needs to be completed through Swindon Borough Council and an independent panel will be arranged to consider the appeal. Details of this process will be provided alongside the refusal letter.

Definitions

(a) Looked After Children - 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 function defined by Section 22 (1) of the Children Act 1989. This also applies to 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. Evidence may need to be provided.

(b) Sibling - as defined in Swindon LA's Code of Practice on Admissions: Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. Any child that has an EHCP that names the school can be treated as a sibling even if they have not yet started at the school.

(c) If your request for a place is made on grounds of faith this should be indicated on the Supplementary Information Form and must be completed by a parent/ carer of the child for whom a place is being applied. This form will need to be signed by a minister of the church and submitted directly to the school. Evidence of church membership attendance and the written support of the pastor/ minister is required in order to be considered under this over subscription criteria. Children or their parent/carer who attend worship at a Christian Church (defined as a minimum of 2 out of 4 weeks per month for a period of not less than 6 months prior to application.)

(d) Christian Church means either an Anglican Church or another church or ecclesial community which confesses the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the church; and to fulfill their mission to proclaim the Gospel by common witness and service in the world. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and churches together in Britain and Ireland are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

The Governing Body, St Leonard's CE Primary Academy, Linley Road, Blunsdon, SWINDON, Wiltshire, SN26 7AP

Supplementary Information Form

This information form should be used if you wish to apply for a place related to Faith.

The application should be returned to the **Headteacher at St Leonard's CE Primary Academy**.

You will receive an acknowledgement that we have received your form if you enclose a stamped addressed postcard or envelope.

PLEASE COMPLETE IN BLOCK CAPITALS

Parent or Carer Details			
Forename		Surname	
Relationship to the child			
Home Address			
Telephone number (Home)		Telephone (Mobile or Work)	
Email address			

Child's Details						
Legal Forename(s)					Legal Surname	
Date of Birth	D	D	M	M	Y	Y
Current Home Address						

Faith	
<p>If you or your child regularly worship at a Christian Church please complete this section. 'Christian church' means either an Anglican Church or another church or ecclesial community which confesses the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church; and to fulfil their mission to proclaim the Gospel by common witness and service in the world.</p> <p>An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.</p> <p>All members of Churches Together in England and Churches Together in Britain and Ireland are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.</p>	
Do you or the child named above regularly worship in an Anglican Church or any other Christian Church?	Yes/No
If yes, please enter the name and address of the Church:	

Please ask the Religious leader of your place of worship to complete the section below	
Religious leader's recommendation	
To the best of my knowledge the above child or parent/carer attends religious services at the Church named above.	
Has the child or parent/carer above attended worship at least 2 out of 4 weeks per month for a period of not less than 6 months prior to application?	Yes/No
Please enter the name and address of the Church:	
Does the church named here meet the definition of a Christian Church as given under the section entitled 'Faith' above?	Yes/No
Signed (religious leader)	Date
Name (printed)	Position

Declaration	
I state, to the best of my knowledge and belief, that the information I have given is correct and complete and I will advise St Leonard's Primary Academy in writing of any changes to the information on this form. I understand that the provision of incorrect information could lead to the withdrawal of an offer of a school place.	
Signed (parent/carer)	Date