

## St Peter's C of E Academy

### Admissions Policy 2022-2023

As a church school, we believe that **'Giving children the keys to unlock their future'** will enable all pupils to flourish within our care and achieve their full potential. This is underpinned by the words of Jesus:

*"I have come that they may have life, and have it to the full."* (John 10:10)

*"I will give you the keys to the kingdom of heaven."* (Matthew 16:19)

#### Introduction

We welcome children from families of all faiths and none. We believe that the education of children should be a partnership of parents, teachers and governors, working together in the best interest of all the children. We strive to be a place where Christian priorities and values inform every subject in the curriculum and are reflected in the day to day life of the school.

The purpose of the admissions policy is to guide parents through the application process for the admission of a child to St Peter's C of E Academy, and procedures in the event of an over-subscription for places.

#### Criteria for allocation of places

Children are entitled to a full-time place in the September following their 4<sup>th</sup> birthday.

Children receiving a place in the Foundation Stage will be offered a place that can be taken up at any (suitable) time during the school year. Parents can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1<sup>st</sup> April and 31<sup>st</sup> August, not beyond the beginning of the final term of the school year for which the offer was made. Agreed deferred places in the Foundation Stage will be held for the child until they start school, in the year group they would have originally joined. If parents wish their child / children to defer entry until later on in the academic year for which admission is sought, they must arrange this with the school.

Part time provision is available. Wiltshire Council has determined part time to be 5 mornings a week or 5 afternoons a week. Children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age (see above). If parents wish their child / children to attend part time from September 2022, they must arrange this with the school.

All applications for children requesting admission outside their normal age group will be processed as outlined in Wiltshire Council's Co-ordinated Admissions Scheme, which has been drafted in line with the School's Admission Code. For further clarification, please see the section entitled Delayed Admission below.

Children with an Education Health and Care Plan (EHCP) which names this school will be admitted.

If the school is not oversubscribed, all applicants will be offered a place.

#### Application Process for Foundation Stage places.

St Peter's C of E Academy does not operate a catchment area system for school admissions. Application forms for children starting at St Peter's C of E Academy in September 2022 are available on line from [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) Paper copies are available from Wiltshire Council, who can be contacted on 03004560100. The co-ordination of all admissions applications is handled by Wiltshire Council (or your home Local Authority). The closing date for the receipt of applications to Wiltshire Council is midnight on the 15<sup>th</sup> of January 2022. You can still apply after the deadline date but it will be considered a late application. You cannot apply online after 15 January deadline day, instead you will need to complete a paper application form for a primary school place. You can also [read Wiltshire Council guidance notes on how to complete the application form](#). The national offer date for September 2022 entry is 19/04/2022.

#### Over Subscription Criteria

In the event that applications for places at the school exceed its planned admission number of 30, children with a EHCP which names this school, will be offered a place. Priority for entry following this will be decided by an Admissions Panel comprising School Governors, using the admission criteria specified below:

1. Children in care (Looked After Children or previously Looked After Children) as defined in section 22 of the Children's Act 1989 (please read note in the definitions and interpretations section on p3)
2. Children who (at the time of their admission) have siblings already at the school.
3. Children and / or parents who attend regular\* worship at St Peter's Church, Chippenham. \*Regular worship means attendance at the church at least once a month for the past year. In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for public worship.
4. Children and / or parents who attend regular\* worship at another Christian Church (see definitions and interpretations)
5. All other children.

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The school will admit over its planned admission number of 30 when place number 30 is offered to a child of a multiple birth. If criterion 3 or 4 applies, parents must return the fully signed Supplementary Information Form in appendix 1 directly to the school, not to the Local Authority.

#### **Tie-Break**

If the school is oversubscribed in any of the above categories, the shortest distances between the school and the child's address will be used. Distances supplied by the LA will be used and these will measure the straight-line distance using the Ordnance Survey eastings and northings for the child's home address and school. Those with the least distance will be given priority. If 2 or more children with the same priority for admission live an indistinguishable distance from the preferred school, but cannot all be admitted, then the available place will be decided by means of casting lots (random allocation) by a member of the admissions panel.

#### **In-year Transfers Between Schools**

Wiltshire Council co-ordinate in-year transfers for all children including those who are not Foundation Stage children. Parents should contact Wiltshire Council for an application form and guidance. [https://www.wiltshire.gov.uk/media/4470/Apply-for-an-in-year-transfer/pdf/In\\_Year\\_application\\_form\\_2021-22.pdf?m=637341144410070000](https://www.wiltshire.gov.uk/media/4470/Apply-for-an-in-year-transfer/pdf/In_Year_application_form_2021-22.pdf?m=637341144410070000)

Should a parent living in Wiltshire wish to apply for a school in another authority, they must contact that authority directly to apply.

Where the LA receives an in-year application form expressing a preference for an Academy, Foundation or VA school the application will be forwarded to the school within 5 school days of receipt.

The school's governing body is responsible for deciding the outcome of the application and advising the LA accordingly within 10 school days of the date on which the information was received by the school.

In all cases, a decision letter will be sent out by the local authority within 20 school days of receiving the application form and this will provide information, if appropriate, about the statutory right of appeal.

All applications for children requesting admission outside their normal age group will be processed as outlined in Wiltshire Councils Coordinated Admission Scheme, which has been drafted in line with the Schools Admission Code.

#### **Appeals**

Parents have the right to appeal against a decision to refuse a place to their child. If parents wish to appeal, they must do so in writing to the school. Appeals will be handled in accordance with the School Admissions Code of Practice.

Appeals for September 2022 year of entry will be processed in June / July 2022. If you require further information please contact the school. Please note, appeals for In Year Transfers will not be processed in line with these timescales but within those outlined in the School Admissions Appeals Code. <https://www.wiltshire.gov.uk/schools-learning-admissions-appealing>

#### **Waiting List**

If the academy is unable to offer a place immediately, parents may put their child's name on the academy's waiting list. This list is kept until 31<sup>st</sup> of December of each school year of admission.

#### **Acceptance of places offered**

The deadline for accepting the place offered is 03/05/2022.

Parents must take up the place within 28 working days of the required admissions date stated on the original application form. Failure to do this will result in the offer of a place being withdrawn. If a parent secures a place on appeal, that place must also be taken up within 28 days of the required admission date stated on the original application form.

#### **Delayed Admission**

All applications will be dealt with in accordance with the School Admissions Code 2.17, 2.17a, 2.17b, which came into force on 19 December 2014:

Parents may seek a place for their child outside of their normal age group, for example, if the child has experienced problems such as ill health. In addition, the parents of a summer born child (born from 1 April to 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

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All requests should be made from the September following the child's third birthday, in order to give sufficient time for the case to be considered by the admissions authority prior to the deadline for applications of 15 January 2022.

All requests must be submitted to the Local Authority by **15 January 2022 for entry in to 2023.**

Parents of a summer born child may choose not to send their child to a school until the September following their fifth birthday and they may request that they are admitted outside their normal age group – to reception rather than year 1. All admission authorities are required to make clear in their admission arrangements the process for requesting admission outside of the normal age group.

The decisions on requests for applications outside the child's normal age group are made by the admission authority, which in the case of voluntary controlled and community schools is the LA. For voluntary aided, foundation schools or academies the admissions authority is the governing body of the school concerned. The decision to admit outside of their normal age group is made on the basis of the circumstances of each case. All parents who wish to apply for delayed entry into reception for any Wiltshire school must first submit a formal application to the LA.

If parents are applying for a voluntary controlled or community school, they will also need to make a written request at the time of application to the local authority's admissions co-ordinator, providing reasons for the request along with any supporting documentation they wish to include.

If parents are applying for a delayed entry at a voluntary aided, foundation school or an academy, as well as submitting a formal application to the local authority they should also contact their preferred school directly to discuss the request.

All admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

In the case of voluntary controlled and community schools, the Local Authority will look at the following factors when an application for admission outside the normal ages group:

- the parent's views
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the head teacher of the school
- The Local Authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

If the parental request for delayed admission into reception is agreed, a separate application for a place in the next cohort would have to be made in the following September. This application would be considered along with all the other applicants for admission in that year at the preferred school. There would be no guarantee that a place would be able to be offered in the preferred school. If the preferred school is over-subscribed and a place is not offered, the local authority will make an alternative offer. However, please note that delayed admission into reception in the alternative school may not be possible.

If the parental request for delayed admission into reception is refused, the formal application which has already been submitted will be processed, unless the Local Authority receives a request from the parent to withdraw the application. If no request to withdraw the application is received, after the offer of a school place had been made the parent can then inform the Local Authority and the school that they want to defer entry until later in the academic year as outlined above.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority **must** set out clearly the reasons for their decision.

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## Definitions and Interpretations

**Children in Care** (Looked After Children or Previously Looked After Children): A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements 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).

**Proximity to the Academy** will be measured according to the Ordinance Survey Easting's and Northing's for the child's home address and the school as supplied by the local authority. The child with the least distance from the school will be offered a place in the event of a tie.

**LA means the Local Authority** (Wiltshire Council)

**Family home** is defined as the address where a child resides the majority of the time during their attendance at the school.

**Reference to parents** includes either or both parents or a sole parent, and where only one of two parents satisfies the criterion the application will be treated equally with applications where the criterion is satisfied by both parents. The word *parents*, includes legal guardians.

**The word 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 brother or sister.

**\*Regular worship** means attendance at the church at least once a month for the past year.

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". This also covers the situation where the church's usual capacity is not available to its entire congregation, either because they are not able to attend because they are clinically vulnerable or are shielding, or because they have not been able to 'book' one of the available seats during public worship. For admissions purposes, those unable to attend for one of those reasons can be treated as if the church was in fact closed for public worship.

**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.

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.

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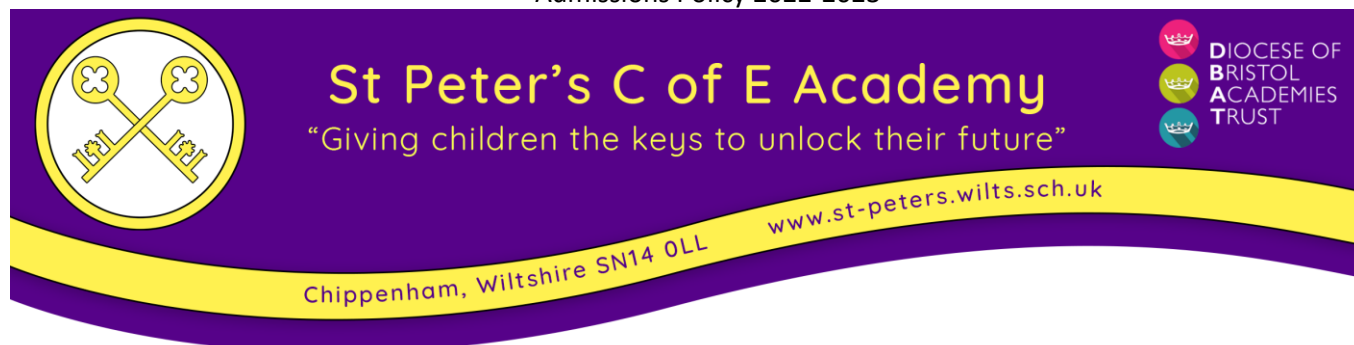
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Appendix 1

**Supplementary Information Form for admission to St Peter's C of E Academy** - Confirmation of regular worship at a Christian Church to satisfy criterion 3 or 4 of the admissions criteria.

Child's name	Child's date of birth
Parent's name	Signature

Priest or minister, please tick the statement below which applies;

- I confirm that the child and / or parent named above has attended St Peter's Church for worship at least once a month for the year prior to application.
- I confirm that the child and / or parent named above has attended \_\_\_\_\_ Church for worship at least once a month for the year prior to application.

To be signed by priest or minister.

Name \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

Church stamp (where available)
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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.

This form must be **returned to the school office**, not Wiltshire Council, by 15<sup>th</sup> January 2022.

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