St George's Church of England (VA) Primary School

Admission Policy 2013/14

St George's CofE Primary School is a Voluntary Aided school located in the Diocese of Exeter. The governing body of a Voluntary Aided school is the admission authority and has responsibility for admission policy.

This policy details the admission arrangements for our school and should be read in conjunction with the Primary and In-Year Co-ordinated Admissions Schemes and other agreed policies of Plymouth City Council, available at www.plymouth.gov.uk. All policies and procedures seek to comply with the requirements of the School Admissions Code of Practice, available at www.dscf.gov.uk/sacode.

Planned Admission Number for 2013-14	15?
Is the planned organisation of the Reception intake subject to Key Stage One legislation	No
Supplementary Information Form used to provide evidence of religious grounds	Yes
Home-School Agreement offered to parents	Yes
School uniform	Yes
Points of entry to school	All children who are allocated a place at the school have the option to be admitted in the September following their **fourth** birthday. Please see the note below regarding a parent's right to defer entry to school.

THE NEED TO APPLY

All parents must make an application for their child to be admitted to a maintained primary or infant school, using a Common Application Form from the City Council. Places are not allocated to a child automatically, even where:

- there is an older sibling attending here;
- a child attends a particular pre-school or nursery;
- a parent has expressed an interest at any time in the school;
- a child is a member of any religious community; or
- the child has always lived close to the school.

No places will be held in reserve for a child who applies late; the governing body cannot hold empty places if another child applies for admission.
We will share information with the City Council and will publicise the need to apply but the responsibility for making an application will be with the parent.

CHOICE ADVICE

Plymouth provides advice and support to parents unsure how to apply and express preferences for schools. In addition to the Schools Admission Team, there is independent support from Plymouth's Choice Advisor.

VISITING OUR SCHOOL

We welcome visits from parents and children considering applying for a place here. This is an opportunity for parents to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our school. If you would like to visit our school, you should contact the school to make an appointment.

HOW TO APPLY FOR A PLACE AT THE NORMAL ROUND

The normal round of admissions is when children can join our school for the first time. So that all parents who wish to apply for a place in the Reception class of a school can do so each LA co-ordinates applications for the schools in its area. This means parents will receive **one** offer of a school place at the same time as other parents. For our school, Plymouth is the LA which co-ordinates applications which have been made either direct to Plymouth or passed on by other LAs.

Every parent who wishes to express a preference for a place here must use a Common Application Form. For residents of Plymouth, this is available online at www.plymouth.gov.uk or within the Starting School in Plymouth primary admissions booklet. A reference copy will be available at the school. Residents of neighbouring LAs – Torbay, Devon, Dorset, Cornwall and Somerset - must apply by contacting their own LA even if a place is requested here.

All applications must be made by the closing date; **15 January 2013**. In addition, parents applying for a place on religious grounds are also advised to complete a Supplementary Information Form. These forms are available direct from the school or from Plymouth City Council. Supplementary Information Forms should be completed and returned to the school by the closing date. Without a Supplementary Information Form, the governing body will still consider the application but will not be in a position to prioritise it according to religious grounds.

WHAT HAPPENS NEXT?

If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will the governing body will prioritise applications according to the oversubscription criteria below.

Plymouth City Council co-ordinates admissions for all junior, primary and infant schools. A parent could be in a position to be offered a place at more than one school. If that happens, a place will only be offered at the school which the parent preferred the most on the Common Application Form. The home LA will write (or email if the application was online) in April 2011 to advise which school place has been allocated. The offer date in Plymouth is **19 April 2013**.

Shortly afterwards, we will also contact successful parents to welcome them to the school and to make arrangements for admission itself. Every parent who makes an application for admission will be offered a school place by Plymouth City Council – either at a school they have named or at an alternative.

WHAT IF AN APPLICATION IS REFUSED?

In all cases, a parent who is refused a place here or at any other school has a statutory right of appeal to an Independent Appeals Panel. This will review the decision and will decide whether the refusal was justified on the grounds that the school was full. Even if the Appeals Panel agrees that the school was full, it will also consider the impact on the child and family and may still award a place at the school.

WAITING LISTS

A child refused a place will be automatically entered onto a waiting list for vacancies. This will be kept either until a place is available or the parent no longer wishes to stay on the waiting list. Lists are kept in oversubscription order and are not affected by the length of time a child has been on the list. A child's place may rise or fall on the list as places are offered and new applications are made.

POINTS OF ADMISSION

There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday.

DEFERRED ADMISSION

September 2013 is the earliest point for admission to the Reception class at this school but is not a compulsory start date. All parents can defer admission within the Reception year until the beginning of the term following their child's **fifth** birthday. This is a decision for the parent to make, taking all factors into account including the advice of educational professionals.

Those parents who decide that their child should defer must inform the Headteacher. The place offered for their child **will be held open and will not be offered to another child**. Where a parent does not inform the Headteacher that admission is to be deferred and does not admit the child in September, the place may be withdrawn and offered to another child.

Children born between 1 April and 31 August cannot defer admission to Reception into the following September but can apply for a place in Year 1. This would be an in-year application, no earlier than the half term in June 2013.

DELAYED ADMISSION

This is where a child starts an academic year later than normal but still enters at the Reception stage. Such an arrangement must be supported with any combination of medical, social and educational evidence from independent professionals. A place cannot be guaranteed a year in advance. For discussion and advice, a parent should contact the School Admissions Team. It is advisable to submit an application on time in any event whilst a request for delayed admission is considered by all parties including the governing body.

HOW TO APPLY OUTSIDE THE NORMAL ROUND - IN-YEAR ADMISSIONS

Requests for admission to Reception made after the normal round of admissions – after 31 August 2013 – and requests for places in other Year Groups should be made direct to the LA where the child is resident. All In-Year admissions to the school will be made in line with Plymouth City Council's In-Year Co-ordinated Admissions Scheme. This is available for review at www.plymouth.gov.uk.

ADMISSIONS OVERSUBSCRIPTION CRITERIA FOR ST GEORGE'S C. of E. (V.A.) PRIMARY SCHOOL

A child with a Statement of Special Educational Needs (SEN) which names our school will be admitted.

Where we receive more applications than the number of places available - the Planned Admission Number - the governing body will prioritise applications using the following criteria:

OVERSUBSCRIPTION CRITERIA

In the event of the number of applications exceeding the number of places available to offer, the following oversubscription criteria will be used:

1. Looked after children
2. Children living in the schools designated area with a sibling who will be attending the school at the time of admission
3. Other children living in the schools designated area
4. Children who live outside the schools designated area whose parent(s) or carer(s) are regular attenders of a Christian Church
5. Children who live outside of the schools designated area with a sibling who will be attending the school at the time of admission

6. Other children living outside of the schools designated area

(a) Where there are more applications than places available in a particular category, those living[2] closest to the school will have priority for any places available. Distance will be measured in a straight line from the entrance of the home address to the main entrance of the school using a Geographical Information System. In the event of both children living equidistance from the school the final tie breaker will a random ballot.

(b) Higher priority may be given to the admission of a child for whom an exceptional medical, educational or social justification is demonstrated. Such decisions will be made using a Protocol for admission to children with Exceptional Medical or Social Justification.

(c) Priority may be given to a child who is to be admitted to a designated special educational needs support centre at the school. We do not currently operate a special educational needs support centre at this school.

(d) Where applications are received from families with multiple birth siblings (twins, triplets, etc.) resident in our designated area, every effort will be made to allocate places here, including offering place(s) above the Planned Admission Number wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings and the commitment to meeting the preference of children for their designated school. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative school with sufficient vacancies to accommodate both or all of the multiple birth siblings.

(e) Where applications are made at the same time for two children not falling within multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criteria.

(f) A sibling will be considered where he or she will be attending in Reception or Years 1 to 6 at the time for which admission is sought.

(g) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.

ADMISSIONS OUTSIDE A CHILD'S NORMAL AGE GROUP

Parents can request a place in a different Year Group if, for example, a child is particularly gifted or talented or has missed a significant period of education through ill health. We will consider each request on its own merits. There is a statutory right of appeal if this is refused unless we offer a place in the child's normal age group.

FLEXI-SCHOOLING

This school respects requests from parents for their child to be part educated at home. Requests will be considered on an individual basis and will be determined by the Headteacher. There will be consideration of the benefits and disadvantages expected for the child as well as the impact on the school with regard, for example, to organisation and discipline.

DESIGNATED AREA

The designated area for this school can be viewed at Plymouth City Council or by contacting the school.

EXTENDED SCHOOLING

This school does not offer extended school arrangements. Further information is available from the school and our website.

HOME-SCHOOL AGREEMENT

Admission to school is not conditional on signing a home-school agreement. However, we will offer this to all parents after children have been admitted as we consider agreements to be a positive way of promoting greater involvement between parents in their child's education.

UNIFORM POLICY

Children attending our school are expected to wear a uniform. The items required can be viewed on our school website. They are available from the school and also from most retail outlets. While Plymouth City Council does not offer financial assistance with uniform and school equipment expenses, parents can contact the Education Welfare Service in cases of extreme hardship. Parents unable to purchase items of uniform or equipment will not be penalised. We operate a scheme to assist families in need.

SCHOOL FEES AND CHARGES

There is no charge for applying for a place at this school, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school and can be viewed on our website.

OBJECTIONS TO THIS POLICY

For information on how to object to the terms of this or any other admissions policy or procedure, advice is available at www.schoolsadjudicator.gov.uk. This should be by the 31 July.

DEFINITIONS

A looked after Child	. 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 Act 1989).
Christian Church	A church which is recognised by *Churches Together in England*. For details of churches which are members of *Churches Together in England* please see www.churches-together.net or telephone **020 7529 8131**.
Designated Area	The geographical area served by a particular school. It is sometimes called the 'catchment' area. Residents of a school's designated area have a higher priority for places when a school is oversubscribed than those who live outside the area.
Living	This is defined as the address where the child is normally resident. Where a child lives at more than one address through shared residency, the home address will be with the parent who receives Child Benefit.
Parent	A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parents' attendance at

	church' it is sufficient for just one parent to attend. Where we use the term parent, we also mean carer or guardian.
Planned Admission Number	This is the minimum number of places available at the school. In limited circumstances, more will be admitted according to the Primary Co-ordinated Admissions Scheme. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible school organisation.
Regular Attenders	Attends church on at least a monthly basis. If you are applying to the school on religious grounds you need to complete the supplementary information form available direct from the school. This form includes a section for your priest/minister to sign and confirm your regular attendance
Sibling	This will be a full, adopted half or step brother or sister and will include a full, adopted half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address.

CONTACTS AND FURTHER INFORMATION

St George's Church of England (VA) Primary School
Admiralty Street
Stonehouse
Plymouth
PL1 3RX
01752 224863
www.st-georges.plymouth.sch.uk
admin@st-georges.plymouth.sch.uk

The Diocese of Exeter
Diocesan Board of Education
The Old Deanery
The Cloisters
Exeter EX1 1HS
01392 294939

School Admissions Team
primary admissions@plymouth.gov.uk
Telephone 01752 307166
Websites for the primary co-ordinated scheme and in-year co-ordinated scheme
www.plymouth.gov.uk

School Appeals
Telephone 01752 307166
Telephone 01752 258933

Education Welfare Service
Telephone 01752 307405
www.plymouth.gov.uk

The Department for Education
Telephone 0870 000 2288
Website address www.dfe.gov.uk

Choice Advisor
Telephone 01752 258933
choiceadvisor@plymouth.gov.uk
www.plymouth.gov.uk

Policy version
This policy was agreed by governors in September 2011.
It will be reviewed in 2012.

St George' s Church of England (VA) Primary School

SUPPLEMENTARY INFORMATION FORM
PART A
2013-14

To be completed by the parent

St George's CofE Primary School is a Voluntary Aided school. The Governing Body, as the legal Admissions Authority, determines pupil admissions to this school. This Supplementary Form will ensure that the Governing Body has the information it needs to apply its over-subscription criteria if it receives more applications that it has places to offer.

Once you have completed Part A, please pass the form to your priest or minister who will complete Part B and return it to the school. Both parts should be returned by the closing date of 15 January 2013 to ensure that your application is considered on time.

You must also complete a Plymouth City Council Common Application Form.

Full Name of child/ren	
Date of Birth	

Please respond to the following criteria; 'Children who live outside the schools designated area whose parent(s) or carer(s) are regular attenders of a Christian Church' (Attends church on at least a monthly basis.)	

Your name			
Please sign here		Date	

St George' s Church of England (VA) Primary School

SUPPLEMENTARY INFORMATION FORM
PART B
2013-14

To be completed by the Church Priest or Minister

Name of applicant…… has applied for a place at St George's Church of England Primary School for the academic year 2013-14. We ask that you confirm your knowledge of this family in relation to the faith criteria below.

Please return this form to school by 15 January 2013.
Thank you for your assistance in completing this Supplementary Information Form.

Full Name of child/ren	
Date of Birth	

Church	
Priest or minister	
Address	
Telephone	

Please respond to the following criteria; 'Children who live outside the schools designated area whose parent(s) or carer(s) are regular attenders of a Christian Church' (Attends church on at least a monthly basis.)	
I confirm that the information provided above is accurate.	

Please sign here		Date	

NB: If a family is refused a place at the school and appeals against the governors' decision, this form may be used as evidence at the appeal.