

Peterborough Diocese Board of Education
All Saints CEVA Primary School
Admission Policy 2024

'A school family learning and growing together with Jesus Christ'

The Governing Body is the Admission Authority in this voluntary aided school and is, therefore, responsible for all admissions.

- The Governing Body will admit up to 60 pupils into each year group. The Published Admission Number (PAN) in the normal year of entry (Reception) is 60.
- The governors will admit all children with an Education, Health and Care Plan (EHCP), which names the school.

How to apply for a place in the normal admissions round

The normal admissions round is the period during which parents/carers can apply for state-funded school places at the school's normal point of entry (Reception), using the Common Application Form (CAF) provided by their home local authority.

Parents/carers should use the application form provided by their home local authority (regardless of which local authority the schools are in). This form is used to express a preference for a minimum of 3 state-funded schools, in rank order.

Parents/carers will receive an offer for a school place directly from their local authority on National Offer Day (16 April or the next working day)

Parents/carers living in West Northamptonshire Council should visit the [WNC School Admissions website](#).

Late Applications

Late applications are any common application forms (for the normal point of entry) received by the local authority after its statutory closing date of 15 January). Late applicants will not receive an offer of a school place by the local authority on National Offer Day (16 April or the next working day).

Late applications will be processed in the subsequent rounds of reallocation between May and July as per the local authority's co-ordinated scheme's timetable.

Oversubscription Criteria

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.

1. The governors will admit 'Looked after Children' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, 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). This also includes children who appear (to the admission authority of the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
2. Children who have a sibling attending the school at the time of admission of the child. (See sibling definition).
3. Children of worshipping members of any church which is located in the Northampton ecclesiastical parishes of Kingsthorpe St John the Baptist, St David with St Mark, Holy Trinity with St Paul, St Giles and All Saints and that part of the parish of Boughton to the south and east of Holly Lodge Drive** and is a member of Churches Together in Britain and Ireland; this includes the Church of England.

These applications must be accompanied by Form SIF/A available from the school. The completed SIF/A will then be sent to the minister with Form SIF/B to verify church allegiance.

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. The child of a member of staff provided they have been employed by the school for a minimum of two years. (See staff definition).
5. Children living with their parent(s)/legal guardian(s) in the Northampton ecclesiastical parishes of Kingsthorpe St John the Baptist, St David with St Mark, Holy Trinity with St Paul, St Giles and All Saints and that part of the parish of Boughton to the south and east of Holly Lodge Drive.** (For residency definition and parish boundaries, see below.)
6. Children of worshipping members of any church that is a member of Churches Together in Britain and Ireland; this includes the Church of England.

These applications must be accompanied by Form SIF/A available from the school. The completed SIF/A will then be sent to the minister with Form SIF/B to verify church allegiance.

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.

7. Children of parent(s)/legal guardian(s) of other faiths, or none, who wish their child to be educated in a church school and Christian environment.

Right of Appeal

Governors will admit up to the published admission number. For any child subsequently refused a place, parent(s)/legal guardian(s) will have the right to appeal against the decision to an independent appeals panel. Those wishing to appeal should write to:

The Clerk to the Appeals Panel
Diocesan Board of Education
Bouverie Court
6 The Lakes
Bedford Road
Northampton NN4 7YD

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 address point of the school. (This will be determined by the Local Authority using their standard method as described in the published information to parents.)

If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process will be used to determine who should be allocated the place.

Residency Definition

The child's place of residence is the address of the parent or legal guardian 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.) If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address.

Parish Boundaries

For parish boundaries visit www.achurchnearyou.com, put in your postcode, click on where you live and the name of your parish will be shown.

**encompassing the streets Dixon Road, Briscoe Close, Jacorrin Close, Jackson Close and Rowley Way, all of which come within the Parish of Boughton.

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 two children share one common parent.
- A stepbrother or stepsister, where two children are related by a parent's marriage/partnership.
- Adopted/Fostered children.

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

Definition of Staff

The definition of staff will be any permanent member of the school staff, including support and administrative staff, who has been directly employed by the school for a minimum of two years.

Definition of worshipping member

At least one of the parents or a guardian of the child is regarded by the priest/minister/worship leader as part of the worshipping community at the church/worship centre.

This would not necessarily mean that the parent 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 any other times) that is more than 'occasional' and has been sustained for more than a short, very recent period of time.

In-year Admissions

An in-year admission refers to an application for a school place made during the school year or an application for admission to a school made at the start of the school year for any year group other than the normal year of entry.

The school will generally admit up to the previously published admission number for that year group as the admission of another child would prejudice the provision of efficient education or efficient use of resources. If this number has been reached in a child's year group, we will not be able to offer a place at the school. Parents/carers can ask for their child's name to be added to the waiting lists (see below for more information).

Applications for in-year admissions should be made online to the local authority on [WNC's School Admissions website](#).

Waiting Lists

All parents who are refused a place at the school at any time may wish to place their child's name on a waiting list. Parents must contact the school to request that their child's name is placed on the waiting list. This can be done by telephone or email.

Pupils will be placed on the waiting list in strict order according to their oversubscription criteria on the Admissions Policy. If a place becomes available at the school, places will be allocated according to these criteria, not on a first come, first served basis.

Waiting lists are refreshed at the start of each academic year in September. If parents wish their child to be put on the waiting list for the new academic school year, they should submit a new application.

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.

Children below Compulsory School Age and Deferred Entry to Reception

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents/carers may defer their child's entry to the allocated school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made when the place will cease to be available for the child. Please discuss this with the school directly once a place has been offered.

Where parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Please discuss this with the school directly once you have received an offer of a school place.

Multiple Birth Groups

In the case of twins or other siblings from a multiple birth, if the last child to be admitted is from a multiple birth group, the other children in the group will also be offered places, even if it means exceeding the Published Admission number.

In the case of siblings (see definition above) in the same year group, where there is only one place remaining which is to be offered to one sibling, the other too will be offered a place.

Fraudulent or Misleading Applications

The admissions authority (or the LA processing an application on behalf of the admission authority) has the right to investigate any concerns we may have about an application and to withdraw the offer of a place if it is considered that there is evidence that an applicant has made a fraudulent claim or provided misleading information.

Conflicting Applications

The LA can only process one application. Where more than one adult shares parental responsibility and if the adults live at different addresses, it is important that an agreement be reached on which schools to apply for, prior to making the application.

If multiple applications are received for the same child with conflicting address and/or preferences, or the School Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until:

- a new single application is made, signed by all parties; or
- written agreement is provided from both parents indicating which application they have agreed on; or
- a court order is provided confirming which parent's application carries precedence.

If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your child being allocated a place at your preferred school/s.

Requests for admission outside the normal age group (Summer Born)

All children are entitled to a full time school place in the September following their 4th birthday and most parents are happy for their child to start school at this point. However, parents/carers of summer born children (those born between 1 April and 31 August) who do not reach compulsory school age until a full year after they would normally start school, may wish to delay their child's start to school until the September following the child's 5th birthday.

If parents wish to delay their summer born child's start at school until the September after their 5th birthday, there are 2 options:

1. Parents can make an in-year application for a place for the September following their child's 5th birthday. The child would normally start school in **Year 1** (their correct chronological age group) as other children in the child's age group already attending school will be moving from Reception to Year 1 at this point. It is important to remember that some schools are likely to be full in Year 1 and unable to offer a place;
2. If parents do not want their child to miss their Reception year, they may request that children are admitted out of their normal age group i.e. into Reception instead of Year 1. Please note, this is a 'request' and parents do not have the right to insist that their child is admitted to a particular age group. The school's admission authority is responsible for making the decision about which year group a child should be admitted to.

Parents/carers of summer born children who could start school in September 2023, but wish to delay their child's school start and apply for a Reception place to start in September 2024, should still make their application for a Reception place for their child's normal year of entry before the primary application deadline of **Midnight on 15 January 2024**. If a delay is agreed, this application can be withdrawn.

Parent/carers should also, if possible, make their request for admission out of the normal age group to their preferred schools by the same date - **15 January 2024 (Midnight)**. This is to enable sufficient time for requests to be processed prior to National Offer Day (16 April or the next working day). Requests will however still be considered after this date.

Parents/carers requests to apply for a Reception place at All Saints CEVA Primary School for the September following their child's 5th birthday, should be made in writing (email should be sufficient to: office@allsaintscevaprimary.uk) which will be passed onto the Governing Board, as the Board is responsible for administering the admission arrangements at the school. In their request, parents/carers should provide some information about their child to explain why they think that their child should be educated out of their normal age group. It is important for parents/carers to provide any additional evidence to support their request as this information will help the admission authority to make their decision e.g. parents/carers may be able to provide a report from the child's Early Years setting or evidence from a health or social care professional.

The request will then be considered by our admission authority who have to decide if they will allow the request. The decision must be made on the basis of the circumstances of each case and in the best interests of the child concerned. The School Admissions Code (2021) requires admission authorities to consider a number of factors:

- 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 may naturally have fallen into a lower age group if it were not for being born prematurely;
- the Head Teacher's views.

What happens next?

Parents/carers will be informed of the admission authority's decision on which year group the child should be admitted to when they start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.

What happens if the request is approved?

If the request to be admitted outside normal age group is approved by the admission authority of the school, parents/carers will need to forward this approval to their local authority's School Admissions team to ensure that an application will be accepted in the normal admission round for the September following the child's 5th birthday. Parent(s)/carer(s) will then need to make an application for a place in Reception for the normal round of admissions in the following academic year.

Please note – this does not mean that a child has been, or will be, offered a place in the Reception year at their chosen school. If, in the following normal admissions round, the school is oversubscribed, all applications (including delayed applications) for the school will be ranked in accordance with the school's oversubscription admission criteria and places offered up to the school's published admission number.

What happens if the request is refused?

If the request to be admitted outside normal age group is rejected by the admission authority of the school, parents/carers have to decide whether to accept a Reception place in the normal year of entry, delay their child's start until the September after their 5th birthday and apply for a Year 1 place or make an application to other schools to see if they will accept a delayed start in Reception.

Parents/carers who are unhappy with the admission authority's decision to refuse their child a place out of their normal age group, should complain directly to the admission authority.

Parents/carers whose requests for delayed entry into Reception are refused, do not have the right to appeal this decision. They have the right to appeal against the refusal of a place at a school for which they have applied but this right does not apply if they are offered a place at the school, but it is not in their preferred age group.

Requests for admission outside the normal age group

Parents/carers may seek a place for their child out of their normal age group. They must make a formal request in writing (an email is sufficient – office@allsaintscevaprimary.uk) directly to the school in the first instance.

The admission authority of the school will consider the request and make a decision 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 views of the Head Teacher of the school concerned

The admission authority of the school MUST set out clearly for parents the reasons for their decision about the year group a child should be admitted to.

Parents/carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.