



St Leonard's CE(A) First School Policy for Admissions 2023/2024



'Let your light shine before others so that they may see your good works and give glory to your Father who is in heaven.'
Matthew 5:16

Adopted by the Governing Body:
May 2023
Date for review: May 2024

ST LEONARD'S CE (A) FIRST SCHOOL



DFEE: 3490

ADMISSIONS CODE AND POLICY 2023/24

Our Ethos

St Leonards CE (A) First School follows the teachings of Christ by living out strong values in the heart of our local community and growing in faith together. Children build a strong foundation for their life journey here.

We are a small, child-centred, inclusive school where all God's children and adults are nurtured and valued as a school family to grow and flourish in wisdom and spirituality.

We are committed to developing children as confident and courageous advocates who use their talents to be beacon's of light to shine in the world. Our values are the bright flame within our ethos, culture and curriculum.

Our Values

We model RESPECT for all people, our world, our environment and for ourselves.

We inspire a CURIOSITY for life, for learning, for spirituality, where each curriculum subject is highly valued.

We promote LOVE for one another, LOVE to help those in need, LOVE for our work and for our learning. We learn how to LOVE.

We model and expect ENDEAVOUR by collaborating and striving for the highest standards of Education for our pupils.

1. Aims

This policy aims to:

- Explain how to apply for a place at St Leonard's CE First School
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. The Governing Board

As a Church of England Aided school, the Governing Board is responsible for all matters concerning Pupil Admissions.

St Leonard's CE (A) First School serves mainly Ipstones and its surrounding villages. However, some pupils living outside this area commute to St Leonard's as their preferred school choice. Providing there is sufficient room available in each year group, this will continue to be our remit.

3. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

4. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

5. How to apply

For applications in the normal admissions round you should use the application form provided by Staffordshire local authority. You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

Parents wishing to apply for a school place should register online at the following web address:

www.staffordshire.gov.uk/admissions

Application forms received after the closing date will be considered alongside those applicants that applied on time where there are exceptional reasons which prevented the applicant from applying by the closing date, e.g. a family changes its address and was unable to apply within the deadline.

6. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

AN application should be made to the Local Authority who will need to consult with Governors. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- › Parents' 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 headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents 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.

7. Allocation of places

7.1 Admission number

The school has an agreed admission number of **18** pupils for entry in Reception. Classes do not exceed 30 pupils in any Key Stage 1 Class or 35 in Key Stage 2.

In the event that the school is oversubscribed and unable to admit all applicants who have expressed a preference for the school. The Governors will allocate places based on the following oversubscription criteria. This criteria also applies to in year maintained transfers.

7.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school must be admitted before any other places are allocated.

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

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.
2. Priority will next be given to children on the basis of social or medical need. These are children who have exceptional medical or social needs supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person or their

parents are actively seeking this. If you are making an application on the basis of social or medical need the school will require this written evidence. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered.

3. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
4. Priority will next be given to children of staff at the school, in either of the following circumstances:
 - a) The member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made, or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Children whose parents request a place on religious grounds, i.e. their involvement in the Anglican Church.
6. Children whose parents wish their child to be educated in a school with specific religious environment.
7. Children of the right age living in the Ecclesiastical Parish of Ipstones with Berkhamstych.

Children not receiving a school place will be added to a waiting list which will be kept until at least the end of the Autumn Term for admissions.

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates on Brookfields Road. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them.

The random allocation process will be to draw random sealed envelopes with the name of one child per envelope.

This process will be independently verified.

7.3 Children below compulsory school age

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 may defer their child's entry to the 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 the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents can request that their child attends school part-time until they reach compulsory school age, or that the date their child is admitted to school is deferred until later in the same academic year.

Where parents wish to apply for a deferral until later in the same academic year then they are encouraged to discuss their request with the Headteacher. Parents wishing to defer the entry of their child into Reception class or apply for their child's early admission to school will need to make an application alongside children applying at the normal age of entry, with supportive evidence as to why an exception should be made in the case of their child.

As the school is voluntary aided in status, the application will be considered by the school governing board who is the responsible admitting authority for this type of school.

7.4 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

7.5 Fair Access Protocol

We participate in Staffordshire Local Authority's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

8. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

office@st-leonards-ipstones.staffs.sch.uk

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

9. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals.

Any parent has the right to appeal against a decision not to admit. Appeals should be made in writing to the Chair of Governors, Rev Jane Held or Mrs Sue Hey. This appeal must be lodged within 20 school days of the parent receiving notification that their child has not been allocated a place. They should include any additional evidence to support their appeal with this application.

The appeal will be heard by an Independent appeal panel and the parent will receive notice of this appeal hearing at least 10 days prior.

Appeal decision letters will be sent within 5 school days of the hearing wherever possible.

You can find details of the school's appeals timetable on the school website and attached as an appendix to this policy.

10. Transition into school

All new entrants will be invited to spend time in school with teaching staff. Many opportunities throughout the year and particularly in the Summer Term are provided for them to get to know the school routines and its community. A meeting is held for parents, during which information about the school is given and questions answered. Any relevant school letters which give new parents added information and a flavour of the school will also be sent to new parents during the Summer Term. Parents are very welcome to visit the school by making an appointment with the school office.

11. Monitoring arrangements

This policy will be reviewed and approved by the governing Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

Appendix 1: School Admission Appeals timetable 2022/2023

November

The application system will open on 1 November 2022. You should only use this system if your child lives in Staffordshire.

January

Applications will close on 15 January 2023.

March

Academies, aided and foundations schools forward lists of all preferences ranked in accordance with their [admission arrangements](#) to the county council.

Provisional offers shared between local authorities.

Final offers exchanged between local authorities.

April

Parents receive outcomes on National Offer Day, 17 April 2023.

April - August

Processing of late applications and any available places allocated from waiting lists.

June - July

[Appeals](#) heard by independent appeal panels.

All mid-year appeals will be considered by an Independent Appeals Panel within 30 school days from receipt.

September admission appeals need to be submitted by :

Primary - 17 May 2023

Any appeals received after 12 June 2023 will not be considered by an Independent Appeals Panel until September 2023.