

St. Andrew's C of E Primary School – Admissions Policy

St. Andrew's is a Church of England Voluntary Aided School, rooted in its historic foundation and strengthened by its Christian character. Our aim is to provide a living, Christian school environment where the full potential of each child is realised through personal, social, academic and spiritual development. The principle of equality of opportunity and inclusion is supported and the school's admissions do not discriminate against pupils with special needs or disabilities. The Governing Body is the Admissions Authority for prioritising applications when the school is oversubscribed, and acts in accordance with all aspects of the government's School Admissions Code. The Governing Body works closely with the Local Authority (LA) who operate a timetabled co-ordinated admissions scheme in line with government legislation.

Admission Arrangements and Oversubscription Criteria – Academic Year 2010/2011

The school caters for children aged 4 to 11 years with a planned admission number in each year of 30.

Although children do not legally have to attend school until the term following their fifth birthday, it is the practice within Devon to admit them in to Reception class at an earlier date - either in September (for children born between 1st September and 28th/29th February) or January (for children born between 1st March and 31st August). This practice applies at St. Andrew's School. You have the right to defer your child's entry until later in the school year but not beyond the beginning of the term after the child's fifth birthday.

Delayed Admission - This is where you wish your child to start an academic year later than normal but still entering at the Reception stage. Such an arrangement must be supported with medical/educational evidence. A place cannot be guaranteed a year in advance. Please contact the Devon School Admissions Team for further information. It is advisable to submit an application on time in any event whilst your request for delayed admission is considered by all parties.

If you wish your child to be considered for a place in the Reception class you must complete a Common Application Form (CAF) in accordance with the information printed in the LA 'First Step' booklet. This can be done online to the LA (www.devon.gov.uk/admissions) or by sending the completed CAF to the LA via the most preferred school by the published closing date. In addition, if you believe that your application for a place at St. Andrew's School qualifies for either Criteria Band 6 or 8 (as shown below), you must forward to the school by the closing date a letter confirming your Christian commitment as defined at the end of these arrangements. If you do not wish to do this then your application will be considered in either Criteria Band 7 or 9 as appropriate.

If more applications are received than the 30 places available then oversubscription criteria, based on the home address declared on the CAF, are applied as a way of determining priorities between applications. The only exception is that a child who has a Statement of Special Educational Needs where the school is named on the Statement will be admitted. The school's designated area and the secondary catchment area are shown on the LA website (www4.devon.gov.uk/eal/dgfl) then click on School Designated Area Maps, then Gaz, and enter postcode of school or your home) and can be viewed at the school. The Oversubscription Criteria Bands in priority order, based on these areas, are:

1. Children in Care.
2. Children living within the school's designated area who have a sibling who will be attending the school at the time of admission.
3. Other children living within the school's designated area.
4. Children living within the secondary catchment area who have a sibling who will be attending the school at the time of admission.
5. Other children living outside the designated area who have a sibling who will be attending the school at the time of admission.
6. Children from families with a Christian commitment living within the secondary catchment area
7. Other children living within the secondary catchment area.
8. Children from families with a Christian commitment living outside the designated area
9. Other children living outside the designated area.

If it is necessary to distinguish between children in a particular Band, priority will be determined on the basis of distance between home and school as a direct line measured by using the Geographical Information System operated by Devon County Council (i.e. the shorter the distance the higher the priority). If this tie-breaker is not sufficient to distinguish between applicants in a particular Band, there will be a random ballot as set out in the School Admissions Code of Practice. This will be undertaken by the LA Admissions Manager in the presence of a school representative by the operation of an electronic random number generator.

The LA will notify parents of an offer of a place at a school on the published allocation date. If a place is allocated to you at St. Andrew's School you will need to provide sufficient evidence to prove that the home address declared on the CAF is the address where the child is normally resident. This also applies if you have been refused a place at the school and take a place on the waiting list. By taking this action the Governing Body wishes to give all parents the confidence that school places are taken strictly according to the published oversubscription criteria. Consequently, the school may ask for a number of documents from the following list to verify the home address, for

example: a council tax invoice/receipt, an original of a utility bill, driving licence, child benefit book, rental agreement, letter from a solicitor confirming an exchange of contracts where a property is being purchased, and for Service personnel and other Crown servants not yet in the area an official government letter declaring a relocation date and intended address. A place may be withdrawn where there is clear evidence that fraudulent or misleading information has been given on any application. This is especially so if there has been an attempt to gain advantage over others and where the correct information would have resulted in a refusal of a place. **If your home address changes between the application closing date and the start of the academic year you must notify the school immediately. A decision will then be made in accordance with the oversubscription criteria as to whether your child is still eligible for a school place and, if not, then the place will be withdrawn.** If the Governors at St. Andrew's School are unable to offer you a place (or you subsequently have an allocated place withdrawn) your child's name will be placed on the waiting list which is kept by the LA until the end of the first week of the autumn term. After that the school will maintain the waiting list as described below. You may also appeal against the Governors decision (see the further information below). Late applications will be considered in accordance with the co-ordinated scheme – www.devon.gov.uk/admissions - or in the 'First Step' Booklet.

Pre-School Visits:

If your application is successful, prior to your child starting school you will receive a letter inviting you and your child to visit the school in June 2010 to meet the Reception class teacher. He/She will explain the procedure for your child starting at school and will be able to answer any queries you may have. An informal social evening will be held for the parents/guardians of the entire new intake for 2010/2011 in July 2010. This will be an opportunity for you, should you wish, to meet each other and to be given a brief introduction to the senior staff and the Chair of Governors, Parent Teacher Association and other key personnel.

Admission to Years 1 to 6 Inclusive (and Reception outside the normal round)

You may apply at any time for a place for your child by completing an application form and sending it to the school. If there is no vacancy you may then include your child on the waiting list by informing the school in writing. You may also appeal against the decision not to admit your child. In these circumstances, where admission is refused, you should contact the Admissions Team, 1 Capital Court, Bittern Road, Sowton Industrial Estate, Exeter, EX2 7LW, (telephone 01392 383913) to discuss alternative places which may be available.

Waiting List

The school maintains a waiting list for each year group. This is held by the LA for Reception year until the first week of the autumn term. However, you are advised that few vacancies become available and that expectations should not be raised unduly by placing your child's name on the list. When a vacancy occurs those on the waiting list will be considered in Oversubscription Criteria Band order and, if there is more than one application within the same Oversubscription Criteria Band, priority will be given by distance from home to school, as described previously. The list will be revised each time a child is added or removed from it. It will also be updated at the end of each school year when you will be asked if you wish your child's name to stay on the list for the forthcoming year.

Appeals Procedure

Should the Governors be unable to offer a place for your child, you have the right to appeal against the decision. You should be aware that an independent panel will normally only uphold an appeal relative to Reception class, Years 1 and 2, where there is a legal limit of a maximum of 30 children in a class, if the decision by the Governors was unreasonable in the circumstances of the case or if the admission arrangements had not been properly implemented. For an appeal relative to Years 3 to 6 inclusive, the above factors will be considered. Also, in this case, the panel will judge whether it would be prejudicial to both the provision of efficient education for children at the school, and the use of the Governing Body's resources as a whole, should more than 30 pupils be admitted into a class. You are advised to consider your case carefully. If, after discussion with the head teacher you would like more information about the appeal process, you should contact the Clerk to the Independent School Appeals Panel, County Hall, Topsham Road, Exeter, EX2 4QD, (telephone 01392 382486).

Definitions

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 to those living within the foster household, or where appropriate the natural parental home address.

Home Address: This is defined as the address where the child is normally resident. Where a child resides through shared custody, the address will be with the parent who receives child benefit.

Children who are in Care: These children are looked after by or provided with accommodation in the exercise of its functions by Devon Local Authority or any other Local Authority.

Christian Commitment: To establish eligibility to Criteria Bands 6 & 8 it will be necessary for parents to obtain a letter from their church leader to confirm a Christian commitment which is defined as 'a trinitarian understanding, a personal trust in Jesus as the way, the truth and the life, and an attendance at worship at least twice a month at a church of any Christian denomination, preferably over a two-year period '. The letter, which should be sent to the school, will be required prior to the CAF closing date for Reception Class places, and on request by the School Governors for applications to other year groups.

Approved by the Governing Body – March 2009
Next Review in November 2009

Signed
T G R Osborn – Chair of Curriculum and Admissions Committee