

**WILLIAM LAW CE PRIMARY SCHOOL**

**[PUBLIC FUNDED ACADEMY]**

**Peterborough Diocese Board of Education**

**Admission Policy for the School Year 2018**



William Law  
CE Primary School

The Governing Body are the Admission Authority for the school and are therefore responsible for all admissions.

The Governing Body will admit up to 90 pupils into each year group from Reception to Year 6.

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.

The governors will admit children with a statement of Special Educational Needs or an Education, Health & Care Plan (EHC) which names the school.

**Oversubscription criteria**

1. 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).
2. Children of members of staff, provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
3. Children who have a sibling who is attending the school at the time of admission. (*see sibling definition below*).
4. Children living within the designated area of the school. (*See designated area below*).
5. Children of regular worshipping members of St John's with Emmanuel Church, Werrington. *These applications must be accompanied by form SIF/A available from the school. A receipt will be issued by the school on the submission of this form. The completed SIF/A will then be sent to the minister with form SIF/B to confirm church allegiance.*
6. Children of regular worshipping members of any Church within Churches Together in England, which includes the Church of England. *These applications must be accompanied by form SIF/A available from the school. A receipt will be issued by the school on the submission of this form. The completed SIF/A will then be sent to the minister with form SIF/B to confirm church allegiance.*
7. Children whose parents particularly wish for their children to receive an education set within a Church of England school.
8. Other children, whose parents have requested a place, who live outside the catchment area of the school.

### **Designated Area**

Abbotts Grove	Derwood Grove	The Paddocks	Sunnymead
Ash Park	Gasgoigne	Partridge Grove	Swallowfield
Barbers Hill	Greenacres	Pheasant Grove	Tanglewood
Candidus Court	Hazel Croft	Priors Gate	Tarrant
Canonsfield	Kilverstone	Redbridge	Temple Grange
Cardinals Gate	Kingsbridge Court	Rushton Avenue	Wainwright
Chatsfield	Livermore Green	Sapperton	Woodhall Rise
Cranemore	Merelade Grove	Sobrite Way	Wycliffe Grove
David's Close	Monks Grove	Somerville	

### **Summer Born Children**

The School Admissions Code allows parents / carers of summer-born children [born between 1<sup>st</sup> April and 31<sup>st</sup> August] to request that their child is admitted out of their normal age group (into Reception in the September following their 5th birthday).

Information about how to make such a request and the process that will be followed can be obtained from the Local Authority.

### **Waiting List**

If the school has more applications than places available parents may elect to place their child's name on a waiting list [this does not affect your right of appeal]. Pupils will be placed on the waiting list in strict order according to the oversubscription criteria on the Admissions Policy. Places will be allocated according to these criteria and not on a first come first served basis. In accordance with the Local Authority's co-ordinated scheme, if a place becomes available at the school, we will contact the Local Authority and ask that they offer a place to the pupil ranked highest on the waiting list. All offers of places will be made through the Local Authority, rather than by the school directly.

Waiting lists for all year groups will be revised in September [not Reception Year], January and April each year. At the end of September, January and April, all names will be removed from the waiting lists, unless parents have indicated during that month that they wish their child's name to remain on the list. If parents wish their child to remain on the waiting list they must contact the school in September, January and April on 01733 577600 or by e-mail [office@williamlaw.peterborough.sch.uk].

Please note that children who are the subject of a direction by the local authority to admit must take preference over those on the waiting list.

### **Late Applications**

The Governing Body will consider late applications after all the 'on time' applications have been processed. Those refused a place due to the school having admitted up to their admission number [90], will be advised of their right to appeal.

### **Right of Appeal**

Governors will admit up to the published admission number. For any child subsequently refused a place, parents/legal guardians will have the right to appeal against the decision, to an independent Appeals Panel. Parents wishing to appeal should contact:

The Appeals Administrator, Diocesan Board of Education, Bouverie Court  
6 The Lakes, Bedford Road, Northampton NN4 7YD (Tel: 01604-887006)  
[www.peterborough-diocese.org.uk](http://www.peterborough-diocese.org.uk)

### **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 main entrance of the school. Distances are measured in a straight line from the child's home address to the school using the Local Authority's geographical information system.

### 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)

### 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 2 children share one common parent
- a step-brother or step sister, where two children are related by a parent's marriage
- adopted children

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

### Guidance on the term 'Worshipping Member'

Guidance is as follows:

At least one of the parents or guardians 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 at other times] that is more than "occasional" and has been sustained for more than a short, very recent period of time.

October 2016