



## **William Law C E Primary School**

### **Admissions Policy**

Policy shared with staff on [by email/staff briefing]

Policy confirmed by the Governing Body of William Law CE Primary School on:

Date: 5<sup>th</sup> March 2020

Signature: Anna Overall

Policy to be reviewed on: March 2021

*This policy is written in line with the Christian values and ethos of our school.*

# WILLIAM LAW CE PRIMARY SCHOOL

[PUBLIC FUNDED ACADEMY]

Peterborough Diocese Board of Education

## Admission Policy for the School Year 2021-2022



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 an Education, Health & Care Plan (EHCP) which names the school.

### **Oversubscription criteria**

When there are more applications than there are places available, the governors will admit pupils according to our school's oversubscription criteria which are ranked in order of priority as follows:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order, 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) at the time of application to a school.
2. Children of members of staff provided that they have been employed for a minimum of two years at the time of admission, 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 and also residency definition*).
5. Children of regular worshipping members of St John's with Emmanuel Church, Werrington (*see guidance on the term Worshipping Member. 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 (*see guidance on the term Worshipping Member*). You can visit [www.cte.org.uk](http://www.cte.org.uk) for an up to date list of Churches Together in 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/carers state their preference for their children to receive an education within a Church of England school.
8. Other children who do not meet any of the above criteria's.

### **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**

Please refer to separate policy guidelines (Appendix 1).

### **Admission of Children out of their normal age group**

Please refer to separate policy guidelines (Appendix 1).

### **Infant Class Size legislation**

We teach infant children (aged four (4) to seven (7)) in classes that have a maximum number of thirty (30) children. Additional children may be admitted through the appeal process or to accept twins in the case of there only being one place available, as a permitted exception.

### **Continuing Interest List**

All parents who are refused a place at the school at any time may wish to place their child's name on a continuing interest list (NB: This does not affect your right of appeal). Pupils will be placed on the continuing interest list in strict order according to the oversubscription criteria on the Admissions Policy. If a place became available at the Academy, places will be allocated according to criteria and not on a first come, first served basis. Time on the continuing interest list is not part of the criteria and has no bearing on allocation of places. Details of the in-year process can be found on the William Law website. The Academy will write to everyone on the continuing interest list in the summer term. If no response is received then, they will automatically be removed from the list. If parents wish their child to remain on the continuing interest list they **must reapply to the Local Authority** and also contact the school on 01733 577600 or by e-mail ([office@williamlaw.peterborough.sch.uk](mailto:office@williamlaw.peterborough.sch.uk)).

The council operates fair access protocol for those children whose applications cannot be dealt with as part of the normal admissions process. The purpose of Fair Access Protocols is to ensure that outside the normal admissions round - unplaced children, especially the most vulnerable, are found and offered a place quickly. 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 continuing interest list, however are still required to go through the Appeal process.

### **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 (90 per year group). For any child subsequently refused a place, parents/carers will have the right to appeal against the decision, to an independent Appeals Panel. Parents/carers 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 & Definitions**

### **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/carer 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). The parent/carer should own the property or be able to provide proof of rental for the address on the application submitted to the Local Authority.

### **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 child who has been adopted or is fostered by parents/carers who have other children.

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

### **Guidance on the term 'Worshipping Member'**

At least one of the parent/carer of the child is regarded by the priest / minister / worship leader as part of the worshipping community at the church / worship centre.

A regular worshipping member would not necessarily mean that the parent/carer 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.