



Newnham St Peter's Church of England Primary School

Admissions Policy 2021-22

1.0 Introduction

- 1.1 Newnham St Peter's is a Church of England School and continues to maintain close links with the local parish church of St Peter. The Governing Board is responsible for the admissions to this Church of England Aided School and has agreed with the Local Education Authority that the indicated admission number for the reception year is **20**.
- 1.2 This policy should be read in conjunction with the Admissions Guidance Booklet which is available online at www.gloucestershire.gov.uk/schooladmissions. If you have not received a letter about your child starting school by the end of October 2016, you should contact the Admission and Transfer Team, Shire Hall, Gloucester, GL1 2TP.

2.0 Admission of Summer Born Children for Reception Entry for Newnham St Peter's Primary School

The Governing Body of Newnham St Peter's Primary School acknowledges the advice from the Department of Education that parents/carers of "summer born" children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later. The Governing Body will make a decision on behalf of Newnham St Peter's Primary School. We follow the Local Authority process which states that parents can only apply for a Reception place at a school once and must apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year. The Governing Body will decide whether the deferred entry can be approved for the school.

3.0 Normal Admission Round

- 3.1 The term 'normal admissions round' refers to all applications for admission to the main year of entry of the school i.e. Reception for Infant and Primary Schools. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school. Children are entitled to a full-time place, however, may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.
- 3.2 Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.
- 3.3 In offering places to parents wishing to send their children to the school, we operate upon the following criteria:
- 3.3.1 A 'looked after child' (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption(2) child arrangements order (3) or special guardianship order (4).
- (1) 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 making an application to a school. In Gloucestershire, such children are referred to as Children in Care.

- (2) *This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).*
- (3) *Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.*
- (4) *See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

3.3.2 Children who live within the Benefice of St Peter Newnham with St. Andrew's Awre and All Saints' Blakeney who already have a brother or sister attending Newnham St. Peter's at the time of the admission of the younger child.

Sibling Definition

The admission criteria for Community and Voluntary Controlled Schools offer a higher priority for children with siblings who will be attending the school (including Sixth Form where available) when the applicant child is admitted. For this purpose, sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner as well as children who are brought together as a family by a same sex civil partnership. In every case, the child must be living in the same family unit at the same address, at the time of application.

3.3.3 Children for whom only one particular school is appropriate due to an exceptional medical condition. Applications under this criterion will only be considered if they are supported by a written statement from the child's doctor. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources of this school.

3.3.4 Children living within the Benefice of Newnham St. Peter's with St. Andrew's Awre and All Saints' Blakeney and who worship at St Peter's or St Andrew's or All Saints'. at least once a month on average during one year prior to consideration of this application. However, where a family has moved into the area within the year, consideration will still be given to the application, providing regular attendance at any of the above mentioned parish churches can be verified by a letter from the minister. **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.**

3.3.5 Children who live within the Benefice of Newnham St. Peter's, with St. Andrew's Awre and All Saint's Blakeney

3.3.6 Children with the strongest geographical claim, measured in a straight line from the Ordnance Survey address point of the child's home address (including flats) to the Ordnance Survey point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

4.0 Tie Break

- 4.1 Where any particular category at points 3.3.1-3.3.4 is oversubscribed, criterion 3.3.6 (strongest geographical claim based on straight line distance) will be used to determine which child will be offered a place.
- 4.2 In the event of a tie between two or more children when applying criterion 6 (strongest geographical claim based on straight line distance) where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the Governing Body. This process will be witnessed by an independent person.
- 4.3 Children moving into the Benefice of St Peter Newnham with St. Andrew's Awre and All Saints' Blakeney during the school year, i.e. after the commencement of the Autumn Term cannot be guaranteed a place in the school.

5.0 Appeals Procedure

- 5.1 Where parents wish to appeal against the decision of the Governors, the following procedure exists:

Parents have a right to appeal to an independent appeal hearing set up for this purpose. The notification of this wish to appeal should be made within 21 days of receipt of the letter informing parents of the Governing Body's decision to refuse admission and should be addressed to the Clerk of the Governors at the school.

- 5.2 Please note that as a school we are required to admit a child with a statement of Special Educational Needs or Disability or an Educational Health Check Plan that names the school, even if the school is full.

6.0 Waiting Lists

If the school is oversubscribed, a waiting list will be held for (at least) the first school term (i.e. until end of December term). The waiting list will be prioritised according to the school's oversubscription criteria.

7.0 Fair Access Protocols

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedence over any child on the waiting list.

8.0 In Year Admissions

For applications for in-year admission, the parent should apply directly to the school in the first instance.

9.0 Transport

There is no transport available to the school.

This policy will be reviewed by the Governors **annually**.

Adopted and Signed (Chair) (Head Teacher)



Appendix One Supplementary Information Form (SIF)

PART A
**NEWNHAM ST PETER'S C OF E SCHOOL
ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM**

Name of Child	Surname:	
	Forename(s):	
Date of Birth:	/ /	Gender: Male / Female
Name of Parents/Guardians or Carers:		
Permanent Home Address: <i>Note: This is the Child's permanent residence and not an accommodation address. Parents are requested to provide a recent (within the last 3 months) original utilities bill or equivalent, which will be returned to them.</i>		
Contact Telephone Number:		
e-mail Address:		
Current Pre-School, Nursery or School:		
Under which category are you applying for admission?		
<p>If you are applying under church attendance criteria * please complete Part B of this form and ask your parish priest or minister to sign it. Please return both parts to the school. Please supply the name, address and telephone number of the parish priest or minister who will complete the form.</p> <p>Name of priest/minister:</p> <p>Address:</p> <p style="text-align: right;">Telephone No:</p>		

IMPORTANT NOTE

I have read the School Prospectus and should my child be accepted as a pupil, I agree to abide by the aims and methods of working in the school as stated therein. I confirm that to the best of my knowledge, the details above are correct. I attach an **original** utilities bill or equivalent, dated in the last 3 months.

Signature of Parent/Guardian/Carer:	Date:
OFFICE USE ONLY:	Date Received :

PART B**ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF) FOR THOSE CLAIMING CHURCH ATTENDANCE**

Parents and Clergy are asked to complete and sign this form to assist the Governors in ensuring that those most qualified for admission under the Church attendance criteria are properly considered. Please note that priority will be based on the **parents'/carers'** links with the Church and not just the child's membership.

The relevant category (in priority order for the offering of places) is as follows:

Children living within the Benefice of Newnham St. Peter's with St. Andrew's Awre and All Saints' Blakeney and who worship at St Peter's or St Andrew's or All Saints'. at least once a month on average during one year prior to consideration of this application. However, where a family has moved into the area within the year, consideration will still be given to the application, providing regular attendance at any of the above mentioned parish churches can be verified by a letter from the minister.

Church attendance criteria.

Name of Child	
Name of Parents/Guardians or Carers:	
Criterion Under Which Applying:	
Child's Permanent Home Address:	
Name of Church:	
Address of Church:	
Name of Clergyman:	
Position in Church:	
I CONFIRM THAT WE HAVE REGULARLY WORSHIPPED AT THE ABOVE CHURCH AS A FAMILY AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR.	
Parent/Guardian/Carer signature:	Date:
I CONFIRM THAT THIS FAMILY HAS REGULARLY WORSHIPPED AT THIS CHURCH AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR	
Clergy signature:	Date:

*** 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”.