

## **St Luke's Church of England Aided Primary School Admissions Policy 2021-2022**

St Luke's is a Church of England Aided Primary School and the Governors of the school are its own admission authority.

The school will comply with the provisions within the Schools Admissions Code and the School Appeals Code, which is available at <https://www.gov.uk/guidance/academy-admissions>

Wolverhampton Local Authority will co-ordinate Admissions on behalf of our school. Details surrounding The City of Wolverhampton Council's co-ordinated primary admissions scheme are available from [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)

St Luke's ensures that its school is inclusive. We welcome children from all backgrounds and abilities. The only restriction for entry to any of our schools is on number. If the number of applications received exceeds the places available, allocations are made in accordance with the respective oversubscription criteria.

When parents request an admission place for their child at St Luke's they are encouraged to visit to meet the Head teacher/Member of Senior Leadership Team and view the school in action. **Parents are encouraged to read the 'LA Starting School in Wolverhampton' booklet which is published in electronic format on the City Council website and is available as a hard copy to parents on request without charge.**

### **Admission Criteria for the school: Reception**

A child with an Educational Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN) which names the school will be admitted. Remaining places are allocated as detailed below.

Where there are less applicants than the PAN, all children will be admitted. In the event the school is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority

The School's Admission Number to each year group (PAN) is 60. If the number of requests exceeds the school's admission limit, places will be allocated according to the following order of priority:

1. Looked-After Children as defined by Section 22 of the Children Act 1989, and Previously Looked After Children (See Section 1 paragraph 1.7 Schools Admission Code 2012), will be given first priority for places.
2. Children who are siblings of children already attending the school, e.g. a sibling refers to brother or sister, half, adopted or step brother or sister, or the child of the parent/carer where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
3. Those children showing strength of support from a leader of their faith which demonstrates their family commitment to the life, work and witness of their particular faith. This will be measured by;

i. Comment/evidence regarding frequency of visits to the place of worship - **must be indicated as additional information on Supplementary Information Form**

ii. involvement in the worshipping activities of the place of worship – **must be indicated as additional information on Supplementary Information Form**

iii. number of years the family has been worshipping at present and previous place of worship - **must be indicated as additional information on Supplementary Information Form**

Information should be supplied on the **SUPPLEMENTARY INFORMATION FORM FOR APPLICATION FOR A RECEPTION YEAR GROUP AT A CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL IN WOLVERHAMPTON**. In order to be accepted by the Governors **all** sections of this form should be completed and signed by both parent/carer and Vicar/Minister/Faith Leader. It should be validated with the faith organisations stamp or headed paperwork and returned directly to the Head Teacher.

Supplementary Information Forms will be graded from A to C by a representative group from the Governing Body. Grade A applications will then be ranked above grade B applications; tie breaker criteria will apply **within** each group

- A. Significant strength of support from a faith leader which demonstrates their family commitment to the life, work and witness of their particular faith
- B. Minimal strength of support from a faith leader which demonstrates their family commitment to the life, work and witness of their particular faith
- C. No evidence/incomplete form: these will be ranked within category 4.

Variation to policy October 2020 in light of Covid-19: In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] 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 in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

This means parents/carers will not be penalised for any period of time the place of worship was closed for public worship due to Covid-19 restrictions.

4. Any other children not falling into the above categories.

'Tie – Breaker' If there is an insufficient number of places to accommodate all children then ranking will be applied within all categories': Children living closest to the school, measured by the shortest walking distance. This is determined as the shortest distance from their home (or the main entrance to any communal building) to the front door of the school, using a commercial package that supplies National Grid map references to 1 metre or greater claimed accuracy. In the event of applicants living an equal distance or in a block of flats, available places will be offered randomly selected by drawing lots. In addition, if children reside at two addresses during the school week, the address where the child spends most "school nights" will be used when determining proximity to the school. Documentary evidence may be required.

### **Late Applications**

Late applications will be dealt with in accordance with the City of Wolverhampton Council coordinated admissions scheme.

### **Notification of Places**

Parents will be notified of the outcome on or as soon as possible after 15th April - National Primary Notification Day, and given the opportunity to have their child's name placed on a waiting list for their preferred Wolverhampton school or schools, which will be held until the end of the Autumn Term.

If a child is refused a place because of over-subscription, parents are informed in writing of how to access the LA and School's procedures in respect of their right of appeal and waiting lists. (see **Waiting Lists** and **Admission Appeals**)

### **Waiting lists**

The Authority will maintain the waiting lists until 31 December 2021.

A child's position on a waiting list is not fixed. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

### **Fraudulent or Misleading Applications**

St Luke's Church of England Aided Primary School and The City of Wolverhampton Council will follow up any reports they receive that allege that a fraudulent or misleading application has been made.

### **Multiple Births**

We understand that parent/carers would like to keep twins, triplets and other children of multiple births together. In the event that there is an insufficient number of places to allocate to twins, triplets, etc. all children will be allocated together.

### **Deferred Entry**

A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2022. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

### **In-Year Admissions**

An In-year admission is any entry to school other than at the normal point in Reception, for example, transferring school due to a move of house or personal reasons. Requests for places in Reception after the normal round of admissions or request for places in other Year Groups should be made directly to the City of Wolverhampton Council. With the exception of a child with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN), whereby, applications should be made at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions) following The City of Wolverhampton Council's co-ordinated in-year admissions in conjunction with St Luke's Church of England Aided School Admission Policy.

All applicants must:

1. Complete the Common Application Form and return to the City of Wolverhampton Council
2. In addition, **where relevant** (as detailed in the oversubscription criteria) applicants must complete the Supplementary Information Form and return it direct to the Head Teacher of St Luke's Church of England Aided Primary School.

### **Admission Appeals**

In the event of a place not being offered, notice of the intention to appeal to the Independent Appeals Panel, established under Section 94 of the School Standards and Framework Act 1998, must be made to the Chair of Governors via the school office. In due course, Parents will be sent the necessary Appeal Form by the governing body. Once the Appeal form has been lodged, details as to when and where the Appeal will be held will be forwarded to the parents by the Local Authority.

### **Withdrawing Offer Places**

Any allegations received by the admission authority of people providing false accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Our school has been advised by City of Wolverhampton Council to ask parent/carer to provide proof of residence (for example utility bill) before admitting a child. A child's home address is defined as the address at which a child normally resides or, where the child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear parents will be required to provide documentary proof of the child's residence.

### **Nursery Admissions**

The school has a separate policy for Nursery Admissions which is based on older siblings already on full-time role and then birth date order. It should be noted that attending the school Nursery does not give any guarantee or preference for a place in Reception year or give sibling rights to any older child/ren applying for place in the school.

### **Financial Implications**

There is no charge or cost related to the admission of a child to St Luke's Church of England Aided Primary School.