

Admission Policy 2020-2021

ST. GILES CE PRIMARY SCHOOL

Sheepcote Road, Killamarsh, Sheffield, S21 1DU

Email: info@stgilesprimary.org.uk

Admissions Policy for admission September 2020

The School

Derby Diocesan Multi Academy Trust (DDAT) is the Admissions Authority for the school and has delegated all matters relating to admissions to the Local Governing Body of St Giles CE Primary School

The Governors consider the overtly Christian ethos of the School to be important and relevant to all areas of the curriculum. Daily Christian worship for the whole School is an essential element in the timetable. We are a Church of England Primary School supported by Derby Diocese and linked with St Giles Parish Church. We offer a distinctive Christian ethos that permeates throughout the school.

Published Admission Number

The Local Education Authority has determined that the Published Admission Number for the School is 45. This is the maximum number of pupils that can be accommodated in any one school year. The school welcomes applications from parents of pupils with special educational needs. A pupil with a Statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) plan which specifies the school will be given automatic priority for admission.

Admission Timetable and Process

Copies of the School Brochure which contains all relevant information may be requested at any time from the School. New pupils are admitted to Reception as follows:

- All children are eligible for a full-time place in the September following their fourth birthday.
- Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age (see below).
- Parents can request that their child takes up the place part-time until the child reaches compulsory school age (see below).

Deferred and part-time entry

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st

August.) All parents/carers are entitled to a full-time place for their child in the Reception class from September, but may defer entry until the beginning of the term after their child is five years old (ie, when the child reaches compulsory school age) or until the beginning of the Summer term whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Parents/carers who have been offered a place at the school and wish to defer entry for their child and/or attend part-time must put this in writing to the Headteacher at the earliest opportunity and before the start of the Autumn term

Education out of normal (chronological) age group

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

It is essential that all applications are submitted on the Local Authority form. Applications can be made to the Local Authority by telephone, on-line or using the paper form. Applications can be submitted from the middle of November to mid-January in the year immediately before the school year in which the child will start school. Parents will be informed as to the result of their application on 16 April.

Admission Criteria

In the event that applications received by the governors exceed the number of places available, preferences for admission will be determined using the following criteria:

- 1) Children in care (Looked After Children)
- 2) Siblings, including half brothers and sisters or adopted/foster brothers and sisters of pupils already in the school and living at the same address at the time of the proposed admission.
- 3) Children of staff who are employed as class teachers within the school.
- 4) Children of whom at least one parent or carer has regularly worshipped at a Christian church, which is a member of Churches Together in England, for a period of at least 6 months prior to the date of the application.
 - Regular attendance means an average attendance of at least once per month.
 - Church attendance must be verified by a letter from the relevant priest, minister or churchwarden.
- 5) Residence in the ecclesiastical parish of Killamarsh, the normal catchment area of the school. A map of the ecclesiastical parish is included with this Policy.
- 6) Other children whose parents have requested a place.

Should the number of applicants of equal merit exceed the remaining places available, the shortest distance from home to school will be used as the determinant. The Children's Services Department has a Geographic Information System (GIS) to measure the straight line distance. It is measured by a standard straight line distance calculated to within two metres. This measurement is taken from the postal address file, normally the house front door. For schools the grid reference is taken from the postal address file and will normally be the centre of the school for primary phase schools. In the event that the distance between two or more homes and the school is the same the decision will be made by drawing lots.

In cases where the last available place pertains to a single place of residence from which two or more applications have been received the allocation of places within that place of residence will be made by the drawing of lots.

Children who are not offered a place will have their names entered on a waiting list for one term after the designated admission date in order of priority ranked by the admissions criteria.

Waiting Lists

Parents whose children have not been offered their preferred school in the normal admissions round will be added to their preferred school's waiting list. Waiting lists for admission will normally remain open until the end of the Autumn Term in the admission year but schools may maintain waiting lists after this date and for year groups other than the intake year. Please contact the school to request further details.

Waiting lists are ranked in the same order as the oversubscription criteria listed above. Your child's position on the waiting list may change. This means that a child's waiting list position during the year could go up or down. Any places that become available will be allocated to parents on the waiting list irrespective of whether or not any appeals are pending.

Any late applications will be added to the list in accordance with the oversubscription criteria. Inclusion on a school's waiting list does not mean that a place will eventually become available.

Applications during the School Year

Details of the application process are available from the school and from the Local Authority. Once an application has been made, it will be passed to the Admissions department of the Local Authority for consideration. If the respective year group total is below the published admission number for that year group, the child will be offered a place.

Decision letters will be issued in writing. Offers of places may be withdrawn if they are offered in error, a parent has not responded within 10 school days or it is established that an offer was obtained through a fraudulent or intentionally misleading application.

If your application is refused you have a statutory right to appeal (see 'Appeals'). Your appeal should be lodged within twenty school days after the date of your refusal letter.

Appeals

All parents who have been refused a place for their child will be notified of their right of appeal and of the procedure. The waiting list will be maintained until 31st January of the following year. If a place becomes available it will be offered to the first pupil on the waiting list. For information regarding appeals, please refer to the DCC School Admission Appeals website at:

<https://www.derbyshire.gov.uk/education/schools/schoolplaces/appeals/appeals.aspx>.

Comments

Please contact the governing body via the school office (0114-248-2825) should you wish to make any comments on this policy.

Definition of terms:

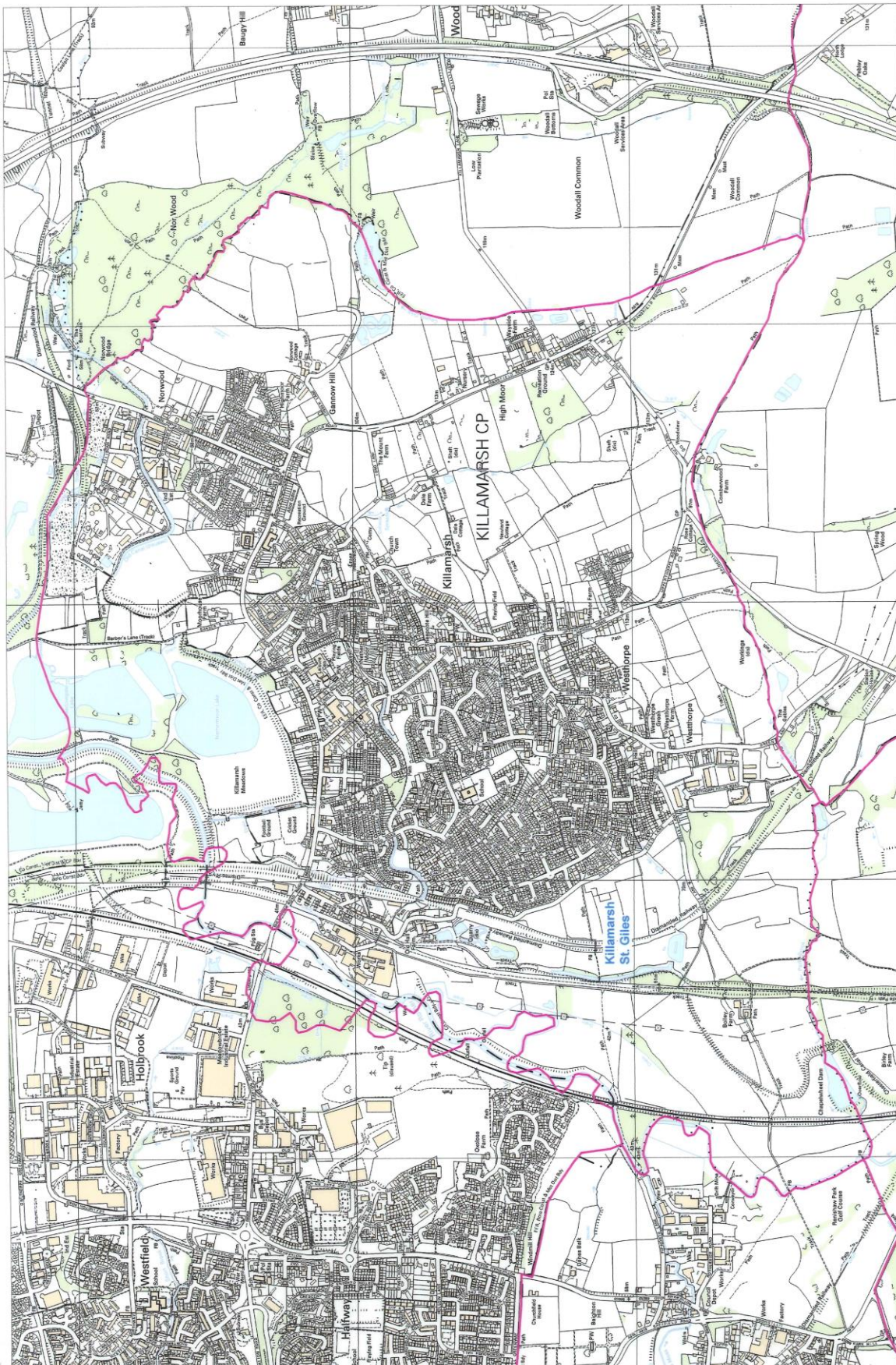
- a. Looked after children are those who are either looked after by the Local Authority or children who were looked after, but cease to be so because they were adopted (or became subject to a residence order or special guardianship order)

- b. Churches Together in England are:

The Baptist Union of Great Britain
Council of African and Afro-Caribbean Churches
Church of Scotland Congregational Federation
Council of Oriental Orthodox Churches
Free Churches' Council
Independent Methodist Churches
New Testament Assembly
Joint Council for Anglo-Caribbean Churches
Lutheran Council of Great Britain
Religious Society of Friends
Church of England
Salvation Army
Methodist Church
Moravian Church
Greek Orthodox Church
Roman Catholic Church
Wesleyan Holiness Church
Ichthus Christian Fellowship
Russian Orthodox Church

- c. "Sibling" means:
Brother of sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- d. "Resident" means that the child's ordinary place of residence is a residential property at which the person or persons with parental responsibility is/are living at the time the application for the school place is made.
- e. "Parent" is any person who has parental responsibility for or is the legal guardian of the child.

Map of the ecclesiastical parish



Policy Issued by the governing body in Spring 2018

Parish of Killamarsh St. Giles

January 2009

THE DERBY DIOCESAN BOARD OF FINANCE LIMITED
Digital Mapping Solutions from Dotted Eyes. © Crown Copyright 2006. All rights reserved. Licence number 100019918