

St Matthew's Church of England Primary School (Voluntary Aided)

GOVERNORS' ADMISSIONS POLICY 2013/14

The Governing Body is the Admissions Authority of this Voluntary Aided School. This Policy has been drawn up to reflect the school's foundation as a Church of England School as well as its role of serving the local community.

Parents must apply directly to the school and complete the necessary application form.

The Indicated Admission Number for St Matthew's Primary School is 30.

In the event of over-subscription, pupils will be admitted to the Reception Class by reference to the following criteria in order of priority.

- Children in care (1).
 - Children who have a sibling(2) attending the school and who will continue to do so when the younger child is admitted.
 - Children of families who live in the ecclesiastical parishes (a map of which is held within school if required) of Cainscross and Selsley whose parents have active connections² with St Matthew's Church, Cainscross or All Saints Church, Selsley.
 - Children of families who live in the ecclesiastical parishes of Cainscross and Selsley whose parents have active connections(3) with other local churches.
 - Children of families who live within the ecclesiastical parishes of Cainscross or Selsley with the strongest geographical claim, measured using Ordinance Survey Points, with those living closer to the school receiving higher priority.
 - Children of families living outside the ecclesiastical parishes of Cainscross and Selsley whose parents have active connections² with the Anglican Church.
 - Children of families living outside the ecclesiastical parishes of Cainscross and Selsley whose parents have active connections(3) with another church.
 - If over-subscription occurs with any of the above criteria the remaining places will be offered to children with the strongest geographical claim, measured in a straight line from the child's home address (including flats) to the school, using Ordinance Survey Points, with those living closer to the school receiving higher priority.
 - In the event of a tie involving two or more children when applying the 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.
1. Where the child is in Public Care (Looked After Children) The highest priority for admission must be given to looked after children' or children who were 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 either in the care of a local authority or being provided with accommodation by the local authority in the exercise of their social services functions(definition section 22(1) of the Children Act.

2. A sibling is a brother or sister, half brother or sister, adopted brother or sister, step brother or Sister, or the child of the parent/carer's partner, and in every case, the child must be living at the same family unit at the same address.
3. Active connections means being on the electoral or membership roll of the church or being a regular communicant of the church e.g. attended the principal act of worship on a Sunday at least once a month on average during the two years prior to consideration of the application.

Special Educational Needs

The school is required to admit a child with a statement of Special Educational Need that names the school, even if the school is full.

Appeals

An appeal procedure exists in the event of oversubscription. Parents/carers wishing to appeal should write to the Chair of Governors at the school by 31st May 2012 providing a brief outline of their reason for appealing. The school will send you the appropriate forms and these must be completed and returned to the school by the given date. The school will then arrange an appeal hearing within forty days or before the end of the summer term – whichever is sooner. The school will write to you at least ten days before the hearing to confirm the date.

Waiting Lists

If the school is oversubscribed, a waiting list will be held until the December Term. After this time parents will need to re-apply to remain on the waiting list. The waiting list will be prioritised according to the school's oversubscription criteria.

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 precedent over any child on the waiting list.

In Year Admissions

In-year applications are all those made outside the normal admissions round for children of compulsory school age i.e. those applications made during the academic year for any school place in Reception through to Year 11. The Local Authority will no longer be responsible for offering places to children on behalf of all schools/academies, but the Local Authority does maintain the statutory duty of being responsible and aware of all pupils and vacancies within schools/academies within Gloucestershire. To apply for a place at St. Matthews, parents should therefore contact the school in the first instance.

Transport

There is no transport provision for children attending the school.

Preparations for the consideration of the Admissions List will begin in January when all parents who have registered their children at the school for entry the following September will be asked to confirm that they still require a place. The Local Authority will also send a preference form to all parents of children starting in September that must be completed and returned to Shire Hall, Gloucester.

The governors will then consider this list as it stands on 1st March each year. Parents will be notified by the Local Authority on a date fixed by them sometime around the middle of April preceding the September when children start at their new school whether or not they have been allocated a place.