

# **Admissions Policy**

**St. Lawrence CE (VA)  
Primary School**

With  
Little Lawrences

**Napton**

**DRAFT  
2021-22**

# **Main School Admissions (Year Reception to Y6)**

## **Introduction**

This document sets out the Policy of St Lawrence Church of England Voluntary Aided Primary School with respect to Admissions. For the purposes of this policy, the Governing Body of St Lawrence School is the admission authority.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

**This is a church school that aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.**

Every year the governing body will review and publish information concerning the school's admission policy. This will confirm the maximum number of children to be admitted to the school as a whole - the **Published Admissions Number (PAN) which is currently 26** - and explain how places will be allocated.

In accordance with government legislation, the governing body will consult with the Diocesan Board of Education, the Local Authority and other local schools annually in respect of its admissions arrangements.

## **Aims**

The overriding aim of this policy is that it should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to take the best decisions on the preferred school for their children.

## **Children Starting Reception in September**

A school place in the Reception class is available for children from the September following their 4th birthday. Attendance in the afternoons of the first week shall be optional and then full time after that.

Parents who live in Warwickshire who wish their children to be admitted to the school, should complete the common application form either in hard copy format from the Local Authority Office, Saltisford Office Park, Ansell Way, Warwick, CV34 4UL or on line at [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions). The dates that this should be done by are set by the Local Authority.

Families who do not live in Warwickshire should apply to their own Local Authority and follow their procedures.

## **Deadline for application**

Applications for Reception Year entry for the academic year starting September need to be formally registered with the Local Authority by the dates that they set. Key dates and details can be found at [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)

St Lawrence Church of England (VA) Primary School cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

Legislation states that in no infant class may exceed 30 pupils per qualified teacher. Additional children, classed as an 'excepted pupil,' may be admitted under limited exceptional circumstances, as detailed in the Schools Admissions Code.

A decision on the admission of new entrants will be made during the autumn term, a year before the child's admission. The parents or guardians will receive an email or written notification of the outcome from the Local Authority on the specified date.

Applications from families moving into the area will be considered as on time if they are accompanied by proof of address by the date specified by the Local Authority

Late applications, i.e. those received after the deadline for the normal admissions round will not be considered until after all of those which were received on time have been processed.

### **Waiting List (for new to Reception starters)**

Any child who is refused a place at this school will be automatically added to the school's waiting list. The waiting list will be held by Warwickshire's Admissions Service.

The waiting list is compiled in strict priority order against the published oversubscription criteria. Offers will be made from the waiting list as vacancies arise. A child's position can move both up and down the waiting list as other students are added to the list. Late applicants are not penalised when added to waiting list, and the amount of time a child has been on a school's waiting list is irrelevant.

The waiting list will be held until the end of the Autumn term. Parents / Carers will be responsible for contacting Warwickshire's Admissions Service should they wish for their child to remain on the waiting list and will be required to complete a new in-year application form.

### **Multiple Births**

Twins and children from multiple births will be treated as 'excepted children' under the terms of Infant Class Size regulations, when one of the siblings is the 30<sup>th</sup> child admitted.

### **Home Address**

The address for admission purposes is the place where the child is permanently resident with his or her parent or parents or legal guardian(s). Where a child lives with parents with shared responsibility, the home address will be considered to be the address where the child sleeps for the majority of the week. If the child spends exactly equal amounts of time with each parent or guardian, it is the responsibility of the parents to decide which address is the home address for admission purposes. Parents should not assume that a place will automatically be allocated to their child.

### **Policy**

The admissions policy of St Lawrence School is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability.

Where this school is named in a child's Education, Health and Care Plan (EHCP), the governing body recognises a duty to admit the child to the school.

### **Priority area**

St Lawrence C of E VA Primary School serves a priority area of the parishes of Napton (inclusive of Tomlow and Chapel Green), Upper Shuckburgh and Lower Shuckburgh.

Exact details of priority areas can be found here:

<http://www.warwickshire.gov.uk/mapjuniorprimaryschools>

### **Over-subscription Criteria**

Where more applications have been received than places available or where to admit would conflict with the school fulfilling class size legislation, the following priorities shall apply in order:

1. **LOOKED AFTER CHILDREN AND PREVIOUSLY LOOKED AFTER CHILDREN**  
Children within Local Authority care as defined in Section 22 of the Children's Act 1989, for example children in residential homes or foster care, and also children who were looked after, but ceased to be so because they were adopted (under the terms of the Adoption & Children's Act 2002) or because they became subject to a residency order or special guardianship order (under the terms of the Children's Act 1989).

LIVING WITHIN THE SCHOOL'S PRIORITY AREA AS DEFINED ABOVE:

2. **SIBLINGS**  
A child is considered in this category if an sibling is attending the school at the deadline date, **and will continue to do so when the sibling is admitted**, and where the child lives within the priority area at the same address as the sibling. 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 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. **OTHER CHILDREN**  
Children resident within the priority area who do not qualify under one of the criteria above.

LIVING OUTSIDE THE SCHOOL'S PRIORITY AREA AS DEFINED ABOVE:

4. **SIBLINGS**  
A child is considered in this category if an sibling is attending the school at the deadline date, **and will continue to do so when the sibling is admitted**, and where the child lives outside the priority area at the same address as the sibling. 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 where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
5. Children who attend the on-site pre-school provision (Little Lawrences) who do not qualify under one of the above criteria.

6. Children of staff working at the school who do not qualify under any of the above criteria.
7. Children resident outside of the priority area who do not qualify under any of the criteria above.

If the school is oversubscribed within any category above, the determining factor will be the distance from the child's home address to the school (priority being given to the shorter measurement).

#### DISTANCE

Distance will be calculated by the straight line measurement from the applicant's home address location to the centre point ('centroid') of the preferred school. (All measurements are subject to prepositional accuracy changes)"

On entering the address into the Admissions system the address is PAF (Postal Address File) matched against Address-Point® data held in the system. When an address is PAF matched the system looks up a 7 figure grid reference for that property known as an Address-Point® location coordinate (APLC) (e.g. 1234567,1234567).

"An APLC is allocated to a point that falls inside the permanent building structure of an address, as shown in Ordnance Survey Land-Line data; in most cases the point will be within 0.1 metre on the ground of the Land-Line building seed."

The distance from this point to the centroid (another 7 figure grid reference) is then calculated to the nearest 0.001 miles.

The PAF file is updated every 3 months. PAF files are provided by the Post Office via a third party supplier. Address-Point data is provided by Ordnance Survey and updated annually.

If two or more children with the same priority for admission live an indistinguishable distance from the school, but cannot both be admitted, then the available places will be decided by the casting of lots.

### **Accepting a school place**

In Warwickshire there is no need for parents to accept if they are happy with the school place offered. Warwickshire's Admissions Service will assume that unless parents follow the decline process below that they are happy with their offer. Families residing outside Warwickshire should follow their own LA's process.

Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, the application will be considered afresh, and a right of appeal offered if an offer of place is refused.

## **In-Year Admissions**

An **In Year admission** is an admission to a current year group for a child who is already of school age, but wishes to change schools due to relocation or a change in circumstances.

Parents should apply directly to the Governing Body who coordinates admissions through the course of the year. Please contact the school office for further details. If the number of children already admitted to the appropriate year group is lower than the published admission number, a place will be offered. If there are more applications than places available in the year group concerned, the governing body will apply the admission criteria to all the applications and offer up to the admission number in criteria order. No admission will be made to an infant class, where the regulatory class size limit of 30 children would be breached by doing so – see Multiple Births for exception.

### **In-Year Fair Access**

This school is part of Warwickshire's In-Year Fair Access Protocol, details of which can be found on the Warwickshire Local Authority website.

## **Applications for a Year 3 place from an Infant school**

If your child currently attends an infant school and you would like them to join our school in Year 3, the following admissions procedure applies:

***Applications should be made directly to the school and not via the local authority.***  
Please contact the school office in the first instance.

**The closing date to apply is in line with those set by the Local Authority.**

Failing to apply on time may significantly reduce the chances of your child being offered a place at this school.

Where more applications have been received than places available, we will apply our published admissions criteria – see Admissions Policy for full details.

### **Appeals Procedure**

Parents have a right of appeal to the Independent Admission Appeals Panel against the decision of the Governing Body to refuse application for a school place.

The Independent Admission Appeals Panel is arranged by Coventry Diocesan Board of Education. Details of the appeals procedure are sent out with all refusal letters.

## **Home Education**

St Lawrence's School welcomes applications for full time places from children who have been previously home educated. Applications will be considered in line with our in-year admission arrangements.

If a child is to be removed from the school roll and home educated, re-enrolment at school will only be considered after at least 13 weeks of home education has taken place.

## **Delayed Entry and Part Time Admission of children below compulsory school age**

As is required by the School Admissions Code, St Lawrence School provides for the admission of all children in the September following their fourth birthday. Where a child is offered a place at a school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child 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 beginning of the final term of the school year for which it was made; and
- c) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.\*

\*A child is of "compulsory school age" on the 1st January, 1st April or 1st September following their 5th birthday.

## **Deferred entry to school**

The School Admissions Code also makes it clear that parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

The term summer born children relates to all children born from 1 April to 31 August.

Where parents of Summer Born Children wish to request that their child is admitted out of their normal age group – to Reception rather than Year 1 – the process outlined by the Local Authority should be followed.

Details can be found here: <https://apps.warwickshire.gov.uk/api/documents/WCCC-699-752>

### **Applications for other children to be taught out of year group**

In some situations parents applying for a school place may wish to request that their child is admitted to a school outside of their normal year group – for example if they are moving from overseas and their child has not been educated in the English school system. In such situations parents should submit to the school their reasons for wishing to defer applying for a school place. Parents may also wish to submit other information in support of their request; for example from professionals who have worked with their child. On receiving the supporting evidence the school's Governing Body will consider all of the information provided and reach a decision which is considered to be in the child's best interest. All such requests are considered on a case by case basis.

**Enquiries or comments about this policy should be addressed to:  
the Co-Chair of Governors – Mrs Jan Sanchez**

*c/o St Lawrence Primary School, Dog Lane, Napton, Southam CV47 8LU*  
[governors@stlawrenceprimaryschool.co.uk](mailto:governors@stlawrenceprimaryschool.co.uk)

**Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Governing Body.**

This policy is reviewed on an annual basis.