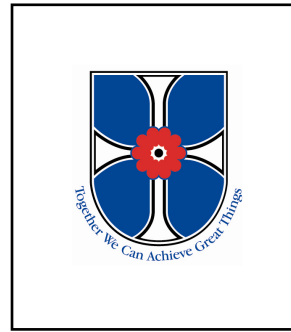


**STUDLEY ST. MARY'S C of E JUNIOR SCHOOL**  
**Voluntary Aided**  
Headteacher : RT Lee



**Admissions Policy: 2010-2011**

**Introduction**

This document sets out the Policy of Studley St Mary's Church of England Voluntary Aided Junior School with respect to Admissions. For the purposes of this policy, the Governing Body of Studley St Mary's Junior 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.

The school 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. Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

Parents who wish their children to be admitted to the school, should complete the common application form. Residents in Warwickshire can apply on line at [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions) Information booklets and application forms will be provided to all parents of children in Infant schools during September 2010.

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 60 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.

**Entry into Year 3 in September 2010**

Applications for entry for the academic year starting September 2010 need to be formally registered with the Local Authority by the closing date stated on the Admissions forms for consideration by the admission authority.

Studley St Mary's Church of England (VA) Junior 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.

The Governors have set a published admission number (PAN) of 60 pupils in Key Stage 2.

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 written notification of the outcome from the Local Authority which is expected to be early in February 2010.

Applications from families moving into the area will be considered as on time if they are accompanied by proof of address by a date to be advised by the Warwickshire Coordinated Admissions Scheme.

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 Lists**

N.B. Despite the fact that this is a Voluntary Aided School, with the Governing Body being the admissions authority for the school, it is necessary to complete a Local Authority Common Application form to apply for a school place. Registering interest with the school on a "waiting list" before the admissions round guarantees neither a place nor priority within the over-subscription criteria. Offers of places will be made by the Local Authority on the school's behalf.

If the school is oversubscribed for children due to start in Year 3 in 2010, a waiting list will be maintained for this year group only. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is taken up or declined. The waiting list will close at the start of the autumn term. At that time parents of pupils on existing lists must confirm in writing their wish to be placed on a newly constructed waiting (or continued interest) list

### **Multiple Births**

If there are insufficient places to accommodate all the children of a multiple birth (i.e. twins, triplets etc.) the parents of the children will be asked to nominate the child or children to take up the available number of places.

### **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. Addresses involved in child minding arrangements (professional or with relatives) are excluded. Parents should not assume that a place will automatically be allocated to their child.

### **Policy**

The admissions policy of Studley St Mary's Junior 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 Statement of Special Educational Needs, the governing body recognises a duty to admit the child to the school.

### **Priority area**

Studley St Mary's Junior School serves a priority area covering the parish of Studley and parts of the parish of Sambourne (excluding Sambourne village).

### **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. CHILDREN IN CARE  
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

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

### 2. SIBLINGS

A child is considered in this category if an older 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 older 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.

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

### 4. SIBLINGS

A child is considered in this category if an older 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 older 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. OTHER CHILDREN

Children resident outside the priority area.

In the event of over-subscription within any of the above criteria preference will be given in the following order to:-

- a) children who have attended Studley Community Infants School immediately prior to transfer;
- b) other children who live nearest the school (see DISTANCE below)

## 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.

Parents will be asked to reply to the Local Authority to accept each place offered. If they do not respond by the date specified in the letter it will be assumed that the place offered has been declined.

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**

Parents should apply via Warwickshire Local Authority, which coordinates admissions through the course of the year. Application details will be forwarded to the governing body for consideration. 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.

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

The governing body recognises its duty to work with the Local Authority during the course of the year to provide fair access for “hard to place” children, even where the school has already reached its published admission number. These pupils may include children who have previously been permanently excluded from a school, children of Traveller families, refugees and asylum seekers, and children on the Child Protection register. The protocol established by the Local Authority for this purpose is designed to ensure that such pupils are shared equally between schools in an area.

### **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.

### **Enquiries or comments about this policy should be addressed to:**

The Chair of Governors c/o The Office, St Mary's CofE Junior School, New Road, STUDLEY, B80 7ND. Telephone 01527 852153.

Email: [admin3310@we-learn.com](mailto:admin3310@we-learn.com)

*Consultation deadline: Friday 27<sup>th</sup> February 2009*

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

19 December 2008 (Version 1.1b )