

St Laurence Church Infant School

Admissions Policy

September 2021

Our admissions process is part of the Local Authority co-ordinated scheme. Application forms are available from the Local Authority in the Autumn before admission.

The school's admission number is 90. Where the number of applications is lower than the school's admission number, all applicants will be admitted. If there are more applications than places available, then all applications will be considered, together and at one time, by a committee of the Governing Body.

Oversubscription criteria

If the number of applications for a particular year group exceeds the number of places available the following criteria will be used:

- 1 Looked after or previously looked after children.
- 2 Children who have a brother or sister who will still be attending either the Infant or Junior School at the date of admission.
- 3 Children who attend St Laurence Church, Northfield with their parent(s) for Sunday Worship or Occasional Special Services eg Good Friday.
- 4 Children who attend another Trinitarian Church with their parent(s) for Sunday Worship, and who normally live with a parent(s) whose home is within the Parish of St Laurence Church, Northfield.
- 5 Children who normally live with a parent(s) whose home is within the Parish of St Laurence Church, Northfield. Details of parish boundaries are available from the School Office.
- 6 Other children.

Notes

- 1 Children with an Education, Health and Care Plan, or a Statement of Special Educational Needs, which names St Laurence Church Infant School will be offered a place first. This will reduce the number of places available to other applicants. This is not an oversubscription criterion.
- 2 **Criterion 1** - A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). In the case of previously looked after children, admission authorities may request a copy of the adoption order, child arrangement order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.
- 3 **Criterion 2** - A brother or sister must live at the same address and could be:
 - a brother or sister sharing the same parents;
 - a half-brother or half-sister, where two children share one parent; a stepbrother or stepsister, where two children are related by a parent's marriage or civil partnership (a formal arrangement that gives same-sex couples the same legal status as married couples);
 - the separate children of a couple who live together; or
 - an adopted or fostered brother or sister.

- 4 **Criterion 3** - A Combined total of at least 26 attendances between 1 January and 31 December during the year before the September start date, at the following
- a) by child and parent* at a Sunday service or other service (minimum of 20) These need to be normal Sunday Services (including Rise and Shine) or other Occasional Special Services e.g. Good Friday, Christmas and other services which will be advertised in advance as being 'qualifying services'.
 - b) by a parent* at an 'Exploring Faith' course
- *Parent - normally this would be the parent or guardian of the child but in exceptional circumstances one could be another nominated adult who is agreed by the Church and School. A register, which is held in Church, must be signed. A Supplementary Information Form is required under this category.
- 5 **Criterion 4** - At least 26 attendances are required for the twelve months prior to the child's admission. For admission to Reception at the start of the academic year, 26 attendances are required between 1 January and 31 December during the year before the September start date. A Supplementary Information Form is required under this category.
- 6 If offering places within any one of the criteria would cause the admission number for the school to be exceeded, then children living nearest to the **porch door of St Laurence Church** will be offered a place first. Distances are measured by the Local Authority admissions system using ADDRESS-POINT®. ADDRESS-POINT provides a national grid co-ordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of each ADDRESS-POINT is such that each point will fall within the addressed building. If two or more applicants share the same distance to a school and a place is available the applicant to whom the place will be offered will be determined by the Local Authority by random selection.
- 7 Waiting lists are produced, in strict order of priority, against the oversubscription criteria. Waiting lists are kept until the end of the Autumn Term in the year of admission.
- 8 Applications, or changes to your application, received after the closing date and before the Governors' admissions meeting will be deemed to have been made late, but will be considered if possible. Applications received after the Governors' decision meeting will also be deemed to have been made late and will be considered after applications with the same priority that were received on time (unless there are particular circumstances which, in the opinion of the Governors, prevented you from applying earlier).
- 9 The home address is the place where the child is permanently resident with his or her parents. When a child lives between two addresses, the address used for offering a school place will be where the child lives for most of the school week (Monday to Friday). Documentary evidence may be required. If care is split equally, parents can choose which address will be used.
- 10 Applications made outside the normal admissions round (in-year admissions) should be made directly to the school. Parents/carers can apply for a place for their child at any time and to any school. On receipt of an in-year application, the school will notify the local authority of both the application and its outcome, to allow the local authority to keep up to date with figures on the availability of school places in its area.
- 11 The Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who need a school place because they have missed, or are at risk of missing, education.
- 12 Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may appeal in writing to the Chair of Governors. Appeals will be heard by an independent panel.
- 13 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. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.
- 14 Parents can make a request for a child to be educated outside their normal age group (School Admissions Code 2014 clauses 2.16 & 2.17).

Supplementary Information Forms are available from the School Office or the Local Authority. Details of the Parish of St Laurence Church, Northfield are available from the School Office.