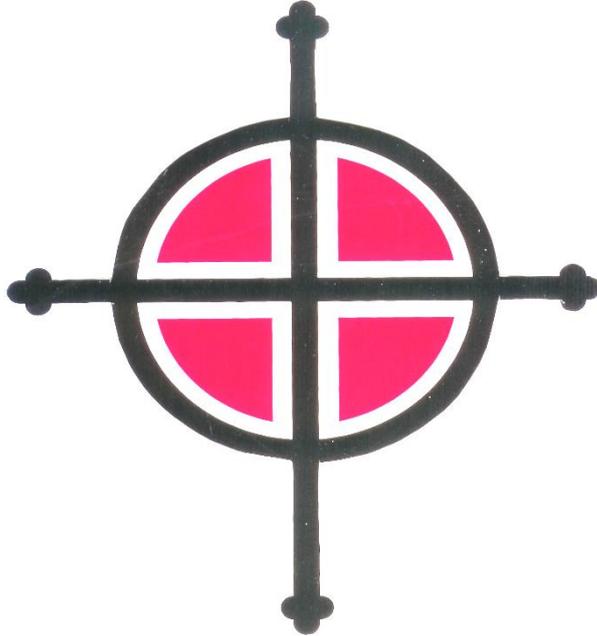


# ADMISSIONS POLICY



## St Philip Westbrook C of E Aided Primary School

Date of Review	Action
JAN 2018	Reviewed by governors

# Admissions Policy 2018/19

St Philip Westbrook CE Aided Primary School is a Church Aided School and as such R.E, collective worship and the whole ethos of the school is based upon the teaching of the Church of England.

Applications for admission to school should be made online using the Local Authority application form between 1<sup>st</sup> September 2017 and 16<sup>th</sup> January 2018. It is not normally possible to change the order of your preferences for schools after the closing date.

Admissions to the school are the responsibility of the Governing Body. Applications for admission will be considered for children whose parents wish them to attend a Church of England School. The Governing Body operates a system of equal preferences under which they consider all preferences equally and the Local Authority allocates places according to policy.

## Duties of the Governing Body

The Governing Body is the admissions authority for this school. As a Church of England Aided school it does not have a catchment area, but admits pupils based on this Admissions policy. The Governors have a duty to:

- i) Set the number of intended admissions. The maximum size of Reception, Year 1, Year 2, Year 3 and Year 4 has been set to 90 pupils, with 30 pupils per class. For the remaining year groups in the school the maximum size has been set to 60 pupils, with 30 pupils per class. In subsequent years other year groups will be increased to a maximum of 90 per year.
- ii) Consult the Local Authority and adjacent admissions bodies before changing admission arrangements.
- iii) Admit a child to the school for which parents have expressed a preference, unless to do so would prejudice the provision of efficient education, for example, if this would take any year class size above 30.

## Admissions Criteria

Admission selection is based on all those who have expressed preference for St Philip via the Local Authority application system. In the event of oversubscription the following descending order of priority shall be applied:

- i) Children in Public Care
- ii) Children whose families/legal guardians/carers are regularly and habitually involved in the life and worship of St Philip, Westbrook.
- iii) Children who have a sibling in the school in the year of admission (siblings are full, half or step brothers or sisters and adopted/foster brothers or sisters who are living at the same address as part of the family unit or full brothers and sisters living apart).
- iv) Children whose families/legal guardians/carers are regularly and habitually involved in the life and worship of another Church, recognised by Churches Together in Britain and Ireland.
- v) All other children.

Within each of the above criteria, priority will be given to those children with proven and exceptional medical and social needs, where admission to the school might best help satisfy those exceptional needs. Provided that such an application is submitted with appropriate written evidence from a doctor or social worker along with the admission application.

Applications claiming priority on the grounds of involvement in the life and worship of a church must be supported, at the time of application, by a written declaration from the Minister of the church involved. If this is from a church other than St Philip, Westbrook, this must be in sufficient detail in order to fully demonstrate that this is regular and habitual.

St Philip's Pre-school is not affiliated to St Philip's Primary school and therefore attendance at Pre-school does not guarantee admission to St Philip's Primary school.

### **Children in Care**

Children in care or children formerly in care who have ceased to be so because they have been adopted or became subject to a residence order or special guardianship order.

### **Deferred Entry**

Parents can request that the date their child is admitted to school is deferred until later in that academic year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

### **Twins and Children from Multiple Births**

The school admission code 2012 allows additional children to be admitted above the published admission number under very limited exceptional circumstances even when this breaches the infant class size limit. Twins and children from multiple births may exceptionally be offered a place/places \*when one of the siblings is the 30<sup>th</sup> child admitted.

### **Oversubscription**

In the event of the total number of applications exceeding the number of places available, the Governing Body will offer places to children living nearest to the school, measured by the Local Authority using a Geographical Information address point system based on Ordnance Survey. This measures straight line distances from the address point of the permanent place of residence to the address point of the school.