

St Peter's Elwick Church of England Voluntary Aided Primary School



*At St. Peter's Elwick we aim to provide a high quality education which is underpinned by the Christian values
of respect, forgiveness, love, care and compassion and equality.
We expect to find God with us in our school.*

POLICY FOR ADMISSIONS TO SCHOOL 2015-2016

Prepared by: S. Black

Discussed with: Governors

Agreed on: 23rd April 2014

To be reviewed on: Spring Term 2015

St Peter's Elwick Church of England Voluntary Aided Primary School Policy for Admissions

Our Shared Values

St Peter's Elwick Church of England Voluntary Aided Primary School is a community with a strong Christian foundation and all values are based on Christian principles and teachings. We respect and care for all members of the community, nurturing talents and creating opportunities for all in a supportive environment.

We enable all members of the school community to experience success, grow in confidence, and develop skills, attitudes and talents in personal, spiritual, social and academic fields. We believe through the nurturing of the children, they will become equipped to develop the beginnings of their own faith.

We share a common set of values that underpin all that we do in our work at St Peter's Elwick. These values are:

- **Respect:** *All pupils are encouraged to recognise the uniqueness of each human being, show love and respect for all and value difference and diversity within our own and the wider community. This extends to respect for all aspects of the created world. We enable pupils to consider how they can make a positive contribution to our school, local, national and global communities.*
- **Forgiveness:** *This key Christian principle, exemplified in the teachings and action of Jesus, is the basis of our school community and spiritual life. Pupils are encouraged to say sorry, accept apologies and build positive relationships. Everyday children have the chance to start again.*
- **Appreciation and Wonder:** *We encourage all members of our community to develop the capacity to ask and respond to questions of meaning and purpose. Pupils are given the opportunity to develop a sense of appreciation and wonder about our world and our place within it. We encourage everyone to listen to others and reflect spiritually on their thinking.*
- **Love Care and Compassion:** *Pupils are encouraged to show love care and compassion for others through their daily work in school and through their contribution to others in the wider community.*
- **Equality:** *We follow the teachings of Jesus by treating all people equally regardless of age, ability, gender, race and religion. Relationships within the school are characterised by fairness and we create opportunities for all to promote equality. We provide the opportunity for all members of the community to be heard.*

St Peter's Elwick has a strong sense of community and draws on the very real partnerships that exist between school, Church and village. The school enjoys a long and successful history and our mission is now to seek to build on this success, securing the school's reputation for excellence by raising further the academic, social, emotional and spiritual development of all our pupils. To achieve this we aim to:

- *Provide a safe, secure and stimulating learning environment;*
- *Motivate, inspire and enthuse all members of the school community;*
- *Teach children how to learn;*
- *Achieve the best possible academic attainments;*
- *Have an excellent ethos and positive relationships;*
- *Promote a healthy lifestyle;*
- *Help pupils be confident, happy and have high expectations of themselves;*
- *Set a high value on spiritual, moral, social and cultural education;*
- *Develop international connections;*
- *Be a school that parents, pupils, staff and the wider community are proud of;*
- *Constantly seek ways to improve teaching and learning through the process of School Self Evaluation and Review.*

Purpose

The Governing Body is responsible for admissions of all pupils. This responsibility is delegated to the Admissions Committee (quorum of 3) comprising five governors and the Head Teacher. The Admissions Committee's Terms of Reference include the following duties with regard admissions:

- To consult with the Diocese of Durham Board of Education and the Local Authority Admissions Team about the school's admission arrangements.
- To consider and consult on admissions policy in respect of St Peter's Elwick CE Aided School in line with the requirements of the statutory Code of Practice on Admissions
- To consider applications for admissions to the school.

Admissions Policy

St Peter's Elwick Church of England Voluntary Aided Primary School is one of a family of Church of England schools in the Borough of Hartlepool.

The Federated Governing Body of St Peter's Elwick Church of England Voluntary Aided Primary School and Hart Primary School is the Admissions Authority for this school.

The Governing Body intends to admit up to 15 pupils to the Reception year group in September 2015. This number will apply to the Reception Year.

In the first instance, places will be awarded to those children with a statement of special educational needs where the school is named in the statement.

The remaining places will be awarded in the following priority order:

1. Those children who are looked after children and previously looked after children (previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order);
2. Siblings of children currently in the school. Parents should note that 'current' means that your older child must still be in school at the point when the younger child enters it.
Definition: Sibling refers to brother or sister, half 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 in the same family unit at the same address.
3. Those children who live in the school's admission zone;
4. Those children are distinguished from the great majority of other applicants whether on medical grounds or by other exceptional circumstances and who would suffer significant hardship if they were unable to attend the school;
5. Children whose parents reside in the Deanery of Hartlepool and participate in the life of other churches or faith communities, including other Christian Churches (affiliated to Churches Together in England).
 - a) at the heart of the church defined as 'a regular worshipper, by which is meant one who usually worships twice a month'
 - b) attached to the church defined as 'a regular but not frequent worshipper by which is meant attends a monthly family service or is regularly involved in a weekday act of worship'**Applications for faith places must be supported by a letter from an authorised minister or two office holders of the church or faith community**
6. Children whose parents express a wish for them to attend the school.

Notes:

- In all criteria, if there are more applicants than places available then priority will be given to those who live closest to the school as determined by the shortest suitable walking distance (measured by the shortest suitable walking route from the (ordnance survey) address point of the child's home address to the main entrance of the school, using the Local Authority's computerised measuring system).

• **Medical Grounds/Exceptional Circumstances** - A panel of specialist officers will determine whether the evidence provided is sufficiently compelling to meet the requirements for this criterion. If you think your child has a particular medical or social need to go to a certain school, you must provide supporting evidence from a doctor, psychologist or other professional involved with your child. The supporting evidence must relate specifically to the school you are claiming medical grounds/exceptional circumstances for, and clearly demonstrate why it is only that school that can meet your child's needs in a way that no other school can. If you are applying on-line for a place under this criterion, please send your supporting evidence to the Admissions Team by the closing date, which should include your child's name and date of birth.

NB: Exceptional social reasons do not, in the view of the Authority, include domestic inconvenience arising from parents' work patterns, child-minding problems, separation from particular nursery/primary school friends. Problems of this kind are widespread and cannot be classed as exceptional. Medical reasons do not include temporary conditions. They are permanent medical conditions which require special treatment available at the preferred school only. Medical evidence must be provided and the Authority's officers must be satisfied that the child would suffer to a significant degree if he/she went to any other school.

• When making an application, if applicants are seeking admission under criteria 5, they must supply a reference from their Church or Faith Group authorised minister or two office holders of the church or faith community.

• St Peter's Elwick participates in the Co-ordinated Admissions scheme of Hartlepool Children and Adult Services Department. Applications for places must be made via Hartlepool Local Authority.

• The school will need to see a birth certificate for the child also a recent utility bill to confirm address.

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

Parents are asked to note that **admission to Nursery is NO GUARANTEE of entry into the main school.**

Late Applications

Admissions for Reception received after the closing date detailed in the Local Authority booklet will be accepted but considered only after those received by the closing date.

Waiting List

You can apply to be placed on the waiting list. The waiting list will be ordered in accordance with the school's admissions criteria and in the event of a place becoming available, the Admissions Authority (the school) will contact you further.

Consultation

In drafting this policy the Governing Body consulted with the Dioceses of Durham and Newcastle Joint Education Team and the Admissions Team of Hartlepool Child and Adult Services Department.

Roles and Responsibilities

The Head Teacher will ensure that:

• Pupils are admitted only in accordance with this policy.

• Where places are available, pupils are admitted in accordance with agreed priorities.

All staff are expected to follow this policy when advising prospective parents and admitting pupils.

The Governing Body will ensure that:

• The admission arrangements are reviewed annually, and consultation takes place on changes with all admission authorities and others as set out in the Statutory Code of Practice.

• The admission arrangements are published and made available to parents and potential parents.

• An admissions waiting list is kept up to date.

• Where the number of pupils showing preference for a school place exceeds the number of places available governors serving on the Admissions Committee will meet to consider applications for admission to school.

- An independent appeal panel is in place to hear parent appeals against non-admission.

Arrangements for monitoring and evaluation

The number of pupils on roll and the number and reasons for unsuccessful appeals will be reported to the governing body each term.