

# CREETING ST MARY CEVAP SCHOOL

## ADMISSION POLICY FOR THE SCHOOL YEAR 2015 - 2016

The Governors of Creeting St Mary CEVAP School are the school's Admissions Authority and are able to welcome up to **12 pupils** into each year group (*Published Admissions Number – "PAN"*). They will try to meet the preferences of parents/carers but this cannot be guaranteed.

All applicants have to complete either a written application form, CAF1, (available from the school) or an online Local Authorities form naming the school as one of the preferences. The closing date for applications is Thursday 15<sup>th</sup> January 2015. Late applications will only be considered if the PAN for the particular school year has not been fulfilled.

Applications will be considered for children born between 1<sup>st</sup> September 2010 and 31<sup>st</sup> August 2011.

All children will be eligible for full time admission to the school for the 2015-2016 year, and subsequent years, in the September following their fourth birthday.

Where parents are offered a Reception Year place for their child they may decide either to take up the offer full time in September, or take up the offer part-time or defer entry. If a parent defers entry to later in the year, the place at the school will be held open until the child starts school. However, parents must take up a full-time place no later than the beginning of the term after the child's fifth birthday, or the beginning of the final term of the academic year for which the original application was accepted, whichever is the sooner.

It would normally be expected that parents take up the offer of a primary school place (be that full or part-time) at the beginning of a school term, unless there is agreement with the school that a place can be taken up at another time in the year.

All applications will be considered equally on the basis of opportunity and inclusion, but if there are more applications than places then children will be admitted to the school according to the order of priority given below.

The decision of the school's Governors will be provided to applicants on the 16<sup>th</sup> of April 2015 – National Primary Offer Day.

**Special Educational Needs (SEN) Statemented pupils:** Governors have a statutory duty to admit applicants with a statement of Special Educational Need where Creeting St. Mary CEVAP is named as being best able to provide the most appropriate educational provision for the named child.

1. Looked After Children and Previously Looked After Children
2. Children who have a brother / sister / sibling who is attending the school and will be on roll at the time of admission. If necessary, priority will be given to those with the smallest age difference.
3. Children who are ordinarily resident in the school's catchment area.
4. Other children.

**Tie-break:** In the event of a tie within any of the above categories (ie the PAN is reached with other applicants remaining within the same oversubscription criterion) the Governors will allocate places by applying one or both of the following criteria in order:

- a) Those applying on the grounds that Creeting St Mary is a Church of England VA school and at least one Parent/Guardian/carer is a member of a Christian Church (worshipping at least monthly); and
- b) The distance from the school measured by a straight line ('as the crow flies'). All distances are calculated electronically by the Local Authority using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. Where there is more than one home within a single buildings e.g. apartments, we will measure to a single point within that building irrespective of where those homes are located.

### **Appeals**

If the Governing Body's decision is not to grant a place for your child, you have the right to appeal against their decision. You will be sent information on how to appeal and a "Notice of Appeal Form". There is no deadline for the submission of appeals which are independently administered by the Education Appeals Office, PO Box 579, Ipswich, IP1 2BX.

### **Policy Review & Consultation**

This Policy is reviewed annually each autumn with reference to the academic year beginning 20 months hence. Consultation takes place locally with our Parents and, more formally, with the Diocesan authorities and the Local Authority. If necessary, the LA undertakes the statutory consultation in the spring term 16 months prior to this policy being effective.

### **Ultimate tie-breaker**

In the unlikely event of two or more applicants who live the same distance from the school competing for a single place, lots will be drawn by someone independent of the school and its governors to determine the successful applicant.

## **Notes**

**Looked After Children** - Children who are in the care of the LA as defined by Section 22 of the Children Act 1989

**Previously Looked After Children** - Children who were looked after, but ceased to be because they were adopted (or became subject to a residence or special guardianship order).

**Brother/Sister/Sibling:** Brother/sister/sibling includes half or step siblings and other children of the same immediate household.

**Catchment Area:** In its Trust Deed, the school was established to serve the area which now forms the Ecclesiastical Parish of Creeting St Mary. Details of the catchment area can be obtained from the school or from Local Authority's offices in Bury St. Edmunds, Lowestoft or Ipswich. Living within a school's catchment area is no longer an absolute guarantee that a place is available at your catchment school

**Multiple births:** If the final place available at a school is offered to a twin or triplet, etc., and the remaining sibling/s would ordinarily be refused, the Governors will offer places to the remaining sibling/s at the same school. It is not the Governors policy to separate twins or triplets etc

**Ordinarily resident:** Ordinarily resident means permanently resident for a settled purpose. It does not include residence taken up solely to qualify as living in the catchment area for the purpose of gaining a place at the school, nor does it apply if you own a second home in the catchment area. It

does not apply to proposed moves into the catchment area which have not taken place at the time of application.

**Parent / Carer:** A parent / carer is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to 'parents / carers' attendance at church' it is sufficient for just one parent / carer to attend.

**Shared Responsibility:** Where a child lives with separated parents who have shared responsibility, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Both parents must

provide evidence in writing to confirm the child's living arrangements at the time of the application.

In cases where the child spends an equal proportion of the school week with both parents, evidence of the main contact address will be required to support the application. Both parents must agree in writing which address is to be used as the 'ordinarily resident' address. This address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference.

**Supplementary Information Form;** Parents are advised to complete a Supplementary Information Form (SIF) if they wish membership of a Christian or other faith community to be taken into account in the application. However, the SIF is not compulsory, neither does it constitute a valid application. All applicants must complete a CAF1 form or an online application.

**Travellers:** We regard Travellers who move into the catchment of a school as ordinarily resident in that area when considering applications for a school place.

### **Waiting Lists**

If you apply for a school place in the normal admissions round and your preference for a place at this school is refused, your child's name will automatically be placed on our waiting list. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria. The order of children does not remain static - as circumstances change a child's place on the waiting list can go up or down, for example due to withdrawals or additional applications. If you change your address while your child is on a waiting list you must let us know. Please be aware that this may change your child's position on the waiting list, particularly if you move into or out of the school's catchment area.

Having your child's name on a waiting list will not affect your right to appeal for a school place in any of the schools you have applied for.

If a place becomes available, we will offer it to children on the waiting list in priority order. We do not offer places on the basis of the date on which names were placed on the list.

The waiting lists will operate up to the last day of the first full week of the spring term 2015.

### **Waiting List (Mid-Year)**

We do not hold waiting lists for school places for mid-year applications.

### **Contact**

Further information and copies of the School Prospectus with the application forms can be obtained from the School Office. 01449 720312 Email – [office@creetingstmary.suffolk.sch.uk](mailto:office@creetingstmary.suffolk.sch.uk)

### **School Christian Mission Statement**

Creeting St. Mary Church of England Voluntary Aided Primary School is a Church of England Foundation committed to serving its local community.

*We seek to create a Christian community based on Christian values, which are reflected throughout the life of the School.*

*We aim to ensure that all of our children fulfil their potential. We aim, through Collective Worship and R.E., to give our children an opportunity to gain an understanding of the Christian Faith.*

*We recognise the importance of partnership with parents, the Church and the wide community.*

*We seek to encourage respect and concern for others.*

*We aim to create a stimulating environment which promotes encouragement, care and a sense of well being and which reflects our belief that "as many hands build a house, so many hearts make a School."*