

St Chad's CE (C) Primary School Policy for School Admissions



We are a Church of England School and our policies are written with a commitment to our Christian Character, which is rooted in the Bible.

All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the person of God may be complete, thoroughly equipped for every good work. (2 Timothy 3:16-17)

This policy is available on our school server, website and is available on request from the school office.

This policy will be reviewed in full by the Governing Body on an annual basis.

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The normal point of entry for admission to first, infant and primary schools is Reception where upon full time places will be available in September of the academic year in which the child becomes five years old.

Although parents have the right to express a preference for the school that they wish their child to attend, there is no guarantee of a place being offered at their preferred school.

It is the county council's policy to try and meet parents' wishes where possible, however in some cases there may be more applications for a particular school than there are places available.

In accordance with legislation, children who have an education, health and care plan (EHCP) that names a particular school as being the most appropriate to meet the child's needs must be admitted to that school. This will reduce the number of places available to other applicants.

Admission to oversubscribed community and voluntary controlled schools are determined by the oversubscription criteria detailed below.

Oversubscription criteria

If the total number of preferences for admission to a school exceeds the school's published admission number (PAN), the following order of priority is used to allocate the available places:

1. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted *see additional note * below*.
2. Children who satisfy both of the following tests:
 1. The child is distinguished from the great majority of other applicants either on their own medical grounds or by other exceptional circumstances.
Medical grounds must be supported by a medical report (obtained by the applicant and provided at the point of application). This report must clearly justify, for health reasons only, why it is better for the child's health to attend the preferred school rather than any other school.

Exceptional circumstances must relate to the choice of school and the individual child, i.e. the circumstances of the child, not the economic or social circumstances of the parent/carer. They should be supported by a professional report (obtained by the applicant and provided at the point of application), e.g. social worker. This report must clearly justify why it is better for the child to attend the preferred school rather than any other school.and
 2. The child would suffer hardship if they were unable to attend the preferred school.
Hardship means severe suffering of any kind, not merely difficulty or inconvenience, which is likely to be experienced as a result of the child attending a different school. Applicants must provide detailed information about both the type and severity of any likely hardship at the time of application.
3. Children who have an elder sibling in attendance at the preferred school (or in the case of an infants school, the affiliated junior school) and who will still be attending the school at the proposed admission date; (For admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parents marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.)
4. Children living within the catchment area of the preferred school. *see additional notes ** below*
5. Children whose parents regularly attend a Church of England church, or a church in communion with the Church of England, or of a church which is affiliated to the Churches Together in Britain and Ireland or the Evangelical Alliance. Evidence of such attendance will be required in the form of a letter from a minister of the churches concerned (*Only certain voluntary controlled schools use this*

*criterion, see additional notes *** below).*

Regular attendance is defined as attendance at a church service (or an explicitly defined church activity) on a Sunday or weekday on at least two occasions per month for at least two years. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, or the person has been unable to partake in such activities due to health restrictions, the requirement in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship and/or the person was able to partake in such activities.

6. Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by a straight-line measurement as calculated by the local authority's geographical information system see additional notes **** below.

Where it is not possible to accommodate all children applying for places within a particular category then the local authority will allocate the available places in accordance with the remaining criteria. If for instance, all the catchment area children cannot be accommodated at a school, children who are resident within the catchment area will be arranged in order of priority according to criteria 5) followed by those children resident within the catchment area arranged in order of criteria 6).

If we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Additional notes

There is no charge or cost related to the admission of a child to a school.

It is the applicant's responsibility to provide any supportive information required in order for the application to be assessed against the published admissions criteria, the local authority will not seek to obtain this information on behalf of the applicant.

*Children in care means children who are looked after by a local authority in accordance with section 22 (1) of the Children Act 1989 and who is (a) in care of a local authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under Adoption and Children Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**Copies of school catchment area maps are available from the [local authority or individual schools](#).

***Category 5 is relevant to the following schools:

- Berkswich CE (VC) Primary
- Forsbrook CE (VC) Primary
- Hob Hill CE/Methodist (VC) Primary
- Holy Trinity CE (C) Primary
- St Chad's CE (VC) Primary, Lichfield
- St Luke's CE (VC) Primary, Cannock

- St Margaret's CE (VC) Junior

- St Michael's CE (VC) Primary, Lichfield
- St Paul's CE (VC) Primary, Stafford

****The local authority uses a geographical information system (GIS) to calculate home to school distances in miles. The measurement is calculated using Ordnance Survey (OS) data from an applicant's home address to the main front gate of the school. The coordinates of an applicant's home address are determined and provided by the Local Land and Property Gazetteer (LLPG) and OS address point data.

Attendance at a particular nursery or infant school will not guarantee admission to any particular primary or junior school. Parents must make a separate application for admission to primary or junior school at the appropriate time.

The requirement for the local authority to meet the infant class size legislation may result in the refusal of catchment area or sibling applications where a class has already reached its limit of 30 pupils. However, as an exception, the local authority will give careful consideration to offering places above the published admission number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

Admissions for the normal age of entry are administered through a coordinated admission scheme and preferences for maintained schools will be processed centrally by the School Admissions and Transport Service. The aim of the scheme is to ensure that each child will receive only one offer of a place at a Staffordshire school on a prescribed date.

It is expected that parents will agree on school places before an application is made, and it may be necessary to request evidence from you to confirm that this is the case. The local authority is not in a position to intervene in disputes between parents over school applications and will request that these are resolved privately.

Home Address

The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

If a child's home address changes during the admissions process it is the responsibility of the parent/carer to inform the local authority immediately. Where there is a proposed house move taking place during the admissions process the local authority will only accept the revised address for purposes of allocation where parents/carers can provide documentary evidence of the move by **10 March 2023**. It will be necessary for sufficient evidence of a permanent move to be provided by the applicant by this date before it will be taken into account for allocation purposes at the national offer date.

If a place is offered on the basis of an address that is subsequently found to be different from the child's normal and permanent home address at the time of allocation of places then that place is likely to be withdrawn.

Any Staffordshire child not obtaining a place at any of their parent's preferred schools will be allocated an alternative school place and advised about the independent appeals process.

Deferred entry to reception class

Parents may request that their child be admitted to reception class on a part-time basis, or that their child be admitted to school later in the same academic year until the child reaches compulsory school age (i.e. beginning of the term after the child's fifth birthday). The effect is that the place will be held for the child in reception and is not available to be offered to any other child within the same academic year in which it has been offered.

Before deciding whether to defer their child's entry to school, parents should visit their preferred school(s) to clarify how they cater for the youngest children in reception and how the needs of these children are met as

they move up through the school.

Admission outside of the normal age group

Parents may seek to apply for their child's admission to school outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. In addition, the parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to reception rather than Year 1.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the local authority who will take into account the circumstances of the case and views of the headteacher of the community or voluntary controlled school concerned. Parents do not have the right to insist that their child is admitted to a particular year group.

Waiting lists for Admissions and Normal Point of Entry

Unsuccessful applicants will be placed on a waiting list in accordance with the oversubscription criteria stated above and not based on the date their application was received. There will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

For cases where the infant class size regulations apply, the waiting list will operate until the cohort concerned leaves year 2 and parents will be written to each year to ask whether or not they wish their child's details to remain on the list.

For all other cases, waiting lists will be kept until **31 December 2023**.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the fair access protocol will take precedence over those on the waiting list.

Late applications

Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point.

A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

For late applications made after the time that is practicable because places have already been allocated, are shortly to be allocated, there will be a period of two weeks after the national offer date whereby available places will not be reallocated. If places become available after this date they will be offered according to the child at the top of the waiting list.

Repeat applications

Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the local authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

"In-year admission" arrangements

Parents or carers seeking to be admitted to a community or voluntary controlled school may make an application directly to the preferred school using the appropriate application form. This application will be processed in line with the procedure outlined in the determined admission arrangements and parents and carers need to be aware that in the case of transfers between local schools, any date set for joining the new school may be after the next term or half term holiday and those parents/carers are responsible for ensuring

that their child continues to receive appropriate education in the interim.

Relevant area

Staffordshire County Council's relevant area for consultation is contained within the administrative area of Staffordshire County Council.

- [Published admission numbers](#)

- [Co-ordinated scheme for admissions to primary and secondary schools 2023-24](#)

Staffordshire County Council is the relevant admissions authority for all community and voluntary controlled schools within the county of Staffordshire.

The individual governing body is the relevant admissions authority for foundation, voluntary aided, trust and academy trust for academy schools within Staffordshire.

In accordance with regulations, admissions to middle schools at the normal age of entry will be coordinated in accordance with the primary school timetable.

The scheme

1. This scheme meets the requirement for a coordinated admission scheme under The School Admissions (Co-ordination of Admission Arrangements (England)) Regulations 2012 and applies to applications made by Staffordshire parents for all maintained schools and academies at the normal age of entry (except special schools and nurseries).

2. The purpose of the scheme is to ensure that, so far as is reasonably practicable,
 - i. each parent who applies for a school place at the normal age of entry receives only one single offer of a school place under the scheme, whether that be at a school within the county or one maintained by another authority, and
 - ii. a child is granted admission to whichever of the schools that is ranked highest on that application wherever possible.

3. Parents of children resident in the county of Staffordshire must make an application for the normal age of entry through Staffordshire County Council to apply for any school within Staffordshire or in another authority.

Applying for school places at the normal point of entry

4. Staffordshire County Council's School Admissions and Transport Service will provide a common application form to enable parents to apply for any school within the County or in another local authority. Parents will also be able to apply online or on the telephone.

5. Staffordshire parents will be able to name up to three school preferences, rank them in order of preference and have the opportunity to give reasons for their preferences. Parents must name all schools at which they wish to be considered for a place in order of preference, including any maintained foundation, trust, voluntary aided or any schools outside of Staffordshire in another local authority including academies.

6. Any Staffordshire school that receives an application directly must ensure that it is forwarded to the School Admissions and Transport Service.

Applying for school places in-year

7. An application form can be obtained from any of the following sources;

From Staffordshire County Council's website - [Admissions](#)
Customer Contact Centre Service ([0300 111 8007](#))

Child's current school or preferred school (if in Staffordshire)

8. The application form will enable parents to apply for a school of their preference, and to provide their name and address and the name, address and date of birth of the child and also to include any documentary evidence in support of the application. The application form will also allow the parents to give reasons for the preference. Parents must apply directly to all schools for which they wish to be considered for a place, including any maintained foundation, voluntary aided, academy or any schools outside the county of Staffordshire.
9. Any Staffordshire school that receives an application directly must ensure that the local authority is notified of the application and subsequent outcome.

Supplementary application forms

10. Where an in-year application is made for a school for which the governing body are the admission authority, the application must be forwarded together with supporting information provided by the parent, to the governing body. The governing body of a foundation, voluntary aided or academy school may require parents who make an application to provide supplementary information in order to apply their own admissions policy.
11. Parents are under no obligation to forward supplementary information, unless it is required to enable the governing body to apply their oversubscription criteria.
12. Where supplementary information is required for applications at the normal point of entry it must be returned to the School Admissions and Transport Service along with a valid application so that all information can then be passed to the relevant admissions authority.
13. For applications made for the normal point of entry, where documentary evidence in support of the application is received or a school receives supplementary information then it will not be regarded as a valid application, unless the parent has also completed an application with Staffordshire County Council.
14. Where documentary evidence in support of the application or supplementary information is received directly by a foundation, voluntary aided or academy school for the normal age of entry, the school must inform the School Admissions and Transport Service immediately so that it can verify whether an application has been received and if this is not the case then, the parent can be contacted and requested to complete an application.

Closing date for return of applications – normal age of entry

15. All secondary school applications should be submitted by the national closing date of **31 October 2022**.
16. All primary school applications should be submitted by the national closing date of **15 January 2023**.

Variations for schools in the three-tier system – normal age of entry

17. Children admitted to middle schools in year 5 technically form part of the primary coordinated scheme.
18. Non Staffordshire year 6 children attending a Staffordshire middle school will only receive information about the secondary transfer process if parents specifically request it.
19. Non Staffordshire year 8 children attending a Staffordshire middle school must apply for school places through their home local authority.

Processing applications – point age of entry

20. By **14 November 2022** for secondary applications and **30 January 2023** for primary applications, the School Admissions and Transport Service will have forwarded and received all details of appropriate applications to and from other local authorities and will merge this information into the admissions database.
21. By **28 November 2022** for secondary applications and **27 February 2023** for primary applications the School Admissions and Transport Service will have forwarded all details of appropriate applications (and accompanying supplementary application forms where provided) to academy, trust, aided and foundation schools in Staffordshire. The School Admissions and Transport Service will then draw up preference lists for all community and voluntary controlled schools by applying the county council's oversubscription criteria.
22. Each school which is its own admission authority will apply their oversubscription criteria to all applications and by the **12 December 2022** (secondary schools) and **13 March 2023** (primary schools) will forward a list of all applicants to the School Admissions and Transport Service indicating the rank order in which all children meet the school's oversubscription criteria along with an indication of which oversubscription criteria apply to each child.
23. The School Admissions and Transport Service compares the ranked lists from all schools. After applying the oversubscription criteria for each stated preference, where a child qualifies for a place at more than one school, the School Admissions and Transport Service will allocate a place at the parent's highest ranked preference. The child would then be removed from the other school's lists and if there were other children awaiting places at that school the list would be adjusted accordingly taking the next applicant in the order of the oversubscription criteria.
24. By **6 January 2023** (secondary schools) and **20 March 2023** (primary schools) the initial results of places in Staffordshire schools will be known. These will be shared with other local authorities and exchanged for details of Staffordshire pupils gaining places at out of county schools.
25. These results are then compared to rankings and a list of provisional offers will be produced.
26. Local authorities will then repeat the process set out in 22 to 24 and exchange final results on **10 February 2023** (secondary schools) and **30 March 2023** (primary schools).

Decisions

27. On **1 March 2023** the School Admissions and Transport Service will notify all Staffordshire parents who have applied for a secondary school at the normal age of entry of the outcome of their preference and make a single offer of a school place.
28. All Staffordshire parents who have applied for a place in a primary, infant/junior, first or middle school at the normal age of entry will be notified on **17 April 2023**.
29. Offers of school places being made to Staffordshire children for the normal age of entry on behalf of a voluntary aided school, a foundation or academy school or a school in another authority will be sent by Staffordshire County Council on behalf of the relevant admission authority.
30. Children resident in other local authorities who have made preferences for schools within Staffordshire for the normal age of entry will be notified of the outcome of their school allocated by their home local authority.
31. Where a Staffordshire child does not qualify for admission to any of their preferred schools and is also not on the roll of a school within a reasonable distance of the home address, an alternative school will be offered in conjunction with the relevant admission authority.
32. Where refusals are made for Staffordshire schools, parents will be given information about the appeal process.
33. Where refusals are made on behalf of other local authorities further information will be provided to

parents to enable them to appeal, should they wish to do so.

Waiting lists and late applications

34. Staffordshire County Council as the admissions authority shall maintain a waiting list for the normal age of entry for at least 1 term in the academic year of admission, for every oversubscribed community or voluntary controlled school, according to the published admission arrangements.
35. Academies, voluntary aided and foundation schools are responsible for deciding whether to operate a waiting list and how their waiting list will operate.
36. The waiting lists will be clear, fair and objective and will not give priority to any child based on the date that their application was received or the date that the child's name was added to the waiting list.
37. It must be noted, that children who are the subject of a direction by a local authority to admit or those that are allocated to a school in accordance with the fair access protocol must take precedence over other children on the waiting list. (Please see School Admissions Code paragraphs 3.9 to 3.15.)
38. There will be a 2 week period after national offer dates whereby available places will not be allocated from community and voluntary controlled school waiting lists or to applications that were received very close to or after the national offer date.

Acceptance of school place

39. Parents will have at least two weeks after the date of offer to notify the authority as to whether or not he/she wishes to accept the place offered where relevant to the individual school admission arrangements.

Change of preference

40. During the admission process the order of school preference may be changed by parents in writing up to the closing date. After this date, any change of preferences received will be dealt with in line with the late application policy relevant to the individual school admission arrangements.
41. Parents wishing to change their preferences to include schools not previously named will need to make a late application, which will be administered in line with information provided in the individual school's admission arrangements.
42. Parents wishing to change their preferences after the notification date will need to make a late application which will then be administered in line with information provided in the individual school's admission arrangements.

Failure to express a preference (children eligible for secondary school place)

43. Where a Staffordshire parent does not make an application for any school and the child is known to the School Admissions and Transport Service a place will be offered at an alternative school with a space available. Transport assistance will not necessarily be provided. In the case where the school with a space available is its own admissions authority the offer will be made in consultation with and on behalf of the allocated school.

Processing applications – in-year admissions

44. The process for in year transfers for Staffordshire schools is not coordinated. In line with the School Admissions Code, parents are able to contact the School Admissions and Transport Service for information about places available and then make applications directly to schools.
45. Application forms for in year places are available from the county council along with guidance on completing them. Academies and other schools which are their own admission authority may also have their own forms which can be obtained from the school.
46. Completed application forms should be returned directly to the preferred school. The school will notify the local authority of both the application and the outcome of the application within 15 school days, including sending through a copy of the decision letter where the application has been refused.
47. All decisions on applications will be made in line with the determined admission arrangements and will be subject to scrutiny to determine whether or not they meet the criteria for consideration under

the [fair access protocol](#). A copy of this protocol is published on the local authority's website.

48. When determining school place applications outside the normal admissions round, admission authorities must not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.
49. Where a child has been permanently excluded from two or more schools there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion. The twice excluded rule does not apply to children who were below compulsory school age at the time of the exclusion, children who have been re-instated following a permanent exclusion (or would have been had it been practicable to do so), and children with special educational needs statements. There is an expectation that the PAN at the normal age of entry will apply as the year group works through the school wherever possible.
50. When it is not possible to offer a place, parents **must** be advised of their right of appeal under the School Admissions Appeals Code. Schools should confirm that this has been done in their notification to the local authority by sending a copy of the formal decision to parents.
51. For unsuccessful applications for year groups at community and voluntary controlled schools where a waiting list is in operation, the School Admissions and Transport Team will add unsuccessful applicants to the waiting list. Academies and other schools which are their own admission authority may have their own waiting list policy. Schools **must not** offer places to applicants in excess of the published admission number where a waiting list is in operation without consulting with the School Admissions and Transport Team.
52. Where a refusal means that a child does not have a school place, the School Admissions Team will contact parents to discuss options for securing a place. This may involve approaching other schools in the area that have places on parents behalf to offer them an alternative school.
53. The School Admissions and Transport Service are available to both schools and parents as a source of advice on the admissions process.