

**ST. PETER'S C.E.V.A. FIRST SCHOOL  
ADMISSIONS POLICY FOR THE ACADEMIC YEAR 2011/2012**

At St. Peter's C.E V.A. First School (the school), in keeping with the policy of this Local Authority (LA), we admit children in the September, or January if parents prefer, of the school year in which they become five years old. Children who are not yet five may attend part time and gradually move to full time attendance.

In September 2011 we will have places for 90 children. 90 is the admissions number for our school; that is the most we are allowed to admit.

The closing date for applications will be the same as that for the LA. Applicants should complete the **LA application form** and the school's **supplementary sorting form** which is for internal use only. Both of these forms are available from the school office. All applications must reach the **school office** by **15 January 2011**. Offer letters will be posted to applicants **by the LA** via second class post on **25 April 2011**.

Applications received between **16 January 2011 and 14 February 2011** may, at the Governors' discretion, be treated as being on time only in the following circumstances:

- Where a family have moved address into the catchment area for the school.
- Where it is agreed by the Governors that individual circumstances apply and the delay was reasonable, given the circumstances of the case.

In each case, independent supporting documentary evidence will be required.

All applications received by the closing date will be considered equally without distinction on the grounds of disability or any additional needs. If St. Peter's is named on a Statement of Special Educational Needs the child will be given a place.

The school operates an equal preference system. All preferences are treated as equal initially, and the oversubscription criteria applied to each preference.

**Where there are more applications than places available the Governors will admit pupils according to the following criteria in order of priority. The validity of any application considered under such criteria will be determined at the discretion of the Governors:**

**1. Relevant\* 'Looked after' children.** \*Relevant is all those in the care of a Local Authority or provided with accommodation by a Local Authority under the terms of the Children Act 1989, 'looked after' at the time of the application for admission and who will still be 'looked after' at the time of admission.

**2. Siblings.** Children who have a sibling connection at the school both at the time of application and at the time of admission. The sibling connection includes, as well as brother or sister, half-siblings (that is children who share one birth parent), step-siblings and legally adopted children. They must also be living at the same home address.

**3. Denominational.** Children whose families are faithful and committed worshippers in:

a) the churches comprising the Parish of Droitwich Spa.

b) any other Church of England church, and for whom this is the nearest Church of England school.

c) one of the other Christian Congregations in the town of Droitwich Spa, that is Droitwich Baptist Church, Droitwich Methodist Church, Emmanuel Pentecostal Church, Sacred Heart RC, The Salvation Army, Witton Chapel.

d) any other Christian denomination which acknowledges the Trinitarian faith, and for whom this is the nearest Church of England school.

For the purposes of criterion 3, families who are faithful and committed worshippers are families in which one or both parents attend worship regularly or in which the child attends worship regularly with a close family member. A letter from their parish priest, minister or church leader

must accompany the application. This must include written confirmation of a history of at least monthly attendance for a minimum period of a year prior to the date of the application.

**4. Other Faith Communities.** Children from families where the parent or child is actively involved in the work and worship of a community of any other established faith and for whom this is the nearest Church of England school. A letter from the leader or representative of the religious community providing written confirmation must accompany the application.

**5. Significant Reasons.** Children who have a significant reason for admission. Such reason, the validity of which will be determined at the discretion of the Governors, may include medical, social or compassionate grounds. A medical certificate or other appropriate information from an independent source to support the application must accompany the application.

**6. Catchment.** Children whose primary residence is, on the closing date for applications, in the catchment area for the school. Details of the catchment area are available from the school.

If there are more applications than places under any of criteria 1 to 6, places will be allocated to those children whose primary residence is nearest to the school by the shortest available walking route. The measurement will be taken from the front entrance of the child's primary residence to the nearest school entrance, which is the access point to the school site, along a road or made up footpath. In the event of equi-distant applications, lots will be drawn for any available place. The lottery will be supervised by a person independent of the Governing Body.

**7. Distance.** Children whose primary residence is nearest to the school by the shortest available walking route. The measurement will be taken from the front entrance of the child's primary residence to the nearest school entrance, which is the access point to the school site, along a road or made up footpath. In the event of equi-distant applications, lots will be drawn for any available place. The lottery will be supervised by a person independent of the Governing Body.

For the purposes of this admissions policy, "primary residence" is considered to be the permanent only or main residence of a child. Documentary evidence may be required. Where care is split equally, the address to be used for the purpose of allocating a place must be stated on the application forms.

#### **Multiple Births**

In the event of applications on behalf of twins or multiple births, should an offer be made for one place, the parent must decide which child will accept the place.

#### **Appeals**

In the event of applicants not being admitted to the school as the school of their preference, they may submit an appeal in writing, setting out the grounds upon which the appeal is made, to the Chair of Governors at the school within two weeks of the date of notification of the refusal of a place. The appeal will be heard by an independent appeal panel.

#### **Waiting List**

If applicants who have been unsuccessful wish, they may have their names put on a waiting list in school in case further places become available. Pupils will be admitted from the waiting list according to the oversubscription criteria set out above as applied to those applicants on the waiting list at the time the place becomes available. Therefore new applicants may receive a higher ranking than those who may have been on the list for some time if they have a higher priority in the oversubscription criteria. The waiting list will be maintained until the last day of the Autumn Term 2011.

#### **Applications for Existing Year Groups**

All applications for existing year groups will be co-ordinated by the LA. Parents should apply direct to the LA who will consult with the school to determine whether a place can be offered. Any offer or refusal of a place, although determined by the Governors, will be made by the LA on the Governors' behalf.

#### **Deferred Entry**

If applicants wish to defer taking up a place allocated to them they must discuss this with the School. A place cannot be deferred beyond the academic year in which it is allocated.

If you have any queries regarding your application, please refer to the Information for Parents booklet which you received with the LA application form or to the Headteacher at the school on 01905 772138.