

St Mary's C of E Primary School Admissions Policy

St Mary's Church of England Primary School is a voluntary controlled school. This is a Church of England School in the Diocese of Exeter.

The information given in this policy is correct for the school year shown. This could be altered for future years and we advise you to check that no amendments have been made. The Policy is reviewed by the Governing Body annually in consultation with the Local Authority and the Diocesan Board of Education

This policy details the admission arrangements for our school and should be read in conjunction with the Primary and In-Year Co-ordinated Admissions Schemes and other agreed policies of Devon County Council, the Local Authority (LA). All policies and procedures seek to comply with the requirements of the School Admissions Code 2012, the School Admissions Appeals Code 2012 and other relevant legislation including Infant Class Size Legislation limiting Key Stage One classes to 30 pupils with each qualified teacher.

St Mary's is part of the Atlantic Coast Co-operative Trust. The members of the Trust are:

- Hartland Primary School
- Pynes Community Infant School and Nursery
- Appledore Community Primary School
- Woolser Primary School
- St George's C of E (VA) Infant and Nursery School
- St Margaret's C of E (VA) Junior School
- St Mary's C of E (VC) Primary School
- University College Plymouth St Mark and St John
- Devon County Council
- Diocese of Exeter
- The Co-operative Movement, initially represented by the Co-operative College

The school serves primarily the children living in the Parish of Bideford but under the Education Act, 1980, parents may prefer to send their children to the school which is not geographically the closer or most convenient.

The governors will take all applications into consideration. The school uses the designated area map which can be viewed by parents in the school office and online at www.devon.gov.uk/schoolareamaps. Where parents have shared responsibility and children live at two addresses the address where the child spends the majority of their time will be deemed to be the main address.

St Mary's Primary School supports the Inclusion principle that children with special needs should normally be educated at mainstream schools. This includes children with physical, social, emotional, behavioural and learning difficulties. Inclusion is about engendering a sense of community and belonging and encouraging special schools and others to come together to support each other and pupils with special educational needs.

This school takes pupils between the ages of four and eleven. Our point of entry date is September each year. Children moving into the area will be admitted immediately, numbers permitting. Children transferring from schools within the area are encouraged to transfer schools to coincide with start of either each new half term of full term whenever possible.

We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

Published Admission Number (PAN) for Foundation Stage in 2015/16		60
For other Year Groups, the agreed admission limit will be the PAN which was determined for that cohort as it entered the school in Foundation Stage unless varied in response to a change in circumstances. For further information, please contact the school or the School Admissions Team of Devon LA.		
Home-School Agreement		Yes
School uniform		Yes
Supplementary Information Form		No
Extended school facilities	Please visit our website or contact the school office for details of the facilities available at the beginning and end of the school day.	
School Travel Plan	Please visit our website or contact the school office for details.	

Admissions to the School

Most of the children attending St Mary's join at the Foundation year intake. This is what is called the "normal point of entry" to a Primary school.

Other children join us "in-year" sometimes, once a year group has already started. This may be because they are new to the area and need a school place or simply would like to transfer from another school.

The need to apply

All parents must make an application for their child to be admitted to a state-funded school or academy. To apply for a place here you should use a Common Application Form provided by a local authority. Places are not allocated to a child automatically, even where

- there is an older sibling attending here;
- a child attends a particular infant school;
- a parent has expressed an interest at any time in the school; or
- the child has always lived close to the school.

No places will be held in reserve for a child who applies late; the governing body cannot hold empty places if another child applies for admission.

We will share information with the LA and will publicise the need to apply but the responsibility for making an application will be with the parent.

Visiting St Mary's

We welcome visits from parents and children who are considering applying for a place here. This is an opportunity for you to see the school in operation and what we have to offer at St Mary's. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our school. If you would like to visit St Mary's, you should contact the school to make an appointment.

How to Apply For A Place at the Normal Round – Foundation Stage

The normal round of admissions is when children can join our school for the first time. So that all parents who wish to apply for a place in Foundation Stage can do so, each LA across the country is required by law to co-ordinate applications for the schools and academies in its area. This means parents will receive **one** offer of a school place at the same time as other parents. For St Mary's, Devon is the LA which co-ordinates applications which have been made either direct to Devon or passed on by other LAs.

Every parent who wishes to apply or "express a preference" for a Foundation Stage place must use a Common Application Form from the home LA where the child lives. For Devon residents, this is the D-CAF2, which is available at www.devon.gov.uk/admissionsonline or within the Junior Step primary admissions booklet. You can request a copy of this by calling *My Devon*. A reference copy will be available here from **14 November 2014**. If your child lives in another LA you must apply by contacting that LA even though you are requesting a place here.

The national closing date for applications for the Foundation Stage intake is: **15 January**. You can apply after this date but your application may not be considered until after all of the applications that were on time. If you couldn't apply before because, for instance, you moved to this area after January, you should make sure that you inform the LA. If the reason for applying after the closing date is accepted, your application will be considered at the same time as everyone who did apply on time if this is still possible.

If you know that you are going to move into the area during the year before Foundation Stage, you can apply from where you are and provide evidence of the new address. You do not need to wait until you have actually moved if this is after the offer of places on **16 April 2015**.

Information provided in an application

We would like all applications to be fully and honestly completed. It is important that where we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that information is false and has been provided knowingly we may withdraw the offer of a place. This is particularly relevant where an address is given which is not the one from which a child will actually attend school and this disadvantages another child. If necessary, we will ask for evidence of a child's home address before admission.

If you know or believe that your child's address will change before admission, you must inform the LA or the School as this may affect your application.

What happens next?

If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will the Governing Body prioritise applications according to the oversubscription criteria below. We may delegate this process to the LA or other agent but they will use our oversubscription criteria and we will remain responsible.

You will be able to make a preference for one, two or three schools. If you do name more than one school, it is important that you name them in the order you would like a place. The LA co-ordinates admissions for all primary schools. A parent could be in a position to be offered a place at more than one school. If that happens, a place will only be offered at the school which the parent preferred the most on the Common Application Form. The home LA will write (or email if the application was online) on **16 April 2015** to advise which school place has been allocated.

Shortly afterwards, we will also contact successful parents to welcome them to the school and to make arrangements for admission itself. Every parent who makes an application for admission will be offered a school place by the LA – either at a school they have named or at an alternative.

Published Admission Number - PAN

This is the number of places we intend to make available for our normal intake. Once we set this number, we will not refuse admission for applications below the PAN. If there is unexpectedly high demand and we believe we could admit more children, we will inform Devon LA and either some children will be admitted above the PAN or we will increase the PAN.

The Foundation PAN for the whole academic year of 2015/16 is **60**.

For other Year Groups, the agreed admission limit will be the PAN which was determined for that cohort as it entered the School in Foundation Stage unless varied in response to a change in circumstances at the School. For further information, please contact us or the School Admissions Team.

St Mary's C of E Primary School ADMISSIONS OVERSUBSCRIPTION CRITERIA 2015/16 if there are more applications than places for any admission

A child with a Statement of Special Educational Needs (SEN) which names our school will be admitted. Where we receive more applications than the number of places available in the Year Group - the Published Admission Number or other agreed limit - the governing body will use the following oversubscription criteria to prioritise applications:

- 1. Children in Care or those who were in Care but ceased to be so because they were adopted after 31st December 2005, made the subject of a residency order or made the subject of a special guardianship order.**
- 2. Children for whom an exceptional medical or social need is demonstrated.**
- 3. Children who have a sibling on roll at the school at the time of application.**
- 4. Children who live in the schools designated area.**
- 5. Other children.**

(a) If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and school as a direct line from the entrance of the property (residential dwelling) to the school (yellow establishment marker) as plotted on Devon County Council's Mapscape (sometimes called GIS) at www.devon.gov.uk/schoolareamaps. The shorter the distance, the higher the priority. Where necessary, measurements will be to the closest metre. Parents should note that the direct line policy does not apply to school transport decisions.

(b) If the tie-breaker at (c) is not sufficient to distinguish between applicants in a particular category, there will be a random ballot. This will be undertaken by the LA Admissions Manager on behalf of the School by the operation of an electronic random number generator. This may be in the presence of another School representative.

(c) Where applications are received from families with multiple birth siblings (twins, triplets, etc.) every effort will be made to allocate places here including offering place(s) above the Published Admission Number wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative school with sufficient vacancies to accommodate both or all of the multiple birth siblings.

(d) Waiting lists are kept where there are more applications than places available. Waiting lists will be kept so long as there is at least one name on it.

(e) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the School.

(f) For normal round admissions, the term “at application” means at the closing date for applications or any time between then and the LA processing date for applications on **25th March 2015**. It will be a parental responsibility to inform the LA that a place has been offered at the School for a child who would then qualify as a sibling for this purpose.

(g) For children of UK service personnel and other Crown Servants the School will consider a family posted to the area as meeting residence criteria for the designated area even if a residential address has not been identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.)

(h) Evidence of exceptional medical or social need will be demonstrated according to the Protocol below.

Waiting Lists

Following allocation of Foundation Stage places the LA will retain a waiting list until the end of the first full week of the autumn term 2015 as per the primary co-ordinated admissions scheme. Following that the School will retain the waiting list in partnership with the School Admissions Team. Waiting lists will be kept in order of the oversubscription criteria above. Places on lists will not be prioritised according to how long a child’s name has been on that list. It is possible that a child’s name could go down on a list as well as up.

Late Applications for admission at the normal round to Foundation Stage

Any late application will be considered in line with Devon LA’s primary co-ordinated admissions scheme. Applications submitted after the closing date will be considered after applications submitted by the closing date unless there are sufficient reasons for the late application. Examples which may be accepted include where the parent or guardian has been in hospital and unable to apply in time. Evidence in support of the circumstances will be required.

Admissions at other times – in Year Admissions

You can make a request for admission after the normal round of admissions – after **31 August 2015** – using the Devon Common Application Form: the D-CAF. Where a child moves into the area and you as the parent have a single preference for a place here, where your child is not the subject of a Statement of Special Educational Need, has not been Permanently Excluded from a school, where there is no parental dispute regarding admissions and where there is a confirmed vacancy in the relevant year group, we may ask you to complete a D-CAF6 instead of a D-CAF. This allows for your child to start at St Mary's as soon as possible. A formal offer letter will then follow from the School Admissions Team. All In-Year admissions to the School will be made in line with Devon's In-Year Co-ordinated Admissions Scheme 2015/16

Copies of the D-CAF are available at www.devon.gov.uk/admissions or by calling 0845 155 1019.

If you are seeking an in-year place because your child has just moved to the area and does not already have a school place, admission would be as soon as possible. If your child already has a school place locally, admission will normally be at the beginning of a term or half-term.

Fair Access Protocol

All LAs are legally required to operate a Fair Access Protocol across their area – all schools and academies are required to co-operate with that protocol. This ensures that children who are vulnerable, unable to access an appropriate school place under the standard admission arrangements for the area have an admissions safety net.

For primary schools in Devon, a child meeting the criteria of the Fair Access Protocol will be admitted to the primary school designated for his or her address even where it has reached its PAN or other agreed admission limit where possible. This does not provide additional spaces for children who already have a local school place.

Admission Appeals

If your application for admission is unsuccessful, you have a statutory right of appeal to an Appeals Panel which is independent of the school. If you have not been sent appeal papers with the decision letter refusing your application for admission, you can request a form from the School Admissions Team. You then have no less than 20 school days to return the papers, together with any supporting evidence you wish to include. You do not have to wait for this period of time before submission.

The Clerk to the Independent Appeals Panel will give you at least 10 days' notice of the date when your appeal will be heard. You will also be told when you should submit any further information you would like to be considered. You will receive evidence on behalf of the school before the appeal hearing.

After appeals are heard, decision letters should be sent within five school days; you will be able to find out the outcome by telephone before then.

For appeals at the normal round of admissions to Year 3 appeals will be heard within 40 school days of the deadline for lodging appeals. For the 2015/16 intake, this is **18th May 2015**. Where the application was not made in time for a decision to be made on **16th April 2015**, appeals will be heard within that 40 day period or, if that is not possible, within 30 days of the appeal being lodged.

For in-year admissions in any academic year, appeals must be heard within 30 school days of the appeal being lodged.

For further information on the appeals process, parents can contact the school office or the Clerk to the Appeals Panel.

Transport

All parents should consider how their child will get to school for the whole of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always being available. Supported transport will be provided for those children attending this school if it is either the designated school for the home address or the closest school which was available when the parent could apply. The home address must be further than a walking distance of two miles.

Where a parent could have applied on time but did not do so, there will be no entitlement to assistance from the LA with education transport to the alternative school as suitable arrangements had been made by the LA to enable parents to become a registered pupil at a closer school.

All parents are encouraged to use sustainable travel wherever possible. The school's Travel Plan sets out further local information and is available from the school office and website.

Extended Schooling

Further information on extended schooling beyond the normal school day is available on our website – see the School Prospectus

Home-School Agreement

Admission to any school is not conditional on signing a home-school agreement. However, we will offer this to all parents after children have been admitted as we consider agreements to be a positive way of promoting greater involvement between parents in their child's education.

Uniform Policy

Children attending St Mary's are expected to wear a uniform. Some of the items required can be purchased from us and the rest from most retail outlets. Parents unable to purchase items of uniform or equipment will not be penalised. We operate a scheme to assist families in need.

Documentary Evidence

Once a place has been offered to a child, evidence of the child's identity may be requested – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at that school.

The school may also request evidence that a child's address is genuine or that the person who made an application for admission was legally permitted to do so.

School Fees and Charges

There is no charge for applying for a place here, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school and can be viewed on our website.

Objections to this Policy

For information on how to object to the terms of this or any other admissions policy or procedure, advice is available from the Office of the Schools Adjudicator. Formal objections to admission arrangements must be made by the **30 June 2014**.

Definitions We will use the definitions within Devon County Council's admission arrangements if not detailed in this policy.

Children formerly in Care	These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a residence order (see the Children Act 1989 section 8) or a special guardianship order (Children Act section 14A).
Children in Care	These children are looked after by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by Devon Local Authority or any other local authority which has informed Devon of its wish to place a child.
Designated Area	The geographical area served by the School. It is sometimes called the 'catchment' area. You should note that living within the designated area does not guarantee a place. The School's designated area can be found at www.devon.gov.uk/schoolareamaps .
Distance Measurement	At the time of determination, we purchase additional admissions support from Devon Schools Admissions Service including distance measurement. Should this contract not be renewed alternative provision will be made to measure using an equivalent mapping system.
Exceptional Reason	Children for whom an exceptional social, medical or educational reason to attend St Mary's is demonstrated (with satisfactory supporting evidence from a relevant professional.)
Fair Access Protocol	A policy operated by Devon County Council to assist children unable to access an appropriate school place through standard admission arrangements once a Year Group has begun.
GIS	Measurement will be based on Devon LA's Geographical Information System. This is an electronic mapping system which makes measurements using computer software and can be viewed at www.devon.gov.uk/schoolareamaps .
Home Address	The School will not accept more than one address as the child's home address. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order, the School will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence will be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered by the School in reaching a decision on the home address for admissions purposes.

	<p>This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the School will determine the home address.</p>
<p>Linked Junior School</p>	<p>A school which works with another to develop curriculum links and to ease transition for pupils from junior or primary school to secondary school. Bideford College gives admissions priority for children attending this school. That does not constitute a guarantee for a place.</p>
<p>Parent</p>	<p>A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both.</p>
<p>Published Admission Number</p>	<p>This is the minimum number of places available at the school. In limited circumstances, more will be admitted according to the Primary Co-ordinated Admissions Scheme. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible school organisation.</p>
<p>Sibling</p>	<p>This will be a full, adopted half or step brother or sister and will include a full, adopted half or step brother or sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address.</p>
<p>Statement</p>	<p>A Statement of Special Educational Needs is a formal document describing a child's special educational needs (SEN) and how they will be provided for in a school. The Children and Families Bill 2003 proposes to replace Statements with Education, Health and Care Plans, in which case, references to Statements should include EHC plans.</p>

Contacts and Further Information

Headteacher
St Mary's C of E Primary School
Chanters Road
Bideford
EX39 2QN
01237 477288
www.stmarysce.co.uk
admin@stmarysce.co.uk

The Diocese of Exeter

Diocesan Board of Education
The Old Deanery, The Cloisters, Exeter EX1 1HS
01392 294939

School Admissions Team

admissions@devon.gov.uk
Telephone contact through *My Devon* on 0845 155 1019

Devon County Council policies

Available at www.devon.gov.uk/admissionarrangements

School Appeals

Clerk to the Independent Appeals Panel, County Hall, Topsham Road, Exeter, EX2 4QG
Telephone contact through *My Devon* on 0845 155 1019

Education Welfare Service

Telephone contact through *My Devon* on 0845 155 1019
www.devon.gov.uk/education_welfare

The Department for Education (DfE)

Telephone 0870 000 2288
www.education.gov.uk

Education Transport Team

Telephone contact through *My Devon* on 0845 155 1019
www.devon.gov.uk/education_transport

Children's Education Advisory Service

Trenchard Lines, Upavon, Pewsey, Wiltshire SN9 6BE
01980 618244
enquiries@ceas.detsa.co.uk

Churches Together in England

020 7529 8131
www.churches-together.net

Office of the Schools Adjudicator

Telephone 01325 735303
www.education.gov.uk/schoolsadjudicator

Policy version

This policy will be determined by the school in April 2014 following a consultation hosted by Devon County Council at www.devon.gov.uk/admissionarrangements between 1 January and 28 February 2014. It will be reviewed annually.

Protocol for Admission of children with Exceptional Medical or Social Need 2015/16

1. Background

1.1 As part of the Co-ordinated Schemes of Admission operated by Devon County Council, parents of secondary age children will be invited to express preference for the school they would like their child to attend, together with reasons for preference on the Common Application Form (for Devon residents, D-CAF1).

1.2 In a small number of cases, a preference for St Mary's will be because a parent feels there is 'exceptional medical or social need' for their child to attend the School and not another school.

1.3 The 'exceptional' nature of these cases denotes that they will be individual in circumstance, however, exceptional need could include:

- A serious medical condition, which can be supported by medical evidence;
- The death of a parent associated with another school;
- Significant caring responsibilities which can be supported by Social Services;
- Where one or both parents or the child has a disability that may make travel to a school further away more difficult.¹

1.4 It is intended that this protocol may pre-empt some admission appeals where it is considered that exceptional justification to attend St Mary's can be demonstrated before applications are prioritised and processed.

1.5 It is expected that professional evidence from a social care, medical or education expert, independent of the family would be provided which provided a reasoned and unequivocal opinion that the child would suffer a significant detriment specifically by not being admitted to St Mary's.

2. Practice

2.1 Where a parent cites exceptional need, or where St Mary's feels the reasons given by a parent for preferring the School on their application form could be considered as such, the protocol will apply.

2.2 Where a parent feels the nature of the supporting evidence is of particular sensitivity, he or she may submit that evidence direct to St Mary's. The School will advise the LA that evidence has been received but not its content.

3. Admissions in the Normal Round

3.1 Common application forms that indicate exceptional need will be discussed with the

¹ These examples are not meant to be exhaustive or exclusive. Neither should it be assumed that similar circumstances would impact on different children and families in the same way.

Governing Body by Devon's Admissions Manager. Further information may be sought from the applicant if necessary.

3.2 If the Governing Body accepts that exceptional need has been demonstrated, the LA will be advised that the application is considered to meet our oversubscription criterion 2. This is not a guarantee of a place although we would not expect to be in a position where criterion 2 applicants would be refused admission. The LA will advise the parent without delay.

3.3 Where the Governing Body does not agree that the need is exceptional, the application will be prioritised according to the School over-subscription criteria and a place will be offered by the LA as per the Primary Co-ordinated Scheme:

- where a child is eligible for a place at only one of the preferred schools, that school will be allocated to the child
- where the child is eligible for a place at two or more of the preferred schools, they will be allocated a place at whichever of these is the highest ranked preference
- where the child is not eligible for a place at any preferred school, an alternative school may be allocated to the child.

3.4 Where the Governing Body does not agree that the need is exceptional and a place at St Mary's is refused on **16 April 2015** the parent¹ will have the statutory right of appeal to the Independent Appeal Panel.

3.5 Where the Governing Body does not agree that need is exceptional, the parent will be able to provide further information for consideration.

4. In Year Admissions - 'Out of Normal Round'

4.1 In all cases, a Devon D-CAF may be submitted to the LA. If the relevant Year Group has vacancies the application should not be refused. If the relevant Year Group has reached or exceeded the Published Admission Number or other agreed admission limit, the Governing Body will consider whether exceptional need is demonstrated.

4.2 D-CAFs for places at the School which indicate exceptional need will be brought to the attention of the Governing Body.

4.3 If the Governing Body feels that exceptional need has been demonstrated and that a place can be made available the LA will be advised that a place can be offered to the child at St Mary's.

4.4 If the Trust feels that exceptional need has been demonstrated but that a place cannot be made available, the child will be placed on the waiting list for vacancies with the priority being oversubscription criterion 2.

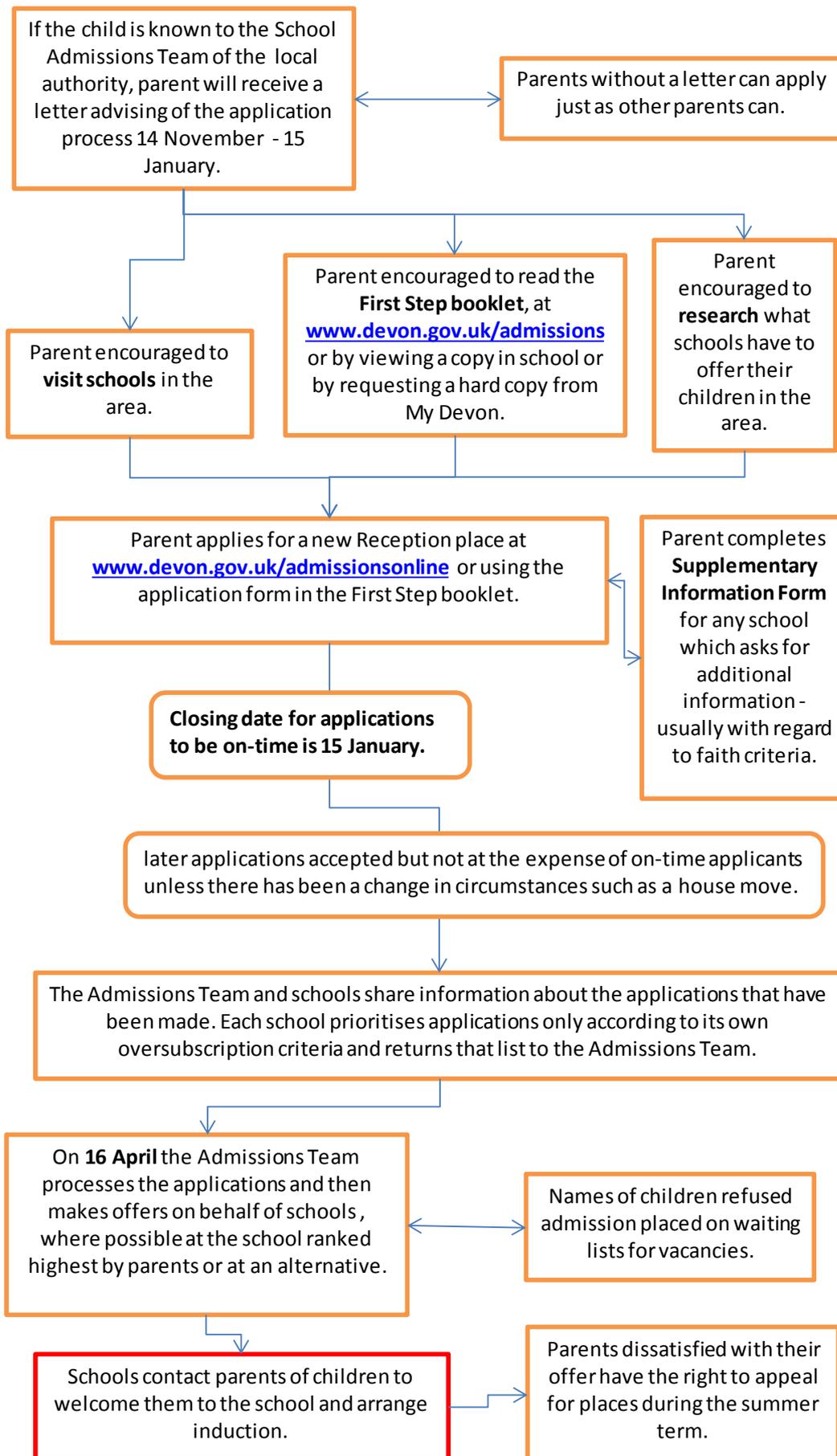
4.5 Where the Governing Body does not agree that the need is exceptional, the application will be prioritised according to the School over-subscription criteria and a place will be offered by the LA as per the In-Year Co-ordinated Scheme:

- where a child is eligible for a place at only one of the preferred schools, that school will be allocated to the child
- where the child is eligible for a place at two or more of the preferred schools, they will be allocated a place at whichever of these is the highest ranked preference
- where a child is eligible for a place at only one of the preferred schools, that school will be allocated to the child
- where the child is eligible for a place at two or more of the preferred schools, they will be allocated a place at whichever of these is the highest ranked preference.

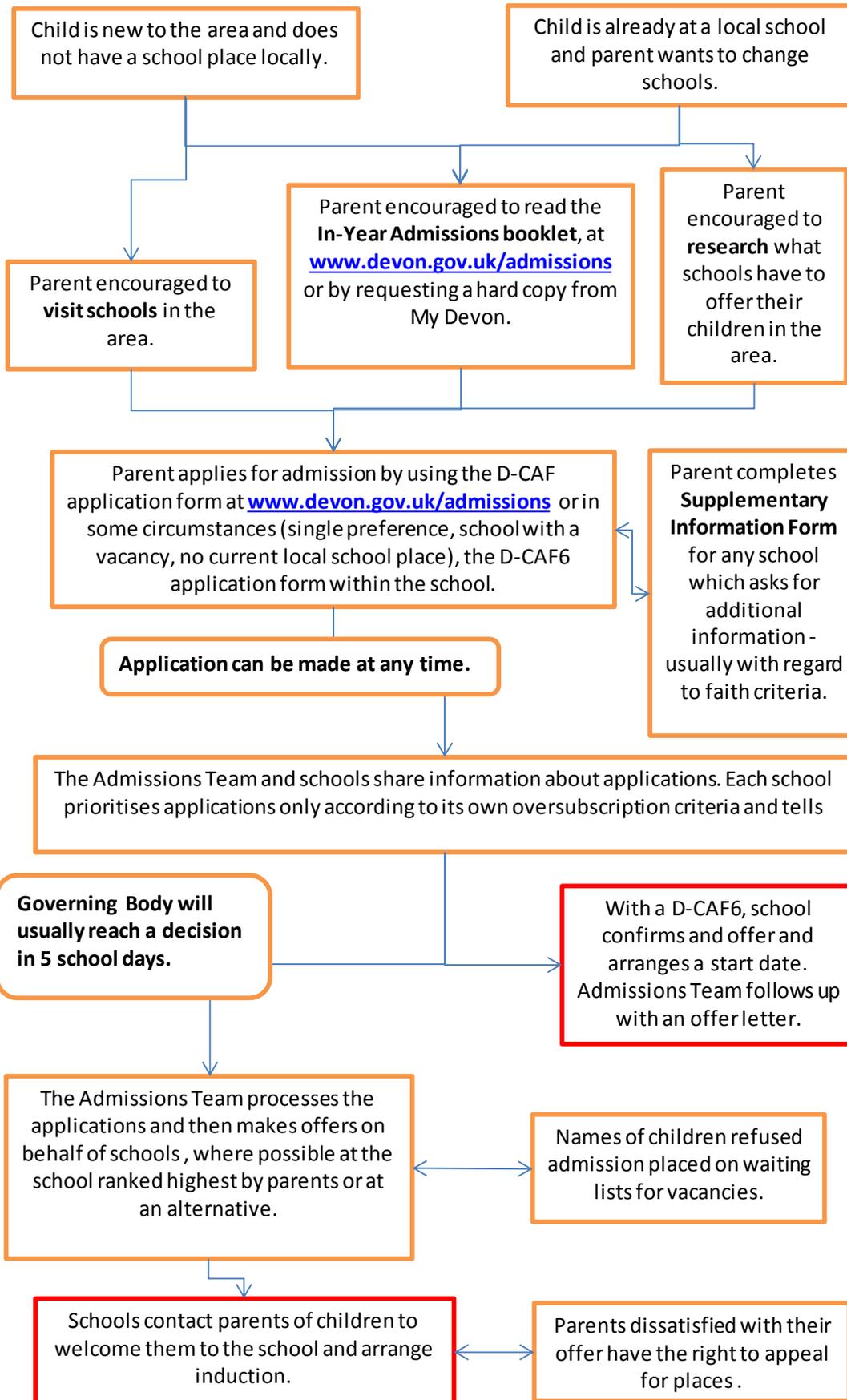
4.6 Where the Governing Body does not agree that the need is exceptional and a place at St Mary's is refused, the parent will have the statutory right of appeal to the Independent Appeal Panel.

4.7 Where the Governing Body does not agree that need is exceptional, the parent will be able to provide further information for consideration.

Admissions at the Normal Round into Reception

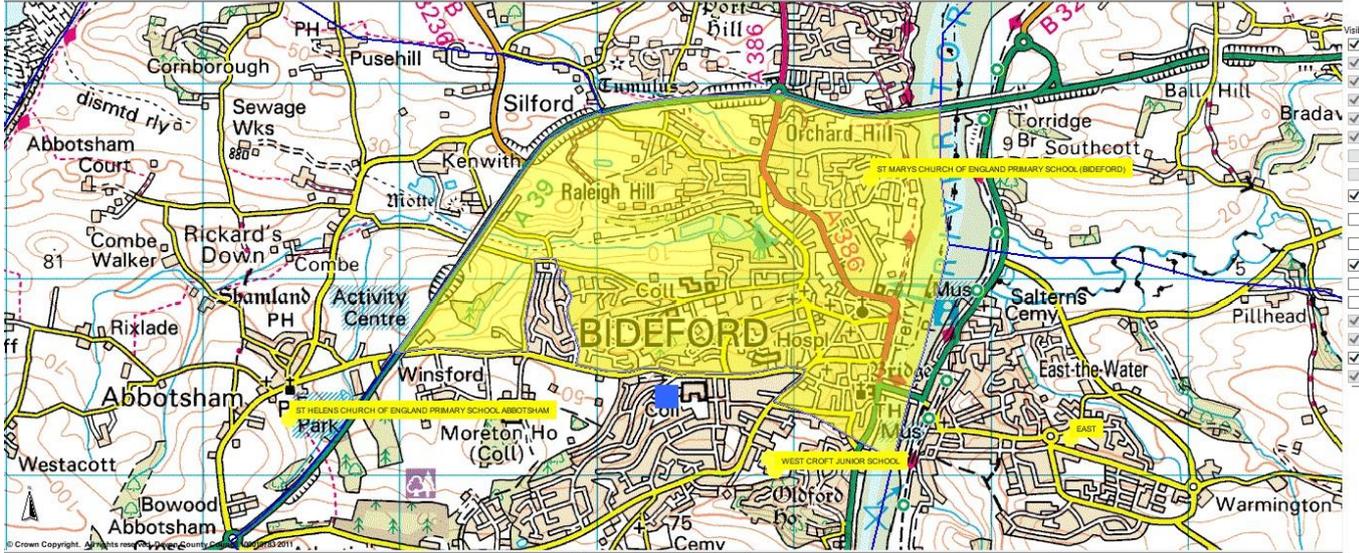


In-Year Admissions to any Year Group



School Designated Area Maps (2014-15)

Select new map theme



Primary School Designation Areas

Primary School	SECONDARY	DIE	Nearest RC	NOTES
St Mary's Church of England Primary School, Bideford	Bideford College	2009	Our Lady's Catholic Primary School, Barnstaple	