



# Admissions Policy

2023/24 – St Marys and All Saints C of  
E (Aided) Primary School - SMAS

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# **St Marys & All Saints C of E (Aided Primary Schools)** **Admissions Policy for Admission 2023-2024**

## **Introduction**

St Mary and All Saints is a Voluntary Aided Church of England Primary School. It is a church school for the community. The Governing Board of St Mary and All Saints is the admission authority for the school.

This policy has been prepared after consultation with the Oxford Diocesan Board of Education. The policy complies with the School Admissions Code 2021, all relevant legislation and Reading School Admissions Team co-ordinated admissions scheme.

The principal aims of this policy are to maintain the key character of a church foundation school whilst meeting the needs of the wider community. The Governing Board aims to meet parental preference wherever possible and to promote social inclusion by welcoming all members of the community regardless of their faith (or none), their gender, disability or ethnic origin. Diversity is valued as is the contribution that each individual and every group makes to the school and the wider community. A broad and balanced curriculum is offered, which is committed to the spiritual, moral, social and cultural development of the child within the framework of the national curriculum.

It is hoped that parents/carers who seek admission for their children will support the school's welcoming and inclusive Christian ethos. The school respects the right of parents/carers to request in writing that their children are withdrawn from Collective Worship and Religious Education, in which case, alternative supervision will be made. The Governing Board and the Staff place a high value on our Collective Worship and Religious Education, which celebrate the life and work of our school community.

The admission number for entry to the Reception classes is 60 and all other year groups also have 60 places. The school will admit 60 children whose fifth birthday falls between 1 September 2022 and 31 August 2023 into two Reception classes of 30.

## **Normal Admission Round**

In accordance with the co-ordinated admission arrangements agreed with Reading School Admissions Team, all applicants must complete a Common Application Form (CAF) from the Local Authority in which they live (the "home LA" - which may not be Reading), stating their school preferences. This form may be completed on line or in paper form and should be returned to the home LA by 15 January 2022.

The Local Authority composite book gives information on all schools in Reading and assists parents/carers in expressing their preference for a school. This can be obtained from the Reading School Admissions Team, Bridge St, Reading, RG1 7TD.

In accordance with the co-ordinated admission arrangements agreed with Reading School Admissions Team, an application in the normal admission round is one where it has been received by the official closing date for applications, which is 15 January 2022.

Children whose fifth birthday falls between 1 September 2022 and 31 August 2023 will be offered a full time place from the beginning of Term 1 in September 2023 that is as a Rising 5.

It is not the Governors' policy to admit children whose fifth birthday falls after 31 August 2023.

Parents/carers of a child whose fifth birthday falls between 1 September 2022 and 31 March 2023 may request that their child is not admitted until later in the school year 2023 to 2024 (no later than the term [using the three term year] after the child's fifth birthday, when he or she reaches compulsory school age). The school will hold any deferred place for the child, although in the majority of cases, children benefit from starting at the beginning of the school year, rather than part way through it.

Parents/carers of a child whose fifth birthday falls between 1 April 2023 and 31 August 2023 (summer born children) who do not wish them to start school in the school year 2023 to 2024, but to be admitted to the Reception Year in September 2024 should apply at the usual time for a place in September 2022 together with a written request that the child is admitted outside his or her normal age group to the Reception Year in September 2024. N.B. Parents/carers will need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the application with the Head Teacher as early as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2024) for a Reception place in September 2024. If their request is refused the parents/carers must decide whether to wait for any offer of a place for September 2023 (subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the Summer Term 2023 for a Year 1 place in September 2024. Parents/carers should be aware that the Year 1 classes may have no vacancies as they could be already full with children transferring from the 2023 to 2024 Reception Year classes.

Parents/carers will be informed by their home LA by letter of their allocated school.

If the offer of a place is not accepted by the closing date as advised by the home LA, then the place will be offered to another child.

Parents/carers are also entitled to request part time education until the term after the child reaches the age of 5. In such instances they should discuss details with the Head Teacher.

### Late Applications

Applications received after the closing date will be treated as "late" applications. However, if the late submission of the application is caused by extenuating circumstances (e.g. sudden illness or death of a close family member or the family having very recently moved to the area), written evidence may be provided to support this. In such cases, the application may be treated as on time if evidence is received before **1 February 2023**. Where no evidence is provided, it will be assumed that the application could reasonably have been submitted by the closing date. In such cases, the application will be treated as late and considered after all on time applications have been allocated. All applications received from 2 February are considered late and be passed the appropriate admission authority in Reading (or to the appropriate local authority after 4 May 2023).

PARENTS/CARERS SHOULD NOTE THAT ADMISSION TO THE NURSERY CLASS DOES NOT GUARANTEE A PLACE IN THE MAIN SCHOOL.

### Infant Class Sizes

Currently the law states that an infant class, (i.e. Reception, Year 1 and Year 2) shall not exceed 30 children in a single teaching session with a single teacher. The presence of a Teaching Assistant in a classroom does not permit the class to exceed 30.

The policy of the Governing Board of St Mary and All Saints School is to ensure that all the classes in years 3-6 do not exceed 30 pupils – that is 60 in each year group.

The Published Admission number (PAN) applies to the relevant year group for Admission in September 2023-2024

## 1. Oversubscription Criteria

When applications for admission exceed the number of places available in any year group, the following oversubscription criteria will be applied in the order set out below, to decide which pupils to admit:

The oversubscription criteria is as follows:

**A child who has a statement of special educational need or an Education Health and Care Plan is required to be admitted to the school names on the child's statement.**

### Priority 1

A "looked after child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order <sup>(90)</sup> including those 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. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see the definition in Section 22(1) of the Children Act 1989)

### Priority 2

Children who have, one or both parents/carers, exceptional medical or social needs that make it essential that the children attend St Mary and All Saints School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See page 7).

### Priority 3

Children living in the designated area (as agreed with Reading School Admissions Team) who have a sibling or siblings either a) on the roll of the school at the time of the application or b) whose parent/carer has accepted an offer of a place for the sibling(s) at the school and, in either case, c) who is or are expected to be still on the roll at the time of the applicant's entry to the school.

90 An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders) A "child arrangements order" is an order settling the arrangements as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. 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)

#### Priority 4

Children who live in the designated area. (See page 6).

#### Priority 5

Children who do not live in the designated area, but who have a sibling or siblings either:

- a) On the roll of the school at the time of the application or
- b) Whose parent/carer has accepted an offer of a place for the sibling(s) at the school and in either case
- c) Who is or are expected to be still on the roll at the time of the applicant's entry to the school.

#### Priority 6

Children who live outside the designated area and who do not meet any of the criteria set out above.

#### Tie Breaker

In any case where two or more children rank equally under any of the criteria above and there is only one place available, the tie breaker is the distance measured in a straight line between the school and the child's home (see Measuring Distance, Page 7). In the event that two distance measurements are identical, the school will use random allocation to decide which child will be offered the place. The process will be conducted in the presence of a person independent of the school.

#### Waiting List

Reading School Admissions Team will maintain a waiting list until the end of the term ending in December 2023. For those children who are not offered a place in the normal admissions round (including those unsuccessful on appeal). The order of priority on the waiting list is determined by the above criteria for over subscription. No account is taken of the length of time on the waiting list.

#### Multiple Births

The governors will admit all siblings from a multiple birth where one such sibling is the 60th child to be admitted into the class. In that case the infant class legal maximum of 60 pupils with a single teacher may be exceeded by the number of the siblings of the 60th child. In all other year groups where there is a place available the agreed number of 60 for each year group may be exceeded by the number of siblings of the 60th child.

## All Other Admissions

For the academic year 2023/24, St Marys & All Saints have delegated the consideration of In-Year Transfer Application to Reading School Admissions Team. Applications to be admitted to St Marys & All Saints outside the normal admissions round can be made directly to SBC via this link:

[www.reading-self.achieveservice.com/en/AchieveForms/?form\\_uri=sandbox-publish://AF-Process-951b0c84-4c93-477e-9b05-7a6307e0da96/AF-Stage-157703bb-588b-4272-9bc3-bf84004f7f88/definition.json&redirectlink=%2F&cancelRedirectLink=%2F&category=AF-Category-0c39d40f-83aa-4cef-9790-1719ad0c268a](http://www.reading-self.achieveservice.com/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-951b0c84-4c93-477e-9b05-7a6307e0da96/AF-Stage-157703bb-588b-4272-9bc3-bf84004f7f88/definition.json&redirectlink=%2F&cancelRedirectLink=%2F&category=AF-Category-0c39d40f-83aa-4cef-9790-1719ad0c268a)

A paper copy of this application form is available from Reading School Admissions Team for parents without access to the internet.

For further information please refer to the In Year Co-ordinated Admissions Scheme via this link:

[www.brighterfuturesforchildren.org/wp-content/uploads/2021/09/In-Year-Guide-2021-22-new.pdf](http://www.brighterfuturesforchildren.org/wp-content/uploads/2021/09/In-Year-Guide-2021-22-new.pdf)

## Admission Outside Normal Age Group

Requests from parents/carers for admission outside a normal age group will be considered carefully e.g. for those who missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents/carers discuss their wishes with the Head Teacher in advance of applying for a place. Relevant professionals may be asked for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

## Designated Area

West Green Court  
Rembrandt Way (all residences in this estate have a Rembrandt Way address)  
Swallows Croft  
Carsdale Close  
Shaw Road (Flats only)  
Saint Saviours Road  
Tintern Crescent  
Wensley Road  
North Lodge Mews  
Lesford Road  
Heron Way  
Holybrook Road  
Arbour Close  
Trelleck Road  
Tyberton Close  
Hay Road  
Tupsley Road  
The Brookmill  
Yew Lane  
The Old Lane  
Boston Avenue (even numbers)  
Coley Avenue (south side of Berkeley Avenue)

Parents/carers are advised to check with the school or Reading School Admissions Team as to whether their house is in the designated area.

It should be noted that the designated area of this school is not the same as the Ecclesiastical Parish boundary. Plans of the Parish boundary and of the designated area are attached to this policy and are displayed on the school's website.

### Measuring Distance

If the school does not have enough places for all children in a particular category, places will be allocated to those living nearest the school. The distance is measured in miles as a straight line between the Ordnance Survey data point for the child's home address and the school using Reading Borough Council digital mapping software. This distance is measured to three decimal places. In the rare event that it is not possible to decide between the applications of those pupils who have the same measurement, the place will be offered using random allocation. A member of Committee Services staff for Reading Borough Council will supervise the selection process.

### Exceptional Medical or Social Needs

When applying under Criterion 2 the application must be fully supported by written evidence from the appropriate independent professional person involved with the family (e.g. doctor, social worker, early years professional or family support worker) and should state why the school is considered the most suitable and the difficulties which would be caused if the child had to attend another school. The evidence must be submitted with the application form and be returned by the closing date.

### Admission Appeals

Parents/carers who are refused a place for their child in all year groups of the school, are entitled to appeal to an independent appeals panel. Information about this process will be given in the decision letter sent either by Reading Borough Council on behalf of the Governing Body or by the academy. Students and parents can appeal for places in the Sixth Form

### Repeat Applications

It is not the policy of the Governing Board to consider repeat applications in the same academic year unless there is a material change of circumstances.

### Meaning of Parent/carer

A parent/carer is any person who has parental responsibility (as defined in the Children Act 1989) for the child or any person who has the care of the child.

### Siblings

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

## Home Address

Home address means the child's normal home address and is the child's permanent address at the time of the application. This is regarded as being where the child spends the majority of the school week from Sunday night to Thursday night. In cases where a child has a split residence arrangement between the homes of two parents/carers, the home address will be where the child sleeps for the majority of the nights between Sunday and Thursday. The school reserves the right to verify the address.

## Special Educational Needs and Disability

The Governing Board complies with Special Educational Needs - Code of Practice (paragraph 8.65) which states that denominational considerations cannot override the requirements of S.316 of the Education Act 1996.

The Governing Board will ensure that they comply with their duties in relation to the admission of disabled children in accordance with the Special Educational Needs and Disability Act 2001 which came into effect on 1 September 2002.

## Monitoring and Evaluation

The Admissions Policy will be reviewed by the Director of Business Services annually.