

**Peterborough Diocese Board of Education  
Sywell Church of England Voluntary Aided Primary School**

**Admission Policy 2018**

The Governing Body are the Admission Authority in this Voluntary Aided school and are therefore responsible for all admissions.

The Governing Body will admit up to 15 pupils into each year group.

When there are more applications than there are places available, the governors will admit pupils according to the following criteria which are listed in order of priority.

The Governing Body will deal with late applications after all the 'on time' applications have been processed. Those refused a place due to the school having admitted up to the Published Admission Number, will be advised of their right to appeal.

The governors will admit children with a statement of Special Educational Needs which names the school.

Oversubscription criteria

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order . 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 functions (see the definition in section 22(1) of the Children Act 1989).
2. The governors will admit children on social or medical grounds, where professionals have clearly identified that the school will best meet the needs of the child. These applications must be accompanied by documentary evidence from appropriate professionals within the Health or Social services.
3. Children living with their parent(s)/legal guardian(s) in the civil parish of Sywell (see residence definition below)
4. Children who have an older sibling who will be continuing to attend the school at the time of admission of the younger child (see sibling definition below).
5. Children of worshipping members (see definition below) of the church of St Peter and St Paul, Sywell with Overstone, which is located in the ecclesiastical parish of Sywell and Overstone and is a member of Churches Together in England, this includes the Church of England. These applications must be accompanied by form SIF/A available from the school. The completed SIF/A will then be sent to the minister with form SIF/B to verify church allegiance

6. Children of worshipping members (see definition below) of any Church that is a member of Churches Together in England, this includes the Church of England. These applications must be accompanied by form SIF/A available from the school. The school will then send a copy of the completed SIF/A to the appropriate minister with form SIF/B to verify church allegiance.
7. Children of parent(s)/legal guardian(s) of other faiths, or none, who wish their child to be educated in a church school and Christian environment.

### **Late Applications**

The Governing Body will deal with late applications after all the 'on time' applications have been processed. Those refused a place due to the school having admitted up to 15 pupils, will be advised of their right to appeal.

### **Waiting Lists**

All parents who are refused a place at the school at any time may wish to place their child's name on a Waiting List. This does not affect your right of appeal. Parents must contact the school and request that their child's name is placed on the Waiting List. This can be done by telephone (01604 644565) or e-mail (head@sywell-ce.northants-ecl.gov.uk).

Pupils will be placed on the Waiting List in strict order according to the oversubscription criteria on the Admissions Policy. If a place becomes available at the school, places will be allocated according to these criteria and not on a first come, first served basis.

Waiting lists are renewed at the start of each academic year in September. If parents wish their child to remain on the waiting list, they should contact the school within 10 school days of the start of term in September, otherwise their name will be removed.

Please note that children who are the subject of a direction by the local authority to admit or who are allocated a place in accordance with a Fair Access protocol must take preference over those on the waiting list.

### **Right of Appeal**

Governors will admit up to the published admission number. For any child subsequently refused a place, parent(s)/legal guardian(s) will have the right to appeal against the decision, to an independent Appeals Panel. Parents wishing to appeal should write to:

The Clerk to the Appeals Panel  
Diocesan Board of Education  
Bouverie Court  
6 The Lakes  
Bedford Road  
Northampton NN4 7YD

### **Notes**

### **Tie Breaker**

Where there are more applications in any one category, applications will be prioritised on the distance from the child's home to the main entrance of the school. Distances are measured from the property to the nearest access point to the school grounds. It is measured on a straight line basis, using a geographical information system.

### **Parish Boundaries (ecclesiastical parishes)**

For Parish boundaries, please consult the attached map or visit the internet site [www.achurchnearyou.com](http://www.achurchnearyou.com), put in your postcode, click on where you live and the name of your parish will be shown.

### **Civil Parish Boundary**

For the civil parish boundaries of Sywell please see map in school or on the school website – [www.sywellceprimaryschool.org.uk](http://www.sywellceprimaryschool.org.uk).

### **Residency definition**

The child's place of residence is the address of the parent or legal guardian with whom the child spends the majority of time during the school week.

(Parent(s)/legal guardian(s) may be asked to produce evidence of residency/home address at any time during the admissions process)

### **Definition of siblings**

The definition of a brother or sister sometimes referred to as a sibling;

- a brother or sister sharing the same parents
- a half brother or half sister where 2 children share one common parent
- a step-brother or step sister, where two children are related by a parent's marriage
- adopted children

A brother or sister must be living at the same address when the application is made.

### **Definition of Worshipping Member**

At least one of the parents or guardians of the child is regarded by the priest / minister / worship leader as part of the worshipping community at the church / worship centre. This would not necessarily mean that the parent is a "Member" in a technical sense (eg through baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than "occasional" and has been sustained for more than a short, very recent period of time.

Chairperson's Signature:

Approved at Governors' Meeting held on: 1<sup>st</sup> March 2016

To be reviewed: **Annually**