

**Applying for a Place at  
Sywell Church of England Voluntary Aided Primary School  
Diocese of Peterborough**

Northamptonshire County Council (the local authority) co-ordinates applications for places in this school. In order to submit an application please refer to the local authority web site [www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/primary-school-places/Pages/default.aspx](http://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/primary-school-places/Pages/default.aspx)

**Sywell Church of England Voluntary Aided Primary School**

**Admission Policy 2020**

The Governing Body is the Admission Authority in this Voluntary Aided School and is therefore responsible for the admission of children to this school.

The Governing Body will admit up to 15 pupils into each year group. This is the Published Admission Number or PAN.

When there are more applications than there are places available, the governors will admit pupils according to the following oversubscription criteria which are listed in order of priority. If the admission number is exceeded within any criterion priority will be given to those who live closest to the school (as to how distance is measured see tie breaker section in notes below).

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 an Education Health Care Plan (EHCP) which specifically names the school.

Oversubscription criteria

1. 'Looked after' children or previously 'looked after' children who 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) at the time of their application to school.

A previously looked after child is a child who was looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Children living with their parent(s)/carer(s) in the civil parish of Sywell (see residence definition below and notes on Civil Parish Boundary below).
3. Children who have an older sibling at the school at the time of application (see sibling definition below).
4. 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. 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 (see notes regarding SIF forms under definition of Worshipping Member below).
5. 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), or the Fellowship of Independent Evangelical Churches, or any other church or ecclesial community of other Christian denominations in membership of any local Churches Together Group, by whatever title (see note below). 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. (see notes regarding SIF forms under definition of Worshipping Member below).
6. Children of parent(s)/carer(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. Parents should refer to the local authority admission web site for details of how to apply – see link at the start of this document.

### **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's name 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.

### **Admission of children below compulsory school age and deferred entry to school**

Children are required to start their compulsory education from the beginning of the term following their 5<sup>th</sup> Birthday (based on a 3 term year starting with terms starting in September January and April.) In Sywell C of E Primary School, children are entitled to a full year in Reception i.e. the school place is available from the beginning of the school year in which the child has its 5<sup>th</sup> birthday.

### **Deferred entry**

Parents/ carers can request that entry to the school is deferred until later in the same school year (i.e. a child born in the autumn term could defer starting school until January and a child born in the spring or summer term could defer their start until after Easter.) if such a request is made, the school is required to hold the place for the child; the place cannot be offered to another child but it cannot be kept open beyond the beginning of the summer term. This request should be only once a place has been offered. Any parents/carers considering deferring their child's admission are recommended to discuss this with the head teacher.

### **Admission of children out of their normal age group**

Parents /carers may seek a place for their child out of their normal age group e.g. if the child is exceptionally gifted and talented or has experienced problems such as ill health.

Parents/Carers of a summer born child (i.e. a child born in the period from 1<sup>st</sup> April to 31<sup>st</sup> August) may not want to send their child to school until the September following their 5<sup>th</sup> birthday and may request that they are admitted out of their normal age group – e.g. to Reception rather than Year 1. Please refer to the section on summer born children in the accompanying notes for details of the process.

There is no duty for the school to agree to such a request. There is no right to appeal against that decision.

In each case the Admissions Committee of the Governing Body will make the decision based on the circumstances of the case and what is in the best interests of the child after submission of the request and supporting information from the parent.

### **Right of Appeal**

Governors will admit up to the published admission number. For any child subsequently refused a place, parent(s)/carer(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  
Email – [education@peterborough-diocese.org.uk](mailto:education@peterborough-diocese.org.uk)

## **Notes/Definitions**

### **Tie Breaker**

Where the admission number is exceeded 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 address point of the child's home to the address point of the school. It is measured on a straight line basis, using a geographical information system. See distance measurement below

### **Distance measurement**

Distances are measured on a straight line basis from the address point of the child's home to the address point of the school, using a geographical information system. Each address has a unique address point established by the most valuable elements from the national Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and the Valuation Office agency. The address point for the property does not change.

In the case where there are multiple applications from the same shared dwelling (e.g. flats or where there are two homes where the address point of the home to the address point of the school is identical (using the above mentioned system) random allocation, supervised by a suitable independent person will be used to decide the priority in which applicants are selected in the event of a tie breaker being needed.

### **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 home address/ place of residence means the permanent residence of the child at the time of application. It is the address of the parent or legal carer with whom the child spends the majority of time during the school week.

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

### **Separated parents**

If a child lives with separated parents, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night to Thursday night inclusive) If a child spends equal time at 2 addresses, the parents must decide which address they wish to use as the child's main address for the application.

**Please note if false or misleading information is used to try and gain a place this may lead to the governing body rejecting or withdrawing the offer of a place.**

### **Definition of siblings**

A brother or sister living at the same address as the applicant sometimes referred to as a sibling; including

- 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/civil partnership
- a child who has been adopted or is fostered by parents /carers who have other children.

### **Definition of Worshipping Member**

At least one of the parents or carers 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 (e.g. 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.

If parents/carers wish their application to be considered under criterion 4 or 5 they must complete a form **SIF/A** which is available from the school and return it to the school (not the local authority). This must be completed by the deadline published on the form. The school will then submit the completed form to the relevant minister with form SIF/B to verify the information. As the SIF/ B needs to be returned to the school in time for the school to rank applications it is very important to submit form SIF/A to the school as soon as possible.

SIF/A forms can be found at:

<http://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/primary-school-places/Pages/primary-supplementary-forms.aspx>

A list of churches belonging to Churches Together in England (CTE) may be found at:  
[https://www.cte.org.uk/Groups/234690/Home/About/Membership\\_of\\_CTE/Member\\_Churches\\_of/Member\\_Churches\\_of.aspx](https://www.cte.org.uk/Groups/234690/Home/About/Membership_of_CTE/Member_Churches_of/Member_Churches_of.aspx)

A list of churches belonging to the Fellowship of Independent Evangelical Churches (FIEC) may be found at:  
<https://fiiec.org.uk/>

For Churches and Ecclesial Communities not members of CTE or FIEC:  
Churches and Ecclesial Communities of Other Christian Denominations are those whose members, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and in obedience to God's will and in the power of the Holy Spirit commit themselves to seek a deepening of their communion with Christ and with one another in the Church, and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no creedal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

If you are unable to access the internet for the information above, a list can be provided by contacting the school office (01604 644565).

### **Process for requesting a place out of normal age group (not summer born)**

Parents / carers may seek a place for their child out of their normal age group for reasons such as the child is exceptionally gifted and talented or has experienced problems such as ill health.

If parents/carers wish to do so, they must contact the head teacher at the School.

The Admissions Committee of the Governing Body will convene a meeting to consider the request and will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- ❖ the parent's/carer's views;
- ❖ information about the child's academic, social and emotional development;
- ❖ where relevant, the child's medical history and the views of a medical professional;
- ❖ whether the child has previously been educated out of their normal age group;
- ❖ whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- ❖ the Head teacher's views.

Please note – if the Admissions Committee does not agree to this request to be admitted out of cohort, there is no right of appeal against that decision.

## Requests for admission out of normal age group (*Summer Born children*)

- Parents/carers who wish to apply for a place in Reception out of the normal age group should make a request to the Governing Body, as it is the admissions authority and responsible for admissions. The request needs to be accompanied by reasons for such a request and should be made by **1 December** of the year prior to the year the child should enter Reception if they had not requested to defer applying.
- The Admissions Committee of the Governing Body will convene a meeting to consider the request and will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:
  - ❖ the parent's/carer's views;
  - ❖ information about the child's academic, social and emotional development;
  - ❖ where relevant, the child's medical history and the views of a medical professional;
  - ❖ whether the child has previously been educated out of their normal age group;
  - ❖ whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
  - ❖ the Head teacher's views.

### What happens next?

- The Admissions Committee will inform the parents/carers of its decision on the Year group the child should be admitted to when they have to start school (i.e. Reception or Year 1) and will set out clearly the reasons for their decision.
- If the Admissions Committee **agrees** to the parent's/carer's request to defer the application for a Reception place, they will inform the local authority and the parents/carers will then need to make an application for a place in Reception in the normal round of admissions in the following academic year.

**Please note** – in this following normal admissions round, if the School is oversubscribed, all applications (including deferred applications) for the School will be ranked in accordance with the School's oversubscription criteria. If the application is not successful, parents/carers will have the right to appeal but, as the purpose of the appeals process is to consider whether a child should be admitted to a particular school, parents/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like;
- If the Admissions Committee does **not agree** to the application being deferred, there is **no right of appeal** against that decision and the parents/carers will need to make an application to the local authority for a place in Reception by 15 January or make an in-year application for a Year 1 place at the appropriate time.

Chairperson's Signature: [Annette Ray](#)

Approved at Governors' Meeting held on: [3 May 2018](#)

To be reviewed: **Annually**