

## St Matthew's Church of England Primary School

### ADMISSION POLICY

For the academic year 2023/2024

This policy should be read together with the notes and definitions on page 6.

St Matthew's CE Primary School (the "School") is a Church of England Primary School and is part of Frays Academy Trust (the "Trust"). The School is founded on Christian principles and with a Christian ethos that underpins all that happens in the School. We expect that everyone who attends will be supportive of the Christian foundation of the school. However this does not mean that all our pupils come from a Christian background, and children from all faiths, and none, are warmly welcome to apply.

The Trust is the admission authority and has delegated responsibility for admissions to the Local Governing Body of the School. The London Borough of Hillingdon, the local authority, undertakes the co-ordination of admission arrangements via the Pan-London Admissions Scheme during the normal admission round. In-year admissions are coordinated by the Trust.

The Local Governing Body has set its Published Admission Number ("PAN") at 60 pupils for the Reception year in the school year which begins in September, 2023.

The Local Governing Body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the School's PAN.

#### 1. Pupils with an Education, Health and Care Plan<sup>1</sup>

The admission of pupils with an **Education, Health and Care Plan** ("EHCP") is dealt with by a completely separate procedure by the SEND team in the local authority which maintains that pupil's EHCP. Children with an EHCP that names the School must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children in the same year group.

#### 2. Application Procedures and Timetable

To apply for a place at the School in the normal admission round, you must complete a Common Application Form available from the local authority in which you live.

You will be advised of the outcome of your application on National Offer Day or the next working day, by the local authority on our behalf.<sup>2</sup> If you are unsuccessful (unless your child gained a place at a school

<sup>1</sup> An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

<sup>2</sup> For 2023/24 this will be 17<sup>th</sup> April 2023 (the next working day after National Offer Day, 16<sup>th</sup> April).

you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed below, and you have the right of appeal to an independent appeal panel (see below).

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2023.

### 3. Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

- 1) **Looked after**<sup>3</sup> and **previously looked after children**. This includes those children who appear (to the Trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 2) Children of any member of **staff** of the School
  - a) Where the member of staff has been employed for two or more years at the time of application, and/or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 3) Children whose **parent/parents** with whom they **reside regularly worship** at St Matthew's Parish Church, Yiewsley, at least twice per month and have done so for the last two years. This should be supported by the parish priest's reference using the school's Supplementary Information Form.
- 4) Children whose **parent/parents** with whom they **reside regularly worship** in another Anglican parish at least twice per month and have done so for the last two years for whom St Matthew's is the closest Church of England primary school. This should be supported by a reference from the parish priest using the school's Supplementary Information Form.
- 5) Children whose **parent/parents** with whom they **reside regularly worship** in a church of a Christian denomination which is a member of, or affiliated to, Churches Together in Britain and Ireland or the Evangelical Alliance, at least twice per month and have done so for the last two years for whom St Matthew's is the closest Church of England primary school. This should be supported by a reference from the parish priest (or equivalent) using the school's Supplementary Information Form
- 6) Other applicants, based on the proximity of their homes to the school. Priority will be given to applicants who live closest to the school.

Priority will be given in each category above to:

- a) Children with documented acute medical or social needs, where written evidence from an **independent professional** details their need for a place at St Matthew's CE Primary School and the difficulties that would be caused if they had to attend another school. Details must be provided at time of application.
- b) Children who have **sibling(s)** attending the School (excluding Nursery) at the time at which the applicant child is due to start full-time education.

#### Variation to criteria 3, 4 & 5

In the event that during the period specified for attendance at worship, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these

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<sup>3</sup> For definitions in bold text see Notes section at the end of this policy.

admissions arrangements in relation to attendance will only apply to the period when the church, or alternative premises, have been available for public worship.

#### **4. Tie Break**

Priority will be given to children living closest to the School. Distances are calculated on the basis of a straight line as measured by the local authority's Geographical Information System from the main entrance to the child's home (including the community entrance to a block of flats) to the main entrance of the School. The grid reference of the measurement point for St Matthew's CE Primary School is Easting – 5060208 Northing – 1804276.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the School. All the names will be entered into a hat and the required number of names will be drawn out.

#### **5. Waiting List**

If a place at the School cannot be offered, parents will be offered the opportunity of placing their child's name on the waiting list. Please note that the list will be maintained in accordance with the oversubscription criteria set out above and not in the order in which applications are received or added to the list. The list will be reordered whenever a child leaves, or is added to, the waiting list. Therefore, it is possible a child may move up or down the list. A child's details will remain on the waiting list until a place is offered, or the child is no longer of primary school age. Yearly contact will be made by the School to confirm a place is still required. If no response is received, the child's details will be removed.

#### **6. Child's Home Address**

The child's home address will be the address at which they live and sleep with their **parent** for more than 50% of their time from Sunday night to Thursday night inclusive during term time at the application deadline on 15<sup>th</sup> January 2023. If there is a disagreement about this due to shared residency arrangements in the case of separated parents, the address used will be the address where the child is registered with their GP at the application deadline, subject to any court orders in place.

Where there is a query as to whether the home address stated in the Common Application Form is the child's main home address as defined by this policy, parents may be required to provide documentary evidence to resolve the issue.

#### **7. Pupils attending St Matthew's CE Primary School Nursery**

The offer and acceptance of a place in a Nursery class does NOT give an automatic right of entry into the Reception class. Parents will need to apply for a full-time Reception place.

#### **8. Admission of Children Below Compulsory School Age And Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below **compulsory school age**, is admitted to the school, until later in the school year but not beyond the point at which they reach **compulsory school age**, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year but not beyond the point at which the child reaches compulsory school age.

Upon receipt of the offer of a place a parent should notify the Headteacher in writing, as soon as possible, if they wish to either defer their child's entry to the school or take up a part-time place.

## **9. Admission of Children Outside Their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August, may request that the child be admitted out of their normal age group, to Reception rather than to Year 1 in the September following their fifth birthday.

Any such request for a child to be educated outside their normal age group should be made in writing to the Headteacher at the same time as the admission application is made. Applications to delay admission into the normal entry point to the school (i.e. Reception) should be made at the same time as the main admissions round in order to allow time for the request to be considered and the decision actioned, although late applications will be considered. The Local Governing Body will make its decision about the request based on the circumstances of each case and in the best interests of the child.

In addition to taking into account the views of the Headteacher, including the Headteacher's statutory responsibility for the internal organisation, management and control of the school, the Local Governing Body will take into account the views of the parents, information about the child's academic, social and emotional development, whether they have previously been educated out of their normal age group and whether they may naturally have fallen into a lower age group if it were not for being born prematurely, as well as taking into account the views of appropriate medical and education professionals.

If a request to delay admission to Reception is agreed by the Local Governing Body, parents will need to submit a fresh application in the following year's main admissions round for entry into Reception. Provided the application is received on time, it will then be considered as part of the main admissions round in the normal way (including the application of the above oversubscription criteria where necessary).

## **10. In-Year Admissions**

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. Applications should be made to the School by contacting the Admissions Officer for the Trust by telephone on 01895 462352 or by email: [admissions@fraysacademytrust.org](mailto:admissions@fraysacademytrust.org).

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing within 15 school days, and will have the right of appeal to an independent appeal panel (see below).

Details of all in-year applications will be shared with London Borough of Hillingdon. Parents may also complete the common application form available from London Borough of Hillingdon, but they should also complete the school's Supplementary Information Form should they choose to do this.

## **11. Children of UK Service Personnel or Crown Servants Returning From Overseas**

Families of UK service personnel with a confirmed posting to this area or Crown servants returning from overseas to live in this area can make an application, and be offered a school place (should a place be available), in advance of their move, provided their application is accompanied by an official letter declaring a relocation date and unit address or quartering address. Should the required Year group be

full, then the applicant will be added to the waiting list based on the future address supplied and verified.

## **12. Appeals**

Parents who are not offered a place for their child are entitled to appeal to an independent appeals panel. Parents wishing to appeal should submit a letter to the Clerk to the Appeal Panel, via the School. Parents do not have a right of appeal if they have been offered a place but it is not in their preferred year group.

## **13. Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Local Governing Body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Local Governing Body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

**The Local Governing Body and/or the Trust reserve the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by fraudulent or intentionally misleading information.**

**Notes (these notes form part of the oversubscription criteria)**

- 1) A **'looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.
- 2) A **'previously looked after child'** is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. This includes those children who appear (to the Trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of, or were accommodated by, a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.
- 3) **'Staff'** means any staff member of the school.
- 4) A **'parent'** means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child, in accordance with section 576 of the Education Act 1996.
- 5) **'Reside'** – this term relates to a parent living in the same household as the applicant child. In circumstances where the applicant child's parents are separated and the child spends their time between two households, there is no distinction as to which parent is relying on oversubscription criteria 3, 4 or 5 relating to regular worship.
- 6) **'Regular worship'** means attending a service of public worship on at least two occasions each month (and 'regular worshippers' is to be construed accordingly). For all churches, this regular worship must have taken place for the last two years.
- 7) **'Independent professional'** includes a doctor, hospital consultant or psychologist for applications received on the basis of acute medical grounds, and registered social worker, care worker, housing officer, police or probation officer for applications made based on acute social needs.
- 8) **'Sibling(s)'** means:
  - a) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, stepbrothers or sisters and foster brothers or sisters, living at the same home address as the applicant; and
  - b) the child (for whom a place is sought) of a parent/carer's partner where that child lives for at least 50% of the week in the same family unit at the same home address as the sibling.

Proof of a sibling relationship may be required.

- 9) **Compulsory school age** is set out in Section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March, and 31 August.