

Admissions Policy ACADEMIC YEAR 2008/2009

1 Introduction

- 1.1** The Governing Body of St. Mary's Church of England Voluntary Aided Primary School are able to welcome sixty pupils into the Early Years Unit each year. They apply the regulations on admissions fairly and equally to all those who wish to attend this school. This policy conforms with the requirements of the Education Act 2002 and accompanying Regulations and Admissions and Appeals Codes of Practice.

2 Aims and objectives

- 2.1** We are an inclusive school with a strong Christian ethos. We are able to welcome children from a wide range of backgrounds and abilities.

All applications will be treated on an individual basis and in a sensitive manner in accordance with the priorities laid down in this policy.

- 2.2** The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

3 How parents can apply for their child to be admitted to our school

- 3.1** As our school is a church aided school, the Governing Body determines the admission arrangements. The Governing Body is therefore the 'Admissions Authority' for our school. Applications may be received at any time prior to a pupil being admitted but no account is taken of the date of application, providing it is before **1st February, 2008**.

Applications should be made using the Local Education Authorities Common Application Form (CAF1) together with Supplementary Information Form (SIF) for aided schools. These can be obtained from the school office or the Western Area Education Office, Shire Hall, Bury St Edmunds, IP33 1RX.

- 3.2** The Governing Body publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at

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this school. Application forms can be obtained from the school office and should be completed by the date stipulated on the forms. Applicants will be sent notice of their application directly from the Area Education Office on **18th April, 2008**.

In this area, children enter school in the September of the academic year in which they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five, should ensure that they complete the necessary application form by **1st February, 2008**.

4 Admission Arrangements

The governors are required by law to admit a child who has a statement of Special Education Needs which names the school as the appropriate placement (Section 324 of the Education Act 1996)

Category A: Children in Care

Category B: Children eligible for one of the ten places available on faith grounds as outlined in appendix A.

Category C: Children who are permanently resident in the catchment area (please see appendix B - Catchment Area Map)

Category D: Children who will have a sibling/ have siblings* attending school at the time of their admission school.

* step-brothers/sisters, foster or adopted children or others permanently living in the same household will be regarded in the sibling criterion.

Category E: Other children.

Charging – Please note there is no charge or cost related to the admission of a child to school.

Over subscription criteria

Places may be given to children whose parents apply for a place in the school without reference to the Governing Body when a year group is below 60. If the admissions limit is reached when considering any of the above categories, the determining factor will be the distance from home to school on the basis of a straight line measure which will be ascertained electronically. (Measurement being from the front door of home address* to the main school gate – ie North Terrace entrance.)

* The home address is regarded as the address given at time of application. If, however, a child lives with both parents at separate addresses, the home address will be the address at which the child spends most time.

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Priority will be given to the child living nearest to the school.

Admission appeals

- 5.1** Applicants will be sent notice of the result of their application directly from the Area Education Office on 18th April, 2008.
- 5.2** Parents/guardians/carers whose application is unsuccessful can appeal against the decision details of this process will be sent to unsuccessful applicants. You must submit an appeal within 21 days of the date of the refusal. All appeals against the governing bodies decision not to admit pupils are now processed by Suffolk County Council's legal department and heard by an independent review panel. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals.)

Further details of the admission process can be found in the Schools in Suffolk guidance booklet for parents, copies of which are available from the school or the Area Education Office.

6 Published Admission Number

- 6.1** The Published Admission Number is the number of children the school can accommodate within a year group. The Published Admission Number for our school is **60**. Children are not admitted above the published number unless exceptional circumstances apply. This number is kept under review and the governors will apply to change the number if circumstances allow.

7 Infant class size

- 7.1** We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

8 Review

- 8.1** This policy will be reviewed by the governing body annually in the Autumn term in the light of any changed circumstances nationally or in our school or the local area.

Signed:

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P Finnis - Chair of Governing Body

Date: January, 2007

Appendix A

Applications for **Category B** places are allocated using the following criteria given in priority order:

- Children who live in the area covered by the Mildenhall Team ministry, whose parents/guardians/carers are active in the worshipping life of the church and have worshipped at least monthly over the past twelve months (see note i)
- Children who live in the area covered by the Mildenhall Team ministry, whose parents/guardians/carers are active in the worshipping life of an other Christian church and have worshipped at least monthly over the past twelve months (see note ii)
- Children who have transferred into the area covered by the Mildenhall Team ministry, and can clearly demonstrate a religious commitment similar to that outlined in the above categories.
- Children who belong to another religious faith, whose parents/guardians/carers would like them to attend St Mary's because of its religious traditions.

Within each of categories the set out above , priority will be given to children who have a particular educational need, medical condition or exceptional domestic or social situation, which in the opinion of the Governors makes attendance at St. Mary's School appropriate (In the above cases documentary evidence from GPs and Social Care Services will be required).

For all applications to Church Voluntary Aided Schools in Suffolk parents must complete fully a **Supplementary Information Form (SIF)** this form is used in conjunction with the **Suffolk Common Application Form (CAF)**. These forms together with a copy of this Admissions Policy and the Schools in Suffolk booklet will be sent to all parents/guardians/carers who have indicated that they wish their child to attend St Mary's. These documents will be sent in the Autumn Term prior to the academic year in which the child's fifth birthday falls.

Notes:

i The parishes of the Mildenhall Team Ministry are as follows:

St Mary's Mildenhall	St Mary's Barton Mills
St John's Beck Row	St Laurence & St Peter Eriswell
All Saints Worlington	St James' Icklingham
St Andrew Freckenham	Red Lodge Community Church

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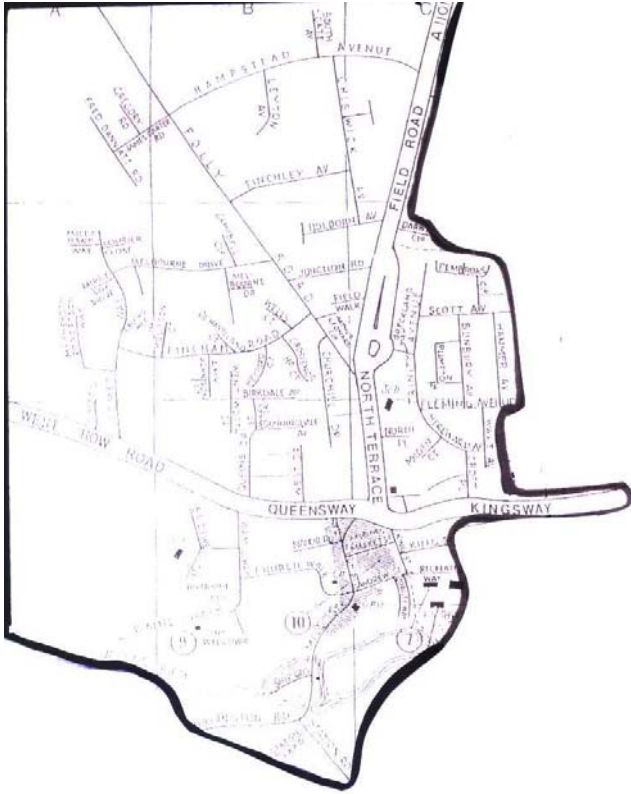
St Peter's West Row

St Ethelbert Herringswell.

ii For the purposes of the Admissions Policy a Christian Church is a Church which is a participating member of 'Churches together in England'.

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APPENDIX B – CATCHMENT AREA



St Mary's Church of England Voluntary Aided Primary School
North Terrace
Mildenhall
BURY ST EDMUNDS
IP28 7AB
Tel: 01638-713317
Fax: 01638-712020
e-mail : ad.stmarys.mhall.p@talk21.com
Web site: www.st-marys-pri.suffolk.sch.uk

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