



# St. Mary's C.E.V.A.P. School, Woodbridge

## Admissions Policy 2008 - 2009

This Policy refers to all applications for admission to the School in the period September 2008 to August 2009.

1. Parents apply using the Local Education Authority's Common Application Form (CAF), and the blue Supplementary Information Form (SIF) – these are available on demand.
2. The CAF, together with the SIF for Aided Schools and any letters of support, should be returned to the Area Education Office and/or School by 1st February 2008. Places will be allocated for the following academic year - not on a term by term basis. Forms received by 1st February are given equal consideration regardless of the date of receipt.
3. a) In the exceptional circumstance where a Statement of Special Educational Needs names this School as able to provide the most appropriate educational provision for the stated child, Governors will offer a place.  
b) Children in Public Care will be offered a place.
4. When an older brother/step-brother/half-brother or sister/step-sister/half-sister will still be in School at the time of admission, younger sibling/step-siblings/half-siblings will be admitted. If however the number of sibling/step-sibling/half-sibling applications exceeds the number of places available, then the places will be awarded to those families living nearest the School gate – as the crow flies from School gate to the main door of the family residence.

NB In paras 4 & 6 the "home" address of an applicant who spends time with both Parents (shared responsibility) will be taken as the address that is NEARER to the School using the measuring system as described.

5. After all applicants have been allocated places (as in 3 and 4 above) the remaining applications will then be awarded points according to the published policy and places offered to the children gaining the most points in order that the total number of admissions equals 30.
6. If less than 30 places have been allocated and, of the remaining applicants, the number with the highest score exceeds the number of unallocated places, the Governors will establish which applicant(s) live(s) nearest to the School (this distance being measured to the main School gate as the crow flies – see para 4 above) to determine who is allocated the vacant space(s), up to a maximum total of 30.
7. Applicants who are not offered a place are placed on a waiting list that is maintained in rank order of points awarded. If, at any time before their admission to an alternative Primary School, the number of pupils to be admitted falls below 30 then the place will be offered to the applicant at the top of the waiting list. Once a child has been admitted to an alternative School their name is removed from the waiting list. Being placed on the waiting list does not preclude Parents from making a fresh application or initiating the appeal process - details of which are sent to all unsuccessful applicants as a matter of Policy.
8. Unsuccessful applicants who initiate the Appeals process and are still unable to secure a place at the School may only submit a fresh application for consideration if, in the opinion of the Governors, there has been a significant and material change in the circumstances surrounding the application. In normal circumstances the Governors will not consider repeat applications in a single academic year.
9. Applicants will be sent notice of the result of the application directly from the Area Education Office during mid-April 2008

## **THE POINTS POLICY.**

### **After places have been allocated to children who:**

- a) having a Statement of Special Educational Needs which names this School as able to provide the most appropriate educational provision for the stated child; or
- b) are Children in Public Care; or
- c). whose elder sibling/step-sibling/half-sibling will still be a pupil at St. Mary's at the time of their admission;

**places will be allocated according to the following points system. (N.B. In each section points can only be allocated once.)**

<b>Section One - RESIDENCE</b>	<b>Points</b>
a. Resident in the Parishes of St. Mary's, Woodbridge and St. John's, Woodbridge	<b>10</b>
b. Resident in the Parish of St. Andrew's, Melton	<b>5</b>

*NB In Section One the Governors define "Resident" as permanently resident for a settled purpose. It does not include residence taken up solely to qualify as living in the parish area for the purpose of gaining a place at the School. It does not apply to proposed moves into the parish area which have not taken place at the time an application is considered. Traveller families will be considered "resident" for these purposes. Details of the parish areas with accompanying maps can be obtained from the School.*

### **Section Two – RELIGIOUS AFFILIATION**

a. Regular worship at St. Mary's, Woodbridge	<b>12</b>
b. Regular worship at one of the Christian Churches named below: St. John's, Woodbridge, St. Andrew's, Melton, Woodbridge Methodist Church, Beaumont Baptist Church, St. Thomas' RC Church, Woodbridge Salvation Army, Quay Street URC	<b>8</b>
c. Regular participation in the local worshipping community of the faiths named below: Buddhism, Hinduism, Islam, Sikhism and Judaism	<b>8</b>

*NB In Section Two the Governors define "Regular worship/Regular participation" as attendance at least once a month.*

### **Section Three – SPECIAL CIRCUMSTANCES**

a. Circumstances of a special social, pastoral or medical nature (with supporting professional evidence – <u>produced at the time of application</u> ) which makes attendance at St. Mary's particularly appropriate.	<b>3</b>
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*NB Points can only be awarded in Section Three if points have already been awarded in Sections One or Two*

## **APPEALS.**

If the Local Education Authority informs you that the Governing Body is unable to grant a place for your child, you have the right to appeal against their decision. You will be sent information on how to appeal and a "Notice of Appeal Form". You must submit an appeal within 21 days of the date the Governors issue the refusal of a place.

All appeals against the Governing Body's decision not to admit pupils are processed by the Statutory Appeals Panel, PO Box 579, Ipswich IP1 2BX and heard by an independent review panel.