



St Nicholas CE Primary School

Admissions Policy

ADMISSIONS for School Year 2020-21

Academy Ethos

At St Nicholas Church of England Primary School we aim to inspire all our children with the knowledge and imagination to develop their God-given talents and lead happy and fulfilling lives. We instil in our children the desire to contribute positively to their school, their local community and their church, both now and in the years to come. To create confident and responsible young people who have learned how to think and how to learn, are aware of themselves, other people and God's purposes for all humanity. To respect the differences in other people and uphold the right of every individual to safety, learning, happiness and respect.

1. Introduction

The Aquinas Advisory Council of the academy together with the admission authority, Aquinas Church of England Education Trust Limited (Aquinas), is responsible for admissions and the Admissions Committee has been delegated responsibility for considering each application. The academy is open to all children regardless of race, colour or religion and the academy complies fully with its responsibilities under the Equality Act 2010. However, every year there are significantly more applications than places available and in those circumstances the priority detailed in the academy's oversubscription criteria apply.

2. Since this is a Church of England school, the underlying basis for the admission of children, where there are more applications than places available, is the Christian commitment of the parents. The Admissions Committee will expect that commitment to be verified by the incumbent of the Church attended, and/or previous Churches where appropriate, and demonstrated by regular attendance at divine worship. In the case of Looked After Children and Previously Looked After Children, a baptismal certificate or an attestation from the local authority which looks after the child confirming the Christian affiliation of the child will not be required.

_"Regular attendance" means attendance at services in Church at least twice a month on average for the two years prior to consideration of the application.

A 'parent' is defined in this policy as a natural or adoptive parent of the child, or a person who is not the natural or adoptive parent of the child, but who has parental responsibility for the child, or is deemed to be a person who has care of the child instead of their natural or adoptive parents.

3. Age of Admission to Reception and Deferred Admission

In line with legislation, all children will be permitted to start in reception in the September following their fourth birthday. However, children do not reach compulsory school age until the first of three prescribed dates after their fifth birthday. These prescribed dates are 31 December, 31 March and 31 August. Parents can request that the date of admission is deferred until later in the school year or until the child reaches compulsory school age. Where admission is deferred, the Reception place for that child will be held. Parents cannot defer admission beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Children born between 1st April and 31 August will be expected to join the academy by the start of the summer term, and Reception places will not be held open after that date. Parents may also request that the child attends part-time until he/she reaches compulsory school age.

4. Admission of children outside their normal age group.

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. In addition, the parents of a summer born child (being those born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group to Reception rather than Year 1. All such requests must be made in writing to the head teacher in the first instance (by email to [insert email address]) and the admission authority (by email to mary.capon@aquinastrust.org).

It is not an automatic right to choose this option and decisions will be made by the admission authority on the basis of the circumstances of each case and in the best interests of the child concerned. To determine this the following will be taken into account: the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; 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. The views of the head teacher of the academy will also be taken into account. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for the decision.

Where the admission authority agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They will not give the application lower priority on the basis that

the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

5. Application Procedure

The academy is part of the locally agreed coordinated admissions scheme and the timescales for applications to be received and processed are those agreed with the local authority. Application for admission to Reception must be made in accordance with the published Primary Co-ordinated Admission Arrangements for each relevant year and will only be accepted from parents with proven parental responsibility. Parents must complete their home borough's Common Application form (CAF) and return the form to the home authority; if applying for a place at this academy, parents must name this academy as one of the preferences on the CAF. Parents are referred to the London Borough of Bromley's website on which further details of the co-ordinated process can be found www.bromley.gov.uk All applicants to the academy must complete the academy's Supplementary Information Form (SIF) and return it to the academy by [insert date]. The SIF is available on the academy's website or the academy office. Where an applicant is applying under categories 2, 3, 4 or 5 the incumbent's verification, as detailed at paragraph 2 above, is required to be completed on the SIF.

6. Oversubscription Criteria.

When there are more than 30 applicants, for the reception class, or where there are more applications than vacancies in subsequent years, places will be offered in accordance with the order of priority detailed in the oversubscription criteria below. Where there are more applicants than places and an application is made under more than one category, the child's eligibility will be assessed under the category with the highest priority. Where the child is not awarded a place, the application will then be considered under the next category detailed in the application.

Order of Priority for Admissions

Category	Description
1	Looked After Children and Previously Looked After Children.
2	Siblings of children who will be pupils at the academy at the start the first term of the child to be admitted and whose parents remain committed and attested members of Christian Churches, but see Note II and III below.
3	Children of committed Church of England parents attending the Church of the Annunciation, Christ Church, Lubbock Road or St Nicholas Parish Church as attested by reference from the incumbent.

4	Children whose parents are committed and attested members of other Christian churches situated in the three Chislehurst Church of England Parishes.
5	Children of committed and attested parents attending other Christian Churches.
6	In exceptional circumstances there is discretion to admit children on the grounds of their or their family's acute medical or social need for that particular school and who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant, the special support service, social worker or similar professional, setting out the reasons why the academy is the only one to meet the child's needs, before an admission decision is made. The admission decision will be considered in consultation with teaching and medical professionals. Medical professionals provide advice on applications made under medical conditions and teaching professionals advise on applications made for social or special reasons. Supporting evidence must be provided by the closing date for applications.
7	Other children.

Notes:

- I A 'child looked after and previously looked after' definition:
- i) 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 definition in section 22 (1) of the Children Act 1989) at the time of making an application to a school. These children must still be 'looked after' when the child starts school unless (ii) applies.
 - ii) Or a child who was previously looked after by an English or Welsh local authority, and immediately after being looked after became subject to an adoption, residence, or special guardianship order. This includes children who were adopted under the Adoption Act 1976(see section 12 adoption order) and children who were adopted under the Adoption and Children's Act 2002.
- II Sibling (s) means full brother(s), / sister(s) or step or half-brother(s) /sister(s), fostered, adopted brother(s) / sister(s) or the child of the parent/carer's partner who live together at the same address as part of a single family unit at the same home address as the child attending the academy at the time of admission.
- III An application will only fall into the sibling category if the sibling in question is a registered pupil in the academy when the application is being considered, and will remain a pupil at the start of the applicant child's first term.
- IV Where a child has been admitted to the academy under Priority Categories 1, 6, or 7; a sibling of that child will be considered for admission under Category 2 notwithstanding that the requirement for verification of Christian commitment as set out in paragraph 2 above and in Category 2 cannot be provided.

V Where there are more applicants than places available, places within each Category will be offered first on the basis of length of attendance at Church measured in whole years, ignoring any part of a year, and thereafter places will be offered to those applicants living closest to the academy as measured in a straight line from the entrance to the quad in School Road to the child's home front door or if the child lives in a flat to the main entrance of those flats. In the event that two or more applicants are equal in distance, lots will be drawn to determine the successful application(s) in the presence of a person independent of the academy.

"Home" is considered to be a residential property that is the child's only or main residence and not an address at which the child may sometimes stay or sleep due to domestic or special arrangements. Addresses involved in child minding (professional or relatives) will not be considered. Parents or carers will be asked to provide documentary evidence to confirm the address and parental responsibility. Change of parental responsibility, unless exceptional circumstances through a court order, will not be accepted during the co-ordinated admission process. The address must be the child's home address on the day the application form is completed and which is either

- Owned by the child's parent(s) OR
- Leased to or rented by the child's parent(s) under a lease or written rental agreement.

Where there are shared responsibilities for the child, and as a consequence the child lives at two different addresses during the week, the home address will be regarded as the one at which the child sleeps for the majority of weekdays during term time.

VI A 'Christian Church' is one which is a member of Churches Together in Britain and Ireland or the Evangelical Alliance.

VII Children with Education, Health and Care (EHC) Plans are dealt with under a separate process by the local authority's Special Educational Needs team. The published admission number is inclusive of students with a EHC Plan that are admitted to the academy pursuant to the academy being named in their statement or EHC Plan.

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 education provision required for that child.

VIII Twins and multiple births – Where a child who is a twin or a child of a multiple birth achieves a place but their twin or siblings of a multiple birth fail to do so, the twin or siblings of a multiple birth will be admitted to the academy above published admission number (PAN).

Capacity of the Academy

The PAN for the reception year at the academy is 30. For Years 3 to 6 the PAN is 32.

Applications for In-Year admissions are made directly to the London Borough of Bromley. If a place is available and there is no waiting list, the child will be admitted. If more applications are received than there are places available then applications will be ranked in accordance with the oversubscription criteria above. In addition, the academy's SIF must be completed and returned to the academy in order for the academy's full admissions criteria

to be implemented. If a place cannot be offered at this time you have right of appeal. You will be offered the opportunity of being placed on a waiting list as outlined above.

In common with all other schools in Bromley, the academy will admit pupils referred under the Fair Access Protocol. Subject to specific provisions in the protocol, a "Hard to Place" pupil will be given priority for admission over any others who are seeking or applying for a school place or on the waiting list and the academy can admit over their published admission number. The other criteria detailed in this document do not apply to pupils referred under the Fair Access Protocol

Appeals Procedure

The Local Authority writes to parents of all applicants giving details of the school to which their child has been allocated, and the contact details of the academy should the family wish to appeal. Appeals should be put in writing to the Clerk of the Appeals Panel, care of the academy by the appeals deadline and clearly state the grounds for the appeal. Appeals will be heard by an Independent Appeals Panel before the end of the summer term.

Should a vacancy arise at the academy before the Appeals Panel meets, the academy school will allocate the vacancy to an applicant in accordance with its published admissions criteria.

Appeals for children with a statement of special educational needs are dealt with by a SEN Tribunal.