

ST MARY'S CHURCH IN WALES AIDED SCHOOL
ADMISSIONS POLICY 2018/2019

St Mary's Church in Wales Voluntary Aided School accepts pupils between the ages of 3 and 11 years of age.

As a Church in Wales Voluntary Aided School, the Governing Body of the School is responsible for the admission of pupils. Applications are made on-line at www.wrexham.gov.uk following the link to school admissions. Paper application forms can be obtained from Contact Wrexham, 16 Lord Street, Wrexham, LL111LG, for those parents who do not have an email address. In addition to making a Local Authority (LA) application, a supplementary information form (SIF) should be completed and returned directly to the school. The timescale of the Local Authority (LA) admission timetable is followed for the consideration period and allocation period.

The School Standards and Framework Act 1998 requires LA's and Governing Bodies to admit pupils up to the school's admission number which is 24.

The school will consider late applications in cases where a viable reason is given. These include when a single parent has been ill for some time, or a family has just moved into the area, or is returning from abroad provided applications are received before offers of places are made.

Parents will receive written notification of all admission applications

Pupils are admitted to the Nursery, which is part of our Early Years class in the academic year in which they are four – i.e. any child who is three by the 31st August can be admitted in September. Nursery class is a statutory provision, but not compulsory education. Admission to Nursery **does not** guarantee admission to Reception; if a child has a place in our Nursery the appropriate application for admission into Reception must be submitted within the prescribed timescale of the annual admissions round.

Pupils are admitted to Reception in the academic year in which they are five i.e. any child who attains the age of four by 31st August can be admitted in September. A parent can defer their child's entry until the term following their fifth birthday.

Looked after and previously looked after children

Looked after and previously looked after children are a priority in the case of oversubscription these children will be admitted before all others except those with a statement of special education needs naming the school.

Children from the Gypsy traveller community or travelling groups will be treated in accordance with Welsh Assembly Government Circular No: 003/2008 'Moving Forward - Gypsy Traveller Education'.

The school will not discriminate between boys and girls, or against applicants on the basis of race, colour, nationality or national or ethnic origin.

Oversubscription Criteria

The Governors have agreed that in the event that the number of applications exceeds the number of places available, then the following criteria will be applied in the order set out below, to decide which pupils to admit.

- a) Looked after children and previously looked after children who are baptised members of the Church in Wales
- b) Other looked after and previously looked after children
- c) Pupils with a sibling who will continue to be at the school in September 2018. (See definition of sibling in the section of the policy marked "Definitions").
- d) Pupils who live in the Mission Area of Offa and for whom this is the nearest suitable (see definition listed below) Church in Wales school to their home address. (distances will be calculated using the same system as defined for the Tie Breaker (see below).
- e) Pupils whose parents (see definition listed below) are members of St. Mary's Church.
- f) Pupils whose parents (see definition listed below) are members of another Anglican Church and for whom this is the nearest Aided School.
- g) Pupils whose parents (see definition listed below) are active members of a non-Anglican Christian denomination and for them this is the nearest Church School.
- h) Pupils whose parents are active members of another faith and also express a desire for a Church School education.
- i) Children whose parents wish them to attend a Church in Wales School.

Please note, any child for whom the school is named in a statement of special educational needs will be admitted before the application of oversubscription criteria.

For **criteria e-h** the Governors will seek information about the frequency of attendance at services and degree of involvement in the work of the church and seek confirmation of these details from the local priest or minister on a supplementary form which can be found attached to this policy.

Tie Breaker

Within each category those living nearest to the school are accorded higher priority. This is measured by the safest walking route. The distances are calculated by use of a Geographical Information System which accurately measures the distance from the home address to the school. This will be measured from front door of home to **the nearest school gate**. If distances are equal, as calculated by the GIS system, for example a flat in a block of dwellings with the same front door entrance, a differentiation by floor level will be used.

Definitions

Definition of Parents

Parents include all those people who have a parental responsibility for a child as set out in the Children's Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the person responsible for completing application forms and whose address will be used for admission purposes.

Parental Responsibility:

Unless otherwise determined by a court order:

- Mothers automatically have parental responsibility
- Fathers also have parental responsibility for a child if the father is married to the mother at the time of the child's birth. This continues after any divorce/separation/remarriage even if the child lives apart from them
- Unmarried fathers have parental responsibility where the mother and father register the birth of the child together (this is an amendment to the Children Act 1989, which came into force on 1st December 2003 and is not retrospective)
- Unmarried fathers, step-parents, relatives and other persons can obtain parental responsibility but they do not have it automatically. In such cases parental responsibility can be granted through a residency order; being appointed a guardian; being named in an emergency protection order (limited to taking reasonable steps to safeguard or promote the child or young person's welfare); or by adoption.

In case of dispute between parents, where more than one parent has parental responsibility and they do not agree to an application being made to a particular school, a temporary school place will be offered until any dispute is resolved by both parents as a personal matter.

Definition of Sibling

For applications made in the normal admission round a relevant sibling is a child who has a brother, sister, stepbrother or stepsister, half-brother or half-sister or is a foster child or adopted child living in the same family unit in the same family household and address and where a sibling will still be registered at the preferred school on 1st September 2018. Biological siblings who will still be registered at the preferred school on 1st September 2018 will also be treated as siblings irrespective of place of residence.

Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

Suitable

Suitable refers to the status of the school (VC or VA) and the language medium (English, Welsh, and Bilingual) depending on parental preference.

'Residing In' and 'Home Address'

The Home Address will be the address used for correspondence related to where "Child Benefit" is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application. Home address will be the address that complies with the above at the **end of the allocation period** set by the Local Authority. Families who are due to move house should provide

- i) a Solicitor's letter confirming that exchange of Contracts has taken place on the purchase of a property; or
- ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of SERVING H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or **GCHQ**.

Twins, Triplets, Multiple Births

When the Governing Body are considering twins, triplets or other multiple births for one remaining place, the family will be offered the place and may decide (a) if they will accept it for one sibling whomever they decide or (b) they decline the place and it is offered to the next person in the allocation after the twins/triplets/multiple births. Please note the multiple birth sibling(s) would not be given priority on admission other than considered as a sibling link once the family had accepted the place(s) offered for one of the twins/triplets/multiple births.

Waiting List

A waiting list will be maintained in the event of the school being over-subscribed. Following the allocation of places during the normal admissions round, children will remain on the waiting list until the 30 September in the school year in which they apply. If additional places become available while the waiting list is in operation they will be allocated to children on the waiting list on the basis of the above oversubscription criteria.

How religious affiliation is tested.

Reference to "are members" and "active members" from oversubscription criteria.

If you are applying under criteria e-h above a **Supplementary Information Form** can be obtained direct from the school or is available to print from the LA on-line admissions links. The SIF is to be returned to the school by the closing date for applications. The SIF alone does not constitute an application; parents must also complete the Common Application Form.

Member is defined as member of the Church in Wales by registration on the electoral roll of the parish.

Admission appeals

Nursery education is a statutory provision, but not compulsory and parents have no right of appeal under the Education Act 1980 if they are unsuccessful in gaining a place. Admission to the nursery class does not guarantee admission to the school.

If we do not offer a child a place at this school, it is because the increase in numbers would adversely affect the education of our current pupils. Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal. If you exercise that right, the appeal must be forwarded to the Clerk of the Governors of the school.

The appeal will be considered by an independent admission Appeal Panel, administered by the Diocesan Board of Education according to the Welsh Assembly Government's code of practice on school Admission Appeals. The Appeals Panel then meets to consider all appeals by parents who have been refused a place at our school. This decision is binding for all parties concerned.

Review

In accordance with the School Development Plan, this policy will be reviewed every two years or sooner in the light of any change of legislation or change in local circumstances.

SUPPLEMENTARY INFORMATION FORM

For application to ST Mary's Ruabon Church in Wales Voluntary Aided Primary School

This form should be completed by parents not **more than 3 months before the closing date of applications** then handed to your minister, with a **stamped addressed envelope** to the school. The **Minister** should return it **directly** to the school. It need only be completed by those applicants applying under church criteria.

Name and address of child:	
Date of Birth:	

Please give details of the principal place of worship attended in the last three years. (If you wish endorsement from more than one minister, please supply details on a separate piece of paper).

Name of Church:	
Denomination of Church:	
Name and full address (inc postcode) of Minister:	
Minister's telephone number:	
Which family members attend worship:	Mother Father Child/ren
If your child is not accompanied by a parent do they attend with other adults? If yes, please specify	Yes No
How long have you regularly attended?	Less than 6 months 6 months to a year 1 year to 18 months More than 2 years More than 3 years
How often have you usually attended During this period?	Once a week Once a fortnight

	Monthly/family service
Does the child who is the subject of this application attend Sunday or Junior Church or similar.	Yes No
Please list all aspects of your involvement (apart from Sunday worship) in the life and work of your church.	

Parent's signature:	Date
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To the Minister: Please can you confirm the details completed above. Please add any comments you think may be helpful for the school to understand Christian commitment of this family, then pass the form directly to the school in the envelope the parents have provided. Thank you.

Minister's signature:	Date
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School Admission Arrangements 2018/19

The school adopts the same timescales as the Local Authority.