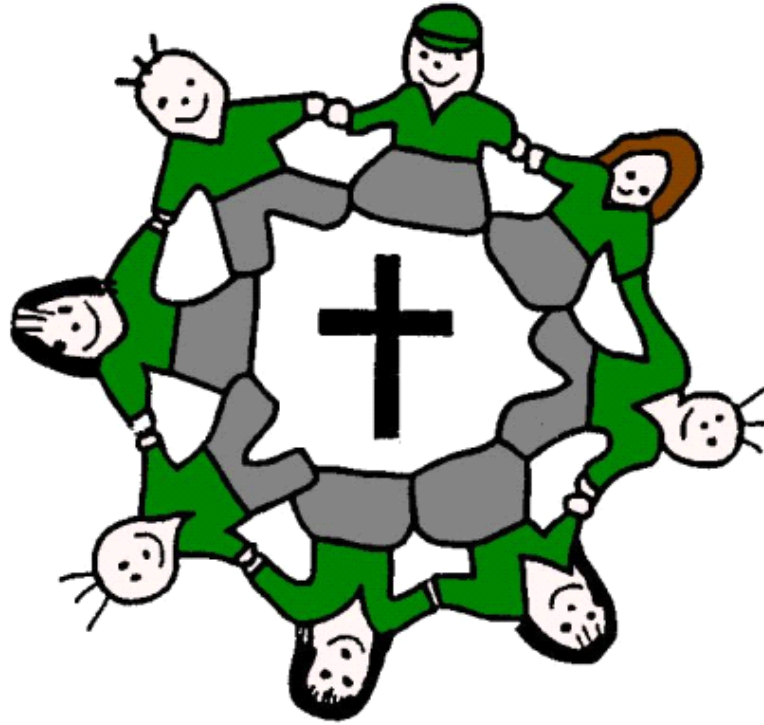


# **St. Martin's Church of England Primary School**



## **Admissions Policy**

**Review Date:- October 2008**

**Approved by the Governors: - November 2008**

**Policy to be reviewed next: - October 2009**



## Admissions Policy

Admission to St. Martin's Church of England Aided Primary School is the responsibility of the Governors, in agreement with the Diocesan Board of Education and the Local Authority.

The planned admission number of the school is 35. The admission number has been determined in relation to the net capacity of the school and the necessity to comply with infant class size legislation.

Responsibility for admissions is delegated to the Headteacher, acting in consultation with one of the governors.

All governing bodies are required by section 324 of the Education Act 1996 to admit to the school a child with a statement of special educational needs that names the school. This is not an oversubscription criterion, as the school must admit such children whether there are places or not.

At the annual allocation of Reception places for September any child with a statement of special educational needs will be offered a place before any other children are admitted. The following oversubscription criteria will then be applied to all other applications.

1.	Looked after children, (children in public care)
2.	Children who will have an older brother or sister attending the school at the time of their admission. <i>(note b.)</i>
3.	6 places will be allocated to any children based on geographical proximity to the school. The remaining places will be allocated as follows:
4.	Baptised children whose parent/guardian is in regular attendance at any of the churches with in the parishes of St. Cuthbert's, Holy Trinity (Bardsley) & St. Paul's. <i>(note c.)</i>
5.	Baptised or dedicated children whose parent/guardian is in regular attendance at a church within the parishes which is a member of Churches Together in Britain and Ireland. <i>(note d.)</i>
6.	Any other children.

### Notes:

- a) In order to rank children according to the above criteria, parents must complete and return (to school) the school's supplementary '**eligibility form**' by the 1<sup>st</sup> January on the year of admission. Failure to do this will result in the child being ranked on distance measure data alone.



- b) 'Brother' or 'sister' includes step, half, foster and adopted brothers or sisters living at the same address.
- c) Regular attendance is taken to mean a minimum of fortnightly attendance at church at public worship for at least the year prior to the submission of the application for admission to the school. Evidence of infant baptism or dedication of the child and of regular attendance of parent/guardian must be provided by a member of the clergy or other designated church officer within the eligibility form.
- d) Churches Together in Britain and Ireland consist of the following church organisations:- Antiochian Orthodox Church, Baptist Union of Great Britain, Cherubim and Seraphim Council of Churches, Church in Wales, Church of England, Church of God of Prophecy, Church of Ireland, Church of Scotland, Congregational Federation, Coptic Orthodox Church, Council of African and Caribbean Churches UK, Council of Oriental Orthodox Churches, Evangelische Synode Deutscher Sprache in Grossbritannien, Independent Methodist Churches, International Ministerial Council of Great Britain, Joint Council for Anglo-Caribbean Churches, Lutheran Council of Great Britain, Methodist Church, Methodist Church in Ireland, Moravian Church, New Testament Assembly, New Testament Church of God, Oecumenical Patriarchate (Arch. of Thyateira and Great Britain), Presbyterian Church of Wales, Roman Catholic Church in England and Wales, Roman Catholic Church in Scotland, Religious Society of Friends, Russian Orthodox Church, Salvation Army, Scottish Episcopal Church, Serbian Orthodox Church, Trans Atlantic and Pacific Alliance of Churches, Undeb Yr Annibynwyr Cymraeg, United Free Church of Scotland, United Reformed Church, Wesleyan Holiness Church
- e) Where there are more applications for the available places within a category the straight line distance from the child's normal home post code to the school's post code, calculated by the authority's pupil services department, will be used as the final determining factor, nearer addresses having priority over more distant ones. The 'normal' home of a child will be taken to be the home in which the child sleeps for the majority of the school week.

### **Nursery Attendance**

A place in the Nursery **does not** guarantee a place in the Reception class the following year.

Note:

1. Children will be admitted to the Reception class at the beginning of the Autumn Term before their fifth birthday.

Please keep this copy of the Admissions Policy for your own information.



# Appendices



# ELIGIBILITY FORM FOR ADMISSION TO SCHOOL

As you have registered an interest for your child to attend St. Martin's School, please read and complete **both sides** of this form, sign and return it to school. This will be used in the event of oversubscription to rank your child according to the school policy. It is your responsibility to ensure this is completed and returned to school prior to 1<sup>st</sup> January.

Child's Surname ..... Child's Forename(s) .....Date of Birth  
.....

Address.....  
..... Post Code .....

Name of Father/Guardian ..... Name of Mother/Guardian  
.....

Address ..... Address .....

Home Telephone No. .... Home Telephone No. ....  
Mobile No. .... Mobile No. ....

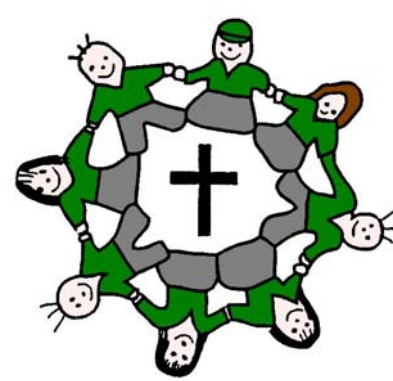
Siblings in school at time of admission .....Class.....

**Worship attendance:**  
Have you attended church at least fortnightly during the past 12 months?      YES       NO

(Please have this confirmed by asking your vicar/priest/minister/faith leader to complete the section on the reverse of this form.)

**Signed**

**Father (Guardian) ..... and/or Mother (Guardian) .....**





## Reference from Church Leader

Date of Baptism/Infant dedication for the child: .....

Have one (or both) of the parents/guardians mentioned over attended church at least fortnightly during the past 12 months? YES  NO

Name of place of worship .....

Address .....

.....

Name of vicar/priest/minister/faith leader.....

Telephone No. ....

I confirm that one (or both) of the parent(s)/guardian(s) named above have attended church at least fortnightly for the past year.

**SIGNED** .....vicar/priest/minister/faith leader

**Date**.....

(Please attach a letterhead from the church to this form.)

For office use only  
Form received in school by \_\_\_\_\_ on \_\_\_\_\_ (date)



## St Martin's CE Primary School

**Receipt slip for the return of the school's eligibility form to school.**

I confirm that a completed eligibility form for \_\_\_\_\_ (child) has been received by the school.

Form received in school by \_\_\_\_\_ on \_\_\_\_\_ (date)

*This slip will be signed and returned by the school when the form is handed in. This form is not an application for a place. The application forms are sent out by the Local Authority for you to return to them.*