



St. Paul's Church of England
Primary School



Admissions Policy

2020-2021



*'Building each other up -
with God as our firm foundation'*

1 Thessalonians 5:11

This Policy was amended in the light of Covid-19 restrictions.
It was verified by the Governing Body on 23rd November 2020.

The additional paragraph is shown in purple.
It is pending approval by the Schools' Adjudicator.

FOR FAITH PLACE APPLICATIONS: the Supplementary Information Form has
been amended in line with this additional paragraph.
Please complete this form and send it directly to the School Office.

St Paul's Church of England (A) Primary School

Admissions Policy 2020-2021

Parents/carers considering an application for a school place for their child at St Paul's School are invited to visit the school, and experience the school in action. Parents/carers are encouraged to consult the Local Authority (LA) 'Starting School in Wolverhampton' booklet which is available to download at www.wolverhampton.gov.uk/admissions. The school will be part of the Inter – LA co-ordination of Primary Admissions.

Parents/carers are given a copy of the school's prospectus, which includes details of:

- Statements about the school's ethos and values
- Curriculum organisation and teaching methods
- Arrangements for special educational needs
- An indication of National Curriculum Assessment results
- Attendance and rates of authorised /unauthorised absence
- Religious education and Worship

As St Paul's is an Aided school, the Governors have formulated an admissions policy in line with Diocesan recommendations and in consultation with the Local Authority.

The Governors seek to offer a Christian based education in this Church of England school to as many parents/carers as possible that have requested it for their children.

There is no charge or cost related to the admission of a child to a school.

In requesting a place parents/carers are asked to complete a school's supplementary evidence form. Preference will be given to families with a religious affiliation; parents are invited to submit a statement of support from their relevant faith leader.

The school operates on an admission limit of **30 for Foundation and KS1 (Infant) but an admission limit of 32 for KS2 (Junior)**

Reception children are admitted in September at the start of the academic year.

Also in September, pupils from other schools may transfer to Year 3 at St. Paul's; this is when Key Stage 1 pupils move to Key Stage 2.

Children with Education Health Care Plans or disability which specifies St Paul's will be allocated a place.

Parents/Carers requesting a Reception place for 2021/2022

The online application system is made live on the **8th November 2020**

www.wolverhampton.gov.uk/admissions Applications should be made online, hard copies of the form will only be made available on request. Hard copies issued by the LA should be returned to the present nursery, preferred school or the Civic Centre – The Schools' Admission and Transfer Section of the LA by **15th January 2021**. In addition to the Common Application form parents/carers are asked to complete a **St Paul's School Supporting Evidence form which is available in the Starting School Pack should be returned to school.**

Parents/Carers requesting a Year 3 place for September 2021.

The online application system is made live on the **8th November 2020**. [**www.wolverhampton.gov.uk/admissions**](http://www.wolverhampton.gov.uk/admissions) Applications should be made online, hard copies of the form will only be made available on request. Hard copies issued by the LA should be returned to the Civic Centre – The Schools' Admission and Transfer Section of the LA by **15th January 2021**. In cases of over subscription parents/carers may be requested to complete a Supporting Evidence form which is available from and should be returned to school.

Parents/Carers requesting a place after the start of the academic year 2021/2022 should contact the Local Authority – School Admission and Transfers section.

Parents/Carers of Pre-School children making a preliminary request for future years should complete a Pre-school Preliminary Expression of interest form available from and returnable to the school.

Reception places are allocated in April. The date for allocations is in line with the LA deadlines and parents/carers are given this information with the LA Common Application form.

The school maintains a waiting list of forms received before the closing date and these are also subject to the over-subscription criteria. A parent/carer would not however be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which admission is sought.

The School notifies the Local Authority of the names on the preliminary waiting list.

Following notification the waiting list is maintained by the Local Authority and ranked in admission criteria order. Details of which are explained in the 'Introducing Primary Education – Starting School in Wolverhampton 2021/2022 Booklet'

Being on the waiting list does not guarantee the offer of a place. An application received after the closing date will be considered after all applications and will be determined in accordance with the school's published criteria.

Late applications received after 15th January 2021 will be considered as individual cases.

If the number of requests for places exceeds the school's admission limit, places will be allocated on the following basis in order of priority:

1. Children in Care (Looked after children) which includes previously looked after children who have been adopted.
2. Children who are siblings* of children already attending the school, at the time of admission
3. Children with medical or social reasons which make it preferable to attend this school rather than any other. Such requests must be supported by a report, obtained by the parents/carers from an appropriate professional source justifying the grounds for such an application
4. Those showing strength of support from the appropriate faith leader, demonstrating commitment to the life, work and witness of their faith. The strength of the family commitment to their particular faith as demonstrated on the Supporting Evidence form. This will be measured by
 - Number of years a family has been worshipping
 - Frequency of visits to the place of worship

- Involvement in activities of the place of worship
- The School is the closest Church of England (VA) or (VC) to their home address

Covid-19 amendment

In the event that, during the period specified for attendance at worship, the place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the place of worship or alternative premises have been available for public worship. Consideration will be given to all circumstances around Covid-19.

Information should be supplied on the amended Supporting Evidence Form at the time the application is made.

5. Those living within the parish of Tettenhall Regis and within the Wolverhampton L.A. boundary (i.e. Tettenhall, Aldersley and Pendeford) If there is an insufficient number of places to accommodate all the children the places will be allocated to the child(ren) living closest to the school. When ranking applications we will use the distances supplied by the LA. The measurements between home and school will be determined by the straight line measurement from the designated point of the home address to the designated point of the school using computerised software. In the event of the address being to multiple occupancy accommodation (block of flats) this will be done by lot.
6. Any other children not falling into the above categories. If there is an insufficient number of places to accommodate all the children the places will be allocated to the child(ren) living closest to the school. When ranking applications we will use the distances supplied by the LA. The measurements between home and school will be determined by the straight line measurement from the designated point of the home address to the designated point of the school using computerised software. In the event of the address being to multiple occupancy (block of flats) this will be done by lot.

Children with Education Health Care Plans will automatically be offered a place thus reducing the number of places available.

By 13th February 2021 the LA's School Admissions and Transfer Section will send details of applicants for St Paul's, (these details will not reveal the order of preference).

In the event of over-subscription the Governing Body Admissions Committee will consider in the first instance only those who have applied for a place by 15th January. Parents will be notified of the outcome on or as soon as possible after 16th April 2021.

In the case of over-subscription parents may be requested to provide, by a specific date, further details which may include proof of residency at a given address, letter of support from a faith leader and individual reasons for requesting St Paul's School.

Child's Home Address –

This is the usual place of residence on weekdays and nights. The address of a child minder (formal or informal) will not be accepted as a child's place of residence.

Change of Address (occurring during the allocation process)

In these circumstances – or if a query arises in respect of a child's place of residence –it will be a requirement that evidence to support residency is supplied. For instance a letter from a solicitor showing that the purchase of a particular property is firmly in progress; or a photocopy of a rent book clearly showing relevant names in connection with a particular property

Material Change of Circumstances

If there are any changes in circumstances during the course of making the application that relate to any of the published criteria it is the responsibility of the applicant to provide evidence to the School's Admissions and Transfers Section. Changes in circumstances may affect the outcome of the application.

What is a sibling?

* For admission purposes, **a sibling** is a child who resides at the same address as the child for whom a place is being requested, and is one of the following:

- brother/sister
- half-brother/sister (i.e. share one common parent)
- step brother/sister (i.e. related by a parent's marriage)
- any other child for whom it can be demonstrated that he/she is residing permanently at the same address (e.g under the terms of a residence order)

Application in respect of multiple births

As far as possible siblings (including twins, triplets or children from multiple births), will be allocated a place based on the criteria for admissions.

Where parents/carers are seeking to place twins, triplets etc, they must submit a separate application for each child.

In the event that one child from a multiple birth has been accepted in the 30th place, the statutory limit of infant class size will be exceeded to accommodate the other sibling (siblings). Waiting lists will be maintained for at least one term in the academic year of admission.

Appeals

If a child is refused a place through over-subscription, parents/carers are informed in writing of their right to appeal to an independent appeals panel. They should write to the Clerk of the Admissions Appeal Panel within 20 days of receipt of the notice of refusal, c/o the school address.

Admission Policy – Early Years - Nursery

Children join the Nursery class as soon as practicable after their third birthday. Usual start times are at the beginning of the Autumn, Spring and Summer term. Home visits and play and stay sessions are offered prior to the child's start date.

Children who have home addresses within Wolverhampton are eligible for admission. Current Local Authority policy and practice will be referred to in responding to applications for places for children living outside the Wolverhampton boundaries. Governors will also refer to information about the availability of funding when considering applications from outside the City boundaries.

If there are insufficient places for all children seeking admission, places will be offered in accordance with the child's date of birth. Older children will be admitted before younger ones. Governors may take special circumstances into account when they consider admissions to Nursery.

A child's faith or religious affiliation is not taken into account in determining admissions to Nursery. It is important to note that admissions to the main school are decided completely separately from admissions to the Nursery class. Admission to the Nursery does not guarantee admission to the Reception Class of the school.

The Admissions Policy is reviewed annually.

Supplementary Information Form for St Paul's CE (A) Primary School

*Application for a place at a Church of England Voluntary Aided Academy/Primary School in
Wolverhampton – 2021/2022*

City of Wolverhampton Council

SECTION 1 (To be completed by the parent/carer)

Child's Surname (<i>Family Name</i>):	
Child's Forename(s):	M <input type="checkbox"/> F <input type="checkbox"/>
Date of Birth of Child:	
Address of Child: 	
Postcode:	
Name of Parent/Carer:	

I am the parent/carer of the above named child and am in the process of applying for a Year

place at _____ Academy/School.

In support of my application, and in accordance with the published admission criteria for the Academy/School, I wish to demonstrate the family's commitment to the life, work and witness of our faith. Therefore, I have asked my vicar/minister/faith leader if he/she would complete section 2 of this form (*overleaf*).

Signed: _____ Date: _____

Please note that places obtained by using fraudulent or false information will be investigated and could result in the place being withdrawn.

SECTION 2 (To be completed by Minister/Faith Leader)

Name of place of worship:
Location of Place of Worship:
Name of Vicar/Minister/Faith Leader:
<p>In support of this application, I offer the following comments in respect of the family's religious affiliation:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<div style="display: flex; justify-content: space-between;"><div style="width: 55%;"><p>Signed:</p><p>Print Name:</p><p>Date:</p></div><div style="width: 40%; border: 2px solid blue; border-radius: 15px; padding: 10px; text-align: center;"><p>Organisation Stamp</p></div></div>

Please ensure that you return this form direct to the Headteacher of your preferred Wolverhampton Voluntary Aided Church of England Primary Academy/School as soon as possible.

If you are expressing a preference for more than one Voluntary Aided Church of England Primary School please obtain sufficient copies of this form from the *Admissions and Appeals Section, Civic Centre, Wolverhampton, WV1 1RL*.

NB completion of this form does not guarantee a place at the named school. Your application will only be considered if you have also named the school on the application form.

The City of Wolverhampton Council (the 'council') respects your privacy rights and is committed to ensuring that it protects your details, the information about your dealings with the council and other information about you available to the council ('your information'). In accordance with the UK Data Protection Law, the council will use your information, for the purpose of processing your application for a school place, to (a) deal with your requests and administer its departmental functions; (b) meet its statutory obligations; and (c) prevent and detect fraud. The council may share your information (but only the minimum amount of information necessary to do the above

and only where it is lawful to do so) with other departments within the council (including the elected Members), central Government departments, law enforcement agencies, statutory and judicial bodies, community service providers and contractors that process data on its behalf. The council may also use and disclose information, that does not identify individuals, for research and strategic development purposes. For further information about your information rights please see the Council's privacy notice which can be viewed here: <http://www.wolverhampton.gov.uk/privacy-policy>"