

## ADMISSION POLICY 2018

(version 8.0)

**Name of the School:** **Weston Favell CE Primary School**

**Committee/Person(s) Responsible:** **Governing Body**

**Circulation:** **As above/All Staff**

**Review Date:** **September 2017**

| Version | C & L     | Adopted Full Govs | Comments  | Initial |
|---------|-----------|-------------------|---|---------|
| 1.1     | Oct 2008  | 7/12/09           | Policy adopted  | SH      |
| 1.2     | Oct 2009  | 03/12/09          |   | SH      |
| 1.3     | Dec 2009  |                   | Final paragraph added inline with Diocesan requirements   | JR      |
| 2.0     |           | 2/12/10           | References to AR1 /2 changed to SIF A/B. Changes to criteria 4 and 7 inline with Diocesan advice. Changes made to admission number.   | JR      |
| 3.0     |           | 27/09/12          | Amendment to the process of 'Late Applications'   | JR      |
| 4.0     |           | 26/09/13          | Change from VA to Academy   | JR      |
| 5.0     |           | 25/09/14          | Oversubscription criteria: (1) to include previously looked after children, (4) & (6) verify church allegiance, previously SIFA statement. Notes, definition of Social/Medical needs added. |         |
| 6.0     | Apr 2015  | 16/4/15           | Worshipping member definition updated   |         |
| 7.0     | Sept 2015 | 25/9/15           | Annual review   | JR      |
| 8.0     | Sept 2016 | 22/09/16          | Annual review   | JR      |

**Peterborough Diocese Board of Education  
Weston Favell Church of England Primary School**

**Admission Policy 2018**

The Governing Body are the Admission Authority in this Church of England academy and are therefore responsible for all admissions.

The Governing Body will admit up to 60 pupils into each year group.

When there are more applications than there are places available, the governors will admit pupils according to the following criteria which are listed in order of priority.

The governors will admit all pupils with a statement of Special Educational Needs which names the school, having clearly identified that the school will best meet the needs of the child.

Oversubscription criteria

1. The governors will admit 'Looked After Children', that is children in local authority care or previously 'looked after children' but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. The governors will admit children on social or medical grounds, where professionals have clearly identified that the school will best meet the needs of the child.  
*These applications must be accompanied by documentary evidence from appropriate professionals within the Health or Social services\* (see below).*
3. Children who have a sibling attending the school at the time of admission.  
*(see sibling definition below)*
4. Children of worshipping members \* *(see below)* of any Church which is located in the ecclesiastical parish of St Peter's, Weston Favell and is a member of Churches Together in England.  
*These applications must be accompanied by form SIF/A available from the school. The completed SIF/A will then be sent to the minister with form SIF/B in order to verify church allegiance.*
5. Children living with their parent(s)/legal guardian(s) in the ecclesiastical parish of St Peter's, Weston Favell. *(see residence definition below)*
6. Children of worshipping members \* *(see below)* of any Church that is a member of Churches Together in England, this includes the Church of England.  
*These applications must be accompanied by form SIF/A available from the school. The completed SIF/A will then be sent to the minister with form SIF/B in order to verify church allegiance.*

7. Children of parent(s)/legal guardian(s) of other faiths, or none, who wish their child to be educated in this church school and Christian environment.

#### Right of Appeal

Governors will admit up to the published admission number. For any child subsequently refused a place, parent(s)/legal guardian(s) will have the right to appeal against the decision, to an independent Appeals Panel. Parents wishing to appeal should write to:

The Clerk to the Appeals Panel  
Diocesan Board of Education  
Bouverie Court  
6 The Lakes  
Bedford Road, Northampton NN4 7YD

#### Notes

#### Tie Breaker

Where there are more applications in any one category, applications will be prioritised on the distance from the child's home to the school. Distances are measured from the property to the nearest access point to the school grounds. It is measured on a straight line basis, using a geographical information system.

#### \* Social/Medical need. Definition/evidence required:

If you believe that your child has exceptional medical or social needs you will need to provide evidence of this from an appropriate professional. The needs must relate to your child and the evidence must detail how the needs of your child can only be met at your preferred school. This can be sent in a sealed envelope if you prefer. If accompanied by a professional's letter, they MUST demonstrate in their judgement why Weston Favell CE Primary School can meet your child's needs, and also demonstrate why other local schools cannot meet your child's needs. It is not sufficient for a professional to say in their judgement only Weston Favell CE Primary can meet your child's needs, they must state why schools B or C cannot meet the needs. The evidence is considered by the Admission Panel of Governors.

#### \* Worshipping Member

At least one of the parents or guardians of the child is regarded by the priest/minister/worship leader as part of the worshipping community of the church/worshipping centre. This would not necessarily mean that the parent is a 'Member' in a technical sense (e.g. through baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than 'occasional' and has been sustained for more than a short, very recent period of time.

#### Residency definition

The child's place of residence is the address of the parent or legal guardian with whom the child spends the majority of time during the school week.

(Parent(s)/legal guardian(s) may be asked to produce evidence of residency/home address at any time during the admissions process)

#### Definition of siblings

The definition of a brother or sister (sometimes referred to as a sibling);

- a brother or sister sharing the same parents
- a half brother or half sister where 2 children share one common parent
- a step-brother or step sister, where two children are related by a parent's marriage/partnership
- adopted children

A brother or sister **must** be living at the same address when the application is made.

### Parish Boundaries

A map showing the parish boundary St Peter's, Weston Favell is available to view at the school and also on-line at [www.achurchnearyou.com](http://www.achurchnearyou.com).

### Waiting List

All parents who are refused a place at the school at any time may wish to place their child's name on a Waiting List. (This does not affect your right of appeal).

Pupils will be placed on the Waiting List in strict order according to the oversubscription criteria on the Admissions Policy. If a place becomes available at the school, places will be allocated according to this criteria.

Parents must contact the school and request that their child's name is placed on the Waiting List. This can be done by telephone 01604 401547 or e-mail: [enquiries@wfps.northants.sch.uk](mailto:enquiries@wfps.northants.sch.uk)  
The Waiting List will be revised at the time of allocation of places, again in September, January and April.

At the time of allocation of places, parents must contact the school within 7 days to request that their child is placed on the Waiting List. If parents wish their child to remain on the Waiting List they must contact the school within 10 school days of the beginning of the Autumn, Spring and Summer terms. Any places which become available will be allocated after this time.

Please note that children who are the subject of a direction by the local authority to admit or who are allocated a place in accordance with a Fair Access protocol must take preference over those on the waiting list.

### Late Applications

The Governing Body will deal with late applications after all the 'on-time' applications have been processed. Those refused a place due to the school having admitted up to 60 places will be advised of their right to appeal.

**Sept 2016**