

St Martin's CE Primary School

ADMISSION POLICY

For the Academic Year 2022/2023

This policy should be read with notes and definitions on page 4

St Martin's CE Primary School is an Academy, and is part of the LDBS Frays Academy Trust. It is a Church of England Primary School, founded on Christian principles, with a Christian ethos that underpins all that happens in the School. We expect that everyone who attends will be supportive of the Christian foundation of the school. However this does not mean that all our pupils come from a Christian background, and children from all faiths, and none, are warmly welcome to apply.

St Martin's CE Primary School is a part of the Pan-London co-ordinated admissions process and parents should apply for a Reception place using this process through their home borough.

All children whose Education Health Care Plan names St Martin's CE Primary School will be admitted.

Published Admission Number (PAN): There are 60 places available in Reception each year.

OVERSUBSCRIPTION CRITERIA

In the event that there are more applicants than places available all places will be allocated on the basis of the following oversubscription criteria, which will be applied in this order:

- 1 Looked after children (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear to the Governing body of St Martin's CE Primary School to have been in state care outside of England and ceased to be in state care as a result of being adopted.' (Variation as per Schools Admissions Code 2021 - dated 1st July 2021)
- 2 Children of Staff of the Trust
 - a) Where the member of staff has been employed for two or more years at the time of application , and/or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- 3 Children with documented long term medical or social needs, where a letter from a health or care professional (*see notes and definitions – page 4*) details their need for a place at St Martin's CE Primary School and the difficulties that would be caused if they had to attend another school. Details must be provided at time of application. This would be applied in exceptional circumstances.
- 4 Children who have a member of their immediate family with long term medical or social needs where a letter from a health or care professional (*see notes and definitions – page 4*) details the necessity for the child to attend St Martin's CE Primary, and the difficulties that would be caused if they had to attend another school. Details must be provided at time of application. This would be applied in exceptional circumstances.
- 5 Children who have a sibling attending full time school at the time they start school. (*see notes and definitions page 4*)
- 6 Other applicants, based on the proximity of their homes to the school. Priority will be given to applicants who live closest to the school. (*see notes and definitions – page 4*)

When deciding between applicants who, ostensibly, have equal entitlement under the above criteria (except reason 6), the Governors will consider the proximity of the applicants' homes to the school and priority will be given to applicants who live closest to the school. In the event of a tie due to the exact same distance measurement when only one place is available, allocation will be made by random allocation i.e. lottery. This will be done in the presence of an independent witness.

WAITING LIST

If St Martin's CE Primary School cannot offer a place, parents will be offered the opportunity of placing a child's name on the waiting list. The Academy Trust will maintain this waiting list for one year in the order of the oversubscription criteria and not in the order in which the applications are received.

Please note that the list will be re-ordered in accordance with the oversubscription criteria whenever a child leaves or is added to the waiting list. Therefore, it is possible a child may move up or down the list.

PUPILS ATTENDING ST MARTIN'S CE PRIMARY SCHOOL'S NURSERY

The offer and acceptance of a place in the nursery class does NOT give an automatic right of entry into the Reception class. Parents will need to apply for a full-time place.

CHILDREN BELOW COMPULSORY SCHOOL AGE

Parents/carers can request that their child attends on a part-time basis until they reach compulsory school age (*see notes and definitions – page 4*), or that the date that their child is admitted is deferred until later in the academic year when they reach compulsory school age.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Parents may request that their child is admitted outside their normal age group. When such a request is made, the Academy Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Head of School and any supporting evidence provided by the parent.

The process for requesting such an admission is as follows:

1. Parents write into the Head of School, requesting their child to be considered outside their normal age group with reasons to the request and any supporting documentation. For applications for Reception places, made as part of the Pan-London co-ordinated admissions process via the local authority, completion of 'Request for a child to be educated out of cohort' form is sufficient.
2. A meeting to be convened between the Head of School and the parents to discuss the matter.
3. A report to be compiled to the Executive Headteacher including:
 - a. The views of parents.
 - b. The views of the Head of School.
 - c. Information about the child's academic, social and emotional development submitted by the parent.
 - d. Any medical history and supporting documentation. Information about whether the child had previously been educated out of their normal age group.
 - e. Information as to whether the child may have naturally fallen into a lower age group if it were not for being born prematurely.
 - f. The Academy Trust may choose to seek professional advice according to the nature of the reasons for the request
4. The Executive Headteacher will make a decision on the above and in the best interests of the child.
5. The Head of School will inform parents of the decision.

IN-YEAR ADMISSIONS

Parents wishing to apply for a place at St Martin's CE Primary School, other than September start in Reception, should complete the School's application form and return it to the School. The form will be reviewed by members of the governing body, and a place will be offered if available. If a place is not available, parents will be given the option of being placed on a waiting list. Details of all in-year applications will be shared with London Borough of Hillingdon. Parents may also complete the common application form available from London Borough of Hillingdon, listing St Martin's CE Primary School as one of their preferences.

CHILDREN OF UK SERVICE PERSONNEL OR CROWN SERVANTS RETURNING FROM OVERSEAS

Families of UK service personnel with a confirmed posting to this area or Crown servants returning from overseas to live in this area can make an application, and be offered a school place (should a place be available), in advance of their move, provided their application is accompanied by an official letter declaring a relocation date and unit address or quartering address. Should the required Year group be full, then the applicant will be added to the waiting list based on the future address supplied and verified.

APPEALS

Parents have the right to appeal to an Independent Appeals Panel. Information regarding appeal procedures can be obtained from the Academy Trust either by email, admissions@fraysacademytrust.org, or by phone, 01895 462352. Parents do not have a right of appeal if they have been offered a place but it is not in their preferred year group.

WITHDRAWAL OF PLACES

If the school and/or Academy Trust are given false or misleading information, the Academy Trust reserves the right to withdraw the offer of a place to the child.

Notes and Definitions

- Hillingdon Local Authority coordinates admissions on behalf of schools in the borough for Reception applications; all in-year admissions will be coordinated by the Frays Academy Trust.
- 'Families' normally means parents or legal guardians.
- Siblings must be living in the same household as the applicant and attending St Martin's CE Primary School at the beginning of the term in which the younger child is due to start full-time education. The term 'sibling' includes brother or sister, half brothers and sisters, step-brother or sister, adopted or foster children but does not include any other relationship to the applicant. The child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling is also included. Cousins or childminder's children with whom the child may have grown up do not qualify. We reserve the right to ask for proof of sibling relationships.
- Distance will be measured in a straight line from the applicant's home address to the school, using a Graphical Information System which is based on ordnance survey data, with those living closer to the school receiving higher priority. In the case of two children having the same distance random allocation will be used. The grid reference of the measurement point for St Martin's CE Primary school is Easting – 5060330 Northing - 1787420.
- Health and care professional includes, but not limited to, GP, hospital consultant or social worker involved in the child's or family member's treatment and care.
- In cases of children whose parents have shared responsibility but live at different addresses, and the child stays with each parent for part of the week, the 'Home Address' will be considered as the address of the parent to whom Child Benefit is paid.
- Proof of address will be required on application.
- A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31st December, 31st March and 31st August.

This policy, dated November 2020, was written with reference to 'Schools Admissions Code', Department of Education December 2014 and 'Advice on the admission of summer born children', Department of Education December 2014.