



Admissions Policy

1.0 Introduction

Syresham St James CE Primary School seeks to create an environment that reflects our Christian ethos, providing safe, happy and challenging working conditions for all members of the school. This environment is exemplified by our school values to promote respect, generosity, courage, love, fairness and forgiveness.

Syresham St James CE Primary School is a Voluntary Aided Primary School. The responsibility for admissions to the school lies with the Governing Body. The admissions process is co-ordinated by Northamptonshire County Council, and the school liaises with the Peterborough Diocesan Board of Education and Northamptonshire County Council on admissions issues. Applications must be made on the Common Application Form available from the Local Authority.

The county admissions policies can be found at

<https://www.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/Pages/admission-arrangements-consultation.aspx?ga=1.30081980.206548628.1339419287>

The county policy is to admit children in the September after their fourth (4th) birthday.

2.0 Admissions Arrangements

The published admission number (PAN) for admissions to Reception is 15. The admission number for Reception has been determined in relation to the net capacity of the school and the necessity to comply with the Infant Class Size legislation.

The school also has a part time place nursery. A separate application has to be made by parents seeking a place in Reception class. Children attending the nursery class will not receive automatic entry to or priority for admission to the reception class at school.

If no more than 15 applications are received for admission to Reception, all applicants will be offered places.

The school will admit all children with a statement of special educational needs (or an Education, Health and Care Plan – EHCP) where Syresham St James CE Primary School is named in the statement or EHCP.

If there are more children requesting admission than the number of remaining places available the decision on which children will be admitted will be based on the following oversubscription criteria, which will be applied in the order of priority set out below;

- I. Children in public care or previously in public care who ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);
- II. Children with a sibling (brother or sister) continuing at the school or the linked junior school at the time of admission;
- III. Children who live closer to the preferred school than any other school;



IV. Other children.

If the Published Admission Number (PAN) is exceeded within any criterion, priority will be given to those who live closest to the school.

Parents/Carers should contact Northamptonshire LEA prior to visiting school to determine if places are available. If School is the first point of contact then the school will advise Parent/Carers of this procedure before showing them round.

If places are available, then these places are open and welcome to children from any locality, irrespective of background circumstances. This is in line with the Equal Opportunity Policy.

3.0 Syresham School Nursery

The Nursery is led and managed as part of the maintained school and is located in a purpose built, standalone facility in the school grounds. Admission to Syresham School Nursery does not automatically mean admission to Syresham St. James CE Primary School. The above admissions criteria will still be applied.

Admission to Syresham School Nursery is not the responsibility of the LEA, but is dealt with directly by the school, according to the Nursery Admissions Policy (Appendix A).

4.0 Timetable for New Admissions to School

The dates in the timetable will vary slightly from year to year as the dates are set annually by the Local Education Authority. The timeline remains the same.

Autumn Term	"APPLYING FOR A PRIMARY PLACE IN NORTHAMPTONSHIRE" document sent to parents who have registered an interest with the school.
December	Preference forms to be returned to school by early December, - FORMS ARE RETURNED DIRECTLY TO THE LA ON AN ONLINE FORM NOT TO SCHOOL forms are sent to the LEA. (Note the document includes a section on how to apply online)
Spring Term (March/April)	Offer of place letters sent to parents. The school will then formally welcome the children and families to the school.

The Reception Teacher and/or Early Years Coordinator will visit children in other Nurseries and Early Years settings during the early part of the summer term, and will contact the parents to arrange a home visit if this is required.

The Reception Teacher and/or Early Years Co-ordinator will arrange a Presentation meeting for parents of new children and give out information folders. Parents are given the opportunity to look round the school and ask questions.



New children will be given the opportunity to spend 2 mornings in school with the current reception class and one morning as their new incoming class. Children are admitted to school in September and attendance is gradually increased as follows:

- First two days – half day only, collected at 11:45am
- Next 2 weeks – half day only, but stay for lunch and are collected at 12:50pm
- From 3rd week into the term the Reception children can stay full time
- The Reception Class teacher decides if a child is ready to begin full-time school and may suggest that a particular child attends for part of the week.

Please note the above may be subject to change

The dates for notification change annually please check on the council website:
www.northamptonshire.gov.uk

5.0 Over-Subscription Within The Criteria

If within any of the above criteria the school is over-subscribed with requests for admission, then the criterion of geographical proximity to the school will be used to determine which pupils are admitted.

Where the number of applications exceeds the Published Admission Number (PAN), applicants will be ranked according to the over-subscription criteria for the school.

Where there are more children in a particular criterion than there are places remaining to take the school up to its PAN, the children are ranked according to the distance from their home address to the preferred school or their nearest alternative school, depending on the school and the criterion in question.

Distance ranking Type 1: Children who live closest to the school.

The distance from each applicant's home address to the preferred school will be measured (see below for information on how measurements are carried out). The children will then be ranked according to these measurements with those living closest to the school at the top of the list. Children will then be allocated places in this order, until the PAN is reached.

Distance ranking Type 2: Children who live furthest from their nearest alternative school.

The distance from each applicant's home address to all nearby schools will be measured to establish which school is closest to their home address (not including the preferred school). The children will then be ranked according to the measurements to their nearest alternative school, with those living furthest away from their nearest alternative school at the top of the list. Children will then be allocated places in this order until the PAN is reached. This way of ranking children is used to ensure that the majority of children have a reasonable distance to travel to school.

6.0 Flats and apartments

Where applications are made from the same multiple dwelling sharing a single address point, such applications in a single criterion will be considered initially by distance between the address point and the school in the normal way.



7.0 Final Tie-breaker

Where two or more applications cannot otherwise be separated, random allocation will be used to decide which applicant should be allocated a place.

8.0 Admissions Information

Last year the school was able to admit all pupils whose parents applied by the closing date.

9.0 Late Applications For Admission

Applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

10.0 Waiting list

When we have more applications than places, the oversubscription criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the oversubscription criteria.

Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to which of the oversubscription criteria they meet. Thus it is possible that a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time.

If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted.

This waiting list will be managed by The Admissions Team at Northamptonshire County Council, and will be kept at least until 31st December of each school year of admission.

11.0 Appeals

Where the governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. Parents should notify the clerk to the governors at the school within 14 days of receiving the letter refusing a place. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the hearing.

12.0 Non-Routine Admissions

It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school may arrange to visit the school.

All applicants must use the Common Application Form and the Local Authority will co-ordinate the application for a place. If the applicant has indicated more than one preference the LA will make an offer of a place at the highest preferred school available.

If there is no place available in this school then the admissions committee will inform the LA and information about how to appeal against the refusal will be provided.



Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances

13.0 Special Reasons for Admission

If there are any special reasons, such as identified medical needs, special educational needs, why parents or other agencies feel a child would educationally benefit from admission to the school, this information with any supporting documentation should be provided on/attached to the application form.

Children applying under Priority Four (Parents regularly attending the local church or other Christian Church) must collect a supplementary form from school or download it from the school website and submit it with the application form.

14.0 Fraudulent Applications

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence in the catchment area or of involvement in a place of worship) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will be considered afresh and a right of appeal offered if a place is refused.

15.0 Multiple Births

Where there are children of multiple births wishing to be admitted the governors may admit over the infant class requirement if it is possible to do so.

16.0 Reception Class Admissions

Children will be admitted to the Reception class at the beginning of the Autumn Term before their fifth birthday. Parents may request that their school place be deferred or part-time until later in the school year and if they do this the place will be held for the child. The child, however must be in school on a full time basis at beginning of the term after the child's fifth birthday.

17.0 Admission Outside The Child's Normal Age Group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account.

The governing body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical



professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The governing body will also take into account the views of the Headteacher. When informing a parent of their decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their decision.

Where the governing body agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and governing body must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The governing body must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.



Appendix A Nursery Admissions Policy

Policy Statement

Syresham School Nursery welcomes all children and their families, regardless of race, culture, sex, social class and disability. We offer sessional care for children from the age of 2 years old as part of an Early Years Foundation Stage Unit within the school.

Admissions Procedures

- We aim to ensure that the Nursery is advertised in ways and in places that are accessible to all sections of the community,
- We provide detailed information about the Nursery on the school website.
- There are currently 30 places available per session and we are open for 30 hours per week during term-time, plus breakfast and lunch clubs.
- We always aim to offer a child a place at our Nursery.
- The allocation of places is done on a first come, first served basis, dependent on the age of the child and the associated staffing ratio requirements.
- If and when it becomes necessary to have a waiting list for places, we will also operate it on a first come, first served basis dependent on the age of the child and the associated staffing ratio requirements. Other considerations will be the distance of the registered home address from the setting and whether the child has siblings already attending the Nursery or school.
- We aim to advise parents and carers of the availability of places on request by telephone, email or in person.
- We provide prospective parents and carers with a prospectus and will invite them to visit the setting and to come to a taster session with their child.
- Applicants will be asked to complete a Registration form and pay a non-refundable admission fee of £15 to secure their place and to cover the costs of administration.
- Where financially viable, we aim to keep a place vacant to accommodate an emergency admission.

Admissions to School from Nursery

Admission to Syresham Nursery does not automatically mean admission to Syresham St. James CE Primary School. The admissions criteria set out in the School Admissions Policy will still be applied. Admissions to the school are handled by Northamptonshire County Council and not directly by the school.



SUPPLEMENTARY FORM

Dear Parents,

Some time ago you contacted school and placed your child's name on our list of prospective entrants for school. In order to rank applications according to the school's over-subscription criteria, as set out in our Admissions Policy, the sub-committee of the Governing Body will meet to rank all applications.

To assist us in this task and to ensure we have all relevant details if you attend St James the Great Church, Syresham or any other Christian Church, please provide the information requested below and return it to the school before the admissions closing date.

Yours sincerely,

Mrs K Clough
Head teacher

Name of child:

Date of birth:

Year group for which I am applying:

Have you as a parent/carer, regularly (at least monthly for the last 12 months) attended St James the Great Church, Syresham Yes/ No

Have you as a parent/carer, regularly (at least monthly for the last 12 months) attended a Christian Church? Yes / No

Church Attended:

Name of minister / pastor / priest:

Contact details of minister / pastor / priest:

(If you have attended more than one church over the last 12 months, please also give the relevant details.)

Signed

Date