



All Saints' C.E. First School **ADMISSIONS AND APPEALS POLICY 2023/24**

All Saints' is a Church of England Academy, part of the Talentum Learning Trust (TTLT). Decisions about admission rest with the All Saints' First School after consultations with the Local Education Authority and the Lichfield Diocese. All Saints' First School is responsible for the implementation of the admission arrangements of pupils into the Nursery and main school and for determining the arrangements for admitting all pupils.

As a Church school, we offer a distinctly Christian education and are open and inclusive of those who seek such an education.

The published admission number (PAN) for All Saints' First School for is 45.

Admission into Nursery

The Nursery class has a capacity for up to 32 morning sessions, and 24 afternoon sessions. Provision is made in the Nursery for children in the September of the academic year in which the child becomes 4 years of age. Children generally start nursery the September after their third birthday. If there are places still available after those children have been offered and accepted places, younger children will be considered and may start nursery the term following their third birthday, in January and April.

Registration Process

Parents who wish their child to attend All Saints' Nursery should register their interest for a nursery place with the All Saints' First School by completing an application form (available from the school) when their child is two.

Parents may apply for universally funded places and/or additional hours funded places. If parents are not eligible for additional hours funding, they may also apply for a self-funded place for additional hours above the 15 hours which are universally funded.

Documentary evidence of age together with address must be attached to the application. The closing date for September Nursery applications is 31st March of that year. The closing date for applications for the January intake is 30th September of the previous year and for the April intake is 31st December of that year.

Late Applications

Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point.

Consideration of applications

The school will consider all applications for place in its Nursery. Where fewer applications than the number of places available are received, the school will offer places to all those who have applied.

Procedures where the Nursery is oversubscribed

Where the number of applications for admission is greater than the number of places available, applications will be considered against the same oversubscription criteria as for main school which will be applied in the same order. There is no statutory right of appeal for admission to a nursery setting.

Operation of waiting lists

Where in any year All Saints' Nursery receives more applications for Nursery places than there are places available, a waiting list will operate. This will be maintained by the school. Any parent may ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. The child will remain on the waiting list for one term. Children's position on the waiting list will be determined solely in accordance with the over-subscription criteria.

IMPORTANT: Admission to All Saints' Nursery does not guarantee admission to All Saints' First School Reception. Please refer to the separate Admissions Criteria to All Saints' First School below.

Admission into Reception

Children will be admitted to Reception in the September of the academic year in which the child becomes 5 years of age. **Applications for admission into Reception are separate to applications for admission into Nursery.**

Admissions criteria for all of the above:-

Waiting lists will be kept until at least the end of the Autumn Term for admissions in September.

In admitting children priority will be given to children with Statements or Education, Health and Care Plan (EHCP) specifying this school and then the following criteria, in priority order, will be adopted in the event of an insufficient number of places being available:

1. Children in care and children who ceased to be in care because they were adopted (or became subject to a child arrangements order or special guardianship order), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children with medical or social priority reasons. This means pupils that are distinguished from the great majority of other applicants either on medical grounds or by other exceptional circumstances. Medical grounds must be supported by a medical report (obtained by the parents). It must clearly justify, for health reasons only, why it is better for the child to attend this school rather than any other school. Exceptional circumstances must relate to the choice of school, i.e. the circumstances of the child, or the specific economic or social circumstances of the parent, and be supported by a professional report, e.g. social worker, justifying why it is better for the child to attend the preferred school rather than any other school and if they would suffer hardship if they were unable to attend this school
3. Siblings of children who will be attending the school at the time of the child's admission and do not meet one of the criteria listed above. Sibling refers to a child who lives at the same address and either:-
 - a. have one or both natural parents in common
 - b. are related by a parent marriage
 - c. are adopted or fostered by a common parent
 - d. are unrelated children who live at the same address, whose parents live as partners
4. Children of staff in either or both of the following circumstances:
 - a. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Children whose parents are genuinely seeking a Christian Education for their children and who reside within the Parish of Leek and Meerbrook. Priority will be given to :

- a. children who are baptised and whose parent(s) are practising members of the Church of England
- b. practising Christians of another denomination

Parents may be asked to submit a reference of worship from their minister to support their application if this is required to support criteria 4a or 4b.

6. Children who reside within the school catchment area.

7. Children who reside within the Parish of Leek and Meerbrook.

8. Children of parents who reside outside the Parish of Leek and Meerbrook but who seek a Christian Education within a Church of England School. Priority will be given to:

- a. children who are baptised and whose parent(s) are practising members of the Church of England
- b. practising Christians of another denomination

Parents may be asked to submit a reference of worship from their minister to support their application if this is required to support criteria 8a or 8b.

9. Other children arranged in order of priority according to how near their home addresses are to the main gate of the school, determined by the shortest available walking route as calculated by the Local Authority's Geographical Information System.

Note: The home address is considered to be the child's along with their parent/carer's main and genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives address will not be considered for allocation purposes. Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes.

Tie-Break: If there are a limited number of spaces available and we cannot distinguish between applicants using the criteria listed, such as in the case of children who live in the same block of flats, then the child or children who will be offered the available spaces will be randomly selected. This process will be independently verified.

Late Applications

Preferences received after the closing date will be considered alongside those applicants who applied on time wherever possible. Where it is not practicable because places have already been allocated, or are shortly to be allocated, then late preferences will be considered only after those that were made before this point.

A late application does not affect the right of appeal or the right to be placed on a school's waiting list.

Repeat Applications

The Local Governing Board will not consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

Deferred Entry to Reception Class

Parents may request that their child be admitted to Reception Class on a part-time basis, or that their child be admitted to school later in the same academic year until the child reaches compulsory school age (i.e. beginning of the term after the child's fifth birthday). The effect is that the place will be held for the child in Reception and is not available to be offered to any other child within the same academic year in which it has been offered.

Before deciding whether to defer their child's entry to school, parents should visit their preferred school(s) to clarify how they cater for the youngest children in Reception and how the needs of these children are met as they move up through the school.

Waiting Lists

A waiting list will be operated in admission criteria order and will remain open until 31st December and will then be discarded. Parents may apply to remain on the waiting list if they so wish.

Inclusion on a school's waiting list does not mean that a place will eventually become available at the preferred school.

A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria.

Applications other than the normal intake year

Parents may seek to apply for their child's admission to school outside of their normal age group, for example if the child is exceptionally gifted and talented or has experienced problems such as ill health. In addition, the parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group to Reception rather than Year 1.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. A decision as to whether this is an appropriate course of action will be made by the Governing Body who will take into account the circumstances of the case and views of the headteacher. Parents do not have the right to insist that their child is admitted to a particular year group.

"In-Year Transfer" Arrangements

Parents or carers seeking to transfer to All Saints' First School at a time other than at the start of the Nursery or Reception years, may make an application using the appropriate application form, available from school. Parents and carers need to be aware that any date set for joining the new school may be after the next term or half term holiday and those parents/carers are responsible for ensuring that their child continues to receive appropriate education in the interim.

Appeals

Any parent has the right to appeal against a decision not to admit. Appeals should be made in writing to the Chair of the Local Governing Board and should state the child's name, date of birth and home address together with the grounds on which the appeal is made. The Local Governing Board have established an independent appeal committee to hear any appeals. The decision of the appeal committee is final and binding.

Reviewed and amended October 2021