

## **Earley St. Peter's Church of England (Aided) Primary School**

### **Governors' Admissions Policy for the Academic Year 2013-2014**

Earley St. Peter's CE Primary School is a Voluntary Aided School. As such the Governing Body is the admissions authority for the school. The school is a partner in the co-ordinated admission scheme arrangements for primary admissions in Wokingham Local Authority (LA) and follows the Wokingham Borough admissions timetable (appendix A). The governors believe that these arrangements comply with all relevant legislation, including that on infant class sizes and equal opportunities.

The published admission number for the academic year 2013-2014 will be **70**.

Therefore in 2013-2014 the Governors will admit a maximum of seventy children whose fifth birthday falls between 1<sup>st</sup> September 2013 and 31<sup>st</sup> August 2014.

For admission to the 2013-2014 academic year, the school will offer all children full time schooling in the September following their 4<sup>th</sup> birthday. This change came into effect in February 2010.

A part-time place will be available if parents/carers consider this to be in their child's best interest. If parents choose this option and then wish to increase to full-time schooling before their child reaches statutory school age (the term after they become 5 years old) the parents/carers must discuss this with the Head teacher to agree the date this will commence.

Parents may request that entry is deferred to later in the school year 2013-14 or until the child reaches compulsory school age (the term after their fifth birthday). In such cases the school will reserve a place for the child. If parents of children whose fifth birthday falls between 1st April and 31st August 2014 wish to defer entry to September 2014, they will have to make a separate application for a Year 1 place in September 2014. In such instances, there may be no places available in Year 1, which could have 70 children transferring from the Reception Year 2013-2014.

It must be noted that the Governing body and the school will adhere to Wokingham Borough Council's co-ordinated admission scheme. It should also be noted that parents living outside the Wokingham LA area should apply to the LA in which they live (the home LA). Offers of places will be made by that home LA on behalf of the school. Therefore, parents of children living in Reading should apply on Reading's common application form expressing a preference for Earley St. Peter's Church of England Primary School.

**Children with Statements of Special Educational Needs naming Earley St. Peter's Church of England (Aided) Primary School will always be admitted.**

Applications for other year groups or for the Reception Year once the school year has started must be made to the **home** LA and are subject to the same over-subscription criteria as those for the main entry year. It should be noted that all year groups have 70 places.

In the event of there being a greater demand for admission than there are places available, the following over subscription criteria will be applied in the order set out below.

### **Category 1**

Looked-after children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

### **Category 2**

Children, at least one of whose parent(s) is/are regular worshipper(s) (at least once a month for at least the 12 months preceding the application date) at one of the churches named in appendix B. In order for an application to be considered under this criterion the parent(s) must complete the Church attendance details form (the supplementary information form) and submit it separately to the School whilst forwarding the common application form directly to the home LA. Both forms **must** be received by 15 January 2013.

### **Category 3**

Children with a sibling on the roll of the school at the time of application and who is expected still to be in attendance at the time of entry to the school.

### **Category 4**

Children whose home address is in the catchment area (appendix C and E).

### **Category 5**

Children, at least one of whose parent(s) is/are regular worshipper(s) (at least once a month) at one of the churches named in appendix B, but has/have not been worshipping there for the minimum period of at least the 12 months prior to the application date; but who has/have been a regular worshipper(s) at their/his/her previous church (so the total qualifying period will be regular worship at least once a month for at least 12 months prior to the application date). In order for an application to be considered under this criterion the parent(s) must complete the Church attendance details form (the supplementary information form) and submit it separately to the School whilst forwarding the common application form directly to the home LA. Both forms **must** be received by 15 January 2013.

### **Category 6**

Children whose parents are applying to Earley St. Peter's Church of England (Aided) Primary School for any other reason.

Within these categories, should the need arise, priority is given to children living closest to the school. Distances will be measured using the Local Authority GIS computerized mapping system. The distance is measured as a straight line between the respective home address and the School using the system applied by Wokingham Borough Council at the time of the application. In the event of identical or equidistant addresses, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out in the presence of an independent person.

**For entry to the Reception Year in 2009/2010, the school received 99 applications.**

**70** offers were made. The criteria applicable to the applications were as follows:

2009/2010	No. applications	No. offers
Category 1 Looked after	2	2
Category 2 Church (local)	16	16
Category 3 Sibling	16	16
Category 4 Catchment	14	14
Category 5 Church (other)	0	0
Category 6 Other	51	22
<b>Total</b>	<b>99</b>	<b>70</b>

**0** appeals were made.

**For entry to the Reception Year in 2010/2011, the school received 117 (inc. 6 late) applications.**

**70** offers were made. The criteria applicable to the applications were as follows:

2010/2011	No. applications	No. offers
Category 1 Looked after	0	0
Category 2 Church (local)	11	9
Category 3 Sibling	19	18
Category 4 Catchment	18	14
Category 5 Church (other)	3	3
Category 6 Other	59	25
<b>Total</b>	<b>111*</b>	<b>70*</b>

**\*includes one child with a statement of special educational needs.  
3 in-year appeals were made and all were settled.**

**For entry to the F2 Rising 5 (Reception Year) in 2011/2012, the school received 132 (inc. 2 late) applications.**

**70** offers were made. The criteria applicable to the applications were as follows:

2011/2012	No. applications	No. offers
Category 1 Looked after	0	0
Category 2 Church (local)	16	12
Category 3 Sibling	37	36
Category 4 Catchment	22	8
Category 5 Church (other)	0	0
Category 6 Other	57	*14
<b>Total</b>	<b>132</b>	<b>70</b>

**\* Includes 2 applications received after the deadline**

**2** appeals were made, both were refused.

**For entry to the F2 Rising 5 (Reception Year) in 2012/2013, the school received 148 applications.**

**70** offers were made. The criteria applicable to the applications were as follows:

2012/2013	No. applications	No. offers
Category 1 Looked after	0	0
Category 2 Church (local)	9	9
Category 3 Sibling	41	41
Category 4 Catchment	21	20
Category 5 Church (other)	0	0
Category 6 Other	77	0
<b>Total</b>	<b>148</b>	<b>70</b>

**(Insert number)** appeals were made. **(This will be updated at a later date)**

## **APPENDIX A**

### Admission Arrangements for 2013-2014

In **November** 2012, common application forms will be sent by the child's home Local Authority to parents who have registered to receive an application pack for those children who reach compulsory school age between 1<sup>st</sup> September 2013 and 31<sup>st</sup> August 2014. Applications for entry to Earley St. Peter's CE (Aided) Primary School in the school year commencing September 2013 must be on the common application form.

**The common application form must be returned to the child's home Local Authority.**

**Where relevant the supplementary information form regarding denominational involvement should be completed and returned separately to the School office.** If no supplementary information form is submitted by the closing date then the application will not be considered under these criteria and ranking will be affected accordingly.

Parents should be aware of their right to express a preference for particular schools – further details are available in the Wokingham LA booklet – 'A Parent's Guide to Primary Admissions' or their respective Local Authority. **Parents may also apply online.** The deadline for applications is **15<sup>th</sup> January 2013.**

**Please note** parents who wish to change, **after** the closing date, their preference for oversubscribed schools for a school not previously requested, will not be allowed to do so without a genuine reason for doing so, e.g. the family has recently moved to another address, provided that such moves take place prior to the closing date and evidence is provided. Moves made after this deadline will necessitate the application being dealt with as a 'late application'. Requests for a change of preference will be considered by an Admissions Panel of at least two 'Governors'.

The LA will collate the information and send copies of the forms to the school for consideration by the Governing Body. During February/March 2013 the Governors' Admissions Committee will consider all the complete applications received by the published admission deadline, and in the event of more than 70 applications being received, places will be allocated strictly according to the over subscription criteria. All applications will be treated equally, irrespective of need or ability and without reference to the positioning in the ranked list on the application form. However, there may be exceptions for applicants outside their normal age group. Please see below.

Parents will be notified in writing of the result of their application by the home LA on the date indicated in that LA's admissions booklet and details of how to accept an offer will be included in the offer letter.

Parents whose application for the 2013-2014 intake is not successful are automatically entitled to a right of appeal. Appeals against the Governors' decision not to admit a child should be sent on the appropriate appeal form, to the Chair of Governors, at the school, within 20 school days of receiving the letter refusing a place. An appeal form can be obtained from the school secretary or the school website.

An independent appeal panel, convened by the Oxford Diocesan Director of Education, hears appeals. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September to 31 August). However, parents have the right to make a second application to the school in the same academic year if there is a major change in circumstances.

Any in-year admissions applications are dealt with by the child's home Local Authority (LA) who will coordinate available places, in any year group, at any time of the year (e.g. for families who have recently moved home) and these will be considered by the Governors. Parents are welcome to contact the LA Admissions Team or the school, to establish if a place is available in a particular year group. Either way, parents will then need to complete an application form, provided by their

home LA.

The school maintains a waiting list for those children who are not offered a place, including those unsuccessful at appeal; the order of priority on the waiting list is the same as the list of criteria for over-subscription. No account is taken of length of time on the waiting list. Waiting lists are maintained for each year group which is full. Should a casual vacancy occur, a place would be offered to the child at the top of the waiting list using the over-subscription criteria (unless an application has been received that takes priority over the waiting list). The school periodically seeks confirmation that parents wish a child's name to be kept on the waiting list.

**The school subscribes to the Local Authority's Fair Access Protocols and this may have an effect on the admissions waiting list. (Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.**

**Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on a waiting list.**

The Governors would like parents to note that the number of places in all year groups is 70 children. A written offer will be sent to the most recent address provided for the child in question, and parents should note that they must either accept or decline the place by the date indicated in the letter (normally two weeks from the date of the letter), or the place will be offered to the next name on the waiting list. The child must start at the school within 10 school days of the date of acceptance.

#### Admission of children for a school place outside their normal age group

Although most children will be admitted to the school within their own age group, requests from parents for school places outside their normal age group will be considered carefully for gifted and talented pupils or those who have experienced problems or missed part of the year, for example due to ill health. Each case will be considered on its own merits and will only be agreed by the Governing Body where there is consensus between the parents, the school, the LA and any relevant professional who has been asked for their opinion by the Governing Body that it is in the best interests of the child.

#### The School does not accept applications for children who will not reach the age of five during the admission year 2013-2014

Any requests for further information should be addressed, in the first instance, to the School Secretary, on telephone number 0118 926 1657.

**NOTE:** A separate admissions policy is applied to Earley St. Peter's Nursery and an offer of a Nursery place **in no way** guarantees an offer of a school place.

NOTE: Applications received **after the deadline** for receipt will only be considered **after** all those received by the deadline. This means that if no places are left after considering all the applications received by the deadline, even if your application fulfils a higher criterion than that under which

places have been offered to other applicants, your application will be unsuccessful. At the published admission deadline, applications under categories 2 and 5, which are not accompanied by the relevant supplementary information form, will be deemed to be **INCOMPLETE** applications. They will be re-categorised by the Governors accordingly, before being considered. (Relevant parents will be informed of this process beforehand).

NOTE: The Governors reserve the right to verify any of the information given on the application form and the church reference form (the supplementary information form), and to re-categorise the application in the light of any inconsistencies.

## APPENDIX B

Where applying under category 2 or category 5, the relevant churches are listed below. **Parents should return the supplementary information form ('the church reference form') to the school and the Common Application form to their LA.** The Governors will then ask the appropriate minister or priest for verification of the information provided. Where applying under category 5, parents will also be required to provide documentary evidence of regular attendance from the minister or priest of their previous church with their application.

### Parish churches of:

Earley St. Peter's  
Earley St. Nicolas  
Trinity Church Earley (LEP)  
St. Luke's & St. Bartholomew's, Reading

### Also: The following non-Anglican churches

Park United Reformed Church  
Anderson Baptist Church  
Our Lady of Peace Roman Catholic Church  
Brookside (King's Church)  
Earley Christian Fellowship  
Lower Earley Baptist Church

**APPENDIX C**  
**List of roads in the school's catchment area**

Anderson Ave	Erleigh Court Gardens	Nuthatch Drive
Barrington Close	Fairview Ave	Oldfield Close
Blackthorn Close	Gardner Place	Palmerstone Rd
Byron Rd	Gladridge Close	Pitts Lane
Chiltern Crescent	High Tree Drive	Pocket Place
Church Rd (both sides excluding odd nos. 1 – 67)	Hilltop Rd	Sidmouth Grange Close
Courts Rd	London Rd (south side nos. 228 – 404 only)	Sidmouth Grange Rd
Culver Lane	Mays Close	Stanton Close
Delamere Rd	Mays Gate	Station Road (no 4, Corner House, No 5, Tudor Cottage, No 7, The Haven, No 9 Flats 1-5 and No 9, The Willows.
Eastcourt Ave	Mays Lane	The Drive
Erleigh Court Drive	Milton Rd	Whitegates Lane
		Wokingham Rd (north side nos. 197 – 301 only)

A local map produced by the LA, with the school's catchment area clearly marked is attached as Appendix E and may also be viewed on request, at the school office.

**APPENDIX D**

**Terms used as defined below:**

Parent

A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to 'parents' attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents, as defined above, and siblings. If you are in any doubt please contact the school for advice.

Home address

By home address we mean the child's normal home address. This is the child's permanent address at the time of application. We regard this as where the child spends the majority of the school week (Monday to Friday including nights).

Sibling

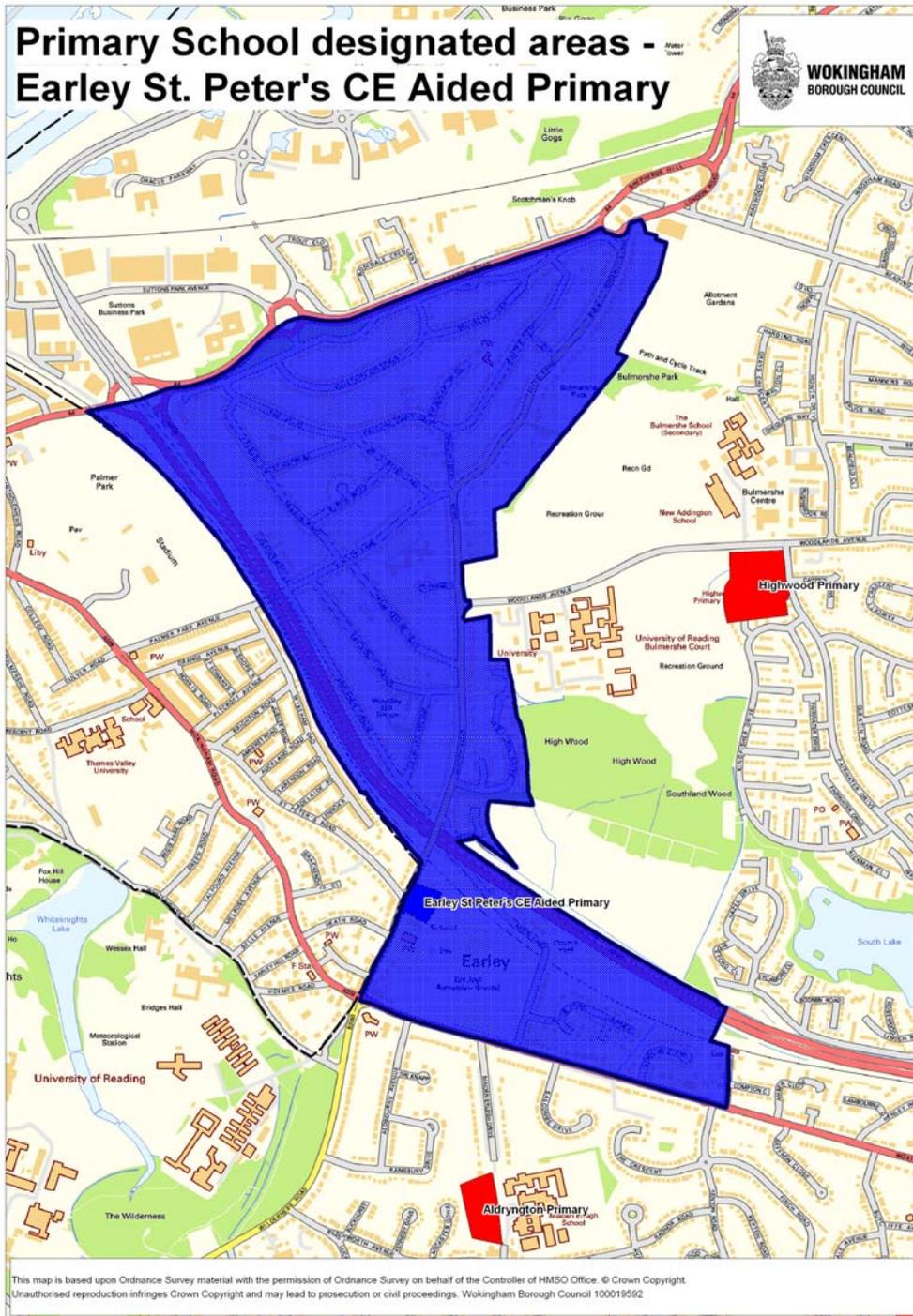
Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. In the case of a multiple births application e.g. twins, falling at the cut-off point, then if an offer is made to one child, it will be made to the other(s).

Looked After Children

'Looked after' means children for whom any Local Authority acts as a parent.

# Appendix E

Map of the Earley Area, showing designated roads for Admission under Category 4 to Earley St. Peter's (VA) Church of England Primary School.



Map reproduced and published with permission from the LA (August 2011)

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