

St Edward's Church of England Primary School

The school has an admission number of 90 in Reception Year.

If undersubscribed, the school will admit all applicants. If oversubscribed, the school will admit children under two categories.

Priority Group 1 - 72 places to applicants, based on church membership. Before any other children are admitted under this criterion, children of families belonging to a church who is a member of Churches Together in England and/or Free Churches Group, with a statement of SEN or with an Education, Health and Care plan naming the school will be admitted. Then children will be admitted in the following order:

- a) Children at the heart of the church who are looked after children and those who are previously looked after children.
- b) Families at the heart of the church, where the child and/or the parent(s) or guardian(s) attend the church once a week or more frequently, and have done so for a period of two years or more.
- c) Families committed to the church, where the child and/or the parent(s) or guardian(s) attend the church once a fortnight, and have done so for a period of two years or more.
- d) Families attached to the church, where the child and/or the parent(s) or guardian(s) attend the church once a month, and have done so for a period of two years or more.
- e) Families known to the church, where the child and/or the parent(s) and/or guardian(s) attend the church less frequently than once a month.

If under criteria a), b), c), and d), the number of applications meeting any of these criteria exceeds the number of places available, the following tie-breakers will be applied in descending order of priority:

- i. Siblings of children attending the school on the date when the child is enrolled;
- ii. Attendance at an Anglican church
- iii. Children whose parent or guardian has been employed at St Edward's Church of England Primary School for two or more years at the time at which the application for admission to the school is made.
- iv. Children, who live closest to St Edward's Church of England Primary School as measured by a straight line from the School, those pupils living nearer the School being given higher priority.

Note: church membership will be established by a priest's reference. Places will be offered to applicants involved in the worship and work of churches which are members of Churches Together in England and/or Free Churches Group. (see attached list.)

Priority Group 2 - 18 places to community applicants. Before any other children are admitted under this criterion children with a statement of SEN or with an Education, Health and Care plan naming the school will be admitted. Then children will be admitted in the following order:

- a) Children who are looked after children and those who are previously looked after children.
- b) Children, who live closest to St Edward's Church of England Primary School as measured by a straight line from the School, those pupils living nearer the School being given higher priority

Under criteria a) and b) if the number of applications meeting either of these criteria exceeds the number of places available, the following tie-breaker will be applied:

- i. Siblings of children attending the school on the date when the child is enrolled;
- ii. Children whose parent or guardian has been employed at St Edward's Church of England Primary School for two or more years at the time at which the application for admission to the school is made.

Allocation of places if either priority group 1 or 2 are undersubscribed.

All applicants will be considered equally for a place under priority group 2, but only those of the faith will be considered under priority group 1. If fewer than 72 children qualify for admission under priority group 1 additional places will be offered under priority group 2 until the admission number of 90 is met. If fewer than 18 children qualify for admission under priority group 2, additional places will be offered under priority group 1 until the admission number of 90 is met.

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

Immediately after submitting the application, parents should contact the school and request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will need to submit any evidence in support of their case with the request, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information 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 school (who may consult with / seek advice from the Local Authority) will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. The school in consultation with the Local Authority will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

Waiting lists

The school will operate a waiting list for each year group and for each priority group. Where in any year the school receives more applications for places in any priority group than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the school and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the admissions criteria as set out above. Where places become available they will be allocated to children on the waiting list in accordance with the relevant priority group and according to the admissions criteria. The waiting list will be reordered in accordance with the admissions criteria whenever anyone is added to or leaves it.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should request an appeal in the first instance to The Governors Appeals Panel, c/o the school explaining their reasons for appealing. This should be sent to the school within two weeks of the school place being refused. Information on the timetable for the appeals process is on our website at www.stedwardsva.net.

Definitions

Looked after children / Previously Looked after Children

Within the admission arrangements for all community and voluntary controlled schools looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children will be considered to be:

- Children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and
- Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

Sibling (brother or sister)

A sibling will be considered to be:

A brother or sister (that is, another child of the same parents, whether living at the same address or not), a half-brother or half-sister or a step-brother or step-sister or an adoptive or foster sibling, living as part of the same family unit at the same address.

Distance of the home address from the School

The distance between the home address and the school is measured in a straight line, not by the shortest walking or bus route. The measurement is taken between the address point for the school and the address point of the child's normal place of residence.

Address points are located in the centre of the child's home, or in the centre of a block of flats, and for the school the address point is located in the centre of the school.

In the event that two or more applicants, apply for a single place at the school live at addresses that are located at exactly the same distance from the School, or live in the same block of flats, the place will be offered on a random basis drawn by an officer of the Local Authority who is not involved in the admissions process.

Home Address

The home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. Where the child is subject to a child arrangements order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. In other cases, where the child spends an equal time between their parents/carers, it will be up to the parent/carers to agree which address to use. Where a child spends their time equally between their parents/carers and they cannot agree on who should make the application, we will accept an application from the parent/carer who is registered for child benefit. If neither parent is registered for child

benefit we will accept the application from the parent/carer whose address is registered with the child's current school.

We will not generally accept a temporary address if the main carer of the child still possesses a property that has previously been used as a home address, nor will we accept a temporary address if we believe it has been used solely or mainly to obtain a school place when an alternative address is still available to that child.

The address to be used for the initial allocation of places will be the child's address at the closing date for application. Changes of address may be considered in accordance with Havering's coordinated scheme if there are exceptional reasons behind the change. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Applicants have a responsibility to notify the Havering School Admissions Team of any change of address and must provide verification of the new address immediately. This should be supported by evidence from a solicitor regarding the date of exchange of contracts if parents/carers are purchasing a new home or the signed tenancy agreement if they are renting a property. The length of a tenancy agreement from the letting agent should be sufficient to cover the date on which their child would start attending their preferred School.

If a parent/carer is found to have used a false address or deliberately provided misleading information to obtain a School place, the offer will be withdrawn (or if before the allocation of places, the application will be cancelled).

With regards to how the information provided by parents/carers is handled by the Local Authority, the following statement is detailed on their application form:

"Havering Council will handle information you have provided in line with the Data Protection Act (DPA) and will be used for school admission purposes. The information will be held in confidence with only the necessary people working within the combined children's services able to access and handle it. The Council has a duty under the Children Act 2004 to work with partners to develop and improve services to children and young people in the area. As such, the Council may also use this information for other legitimate purposes and may share information (where necessary) with other Council departments and external bodies responsible for administering services to children and young people. For the purpose of validating proof of address the admissions team may refer to data held by Council Tax records. The Council also has a duty to protect the public funds it administers, and to this end it may use the information you have provided on this form for the prevention and detection of fraud. Under the DPA you have the right to make a formal written request for access to personal data held about you or your child. For further information please contact the School Admissions Team"

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considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

Immediately after submitting the application, parents should contact the school and request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will need to submit any evidence in support of their case with the request, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information 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 school (who may consult with / seek advice from the Local Authority) will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. The school in consultation with the Local Authority will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

Waiting lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the school and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the normal admissions criteria ie. If a vacancy arises from priority group 1 the vacancy will be first filled from the priority group 1, if there are insufficient pupils on the priority group 1 then places will be given from the priority group 2 waiting list. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

Remaining on a waiting list after the Autumn Term

At the end of the Autumn Term, parents/carers wishing for their child's names to remain on the waiting list for the school, must complete the Local Authorities In-Year Common Application Form (ICAF). These forms are available from the Havering website www.havering.gov.uk/admissions/ICAF. The ICAF will only allow parents/carers to request 4 schools and parents will only be able to appeal for schools which they have not already appealed for within the same academic year.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should apply in the first instance to The Governors Appeals Panel, c/o the school explaining their reasons for appealing. This should be sent to the school within two weeks of the school place being refused. Information on the timetable for the appeals process is on our website at www.stedwardsva.net.

Further Appeals

The school can only consider one appeal application for each child during each Academic year. In normal circumstances, there is no right to a second appeal for the same School within the same School year. However, if there has been a significant and material change in the family's circumstances which they believe affects the level of priority under which the application was processed, for example, if the family had moved house, the school may consider a second application as long as a parent/carer can provide evidence of the changed circumstances. If the second application is accepted but a place is still not available at the school requested, parents/carers will be given the right to a second appeal hearing.