Admissions Policy
2020/21
for:
St. Francis Church of England Primary School and Nursery

<table>
<thead>
<tr>
<th>Admissions Policy 2020/21</th>
<th>Written By</th>
<th>Committee Responsible</th>
<th>Regularity of review</th>
<th>STATUTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Claire Cowlard</td>
<td>Trust Board</td>
<td>Annual</td>
<td></td>
</tr>
</tbody>
</table>

Academies are their own admissions authority and must meet all the mandatory provisions of the School Admissions Code. Admission arrangements must be published on school website and the policy published on the Fioretti Trust website.

<table>
<thead>
<tr>
<th>Version</th>
<th>Date Proposed</th>
<th>Date Accepted</th>
<th>Date of next review</th>
<th>Signature (Chair of Trust)</th>
<th>Reason for revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version 0.01</td>
<td>25th March 2019</td>
<td>2nd April 2019</td>
<td>Spring Term 2020</td>
<td></td>
<td>Annual statutory legal requirement</td>
</tr>
</tbody>
</table>
ADMISSIONS POLICY

‘Do not neglect to show hospitality to strangers, for by this some have entertained angels without knowing it.’ Hebrews 13:2

Introduction
The admissions process is part of the Birmingham Local Authority co-ordinated admissions scheme.

The Admissions Policy of the Governing Body of St Francis Church of England Primary School is as follows:

In addition to the Local Authority scheme, applicants are required to complete and return to the School before the local authority deadline of 14th January 2020 a Supplementary Information Form (in the form set out in the Appendix and which is available on request from the School Office) to enable the School to consider admissions in accordance with its published oversubscription criteria.

The ethos of this school is Christian. The school was founded by the Church of England to provide education for children of Christian families. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The School’s Admission Number for the school year 2020/21 is 30.

If the number of applications exceeds the admission number, the Governing Body will give priority to applications in accordance with the criteria listed below, provided that the Governing Body is made aware of that application before decisions on admissions are made (see Note 1 below). If there is oversubscription within a category, the Governing Body will give priority to children living closest to the school determined by shortest distance (see Note 4).

A map of the parish boundary is available at the School or by post on request.

Oversubscription criteria:

1. Children looked after by a Local Authority (in line with section 22 of the Children Act) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

2. Children who have a brother or sister (Note 1) attending St. Francis School at the time they will start school.

3. Children who, with their parent(s) or guardians(s), are involved in the worship and work of St. Francis Church, Bournville, on a regular basis (i.e. attend church at least twice a month for a period of 9 months prior to application). A signed statement from the Vicar as evidence of the family’s involvement with St. Francis church must support applications. (Note 2)

4. Children who have been pupils at St Francis School Nursery.

5. Children, living in the ecclesiastical parish (Note 3) whose families are involved in the worship and work of any other Christian Church (Note 4) on a regular basis (i.e. in line with attendance expected at St Francis Church at least twice per month for a period of 9 months prior to application). A signed statement and attendance form from the vicar/minister/leader must support applications. (Note 2)

6. Children, living outside the ecclesiastical parish (Note 3) whose families are involved in the worship and work of any other Christian Church (Note 4) (supported by a signed statement from the vicar/minister/leader).

7. Children of families of other faiths (supported by a signed statement of worship).

8. Children with medical, social or educational needs (supported by a letter from a relevant professional).

9. Other children (Note 5).
In the event that any of the above categories is oversubscribed children living nearer to the school will be accorded the higher priority

**Notes:**

1. **Siblings (brothers or sisters) are considered to be those children who live at the same address and either:**
   
i. have one or both natural parents in common;

   ii. are related by a parent’s marriage;

   iii. are adopted or fostered by a common parent.

Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.

Children not adopted or fostered or related by a parents’ marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings.

2. **Parents / Guardians / Family Members**

   A parent is any person who has parental responsibility for or is the legal guardian of the child. It is sufficient for one parent to attend church. Family members include only parents, as defined above and siblings. In order to obtain a signed statement from the vicar, as evidence of regular attendance at St Francis Church, parents must obtain at least 18 stamps over the nine month period prior to application on a card issued by the Church (which is also available from the school office). Attendance at church includes but is not limited to Family Services, Messy Church, Rise and Shine and Sunday School. **It is the responsibility of the parent/guardian to ensure the school receives the letter. It should be hand delivered to the school for a receipt to be issued by 31st January 2020**

3. **The ecclesiastical parish of Bournville**

   Includes these roads (and house numbers):

   Acacia Road (including Stock’s Wood, Camp Wood Close); Alder Lane; Badsey Close; Beech Road; Berberry Close; Birch Close; Blackthorn Road; Blackthorn Close; Bournville Lane; Beaumont Road; Cedar Close; Cedar Road; Chalford Close; Claines Road; Cob Lane; Cobs Field; Dingle Close; Elm Road; Esmond Close; Fir Bank Close; Frampton Close; Franklin Road (evens 2-70, odds 1-65); Griffins Brook Close; Griffins Brook Lane; Hawthorne Road; Hawthorne Croft; Hay Green Close; Hay Green Lane; Heath Close; Heath Road; High Heath Close; Hole Lane (evens 2-128); Holly Grove; Kingsley Road; Knighton Road; Laburnum Road; Lancaster Close; Laurel Grove; Linden Road; Long Wood; Maple Road; Mary Vale Road; Mulberry Road; Mytton Road; Newington Northfield Road (evens 118 on from Selly Oak Road – Bunbury Road, including Kings Gardens); Oak Farm Road; Oak Tree Lane (evens 192 on, odds 139 on); Old Barn Road; Pendennis Close; Raddlebarn Road (nos 2-60 ie south side from railway to Willow Road); Ryebank Close; Selly Hall Croft; Selly Oak Road (evens 2-380, odds 1-101) ie right side only between Mary Vale Road to Northfield Road; Somerdale Road; Sycamore Road; Teazel Avenue; Thackeray Road; Thorn Road; Willow Road; Woodbrooke Road; Woodlands Park Rd; Wyndham Gardens; York Close;

4. **Other Christian Churches**

   Other Christian Churches include those who are members of Churches Together in Britain and Ireland or who are affiliated to the Evangelical Alliance.

5. **Distance – home to school measurements**

   Distances are calculated on the basis of a straight-line measurement between the applicant’s home address and the school’s front gates. The local authority uses a computerised system, which measures all distances in metres. Ordnance Survey supply the co-ordinates that are used to plot an applicant’s home address within the system.

   In a very small number of cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the published admission criteria.

   For example, this may occur when children in the same year group live at the same address, or if the distance between the home and school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the statutory infant class size limit to be exceeded, the Local Authority, on behalf of the Governing Body, will use a computerised system to randomly select the child to be offered the final
place. Where appropriate, the Governing Body will give careful consideration to offering places above the Admission Number to applications from individuals with parental responsibility for children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child’s only or main residence for the majority of the school week. Documentary evidence may be required.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives the majority of the week. Parents may be requested to supply documentary evidence in support of the address used.

**SCHOOL ENTRY**

Parents must, by law, ensure that their child is receiving suitable full time education from the beginning of the term following the child’s fifth birthday, when they will have begun to be of compulsory school age. Whilst a child may start school in the September following their fourth birthday, a parent may choose to defer their child’s admission until the beginning of the term following their fifth birthday; however, the child’s entry may not be deferred beyond the academic year for which the parent’s original application was accepted.

The parent of a child whose fifth birthday falls during the summer term who wishes to defer their child’s admission to primary/infant school until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate application for a place in Year 1 at the school. Any reception class place offered following an application made for the 2020/2021 admission round will be withdrawn if the child does not take up that place during the 2020/2021 academic year.

Parents can request that their child attends part-time until the child reaches compulsory school age.

**APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP**

If parents wish for their child to be considered for admission to a class outside of their normal age group, they must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Governing Body. This request should be in the form of a written letter of application outlining the reasons why parents wish for their child to be considered for admission into a class outside of their normal age group and enclosing any supportive evidence and documentation that parents wish to be taken into account as part of that request. The Governing Body will consider requests submitted and advise the parents of the outcome of that request before the national offer day, having taken into account the information provided by the parents, the child’s best interests and the views of the head teacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: https://www.gov.uk/government/publications/summer-born-children-school-admission

**NURSERY**

Parents must apply on their home Local Authority’s (i.e. the Local Authority to whom they pay Council Tax) Application Form for a place in Reception Class. Attendance at St Francis Nursery does not automatically guarantee that a place will be offered in the main school.

**APPEALS**

Parents who wish to appeal against the decision of the Governing Body to refuse their child a place in the school may apply in writing to Chair of Governors. Appeals will be heard by an independent panel.

**REPEAT APPLICATIONS**

Any parent can apply for a place for their child at any time outside the admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant.
because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

**LATE APPLICATIONS**

Late applications will be dealt with in accordance with the Local Authority’s co-ordinated admissions scheme.

**CHANGE IN PREFERENCE**

Once individuals with parental responsibility have submitted their preference, they will not be allowed to change them without an exceptional change in their circumstances, for example, if the family has recently moved address or an older sibling has changed schools. All requests to change preferences should be made in writing to the Local Authority. Where a change of preference is submitted for an oversubscribed school, without an exceptional change in their circumstances, then the application will be refused.

**WAITING LIST**

Parents whose children have not been offered their preferred school will be informed of their right of appeal and will be added to their preferred schools waiting list.

The Local Authority will send St Francis their waiting lists following the offer of school places.

Waiting lists for admission will remain open until the 31 December 2019 and will then be discarded. Parents may apply for their child’s name to be reinstated until the end of the academic year when the list will be discarded.

Waiting lists will not be fixed following the offer of places. They are subject to change. When a new child joins the waiting list, all applicants on that list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child’s waiting list position during the year could go up or down. Any late applicants accepted will be added to the school’s list in accordance with the school’s oversubscription criteria.

Inclusion on a school’s waiting list does not mean that a place will eventually become available. It may be that those already offered places accept them, thereby filling all available places.

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 take precedence over those on a waiting list.

**IN YEAR FAIR ACCESS PROTOCOL**

The Governing Body is required to participate in the Local Authority’s Fair Access Protocol for the admission of previously excluded or hard to place children.

**APPLICATIONS OTHER THAN THE NORMAL INTAKE TO RECEPTION CLASS (In-year applications)**

An application should be made directly to the Governing Body at the school.

**Safeguarding Children**

Our first priority is your child’s welfare and therefore there may be occasions when our concern about your child means that we have to consult other agencies even before we contact you. The procedures we follow have been laid down by the Birmingham Safeguarding Children Board. If you want to know more about this procedure, please speak to the Head teacher.
St Francis Church of England Primary School

RECEPTION SUPPLEMENTARY INFORMATION FORM – 2020/21

Please note that you must complete this form and also apply to the Local Authority for a school place. This supplementary information form is only for school use to enable the governing body to rank applicants using the published oversubscription criteria.

Please complete all sections of this form (two pages) and sign and date at the bottom of the form.

Child’s details

<table>
<thead>
<tr>
<th>Child’s surname</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Child’s given name(s)</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td>Male    Female (please circle)</td>
</tr>
<tr>
<td>Playgroup/Nursery school attended</td>
<td></td>
</tr>
</tbody>
</table>

Parent/Carer contact details

| Full name of mother |  |
| Mob tel no: | Home tel no |
| Full name of father |  |
| Mob tel no: | Home tel no |
| Email address: |  |

Siblings who will be attending St Francis at the time of admittance

<table>
<thead>
<tr>
<th>Names</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Church attendance/other place of worship

<table>
<thead>
<tr>
<th>Do you attend St. Francis Church regularly? (See criteria 3)</th>
<th>Yes</th>
<th>No (please delete as appropriate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you worship elsewhere? (See criteria 5 and 7)</td>
<td>Yes</td>
<td>No (please delete as appropriate)</td>
</tr>
</tbody>
</table>

Name and address of place of worship:

Form continues overleaf
Tick which of the categories from the Governors’ Admissions Policy you think your child fits. If you tick (1) please explain why that category applies to your child. See notes set out in the School’s Admissions Policy.

1. Children looked after by a Local Authority (in line with section 22 of the Children Act) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).
   Please give details ___________________________________________ ___________________________________________ ___________________________________________ ___________________________________________ ___________________________________________

2. Children who have a brother or sister (Note 1) attending St. Francis School at the time they will start school.

3. Children who, with their parent(s) or guardian(s), are involved in the worship and work of St. Francis Church, Bournville, on a regular basis (i.e. attend church at least twice a month for a period of 9 months prior to application). A signed statement from the Vicar as evidence of the family’s involvement with St. Francis church must support applications. (Note 2)

4. Children who have been pupils at St Francis School Nursery.

5. Children, living in the ecclesiastical parish (Note 3) whose families are involved in the worship and work of any other Christian Church (Note 4) on a regular basis (i.e. in line with attendance expected at St Francis Church at least twice per month for a period of 9 months prior to application). A signed statement and attendance form from the vicar/minister/leader must support applications. (Note 2)

6. Children resident within the ecclesiastical parish (Note 3) of St. Francis, Bournville.

7. Children, living outside the ecclesiastical parish (Note 3) whose families are involved in the worship and work of any other Christian Church (Note 4) (supported by a signed statement from the vicar/minister/leader).

8. Children of families of other faiths (supported by a signed statement of worship).

9. Children with medical, social or educational needs (supported by a letter from a relevant professional).

10. Other children (Note 5).

In the event that any of the above categories is oversubscribed children living nearer to the school will be accorded the higher priority.

Your signature ____________________________________________________________

Your name (please print) __________________________________________ Date __________________