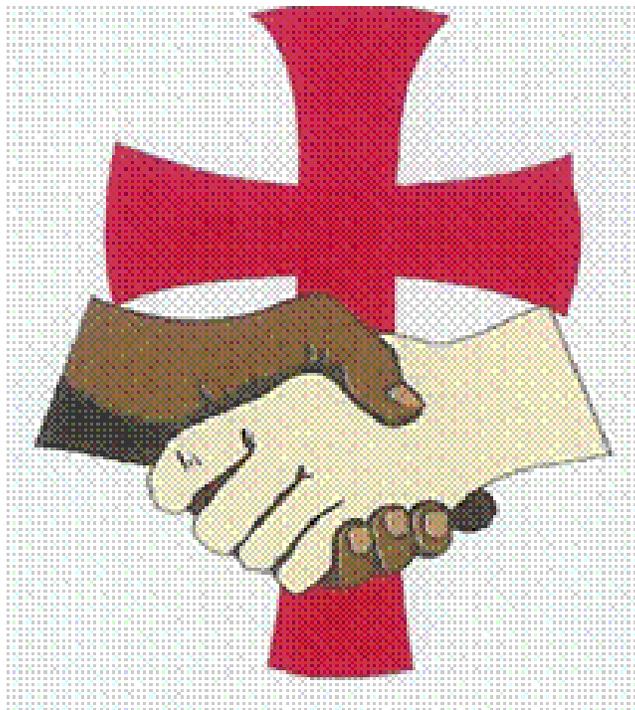


St Matthew's Church of England Primary School



Admissions Policy

St Matthew's C of E (Aided) Primary School Admissions Policy

The Governors will admit 30 children into the reception class at the beginning of the school year. All these children will start school at the beginning of the school year in which they will reach the age of 5. When the number of applications exceeds the admission number, places will be allocated in the following order of criteria. Admission to the nursery does not give the child an extra right to a transfer to the Reception year of St Matthews.

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 residence order or special guardianship order)
2. Children who have a brother or sister who will still be attending the school at the time of admission (not including nursery children).
3. Children of parents who attend the local parish church (i.e. St Matthew's Church) on at least a monthly basis for a period of one year.*
4. Children of parents who live within the local parish boundary of St Matthew's Smethwick and regularly** worship at any other Christian Church*** or whose families are active members of a major world religion. **** The written support of the vicar or the faith leader will be required.
5. Distance measured in a straight line from a child's home to the school's main entrance (as determined by Sandwell Local Authority).

* The written support of the vicar will be required

** Worshipping regularly means attending a service on a Sunday or weekday at least once per month for a period of one year.

*** A Christian Church is a Church that is a member of "Churches together in Britain" or the "Evangelical Alliance."

**** Islam, Sikhism, Hinduism, Buddhism or Judaism

Admission Arrangements for Voluntary Aided Anglican Primary Schools

Parents must apply for a place in Reception class by completing the LA preference form, naming their preferred school(s) as one of their preferences and listing them in order of preference.

Children with Statements of Special Educational Needs

Children with a Statement of Special Educational Needs that names a particular school must be admitted. This will reduce the number of places available to other applicants.

Definition of Siblings

The definition of a brother or sister is:

- A brother or sister sharing the same parents and living at the same address.
- Half brother or half sister where two children share one common parent and living at the same address.
- Step brother or step sister, where two children are related by a parent's marriage and living at the same address.
- Adopted or fostered children and living at the same address.

Home address

The home address of a pupil is 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 care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a school place.

Distance Tie Breaker

In all cases if the number of applicants within a category exceeds the number of places available. Places will be allocated on the basis of distance between home and school as measured in a straight line from the Ordnance Survey 'address point' of the home to the main entrance of the school (as defined by the Head Teacher) with priority being given to those living closest to the school.

Deferred entry to Primary School

Children must by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school. Parents may discuss this with the Head Teacher.

Admissions to Nursery Classes

Parents must apply on the LA form for a place in a Nursery class and return the form to requested school. Attendance at a school nursery does not automatically guarantee that a place will be offered in the reception class at that school.

Appeals

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to the Chair of Governors c/o the school.

Repeat applications

Unless there are significant and material changes in circumstances of a parent's their child or the school, the Governors will not consider a repeat application in the same academic year.

Late Applications

Applications received after the closing date will only be considered alongside those received by the closing date under the following circumstances:

- The family were unable to complete an application form before the closing date because they moved into the school's parish area after the issue of application forms
- The family were unable to comply with the admissions timetable because of exceptional circumstances that prevented the application arriving on time – the circumstances must be given in writing and attached to the application form.

Applications received after the notification date (the date on which offers of places are made) will be added to the school's waiting list in admission criteria order.

Waiting Lists

Should vacancies become available before admission appeals for the year of entry are heard, they shall be filled from the waiting list which is kept in admission criteria order. If no vacancy arises before appeals are heard, children will remain on the waiting list in admission criteria order.

Applications made on Denominational Grounds

If applications are made on Denominational grounds parents/carers should complete form ASU75/A and send it together with their completed application form to the school from which the information pack was obtained.

Arrangements for the admission of twins and multiple births

Where the final place in a year group is offered to one of twins, triplets or other multiple birth siblings, then the remaining child/children will be accepted.

Applications other than the normal intake to reception class

An application should be made to the LA who will need to consult with the governors.

In-Year Fair Access Policy

Governing Bodies have adopted the LA Fair Access policy for admission of previously excluded or hard to place children.

There is no charge or cost related to the admission of a child to a school.