



# **St Francis of Assisi Church of England Primary School**

## **Admissions Policy 2024-2025**

## **Introduction**

St Francis of Assisi Church of England Primary School is a Church of England Primary school in the Diocese of York and is maintained by The Dales Academies Trust.

The school provides a distinctively Christian education for children aged 3+ to 11+ years, with priority being given to children who live and worship within the ecclesiastical parish of St Francis of Assisi Church of England. A map showing the boundaries of the parish can be viewed online at <https://www.achurchnearyou.com/parishfinder.php>.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of York Diocesan schools were established to provide education for the children of the parish within a Christian context. This two-fold aim of being “distinctively Christian” and “serving the local community” is reflected in the school’s admission criteria.

St Francis is a school for which the Trust Board is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of law, the school trust deed, advice from the Diocesan Board of Education and its duty to the community and the Common Good.

## **Admission arrangements**

The school’s published admission number agreed for admission to Reception in September 2024 is 60 (footnote 1).

If no more than 60 applications are received for admission to Reception, all applicants will be offered places.

The school will admit all children with a statement of special educational needs or an Education, Health and Care Plan (EHCP) in which the school is named.

For late applications, the school follows the LA’s policy with regard to admissions arrangements.

## **Timing of Admission to Reception**

Children will be admitted to the Reception Year at the beginning of the Autumn term before their fifth birthday.

## **Oversubscription criteria**

When the number of applications for admission received is greater than the number of places remaining available (after the admission of any pupils with a statement of special educational needs or an Education, Health and Care Plan (EHCP) that names the school), the Governing Body/Admission Committee will apply the following criteria in strict order of priority to determine which children will be offered places.

1. Pupils who are looked after by a local authority, or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (footnote 2 and 3) or:

Children who were previously in care outside of England (footnote 2 and 3).

2. Children who are resident within the ecclesiastical parish of Ingleby Barwick and

- a) who have a parent/carer (footnote 4) who regularly and frequently attends worship at the parish church of St Francis (footnote 5) and who will have an elder brother or sister (footnote 5) in school at the anticipated time of admission\*
- b) who have a parent/carer (footnote 4) who regularly and frequently attends worship at the parish church of St Francis (footnote 5)\*
- c) who will have an elder brother or sister (footnote 6) in school at the anticipated time of admission

3. Any other children who are resident within the ecclesiastical parish of Ingleby Barwick

4. Children who are resident outside the ecclesiastical parish of Ingleby Barwick and

- a) who have a parent/carer (footnote 4) who regularly and frequently attends worship at the parish church of St Francis (footnote 5) and who will have an elder brother or sister (footnote 5) in school at the anticipated time of admission\*
- b) who have a parent/carer (footnote 4) who regularly and frequently attends worship at the parish church of St Francis (footnote 5)\*
- c) who will have an elder brother or sister in school at the anticipated time of admission (footnote 5)

5. Any other children who are resident outside the ecclesiastical parish of Ingleby Barwick

**\*Please note:**

**A limit of 15 places (ie. 25% of the total) will be allocated on St Francis Church grounds i.e. in categories 2a and 2b, and 4a and 4b. These are referred to as foundation places. Should this limit be reached mid-category then those living closest to the school will be given preference (see Tie-breakers below). Any applicant not included in the first 25% will then be placed into the next appropriate category.**

**Tie-breakers**

If the admission number is reached mid-category, applications in that category will be prioritised on the distance of the child's ordinary place of residence to the front main entrance to the school building measured as the crow flies i.e. in a straight line. The distance is always measured using the Local Authority's electronic system. If the distance from home to school does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the school.

**Footnotes:**

**Footnote 1**

This number has been calculated according to the net capacity of the school, which the law defines and has been agreed with Stockton LA.

**Footnote 2**

A "looked after child" is a child who at the time of making the application to school is (a) in the care of a local authority in England, or (b) being provided with state care outside of England.

A "previously looked after child" is a child who:

(a) Was previously a looked after child in accordance with the above definition, but who immediately after being looked after was subject to an adoption, child arrangement or special guardianship order[1]; or

(b) Appears to Trust (having sought advice from the Local Authority) to have been in state care outside of England and who have ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside England if they were in the care of or were accommodated by a public

authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

[1] An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A Child arrangement order is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Footnote 3**

**If you are making an application under the priority for a previously looked after child, you will need to complete/provide the relevant documentation/information specified by your home local authority in accordance with their specified requirements.**

### **Footnote 4\*\***

Parent/Carer refers to the child's legal guardian.

- Regular and frequent attendance at worship at the parish church of St Francis is defined by this policy as a parent/carer who has attended Holy Communion, also called 'The Eucharist', at least once per month for a period of two years previous to application for Reception. In the event that, during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.
- Evidence of regular attendance (through the church attendance register) will be sought.
- If a parent/carer has moved into the parish of Ingleby Barwick within the qualifying period of attendance required for a church place, and has begun attending the parish church of St Francis, evidence of the parent/carer's previous attendance at another Church of England parish church will be sought.

N.B. Applicants seeking a foundation place who have moved into the parish within the three years to the time of application and attend St Francis Parish Church will be required to provide evidence from their parish priest of their previous attendance at another Anglican Church prior to their move into Ingleby Barwick. The requirements as laid out in this policy defining a regular worshipper will apply to those who had attended other Anglican churches prior to their move and now attend at St Francis Church.

### **Footnote 5**

#### **Definition of Sibling**

Pupils who have a brother or sister permanently living at the same address, who are still at the school when the pupil begins. Please note – this criterion only applies to siblings who are of compulsory school age, not younger siblings who attend a nursery setting attached to a school

#### **We define brother or sister as follows:**

- A brother, sister, stepbrother, stepsister, adopted brother or sister, or children of partners who are permanently living at the same address as a family unit. In all cases, the parent who receives the Child Benefit for those children must permanently live at that address with the children.
- We will consider brothers or sisters who live in separate households because the parents are separated and have shared responsibility for the children under conditions covering exceptional social or medical reasons. This does not include separate families living together in the same property.
- If there are other family situations where there are different carers, e.g. aunts, uncles or grandparents, each case will be considered individually.

**\*\*Please also note that the school has a nursery. Acceptance into Nursery does not guarantee admission into the Reception Class – a separate application must be made for a place in Reception.**

### **Waiting List**

1. Names of children will automatically be placed on the waiting list for this school, when the child has been refused admission.
2. A vacancy only arises in the Reception Year when the number of offers to the school falls below the admission number (or a higher admission limit where one has been set)
3. The waiting list will be established on the first day of admission
4. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria
5. Following the offer day, should an application be received for the school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the list, above those with a lower priority.

N.B The waiting list will operate until 31 December at the end of the Autumn Term following admissions to Reception in September, after which parents/carers will need to inform school that they wish their child to remain on the list.

### **False Information**

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn up to eight weeks after the child entering the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

### **How to apply for a place in Reception for September 2024**

Applications must be made on the Local Authority's Common Application Form. Common Application Forms will be available from the Local Authority (LA). If you already have a child in the Nursery of this school, or another Stockton-on-Tees school, you will be given an application pack through the Local Authority, not the school. Applicants seeking admission under the school's faith-based criteria for foundation places (criteria 2a, 2b, 4a and 4b) will be contacted following application. After completion, all Common Application Forms need to be returned to the Local Authority by the closing date for applications. If a place is refused, unsuccessful applicants will be informed of their right to appeal.

### **Timetable**

Closing date for receiving applications	TBC
National Offer Day	TBC

### **Applications outside of the normal admissions round (in-year admissions)**

The school is part of Stockton-on-Tees Borough Council's co-ordinated in-year admissions scheme. As such, if Stockton-on-Tees Borough Council is your home local authority, you should complete the Stockton-on-Tees Borough Council's in-year application form (please contact the Council directly for a copy of the form and for guidance on when to make the application), including the school as one of your preferences. The Council will then liaise with the Trust as appropriate. If Stockton-on-Tees Borough Council is not your home authority, you should check with your home local authority whether they co-ordinate in-year admissions. If they do, their procedures should be followed. Otherwise, please contact Stockton-on-Tees Borough Council's school admissions team directly.

### **Fair Access**

Please note that the operation of this policy is subject to the Stockton-on-Tees Borough Council's Fair Access Protocol. This Protocol is agreed with schools within the authority to ensure that – outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. It also requires local authorities to ensure that no school is required to take a disproportionate number of children with challenging behaviour. The Fair Access protocol will take priority over this policy.

### **Appeals against the Governing Body's decision to refuse admission**

1. Applicants refused a place at the school have a statutory right of appeal. If an application for a place at the school is refused, the applicant will be informed of the reasons and of their right to appeal. This right does not apply if they are offered a place at the school but it is not in their preferred age group.
2. Appeals are heard by an independent appeals panel and in line with the School Admission Appeals Code. Further details will be provided in the event that your application is refused.

Normally, appeal hearings will be held within six weeks of the closing date for receiving the notice of appeal.

### **Deferred Admissions**

Parents may request that their child's school place be deferred until later in the school year and if they do this the place will be held for the child. They cannot, however, defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted (see separate note on requests for admission outside a child's normal age group). Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

### **Requests for admission outside the child's normal age group**

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

Parents requesting admission out of the normal age group must put their request in writing, addressed to the Headteacher at the school, together with any supporting evidence that the parent wishes to be taken into account. The governing body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided 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 governing body will also take into account the views of the Headteacher. When informing a parent of their

decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their decision.

Where the governing body agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and governing body must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The governing body must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

**PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION on 01642 769942.**

St Francis of Assisi Local Governing Body and Dales Academies Trust Board