

# St Martins School

## Admissions Policy 2019-2020

Approved by governors Autumn 2017

### Introduction

As an academy, St Martins School is an admissions authority in its own right and the governing body holds responsibility for setting and applying the admission arrangements each year.

### Admission to Reception

Applications can also be made online through the Shropshire website ([www.shropshire.gov.uk](http://www.shropshire.gov.uk)). Application forms should be made by the 15th January of the year before the child/children are due to start or as soon as possible thereafter. The allocation of places to the school will be made up to the school's published admission number of '30' and parents will receive notification from the Council's Admissions Team on behalf of the governors after 16th April of the year prior to the child/children starting school. (Or as soon after if the application is late). From then onwards the school will notify parents of the induction arrangements and dates for starting school for those applicants who have been successful.

Children are eligible for admission to the school prior to their fifth birthday. Please see the table below:

Child born between	Start school from	Apply for a place from	Closing date for applications
01/09/2014 - 31/08/2015	September 2019	October 2018	15 January 2019

Parents will be notified of the specific date when formally offered a place in school. All Key Stage 1 (infant) classes are limited to 30 in accordance with Department for Education (DfE) regulations.

### Admissions Criteria

Children with a Statement of Special Educational Needs or an Education, Healthcare Plan which names St Martins School will be allocated places, after which places are allocated up to the Published Admission Number of 30 according to an agreed set of criteria in order of priority as shown below:

<u>Priority 1</u>	Looked After Children and previously Looked After Children who ceased to be so because they were adopted.
<u>Priority 2</u>	Children living within the school's designated catchment area with an older sibling of compulsory school age attending the school when the applicant is admitted.
<u>Priority 3</u>	All other children living within the school's designated catchment area.

<u>Priority 4</u>	Children living outside the school's designated catchment area with an older sibling of compulsory school age attending the school when the applicant is admitted.
<u>Priority 5</u>	All other children living outside the school's designated catchment area.

### **Primary to Secondary for St Martins School students**

**Year 6 students in St Martins School who wish to remain at St Martins school do not have to reapply in year 6.**

### **Primary to Secondary Applications from schools other than St Martins School.**

For admissions to Year 7, application must be made through the home local authority by 31 October in the academic year prior to which your child is due to start at secondary school. Application can be made via Shropshire Council's website [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions) or via telephone on 0345 678 9008. Please view the Parents' Guide to Education booklet on the Council's website for further information. Copies of the booklet are also available in schools and libraries. All applications received by the closing date will be considered. Parents will be informed by their home local authority on national offer day (1<sup>st</sup> March or next working day) the school where they have been allocated a place for their child.

### **Admissions Criteria:**

Children with a Statement of Special Educational Needs or an Education, Healthcare Plan which names St Martins School will be allocated places, after which places are allocated up to the Published Admission Number of 60 +30 according to an agreed set of criteria in order of priority as shown below:

<u>Priority 1</u>	Looked After Children and previously Looked After Children who ceased to be so because they were adopted.
<u>Priority 2</u>	Children living within the school's designated catchment area with an older sibling of compulsory school age attending the school when the applicant is admitted.
<u>Priority 3</u>	All other children living within the school's designated catchment area.
<u>Priority 4</u>	Children living outside the school's designated catchment area with an older sibling of compulsory school age attending the school when the applicant is admitted.
<u>Priority 5</u>	Children living outside the school's designated catchment area attending a primary school in your catchment area for more than an academic year.
<u>Priority 6</u>	All other children living outside the school's designated catchment area.

### **Notes:**

A sibling connection is defined as a brother or sister, step-brother or step-sister, half-brother or half-sister, living at the same address as part of the same family

unit and of compulsory school age (i.e. 5 – 16 years). Adopted and fostered siblings are also included. Older siblings must be attending the school on the date the younger sibling is due to start there. However, cousins or other relatives who take up residence in a home in order to establish an 'in catchment area' address will not be given priority under the sibling criterion.

For admissions purposes all distances are measured as a straight line distance on a computerised mapping system between the home address and the nearest appropriate entrance gate of the school by pinpointing their eastings and northings; the shortest distance being given highest priority. Where two addresses are within the same block of flats, the lowest number of flat nearest the ground floor will be deemed to be the nearest in distance.

In the event that two applications are exactly the same after all other criteria have been taken into account a tie breaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process.

If unsuccessful on allocation day, Shropshire Council will offer a review when the waiting list will be formed from those parents who advise the Admissions Team that they wish to pursue a place at the school. At the end of the review period, parents who have still not been successful in securing a place have the right to appeal against the decision. Parents may remain on the waiting list from the review period onwards.

For the first term of Year 7, Shropshire Council will continue to maintain a waiting list for unsuccessful applicants. If any vacancies arise, places will be offered to applicants on the waiting list in strict accordance with normal published oversubscription criteria. After the first term of the academic year of entry, responsibility for the waiting list will transfer from the local authority to the school.

### **Mid-term or In-Year applications**

Mid-term applications will be dealt with using the same admissions criteria given above. To apply for a place other than the start of Reception or Year 7, parents should apply directly to the school on a mid-term application form available the Shropshire Council website [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions) or from school. Parents are strongly encouraged to visit the school and meet The Principal before applying to the school. If there is a space in the relevant year group a place will be granted. If the application is for a place in an over-subscribed year group then The Principal and Deputy Principal will meet with the governor nominated for admissions to consider whether additional places can be offered above the published admission number.

If a place cannot be offered, parents will receive a formal letter and information on how to appeal against the decision from Shropshire Council Admissions Team.

Other than the first term of reception and Year 7, the school will maintain a waiting list for unsuccessful applicants. If any vacancies arise, places will be offered to applicants included on the waiting list in strict accordance with normal published oversubscription criteria. If a place can be offered the applicant will be expected to take up the place within 6 school weeks or by the start of the next half term, whichever is the earliest date. If an offer of a place is refused, the name will be removed from the waiting list.

Allocation of places for children moving into Shropshire Council's area can only be considered when formal confirmation (signed tenancy agreement when no property is owned, or exchange of contracts) of the address has been received.

All applicants are required to give correct information about the genuine residential address of the child. Where any information regarding a home address is found to be fraudulent or misleading a school place may be withdrawn even if the child has been admitted to the school.

If an application is made for a student to be admitted to the Academy and the required year group is below the level of the published admission number applicable to the age group. The Academy may refuse to admit a child where there are places available on the grounds that admission of such a student would prejudice the provision of efficient education or the efficient use of resources in any year group.

The Academy will consult and co-ordinate its arrangements, including over the rapid re-integration of children including those who have been excluded from other schools and who arrive in an area after the normal admissions round, in accordance with local in-year fair access protocols for securing schools for unplaced children.