



*Believe Succeed & Grow*

# St Osyth C of E Primary School

A member of the Diocese of Chelmsford Vine Schools Trust

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## **ADMISSION OF PUPILS : Academic Year 2017-18** **Policy and Numbers**

St Osyth C. of E. Primary School welcomes applications from interested parents. It is the policy of the Governing Body to admit children of all parents who indicate a preference for their children to be educated at the school subject to the availability of places.

As required by law, this school provides for the full-time admission of all children offered a place in the Reception year group from the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in the school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child. The parent would not, however, be able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. Parents can also request that their child attends part-time until the child reaches compulsory school age. For parents opting to take up a part time place this would be agreed in partnership with the school, who will provide details of the part time hours available upon request.

The deadline and process for applications must be made in accordance with the co-ordinated scheme operated by the Local Authority. For children resident in Essex this is detailed in the Primary Education and Secondary Education in Essex Booklets. Parents who wish their children to attend the school should complete the online Common Application Form (CAF) the details of which will be sent by the Local Authority direct to parents. A paper copy of the CAF form will only be sent to Parents if a request is made by the Parent to the Local Authority. Applications must be made by the National Closing Date detailed in the Primary Education in Essex and Secondary Education in Essex booklets which are available from the LA. Late applications will be dealt with as detailed in these booklets for children resident in Essex. Children resident outside of Essex should refer to the process for handling late applications published by their home LA.

For mid-year applications, a mid year application form needs to be completed and returned directly to Essex County Council's School Planning & Admissions, who will apply to the schools you list, including St Osyth C of E Primary School on your behalf. A copy of the application form is available from this school or can be requested from: School Planning & Admissions, Essex County Council, PO Box 4261, Chelmsford, Essex, CM1 1GS – Telephone 0845 603 2200 / e-mail [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk) or alternatively a form can be downloaded from School Planning & Admissions website: [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions).

This school's priority admission area is the Ecclesiastical Parish of St Peter & St Paul, St Osyth. A map of the priority admission area is obtainable from the school on request.

As our school has Church Status, a Supplementary Information Form (SIF) also needs to be completed. The SIF Form can be obtained from the school and should be returned direct to the school by the date requested. If a SIF has not been returned by the closing date, this will be taken to indicate that parents have no supplementary information they wish to be considered.

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It is intended to admit up to a maximum of 45 pupils to each year group in each academic year.

When applications exceed the intended number to admit, applications will be considered according to the following criteria in order of priority:

- (i) 'Looked After' children;
- (ii) Children living within the school's priority admission area and who have a sibling attending the school;
- (iii) Children living outside the school's priority admission area who have any brothers or sisters at the school on the date of admission;
- (iv) Other children living within the school's priority admission area;
- (v) Children for whom at least one parent:
  - has been on the Electoral Roll of the Parish Church of SS Peter & Paul, St. Osyth\*;
  - has attended public worship at SS Peter & Paul at least once a month for the previous 9 months before the closing date of applications\*;
  - has been committed to the life and activities of SS Peter & Paul for at least the same 9 months\*.
- (vi) Children for whom at least one parent:
  - has been on the Electoral Roll of another Anglican Parish within the Deanery of St Osyth\*;
  - has attended public worship at that Anglican Parish at least once a month for the previous 9 months before the closing date of applications\*;
  - has been committed to the life and activities of that Parish for at least the same 9 months\*.
- (vii) Children for whom at least one parent:
  - has been in Membership or on the Roll of a Church within another Christian denomination\*;
  - has attended public worship at that Church at least once a month for the previous 9 months before the closing date of applications\*;
  - has been committed to the life and activities of that Church for at least the same 9 months\*.
- (viii) Where the parents, although worshipping in another faith, wish their child to attend a Christian school because of its specifically religious emphasis;
- (ix) Where there are medical grounds (supported by a Doctor's certificate) for admitting the child;
- (x) Other children who do not fulfil any of the criteria (i) to (ix) above.

Children with a Statement of Special Educational Need whose statement names this school will be admitted irrespective of the school's admission criteria outlined above.

For applications under criteria (v), (vi), (vii) & (viii) references may be taken up to support an application. \* If a family changed C of E Electoral Roll or Membership within the past 9 months they must provide evidence of their commitment in their previous place of worship ratified by the Vicar or Minister of that Parish or Church.

A waiting list will be maintained for one year for Reception and all other year groups.

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from the child's home to a point which is the junction of Point Clear Road with Leewick Lane, those living closest to that point being given the highest priority.

The school will agree any changes to its admission arrangements with the Secretary of State for Education. There is a parental right of appeal against non-admission to an Independent Statutory Appeals Panel, whose decision is binding upon both parties.