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# St. Mary's CE Academy

'Excellence through faith & learning'



# Admissions Policy

*"I have come that they may have life,  
and have it to the full."*

**John 10:10**

**Reviewed: Spring 2021  
Approved by Governors: Spring 2021  
Date of next review: Spring 2022**



## Policy

### Introduction:

At St Mary's Church of England Academy, we aim to provide a caring environment where every child can thrive and is supported to achieve their unique & amazing potential as a child of God.

St Mary's Church of England Academy, Walkley is a Church of England School in the Diocese of Sheffield. It is part of The Diocese of Sheffield Academies Trust.

The school provides a distinctively Christian education for children aged 3 to 11 years. Whilst we are a Church of England school, we welcome children of all faiths and children of no faith.

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 Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context. The two aims of being 'distinctively Christian' and 'serving the local community' are reflected in the school's admission criteria.

St Mary's Church of England Academy, Walkley is a school in which the Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the school trust deed, by advice from the Sheffield Diocesan Board of Education and its duty to the community.

The admission number for 2021/22 is: 30

Children will usually be admitted during the Autumn term following their 4th birthday. However parents can request:

- That the date their child is admitted is deferred until later in the year or until the term in which the child reaches compulsory school age (please note that parents cannot apply for and accept a Reception place and then defer that place until the beginning of Year 1);
- Parents can request that their child takes up a place part time until the child reaches compulsory school age

Please note that the above options are on a request basis only & that this may only be granted following discussions with parents / carers on their specific reasons for deciding that this is in the best interests of their child. As a school. We would ask that parents / carers consider the detrimental short & long term impacts on their child's educational, social & mental development when missing out on any time in school that their peers will have had access to.

## **Making an Application:**

1. Applications are made on the Common Application Form
2. To support your application to St Mary's C of E Academy Walkley, please complete the Supplementary Information Form only if you attend a place of worship or have made your choice based on St Mary's being a Church of England school. This is not an application form for admission to school but will be used by the school when applying the admissions criteria. Please contact the school if you need help in completing the Common Application Form or Supplementary Information Form.
3. The Common Application Form should be submitted by 31 January along with the Supplementary Information Form (if applicable)

## **Criteria for Admission:**

Where there are more applications for admission than the published admission number, the Governing Body/Admissions Committee will apply the following criteria in strict order of priority:

1. Children in Care/Looked After Children and Children who were previously in Care/Looked After (see definition 5- Looked after Children).
2. Children with special medical or social circumstances where these needs can only be met at **this** school. This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why this school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school.
3. Children who have an elder brother/sister (see definition 1) attending the school at the time at the time of anticipated admission.
4. Children of parents/carers (see definition 2) who reside in the parishes of St Mary's Walkley or the former parish St Bartholomew's Walkley, now The Vine, and regularly (see definition 3) attend\* the parish churches of St Mary's Walkley or The Vine.
5. Children who reside in the parishes of St Mary's Walkley or The Vine, and regularly attend\* the parish churches of St Mary's Walkley or The Vine.
6. Children of parents /carers who reside in the parishes of St Mary's Walkley or The Vine, and regularly attend\* a Christian denomination participating in 'Churches Together in England' (see definition 4).
7. Children who reside in the parishes of St Mary's Walkley and The Vine and regularly attend\* a Christian denomination participating in 'Churches Together in England'.
8. Children who reside outside the parishes of St Mary's Walkley and The Vine and regularly attend\* a Christian denomination participating in 'Churches Together in England'.

9. Children who are resident in the parishes of St Mary's Walkley and The Vine.

10. Children of staff of the school (see definition 6).

11. All other children.

Should the admission number be reached mid-category, applications in that category will be prioritised on the shortest distance measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

#### Tie Break:

In the event of two or more children living equidistant from the school, the place will be decided by drawing lots. The first name drawn will be offered the place.

#### In Year Transfers:

Sheffield Local Authority will co-ordinate in year transfers for our school in 2021/2022.

#### Definitions:

- Definition 1 - Brother/Sister Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address
- Definition 2 - Parent/Carer A parent/carer is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents and siblings
- Definition 3 – Regular Church Attendance Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least once a month over the last 12 months.
- Regular attendance by children is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' at least once a month over the past 6 months.
- Parents/carers whose application is based on attendance at a church of Christian denomination should submit the Minister of Religion Reference Form available with the Common Application Form\*
- Definition 4 – Churches Together in England Ref: [www.churches-together.org.uk](http://www.churches-together.org.uk) Please refer to the website for an up to date list\*
- Definition 5 – Looked after children A looked after child is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children's Act 1989) at the time an application for admission to the school is made and who the local

authority has confirmed will still be looked after at the time when he/she is admitted to the school. A previously looked after child is a child who was adopted or became subject to a residence or special guardianship order immediately following having been looked after

- Definition 6 – Children of staff at school Children of staff
  - Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and / or
  - The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- Place of residence - The child's ordinary place of residence will normally be a residential property at which the parent or person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.
- Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will normally be the property at which the child resides with the parent or person or persons with parental responsibility, for the greater part of the week.

*\*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.*

### **Late Applications:**

Late applications will be dealt with in accordance with the Local Authority scheme.

### **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 when the number of offers to the school falls below the admission number.
3. The waiting list will be established on the offer day.
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, it will be placed on the list, above those with a lower priority.

### **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 /carer

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 depending on the length of time that the child has been at the school.

3. Where a place or an offer has been withdrawn, the application will be reconsidered and a right of independent appeal offered if the place is refused.

**Applications outside the normal admissions round:**

Applications outside the normal admissions round will be considered in accordance with the Local Authority scheme.

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

1. If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local authority.

2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date set out in the decision letter. Appeals will be held within the timescales set out in the Admission Appeal Code.

Details of name/address to which appeals should be submitted:

*Director of Legal Service Democratic Services*

*Sheffield City Council Town Hall*

*Sheffield*

*S1 2HH*