

**BRANTON ST WILFRID'S CHURCH OF ENGLAND
VOLUNTARY AIDED PRIMARY SCHOOL.**

DIOCESE OF SHEFFIELD

Working in Partnership with Doncaster Local Authority.

2023-2024 ADMISSIONS POLICY

INTRODUCTION:

Branton St Wilfrid's Church of England Primary School is a Church of England Voluntary aided primary school in the Diocese of Sheffield and is maintained by Doncaster Local Authority.

The school provides a distinctively Christian education for children aged 4+ to 11+ years.

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. This two-fold aim of being "distinctively Christian" and "serving the local community" is reflected in the school's admission criteria.

Branton St Wilfrid's Church of England Primary School is a Voluntary Aided 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.

This policy should be read in conjunction with the booklet "Admission to Primary Education", published by Doncaster Metropolitan Borough Council.

The admission number is 30.

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

- a) That the date their child is admitted to school 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);
- b) That their child takes up the place part-time until the child reaches compulsory school age

The date of admission to the school will be 1st September 2023.

PLEASE CONTACT US IF YOU NEED ANY HELP TO COMPLETE THE COMMON APPLICATION FORM OR THE SUPPLEMENTARY INFORMATION FORM.

MAKING AN APPLICATION

1. Applications are made on the **Common Application Form**.
2. To support your application to Branton St Wilfrid's Church of England Primary School, please complete the **Supplementary Information Form**. This is not an application form for admission to the school but will be used by school when applying the admissions criteria.
3. The **Common Application Form** should be submitted by 15th January 2023 along with the **Supplementary Information Form** (if applicable).

CRITERIA FOR ADMISSION:

PLEASE NOTE: Children who have a statement of special educational need that names the school as the most appropriate educational setting will gain a place at the school through the statementing process. EVIDENCE OF THE CHILD'S STATEMENT MUST BE PROVIDED.

OVERSUBSCRIPTION CRITERIA

Where there are more applications for admission than the planned admission number stated, the Governing Body /Admission committee will apply the following admission 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).
2. Children with special medical or social circumstances affecting the child where these needs can only be met at this school. This is not about educational needs.
Professional supporting evidence from a professionally qualified person such as a medical doctor, psychologist, social worker is essential if admission is to be made under this criterion and such evidence must set out the particular reasons why this school is the most suitable school and the difficulties which would be caused if the child had to attend another school.
3. Children who have an older brother or sister (see definition 1) attending the school at time of anticipated admission.
4. Children whose parents/carers (see definition 2) regularly (see definition 3) attend the parish church of St Wilfrid's, Cantley.
5. Children who regularly (see definition 3) attend the parish church of St Wilfrid's, Cantley.
6. Children whose parents/carers reside in the parish of St Wilfrid's, Cantley and regularly (see definition 3) attend a church of a different Christian denomination.
7. Children who reside in the parish of St Wilfrid's, Cantley and regularly (see definition 3) attend a church of a different Christian denomination.
8. Children who reside outside the parish of St Wilfrid's, Cantley and regularly (see definition 3) attend a church of a different Christian denomination.
9. Children who are resident in the parish of St Wilfrid's, Cantley.
10. Children of staff of the school (see definition 5).
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 point of the front entrance of the pupil's home address (including flats), to the main pupil entrance of the school using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

TIE BREAK CLAUSE:

In the event of two or more children still 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

Doncaster Metropolitan Borough Council will co-ordinate in year transfers for our school in 2023-24.

FOOTNOTE

The school number has been calculated according to the net capacity of the school which the law defines and has been agreed with the Local Authority.

DEFINITIONS

1. Definition of brother or 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.

2. Definition of 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.

3. Definition of regular attendance at Church:

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.

Variation to the policy for 2023-2024 due to COVID-19 pandemic

"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."

4. Definition of a looked after child

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) 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 Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

5. Definition of children of staff at school

Children of staff

- a) where the member of staff is employed at the school at the time at which the application for admission to the school is made and/or
- b) 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(s) or person(s) with parental responsibility for the child reside 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(s) with parental responsibility, for the greater part of the week.

LATE APPLICATIONS

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

WAITING LISTS:

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, they 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 upon 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 re-considered and a right of independent appeal offered if the place is refused.

Applications outside the normal admissions round will be with dealt with in accordance with the Local Authority procedures. The class size limit of 30 is adhered to when allocating places.

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 within 20 days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

Normally appeal hearings will be held within 6 weeks of the closing date for receiving the notice of appeal.

TIMETABLE: Closing date for receiving applications by Doncaster Local Authority: 15th January.
Offer day: 16th April – letters posted by the LA.

DOCUMENTATION REQUIRED:

1. *The school requires supplementary information not contained on the Common Application form. This supplementary information is needed to place your application in the correct priority of admission category.*
2. *The Supplementary Information Form, obtainable in the LA admission booklet, **MUST be completed and securely attached** to the Common Application form and returned to the Local Authority by 15th January.*
3. *A copy of the child's baptism certificate if the applicant is a baptised Christian.*
4. *Minister's reference to support regular church attendance.*
5. *This Supplementary Information Form is not an application for admission to the school and its return does not guarantee a place at the school, however it does affect the admission category your application will be placed in.*
6. *Failure to complete and return the sheet "SUPPLEMENTARY INFORMATION TO MAKE AN APPLICATION FOR A CHURCH OF ENGLAND AIDED SCHOOL" may affect the admission category in which your application is placed.*