



## **St Giles CE Primary School**

### **Admissions Policy 2023/24/25**

<b>Reception</b>	<b>Admission Number 60</b>
<b>Years 1 -5</b>	<b>Admission Number 60</b>
<b>Years 6</b>	<b>Admission Number 60</b>

#### **Admission criteria for St Giles' CE Primary School**

**The admission authority for Walsall community and voluntary controlled schools is Walsall Council. Admissions are administered by the Admissions and Pupil Place Planning Team.**

The following pages show the capacities and proposed Admission Numbers for St Giles' CE Primary School for 2024/25. The Admission Number of 60 is the capacity of the school to admit children at the normal age of entry in the 2023/24 and 2024/25 academic year.

#### **2. Oversubscription criteria for community and voluntary controlled primary schools**

If there are more applications than there are places available, places will be allocated using the Oversubscription Criteria in the following order of priority:

1. Children in Care and all previous children in care, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care because of being adopted. (See 3.1 below).
2. Pupils who have a sibling already in attendance at the school, or paired junior school when the application is made and who will be still attending the school at the proposed admission date (see 3.2 below);
3. Pupils for whom a place at the school is essential on medical or social grounds as supported in writing by a medical practitioner or a social worker. (Applications will be subject to verification by the Admissions & Education Sufficiency Manager) (see 3.3 below);
4. For applications to junior schools only. Attendance by the child at the relevant paired infant school, when the application is made (see 3.4 below);
5. For applications to voluntary controlled Church of England primary schools only. Up to 25% of places may be allocated as 'Church Places' to children, regardless of distance between home and school, whose parents are regular worshippers at a Christian church and whose application is supported in writing by the minister of the church where they worship (see 3.5 below);

6. Distance between the home address and the school as measured in a straight line with those living closer to the school receiving the higher priority (see 3.6 below). If there is oversubscription in criteria 2 to 5, priority will be given to those living closest to the school as measured in a straight line.

### **Explanatory notes for Oversubscription Criteria 3.1**

Children in Public Care (looked after children) and previously looked after children including those who (appear to the Admission Authority) to have been in state care outside of England and have ceased to be in state care as a result of being adopted. Children who are in the care of a local authority or provided with accommodation by a local authority and previously looked after children who ceased to be looked after because they were adopted or became subject to child arrangement orders immediately following having been looked after as well as those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

3.2 Sibling A sibling is a child who resides at the same address as the child for whom a place is being requested and is one of the following: A brother or sister sharing the same parents; A half-brother or sister sharing one common parent; A step-brother or sister (i.e. related by their parent's marriage); Any other child for whom it can be demonstrated that he or she is residing permanently at the same address (e.g. under the terms of a residence order).

3.3 Social or medical factors If parents believe there are specific medical or social reasons for claiming priority for a child to attend a particular school, the relevant part of the application must be completed and evidence to support the claim must be submitted to the Local Authority. Requests for such consideration will be subject to verification by the Admissions & Education Sufficiency Manager. This is necessary because parents will be asking the Authority to assess the child as having a stronger case than many other children, some of whom may live closer to the school. 3.3a Medical Evidence Medical evidence must be submitted in writing from a medical practitioner and should state why the preferred school is the only school that can meet the child's needs. This must relate to either the child or the parents, for example where the parent(s) or 18 the child has a disability that may make travel to a school further away more difficult. Medical evidence, which relates to parent, will be considered in the following circumstances:

- Where the child lives with a single parent who has a medical condition or disability that may make travel to a school further away more difficult;
- Where the child lives with both parents and both parents have a medical condition or disability that may make travel to a school further away more difficult;
- Where a child lives with both parents and one parent has a medical condition or disability that may make travel to a school further away more difficult medical evidence may be considered if the other parent is unable to accompany the child on the journey to and from school because they are the sole carer for the other parent.

3.3b Social Evidence Social evidence must be submitted in writing from an appropriate professional and should state why the preferred school is the only school that can meet the child's needs. Please note that preferences are only given priority under the medical/social criterion in very exceptional cases where medical or social evidence clearly demonstrates that the preferred school is the only school which can meet the child's needs.

### **3.4 Church Places at voluntary controlled Church of England primary schools**

The number of Church places available is determined by the Admission Number of the school. Voluntary controlled Church of England primary schools:

- with an admission number of 60 will offer a maximum of 15 Church Places;

If there is over-subscription for Church Places, priority will be given to those living closest to the school as measured in a straight line. 'Regular worshipper' is defined as attending a place of worship on at least one occasion per month over the past twelve months.

### 3.6 Distance

Distance will be measured in a straight line from the centre point of the home address to the centre point of the school address using the Local Authority's computerised measuring system with those living closer to the school receiving the higher priority.

3.6a Definition of a home address The home address of a child is the permanent residence of a child in a residential property when the place is offered. The address must be the child's only or main residence and is either:

- owned by the child's parent(s) or guardian; or
- leased to or rented by the child's parent(s), or guardian under lease or written rental agreement of not less than six months duration. Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned. In certain circumstances the child's current school will be asked to verify the address given.

Where parents have shared responsibility for a child and the child lives with both parents for part of the week, the main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to support the address used for the application. The offer of a place is based upon the address of the child when the offer is made.

If a child is offered a place at an oversubscribed school the place may be withdrawn if it is found that the child moved (before the place was offered) to a new address, which was further away from the school, and the child would not have qualified for a place under the distance criterion. If a family moves between the application and the date of offer, the Admissions & Education Sufficiency Team must be informed as soon as possible of these circumstances. If the home address is a flat (or apartment) and there is more than one flat at the same address, priority will be given to applicants living at the lowest numbered flat on the lowest floor.

## 4. Oversubscription criteria for Nursery Schools

Applications for nursery places should be made directly to the school. If there are more applications than there are nursery places available then places will be allocated using the Oversubscription Criteria in the following order of priority:

4.1. Priority for nursery places will be given to children born between 1 September 2020 and 31 August 2021.

If places are oversubscribed, the following Oversubscription Criteria will apply:

- 1) Children in Care and all previous children in care, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.(see 3.1 below).
- 2) Pupils who have a sibling already in attendance at the school, or paired junior school when the application is made and who will be still attending the school at the proposed admission date. (see 3.2 above)

3) Pupils for whom a place at the school is essential on medical or social grounds and supported in writing by a medical practitioner or a Social Worker. (Applications will be subject to verification by the Admissions & Education Sufficiency Team). (see 3.3 above)

4) Distance between the home address and the school as measured in a straight line with those living closer to the school receiving the higher priority. (see 3.6 above) 4.2 Where places are still available schools may only offer places to children who have attained the age of 3. If the remaining places are oversubscribed the Oversubscription Criteria 1-4, shown above, will apply. If there is oversubscription in criteria 2 and 3, priority will be given to those living closest to the school as measured in a straight line.

5. Policy for deferred entry to Reception Children reach compulsory school age on the first day of the term following their fifth birthday. However, all Walsall primary schools provide full time places for pupils in a reception class from September in the year before children reach their fifth birthday.

If parents prefer their child to start school later than 1 September 2024, they have the option of deferring the child's entry until later in the 2024/25 school year. Parents opting for this must notify the school in writing of the date they wish their child to start in a reception class. Parents are not able to defer entry beyond the beginning of the term following their child's fifth birthday or beyond the academic year for which admission is sought. The effect of this is that the place is held for that child and is not available to be offered to another child.

6. Admission of 'summer born' children to Reception Summer born children, (born between 1 April and 31 August) reach compulsory school age in the September following their fifth birthday (or on their fifth birthday if it falls on 31 August). Parents of summer born children may submit a request for their child to be admitted to a reception class in the September following their fifth birthday, at the point at which other children in their age group are moving from the reception class to year 1.

Parents seeking deferred admissions to reception in a community or voluntary controlled primary school should make a request in writing to Walsall Council, providing details of the reason for the request and supporting medical evidence or evidence from the child's current head teacher, if appropriate, demonstrating that deferred admission to Reception would be in the child's best interests.

Requests for deferred admission to Reception in respect of children who would normally be admitted in September 2024, should be submitted by 15 January 2024 where possible. When an application for deferred admission to reception at the point at which other children in their age group are moving into Year 1 is received for a community or voluntary controlled primary school, Walsall Council, as admission authority for the school, will make the decision on whether or not to grant the request based on the individual circumstances of each case.

Requests will only be approved in circumstances where it is in the best interests of the child to defer admission to Reception. Parents seeking deferred admission to Reception in a voluntary aided school, foundation school or in an academy should submit a request directly to their preferred school. They must also notify the Local Authority in writing of the request and must complete a Local Authority application for the year of admission.

Admission to a year group outside of a child's chronological year group. Parents who wish to apply for their child to be admitted to a Walsall community or voluntary controlled primary school, in a year group other than that which is designated by their chronological age should submit a written request to Admissions & Education Sufficiency Manager.

Walsall Council, as admission authority for the school, will make the decision on whether or not to grant the request based on the individual circumstances of each case. Requests will only be

approved in circumstances where it is in the best interests of the child to be educated outside of their chronological year group.

Parents wishing to make an application for their child to be admitted out of their chronological year group to a voluntary aided or foundation school or academy, should write to the admission authority for the school. In either case, the letter should include details of why the parents/carers believe it is in the best interests of their child to be educated out of their chronological year group, and should include supporting evidence from an appropriate professional. Parents applying for midyear admission to a year group outside their child's chronological age, in a Walsall primary school will also need to submit an online midyear admission application to the Local Authority