

**St. Werburgh's CE (Aided) Primary School**  
**DETERMINED ADMISSIONS POLICY**  
**2021/22**

**1. The Context**

St.Werburgh's C of E (VA) Primary School Spondon VA Schools is its own Admission Authority. It is the duty of the Governing Body to draw up and implement both the Admission Policy and Over-Subscription Criteria.

In all cases, initial admissions into St.Werburgh's C of E Primary School will be via the Local Authority's Centralised Admission System.

In other cases, admissions are a matter for the Governing Body.

**2. Guiding Principles**

All matters pertaining to the Admission of children and young people to St. Werburgh's Church of England School will be conducted with the highest integrity. Principles of transparency, honesty and fairness will always apply.

**3. Net capacity and Planned Admission Numbers**

Net Capacity denotes the theoretical maximum number of children, which can be accommodated in the school building. All schools have a calculated Net Capacity, which should only change when teaching space within the school is created or reduced. The current Net Capacity of St.Werburgh's school is 315.

Planned Admission Numbers are usually derived from the Net Capacity by dividing it by the number of year groups catered for. The School will admit pupils up to the PAN in each and every year group. The PAN of our school is 45.

The setting of a PAN automatically implies that the admission of pupils above that number would be prejudicial to the quality of education provided to existing pupils.

**4. Local Authority Centralised Admissions Systems**

All applications for admissions to St.Werburgh's Primary School must be made via the Local Authority's Centralised Admissions System. Parents must complete and return the LA Application Form and Derby City Faith schools Supplementary Application Form as St.Werburgh's Primary School takes account of faith matters in implementing its Over-subscription Criteria. The Local Authority will submit a list of potential applicants to the school. The Governors will then rank these

under the School's over subscription criteria, taking account of any supplementary application forms and/or supporting evidence received. The ranked list is then returned to the LA. Once the LA has received all relevant information, places are offered and the school is informed. The LA will inform unsuccessful applicants of their right to appeal.

## **5. In Year Applications**

The Local Authority deals with applications for places received after the relevant allocation date for pupils in the first year of statutory education provided by the school and at any time for pupils in other school years. If the number of pupils in a year group is below Planned Admission Number, the pupil will be admitted unless the pupil concerned has been permanently excluded from two or more schools. If, however, the number of pupils in the year group concerned is at or above PAN (even if there are "spaces" in other year groups) the pupil cannot be admitted, but the parents will be informed of their right to appeal.

## **6. Deferred and part-time entry**

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the Reception class from September, but may defer entry until the beginning of the term after their child is five years old (i.e. when the child reaches compulsory school age) or until the beginning of the Summer term whichever is earlier. Children may attend part-time until they reach compulsory school age. Parents/carers who have been offered a place at the school and wish to defer entry for their child and/or attend part-time must put this in writing to the Head Teacher at the earliest opportunity and before the start of the Autumn term.

## **7. Education out of normal (chronological) age group**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

## **8. Pupils with SEND**

It is the decision of the governing body at St Werburghs that children with SEND will be admitted in line with the schools agreed admissions policy. Children whose EHC plan names St Werburghs as the school, will be admitted.

## **9. Appeals**

In all Aided Schools, an independent panel should hear Admissions Appeals. The

Derby Diocesan Board of Education will arrange appeal hearings for St.Werburgh's Church of England Aided School. Parents should submit their

appeal letter as quickly as possible and this should then be forwarded to the DDBE, who will arrange a hearing within six school weeks.

Appeal hearings will have two distinct elements. Firstly, the Panel will determine whether or not the school has acted properly in refusing to admit (i.e. that the year group concerned is “full” in terms of its PAN and that over subscription criteria have been fairly applied). Secondly, the panel will hear evidence from the school as to why the admission of additional pupils would be prejudicial to the education of existing pupils (issues of space, resources and staffing) and from the parents as to why their case for admission should override the prejudice. The schools will submit its case in writing and be represented at the hearing. The panel will then make a binding decision and inform both parties in writing. If the appeal is upheld, the School will make arrangements to admit the child with no undue delay.

### **10. Over subscription Criteria**

When the school is oversubscribed, after the admission of pupils with Statements of Special Educational Needs where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in order:

- A 'looked after child'(a) or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
- Children who will have a sibling (b) attending the school at the time of the proposed admission
- Children whose parents are regular worshippers\*\* at St.Werburgh's Parish Church, Spondon, Derby and who can support their application with a letter of confirmation from the Parish Priest or Children whose parents are regular worshippers at Spondon Methodist Church, Spondon, Derby and can support their application with a letter of confirmation from the ordained Methodist Minister.
- Children resident within the Ecclesiastical Parish of St.Werburgh's Spondon. (c)
- Children whose parents are regular worshippers at another Anglican Parish Church and who can support their application with a letter of confirmation from the Parish Priest.
- Other children.

In the case of a tie, priority will be given to the child living nearer to the school, measured by a straight line from the centre of the dwelling concerned to the school.

(a) A looked after child is a child who is in the care of a local authority, or is being provided with accommodation by a local authority in the exercise of their social services functions.

(b) 'Sibling' means: Children who have one or both natural parents in common.  
Children who are related by a parent's marriage.  
An adopted or fostered child.

(c) 'Resident' means that the child's ordinary place of residence is a residential property at which the person or persons with parental responsibility is/are living at the time that the application for the school place is made.

\*\* 'regular worshipper' is defined as regular attendance (i.e. at least once a month) at the main Sunday service (Parish Mass) from the September of the year previous to the application; for an application being submitted in Autumn 2016 for entry in September 2017, confirmation of parental attendance from September 2015 would be required.

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 admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship

Attendance at mid-week activity clubs, Messy Church or Children's Church on other days does not qualify.

Where a family has recently moved into the parish, a letter is required from the parish Priest or the ordained Methodist Minister of their previous parish or Church, confirming regular attendance against the above criteria.