

St Paul's C of E Primary School

Documentation Information and Control

Document Title: **Admissions Policy**

Current Status: adopted March 2008
revised September 2008 for 2009
revised May 2009 for 2010
revised September 2009 for 2011

Review date: July each year

Persons responsible
for review: The Governing Body

St Paul's C of E Primary School

Admissions Policy

1. Introduction

- 1.1 Recognizing its historic foundation, St Paul's Church of England Primary School, Newcastle upon Tyne, shall preserve and develop its Christian character in accordance with the Trust Deed and, therefore, shall seek to glorify the One God [who exists as Father, Son and Holy Spirit] and to serve its community by providing, within the context of biblical belief and practice, an excellent education which will enable all pupils to achieve beyond their expectations.
- 1.2 The Governing Body recognizes that all people owe their existence to God and are dependent upon him for their preservation day by day.
- 1.3 The Governing Body acknowledges that mankind, male and female, was created in and as the image of God and thus all people are to be shown care, love, and respect at all times, from conception to the grave.
- 1.4 St Paul's Voluntary Aided Church of England Primary School provides an education for pupils of statutory school age (that is 5 to 11 years of age) and, in a Nursery class, for pupils a year younger than the statutory school age.
- 1.5 The Governing Body of St Paul's School is the Admissions Authority for the school.
- 1.6 The admissions number for St. Paul's School is 35. There are, therefore, 35 places available each year for children of Reception class age. A school year begins in September. This arrangement follows consultation with the Local Authority and other admission authorities in the city and diocese.
- 1.7 Priority for admission shall be given to a child(ren) with a Statement of Special Educational Needs which names the school.
- 1.8 The parents or carers of a child who is 4 years of age may apply for a place in a Reception class (the first year of statutory schooling) if their child will be 5 during the same school year.

- 1.9 The classes in St Paul's School are restricted, except in exceptional circumstances, to 30 pupils.
- 1.10 The parents or carers of children over the age of 5 may apply for a place in a class appropriate for their age.
- 1.11 There are (no more than) 52 part time (15 hours) places in the Nursery class.
- 1.12 The process for admission to the Nursery class is separate from that of admission to other classes. Parents or carers with a pupil in the Nursery class have no automatic right to, nor a guarantee of, a place in a Reception class. Parents or carers must, therefore, apply separately for a place in the Nursery and/or a place in the Reception or any other class.
- 1.13 The parents or carers of a child who is 3 years of age may apply for a place in the Nursery class if their child will be 4 during the same school year.

2. Applying for Admission

- 2.1 All applications must be made in writing on an application form that can be obtained from the school (telephone 0191 273 3667).
- 2.2 Parents and carers who apply for a Reception or a Nursery place will be contacted with either an offer of a place or an explanation of why a place has not been offered after the 31 March which precedes the start of the school year (in September) for which a place has been requested.
- 2.3 Parents and carers who apply for other year groups will be contacted usually within a week of making an application.
- 2.4 The school shall maintain a waiting list of applicants. This list shall be ranked in the same order of priority as the over subscription criteria outlined in paragraph 2.5 below.
- 2.5 When there are more applicants than places available for a child in a year group or class, preference will be given, in the following order of priority, to those children:
 - [1] who are in public care and whose carers choose St Paul's School for the distinctive Christian education it provides;
 - [2] who are in public care;
 - [3] who have a brother[s] or sister[s] (be he or she a full, half, or step brother or sister, or a child of the partner of their parent or carer)

who will be being educated in St Paul's School at the time of admission;

- [4] whose parents or carers are on the Electoral Roll of Elswick Parish Church (St Stephen and St Paul), as confirmed by the Minister of that church in writing, and choose St Paul's School for the distinctive Christian education it provides;
- [5] whose parents are members of another Christian church, as confirmed by the Minister of that church in writing, and choose St Paul's School for the distinctive Christian education it provides; and,
- [6] who live nearest to the school (measured, in a straight line from the front door of the home of the person with parental responsibility for the child[ren] to the main entrance of the school, using the Local Land and Property Gazetteer or a suitable alternative geographical information system).

2.6 Parents or carers who are not offered a place for their child have the right of appeal to an independent appeals committee. They should, in the first instance, contact the Chairman of the Governors at the school (telephone 0191 273 3667) to give notice of their intention to appeal.

3. Review

The governors shall review this policy each year.