



St Paul's CofE (c) Primary School

Compassion: Endurance: Friendship:

Admission Arrangements 2017/18

Nursery

The City of Stoke-on-Trent Council and St Paul's CofE (C) Primary School are firmly committed to pre-school education. Children aged three years are able to attend a nursery class or school in September. Attendance at school is not a requirement at this age but is at the discretion of parents. St Paul's CofE Primary offers full time nursery places.

Oversubscription Criteria

Where there are more applications for a nursery setting than there are places the following priorities will be used, in order, to allocate places:

- 1) Children in the care of the local authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 2) Children living within the catchment who have an elder brother or sister at the school who will still be attending at the time of admission (or at the linked junior school in the case of infant schools).
- 3) Other children living within the catchment.
- 4) Children living outside the catchment who have an elder brother or sister at the school who will still be attending at the time of admission (or at the linked junior school in the case of infant schools).
- 5) Children who live nearest to the school as determined by a straight line measurement from the front door of the child's home address to the main entrance of the school.

Once the class is full a waiting list based on these criteria will be held until the end of September of that academic year.

Please note that attendance at a particular nursery setting will not guarantee admission to a reception class at the same school.

As nursery education is not compulsory there is no right of appeal against the refusal of a place. However, every effort will be made to accommodate the wishes of parents.

Reception

Full time places in Foundation 2 (reception) classes are available in the September of the academic year in which a child becomes five years old. To secure a place at St Paul's CofE (C) Primary it is **necessary to complete an application form**. This also applies if a child already attends the nursery class at school. It must be remembered that attendance of the nursery class does NOT guarantee a place in the school's reception class. However, if a child has a Educational Health Care Plan then our school will meet the parents' preference even if the school is over-subscribed.

To help this process applicants are required to fill out a common application form. This can be done on-line. Parents are asked to name three schools, in order of preference, which they would like their child to attend. Admissions authorities have to consider preferences in accordance with their published admissions criteria. They cannot take account of where the school is placed in the order of preferences.

Oversubscription Criteria

Where there are more applications than there are places available, the Council will use the following priorities, in order, to allocate places:

- 1) Children cared for by a local authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 2) Children living in the catchment area of the school who have an older brother or sister attending at the time of admission (or at the linked junior school in the case of infant schools).
- 3) Other children living within the catchment area of the school.
- 4) Children living outside the catchment area of the school who have an elder brother or sister at the school at the time of admission (or at the linked junior school in the case of infant schools).
- 5) Children who live nearest to the school as determined by a straight line measurement from the front door of the child's home address to the main entrance of the school.

If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to the main entrance of the school as measured by straight line. The Council will also consider any reasons put forward by parents in support of their preference. These reasons should be supported with evidence wherever possible. If the reasons concern the child's health or social wellbeing, the evidence should be provided by a medical practitioner or other social care professional. If the Council considers that the reasons for a place at a particular school are sufficiently strong, it will place the child on the school list above those whose position is based upon the distance criterion.

Schools have a Pupil Admission Number (PAN) for each year group, including the reception class. The PAN is expected to be based upon the school's net capacity. Places will be offered up to but not exceeding the PAN. Regulations also require that reception and infant classes must have no more than 30 pupils to each teacher. The Council also has to comply with the "Infant Class Size" regulations which say that infant classes must not exceed 30 pupils. If an infant class is full, a waiting list based on the above criteria will be held until the end of December of that academic year. Parents must ask to be placed on the waiting list of a school or schools – it will not happen automatically. St Paul's Reception PAN is 45 pupils.

For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order.

Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple birth. In this circumstance the Council will usually admit above the admission number (AN) unless it is impossible to accommodate siblings in such a way, when the parents will be asked make a decision on behalf of the family.

Where applicants are unsuccessful in securing a place at their preference school, an appeal against the decision can be made to an independent appeals panel set up by the City Council.

Year 1 – Year 6

Requests for places in years 1 – 6 for children new to the area should follow the Local Authority Admissions Policy. This can be found at:

<http://www.stoke.gov.uk/ccm/navigation/education/admissions/>