

**St Clement's Church of England Voluntary Aided Primary School**  
Henwick Road  
Worcester  
WR2 5NS

**Admissions Policy for the Academic Year 2010/2011**

**Introduction**

St. Clement's Church of England Primary School is a Voluntary Aided School with very close links with St Clement's Church. It is also the only school, of its type, on the western side of the City of Worcester.

The Governing Body is responsible for the education and for the admissions policy.

The Admission Number for the school from September 2010 will be 30. The Governing Body and the Local Education Authority, acting in accordance with national legislation have set this number.

The Governors wish to reflect the Christian character of the school and its links with the local Christian community in its admissions practice.

**Equality, Diversity and Inclusion**

It is the Governors' intention to ensure equality of opportunity for all children seeking places within the school, subject to the criteria listed below, and that the school should reflect the diversity of the local community. All children admitted will be assured of an inclusive education, which respects all religious traditions.

**Admissions**

Completed admission application forms for St. Clement's Church of England Primary School SHOULD be sent to the school at the above address along with any supporting evidence requested, by the nominated date in order to be considered. Parents/carers will be notified by the LA on behalf of the Governing Body by letter, of the outcome of their application by or on nominated date.

A child reaches statutory school age at the start of the term after which they reach their fifth birthday. St. Clement's Church of England Primary School will admit children at the beginning of the academic year in which they are five. Alternatively parents whose child has been offered a place are entitled to defer their child's entry until he/she reaches statutory school age. The offered place is kept vacant but must be taken up by the beginning of the Summer Term of the same academic year.

**Admissions other than normal**

The Local Authority will be responsible from September 2010 for co-ordinating applications to existing year groups.

## **Applications**

Applications should be made on:

1. The Worcestershire County Council Education Department application form (available from the school office or from the School Admissions Department, Worcestershire County Council, County Hall, Worcester, WR5 2YA)
2. A St. Clement's Church of England Primary School application form (available from the School Office)

Parents of all children must indicate on the application form the admission criteria they are using in making the application, providing the evidence requested.

## **Admission Criteria**

Notes regarding the Admission Criteria are on the following page

Where St. Clement's Church of England Primary School is named in a child's Statement of Special Educational Needs, the Governing Body is legally required to admit the child to the school. Such children will therefore be allocated places before the following criteria are applied.

Places will be allocated in accordance with the admission criteria listed below, in order, in each category:

1. 'Looked after children'. A 'Looked after child' is a child who is in the care of a local authority or provided with accommodation by that authority (see Section 22 of the Children Act 1989). This category will be applied to any child who is at the time of application or who subsequently becomes a 'Looked after child'.
2. Siblings of pupils from within the parish currently attending the school whose parents habitually worship at St. Clement's Church.
3. Children from within the parish whose parents habitually worship at St. Clement's Church.
4. Siblings of pupils from outside the parish currently attending the school whose parents habitually worship at St. Clement's Church.
5. Children from outside the parish whose parents habitually worship at St. Clement's Church.
6. Children who themselves or parents are practising members of
  - i) other Anglican churches
  - ii) other faiths and wish to have their child attend a school with a religious standing
  - iii) other denominations.

7. Siblings of pupils already attending St Clements School

8. Children living closest to the school. The distance will be measured in a straight line between home and school, measuring from mid point of the property to the main pedestrian entrance of the school on Henwick Road.

**Notes:**

**A)** Under criteria 2, 3, 4, 5 and 6 , a letter is required from the minister, vicar or priest, in support of the application. The Governing Body would expect regular attendance to be normally at least twice a month for a minimum period of six months prior to the application. The letter MUST be attached to the St. Clement's Church of England Primary School application form. Failure to do so will invalidate the application using these criteria.

**B)** A child is a sibling if they are a full or half brother or sister, they are an adoptive brother or sister or they are children of the same household. A parent includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989.

**C)** If the child is currently attending the St. Clements Playgroup, the application must still be made for entry into the school as detailed in the section on Applications.

**D)** In the event that a final place(s) cannot be allocated, as it is impossible to define a difference between applications (for example, determining an allocation from persons of the same household such as children of multiple births or residing in the same household/building or other applications where the distances are equal).

The allocation of the final place(s) will be determined by drawing lots.

**E)** These criteria cannot be applied to applications received after the initial allocation of places has been completed if the planned admission level has already been reached.

We operate an equal preference system.

**Waiting lists.**

Waiting lists will be kept open until the end of the autumn term

**Appeals**

In accordance with the School Standards and Framework Act 1998, parents may appeal against a decision by the Governors to refuse an application for a place. Details of the appeal procedure and timetable are included in the Worcestershire County Council LA Guide for Parents.