

WORCESTERSHIRE EDUCATION AUTHORITY

**ST MATTHIAS CHURCH OF ENGLAND (VOLUNTARY AIDED)  
PRIMARY SCHOOL**

**Headteacher – Mrs J. S. Ahern**

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**Admission Policy  
2010 – 2011**

**General**

The School Governing Body and the Local Authority determine the number of pupils that the school can accommodate. Currently, 30 children can be accommodated, in each Key Stage One class and 30 children in each Key Stage Two class, totalling 210 pupils. We also have a 26 place Nursery on the premises for mainstream children and this operates each morning.

The governors aim to preserve the ethos of the school as one which serves the neighbourhood and which seeks to promote Christian values. The Admission Policy has been formulated with this in mind.

Parents who wish to register their child should contact the Headteacher or the school secretary. Children are eligible to start school in the Reception class in the September following their fourth birthday. The school welcomes enquiries and is pleased to show parents and children around the premises. There is an application form, which must be completed and returned to school.

All applications for an academic year are considered at the same time, at the end of January, by the Worcestershire Education Authority; on behalf of the school Governors they advise parents of the outcome of their application.

Currently, the school has a policy of inviting all children accepted for the Reception Class for visits, prior to starting school, including children that are already attending our Nursery.

Membership of the Nursery will **not** guarantee a place in the main school, as we endeavour to meet the DCSF guidelines on provision of nursery places for the wider community.

**Admission Criteria**

The governors admit children to the school according to the following criteria, in order of priority: -

1. \*Relevant 'Looked After' children
- 2 Children of practising members of an Anglican or other Christian Church for whom this is the nearest Church Aided School by the safest and shortest available walking route

Parents wishing to apply for a place for their child under this category should submit with their application form, a letter from the minister of their church. The Governors are happy to receive applications from members of the Church of England and also from other Christian denominations, which are affiliated to the Council of Churches for Britain and Ireland. "Practising membership" is interpreted as attending church at least monthly over a period of at least 12 months.

- 3 Children who have a brother or sister in school, at the time of admission including half-siblings, step and legally adopted children who live at the same address
- 4 If, after applying the above criteria, unallocated places still remain, they will be allocated to children living nearest to the school by the shortest available walking route as determined using the Local Authority process. In the event of equi-distance any places will be allocated by random lottery overseen by an independent party.
- 5 In the event of a multiple birth application the parent will decide which child receives the place.
- 6 Late applications after 12<sup>th</sup> March 2010 will be managed by the local Authority Admissions Department

\* Relevant is all those in the care of the Local Authority or provided with accommodation by the Local Authority under the terms of the Children Act 1989, 'looked after' at the time of the application for admission and who still be 'looked after' at the time of admission.

Pupils, for whom the school is identified as most suitable to fulfil educational requirements as set out in a statutory Statement of Special Educational Needs, will be allocated a place.

No account will be taken of gender, disability, racial or ethnic origins or religious beliefs other than set out in paragraph 1.

Please note that the length of time that a child's application form has been with the school is not a criterion for admission.

### **Application Procedure**

The school's application form should be completed and submitted to the school secretary before 14<sup>th</sup> January in any year to be considered for a place in the following academic year.

You will also be sent a form PA1 to complete, which should also be returned to the school office by 22<sup>nd</sup> January 2010 for the school to forward to Worcestershire County Council.

The local Authority will write to all parents to advise them of the offer of a place by the end of April 2010.

### **Deferred Entry**

Those wishing to defer entry for their child must inform the Headteacher and the LA in writing giving reasons. The place must be taken up in the same school year and cannot be deferred beyond the relevant academic year.

### **Appeals**

Appeals against the rejection of an applicant must be in writing and must be lodged with the Chair of Governors c/o The School within two weeks of receiving the letter from the LA. The appeals will be heard by an independent Appeals panel whose decision is binding on all parts.

### **Mid-Year Applications**

The school is happy to receive enquiries from families who, having moved into the area during an academic year. All applications for existing years groups will be sent to the LA.

### **Waiting List**

The school accepts applications for places into the Nursery and Reception class as soon as parents wish to apply: however to comply with all legal requirements and to ensure equality for every applicant all forms are looked at by the Admissions Panel after the annual closing date as stated above. Strict adherence to the admissions criteria is followed.

The list of applicants is kept in school and either the school administrative staff can inform interested parties of the current numbers seeking places in a given academic year.

### **DCSF Directives**

This Admissions policy gives due consideration to the new legal requirements as stipulated by the DCSF, and ensures that there are equal opportunities for pupils of all, races, cultural diversities, religious denominations or those with special educational needs, whether emotional or physical.

N.B. Please refer to relevant policies held in the school policy folder.