

# ADMISSIONS POLICY



## ST. AUGUSTINE'S C of E (VA) JUNIOR SCHOOL

Headteacher (Sam Brunt)	Signature S Brunt
Chair of Governors (Peter Ananicz)	Signature  P Ananicz

Date ratified: **05.07.23**

Review date: **Autumn 2024**

**Our Vision: To be guided by God's wisdom, to embrace challenge and to strive to achieve our best, enjoying all that we do together.**

## **Admissions Policy for admission in academic year 2025-2026**

St. Augustine's Church of England (VA) Junior School provides for the needs of children within the 7 to 11 age range.

In a Voluntary Aided School the Governing Body is responsible for the admission of children to the school and all matters concerning pupil admissions. This policy was last determined by the Governing Body on 5<sup>th</sup> July 2023 for 2025-26 admissions. Should you have any queries relating to this policy you should contact Peter Ananicz - Chair of the Governing Body, via the school office.

The Governing Body will admit up to 60 children into any year group.

The Governing Body is the admissions authority for the School; this means the Governing Body set and apply the admissions policy for our School. All decisions regarding the admission of children into our School are made by the Governing Body. Peterborough City Council is responsible for co-ordinating all applications for places in the school.

St Augustine's School serves children living in the vicinity of the school, children from the Parishes of Woodston and Fletton and also welcomes those from a wider area on religious grounds. The Governing Body will give priority to children with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) issued by a Local Authority, where the school is named as the most appropriate setting for the child.

### **Applying for a place in Year 3 - (transfer from Infant to Junior)**

The application process for pupils transitioning from Year 2 into Year 3 must be made online at [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions) or by completing and submitting a Peterborough Application Form, which is available on request from the Local Authority Admissions Team. The online application process opens on 12<sup>th</sup> September 2024 and closes on 15<sup>th</sup> January 2025. Offer letters will be issued by the Local Authority on the national primary offer date 16<sup>th</sup> April 2025.

Our school warmly welcome and encourage all parent(s)/ legal guardian(s) wishing to visit the school to do so prior to submitting an application; please contact our school direct on 01733 563566 to arrange your visit. **Please note:** Visits are not interviews and do not affect any decision regarding the availability of a place. Alternatively, we hold an open evening at school for Year 2 pupils and parent(s)/ legal guardian(s), usually held in early November (please see school website for date).

For conditions relating to applications, please refer to Peterborough City Council's Admissions Information Booklet which can be found at [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions).

**Late applications** will be handled by the Local Authority Admissions Team\*; full details of how a late application will be processed can be found at [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions).

\*Late applications are all those received after the National Closing Date but before the 31<sup>st</sup> August in the offer year.

### **Admissions Oversubscription Criteria**

When the number of applications received exceeds the Published Admission Number (PAN) of 60, after the admission of children with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) issued by a Local Authority, where the school is named as the most appropriate setting for the

child, pupils will be allocated a place according to the following oversubscription criteria in this order of priority.

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, care arrangement order, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). Children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only.
2. Children of parent(s)/legal guardian(s) who regularly worship or have worshipped (See Note 1) at a Church of England or Methodist Church. A supplementary information form from the parish priest will be required to confirm the duration and frequency of a family's attendance at public worship. Supplementary information forms are available from the school.
3. Siblings of children who are already registered on the school roll at the time of admission. By sibling we mean a brother or sister, half brother or sister, step brother or sister, adopted brothers and sisters or the child of the parent(s)/legal guardian(s) partner, but in every case the child should be living in the same family unit at the same address.
4. Children moving up from Year 2 at the main feeder school Brewster Avenue Infant School.
5. Children of parent(s)/legal guardian(s) who live in the vicinity of St Augustine's School otherwise known as the catchment area as defined on Peterborough City Council's website [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions)
6. Other, e.g. children applying from out of catchment that meet none of the criteria above.

In the event of over subscription in any category and/or in order to decide between two applications that cannot otherwise be separated, the school will use a clear and fair tie-breaker. Children living closest to the school (Distance Measurement) will receive higher priority.

#### NOTE 1

In this policy, we define regular attendance as at least monthly attendance at public worship, for a duration of one year prior to the national admissions deadline.

#### NOTE 2

A supplementary information form from the parish priest / minister / pastor will be required to confirm the duration and frequency of a family's attendance at public worship in any other Christian church. Supplementary information forms are available from the school.

## **Late Applications**

Late applications are any application forms received by the Local Authority after its specified deadline date. Late applications will not receive an offer of a school place by the Local Authority on the National Offer Day however; your application will be processed in the next round of allocations.

## **Waiting Lists**

When an application is refused for the reason that the PAN for Year 3 has been reached, your child's name will be automatically placed on a waiting list for this year group, ranked according to the oversubscription criteria in this policy. This list will be revised:

- whenever a new application is received,
- whenever the number of pupils in that year group falls below the PAN of 60,
- whenever a child's name is removed from the continuing interest list, or
- whenever there is a change of circumstances which affects the child's position on the waiting list i.e. a new application is received that meets a higher criterion than their own.

Parent(s)/legal guardian(s) are required to notify the school in writing if there are any changes of family circumstances which may affect their position on this list e.g. a house move.

Waiting lists are held by the Local Authority but maintained by the School. Children's names will remain on this list until the last day of the Summer term; parent(s)/legal guardian(s) will then have the option to reapply the following academic year for a place. If a place does become available parent(s)/legal guardian(s) will be contacted immediately (usually by letter), by the LA Admissions Team and will have 10 days in which to indicate whether they wish to accept the place – this can be done by contacting the school direct.

## **Admission to other year groups/deferred entry to Year 3**

Year 3 admission offers are made according to the child's chronological age. When a parent believes their child should be educated in a higher, or lower year group, e.g. if the child is gifted and talented or has experienced problems such as ill health, this must be discussed in the first instance with the Headteacher of the school.

Where a child is already attending a school a decision will be made based on the individual circumstance of the case and determined by the school following a discussion between the Headteacher and the parent. All accelerations and deferral decisions will be made by the Governing Body; a meeting will be held to consider the request and decisions made on the basis of the circumstances of each case and in the best interests of the child concerned.

## **Notes and Definitions:**

The Governing Body have adopted the definitions used by Peterborough City Council in the following circumstances:

- Distance Measurement
- Proof of Address
- Parents who live separately
- Siblings
- Continuing interest list

For details of the full definitions please refer to the Guide for parents, published on the Peterborough City Council website: [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions)

## **Tie Breaker**

In the event of over subscription in any category, children living closest to the school (Distance Measurement) will receive higher priority. This will be measured in a straight line from the child's place of residence to the school using the Ordnance Survey (OS) seed points computed by the Local Authority's measuring system [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions)

### **Distance Measurement**

Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the ordinance survey's (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points. The straight line measurement is used purely as a tie-breaker; it has no relevance to how you would walk to the school. Distance is not measured using Google or other similar apps.

In the case of flats, the priority is that of floor level i.e. ground, first, second etc. in that order. In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of the place.

### **Residency definition**

The address you give should be the child's current permanent place of residence at the time of the application and the address of the parent or legal guardian with whom the child spends the majority of time during the school week. (Parent(s)/legal guardian(s) will be asked to produce evidence of residency/home address during the admissions process).

### **Proof of Address**

As part of the school admission process and to ensure that offers of school places have been made fairly, St. Augustine's School is committed to following strict address verification procedures. If your child is offered a place at our school we will ask you to provide proof of address. **The offer of a school place is conditional until proof of address has been confirmed; please ensure you have the correct documentation required to avoid any unnecessary delay in your child's admission.**

### **Proof that the child lives with you**

St. Augustine's Junior School will also require proof that the child that has been offered a school place lives with you. Therefore, please provide: a letter from your child's GP, Dentist, Hospital, Optician, NHS Medical Card, Child Trust Fund document, Letter from Social Services or Housing Department confirming your child's placement of address.

### **Parents who live separately**

When parents live separately, the application must be based on the address at which the child usually lives. When parents live separately but the child lives with both parents at different addresses, the child's home address will be taken to be the address where the child lives for most of the week. If the child spends an equal amount of time with each parent, the address will be taken to be that of the main parent/carer eligible to receive Child Benefit.

### **Siblings' definition**

Siblings of children who are already registered on the school roll at the time of admission. By sibling we mean a brother or sister, half brother or sister, step brother or sister, adopted brothers and sisters or the child of the parent(s)/legal guardian(s) partner, but in every case the child should be living in the same family unit at the same address. Every effort will be made to ensure that twins and those from multiple births can attend the same school.

## **Applying for a place after the start of a school year, or for other year groups at the school**

To apply for a place after the start of the school year, parent(s)/ legal guardian(s) should visit the Peterborough City Council website for information on how to make an application [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions).

Vacancies in particular year groups may not always be available; please feel free to contact the school direct on 01733 563566 to discuss any queries or ask questions you may have. We kindly welcome parent(s)/ legal guardian(s) and children to visit the school for a tour prior to submitting an application. The Local Authority Admissions Team will process the application in accordance with the published arrangements and process and will contact the school to determine if a place is available in the requested year group. The school in return, will notify the Admissions Team of their decision to receive an offer. The LA Admissions Team will then write to the parent(s)/legal guardian(s), to confirm the details of the school at which a place is to be offered. Where the Admissions Team is unable to meet any preferences expressed by the parent(s)/ legal guardian(s), a place will be offered at the next nearest alternative school with places available.

### **Admission to other years groups following in-year admission**

All in-year admission offers will be made according to the child's chronological age. When a parent believes their child should be educated in a higher, or lower year group, this must be discussed in the first instance with the Headteacher of the school.

Where a child is already attending a school a decision will be made based on the individual circumstance of the case and determined by the school following a discussion between the Headteacher and the parent.

### **Waiting List**

When an in-year application is refused, your child's details are automatically placed on a waiting list for the year group, ranked according to the oversubscription criteria. **Their name will remain on this list until the last day of the Summer term in which the application was made.**

Parent(s)/ legal guardian(s) will be contacted immediately (usually by letter), by the LA Admissions Team if a place becomes available for their child and have 10 days to indicate whether they wish to accept the place – this can be done by contacting the school direct. Parent(s)/legal guardian(s) should be aware that their child's place on the list may change if an application is subsequently received that meets a higher criterion than their own.

### **Fair Access**

St. Augustine's Junior School participates in Peterborough City Council's Fair Access protocol. All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in the protocol. The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

### **Right of Appeal**

Should a child be refused admission, parent(s)/legal guardian(s) have the right to appeal against the decision. An independent appeals panel will be set up to consider the appeal; parent(s)/legal guardian(s) will be kept informed of the procedures and will be invited to attend. Appeals will be heard by an independent appeal committee convened in accordance with the Code of Practice for Admissions. Appellants will be given the opportunity to attend the hearing of the appeal. Appeals should be sent in writing to:

Appeals Officer  
Education Department  
Peterborough City Council  
Sand Martin House  
Bittern Way  
Fletton Quays  
Peterborough  
PE2 8TY

Please mark your envelope 'Admissions Appeals'.

For more information regarding this process, please visit [www.peterborough.gov.uk/admissions](http://www.peterborough.gov.uk/admissions).

# APPENDIX 1



ST AUGUSTINE'S  
CofE (VA) JUNIOR SCHOOL

## SUPPLEMENTARY INFORMATION FORM

### School Admissions – Church Attendance Form

Parent / Carer Name		
Contact Telephone Number		
Email Address		
Child's Name		
Child's Date of Birth		
Year of Admission		
Name of Church Attended		
How often do you attend public worship?	a Fortnightly	
	b Monthly	
	c Other	
How long has this been your practice?		

**Please ask your Vicar or Church leader to verify this information**

*(Obtaining this signature is the responsibility of the Parent/Carer)*

I am satisfied to the best of my knowledge that this family have attended public worship for a minimum period of one year prior to the National Admissions Deadline with the frequency indicated above.

<b>Name of Church</b>	
<b>Contact Details</b>	
<b>Signature of Priest-in-charge / Minister / Religious Leader</b>	

**Parent / Carer Declaration**

I declare this information to be true.

<b>Name</b>	
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<b>Signed (Parent / Carer)</b>	
<b>Date</b>	