

**ST PAULINUS C.E.PRIMARY SCHOOL
IRON MILL LANE
CRAYFORD
KENT, DA1 4RW**



ADMISSIONS POLICY

For the Reception Class in the academic year 2021/22

St Paulinus C E Primary School has a distinctive Christian ethos which is at the heart of the school. The values that inform the life and relationships of the school are those of Christian faith nurturing children's spiritual growth.

We welcome applicants from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to the community.

The Governing body of St Paulinus CE Primary School is solely responsible for admissions to the School and intends to admit thirty children, born between 1 September 2015 and 31 August 2016, to the reception class in the school year 2020-2021. This number is consistent with maximum infant class legislation.

There will be one admission date for all reception children in September 2020.

For Bexley residents

Applications **must** be made on the Bexley Common Application Form (CAF) online which must be submitted by 15 January 2020. A supplementary form **must also be completed** along with the clerical reference form, where applicable, which will be available from St Paulinus School in September 2019 and must be returned to the school by 15 January 2020 with evidence of address and the child's date of birth. The supplementary form on its own does not count as an application and will not be considered as such.

For non Bexley residents

Application **must** be made on the Common Application Form from the Local Authority in which you live and returned to them by the closing date.

A supplementary form **must also be completed** along with the clerical reference form, where applicable, which will be available from St Paulinus School in September 2020 and must be returned to the school by 15 January 2021 with evidence of address and the child's date of birth. The supplementary form on its own does not count as an application and will not be considered as such.

Applications received after 15 January 2021 and applications received without the supplementary form will be considered under category 6 of the over subscription criteria listed below.

Parents will be notified of decisions on the common date as notified by the LEA.

Oversubscription Criteria

If the number of applications for admission into the school exceeds 30, the Governors will apply the following criteria, in the order set out below, until there are no places remaining.

These criteria are reviewed annually by the Governing Body, and due consultation is carried out with the Diocesan Board of Education, the Local Education Authority, the neighbouring admission authorities and schools.

1. A child who is in the care of the Local Authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989 or any child who was previously in the care of the Local Authority and who is now adopted, subject of a Residence Order or Special Guardianship Order.

A letter from the Children's Services Department confirming the child's status must be submitted at the time of application.

2. Children of parents who have been regular worshippers (regular worshipers are defined as parents who attend twice monthly) for at least 12 months at St Paulinus Church, Crayford AND who:

a) live in the ecclesiastical parishes of St Paulinus (see map – appendix i) or:

b) will have a sibling attending the school at the date of admission

*Please note that places offered in this category will be allocated **firstly to siblings** and then based on the nearest geographical distance from the school by measuring straight line distance from the school to the home address of the child/parent.*

'In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship'.

3. Children who live in the ecclesiastical parish of St Paulinus.

*Please note that places offered in this category will be allocated **firstly to siblings** and then based on the nearest geographical distance from the school by measuring straight line distance from the school to the home address of the child/parent.*

4. Children who will have a sibling attending the school at the date of admission.

Please note that places offered in this category will be allocated based on the nearest geographical distance from the school by measuring straight line distance from the school to the home address of the child/parent

5. Children of parents who are regular worshippers (regular worshipers are defined as parents who attend twice monthly) of any Christian church that is part of Churches Together in Britain and Ireland.

Please note that places offered in this category will be allocated based on the nearest geographical distance from the school by measuring straight line distance from the school to the home address of the child/parent

'In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship'.

6. Children of parents who wish their child to attend St Paulinus Church School.

Please note that places offered in this category will be allocated based on the nearest geographical distance from the school by measuring straight line distance from the school to the home address of the child/parent

Notes on the criteria:

Criterion 2 and 5 – applicants must provide a clerical reference for criterion 2 and 5.

Criterion 2, 3 and 4 – for the purpose of this criterion a 'sibling' is a child who lives at the same address as the child for whom a place is being requested, and is one of the following:

- Children living at the same address who have one or both natural parents in common
- Children living at the same address who are related by a parent's marriage
- Children living at the same address whose parents are living as partners at this address
- We do not include 'cousins' within the definition of sibling
- Children who are adopted/fostered with supporting evidence

General notes applying to all criteria:

In the unlikely event of over-subscription and only one place remains, but two families meet the same criteria, a tie-breaker will be introduced. On this occasion both names would be put into a random lot and one name drawn out.

Pupils with an Education Health and Care Plan

The admission of pupils with an Education Health and Care Plan is dealt with by a completely separate procedure. Details of this procedure are set out in the Special Education Needs Code of Practice.

Oversubscription within a category:

If the Governing Body is required to make a decision between applications in any given category, the criterion of nearness to home to school will be the deciding factor. Proof of residence will be required in the form of a recent Council Tax letter or Rent Agreement.

The term 'home' and family shall be defined as the permanent residence of the child and:

- Both parents living together, or
- The parent with legal custody, or

- The parent with whom the child habitually lives, or
- The legally appointed guardians.

In-Year Admissions:

Casual Admissions are for children moving into the area or transferring from another school outside the normal admission round. The school's admission committee will only consider filling casual admission places if class sizes drop below 30 pupils, unless the applicant qualifies under criteria 1. Application and Supplementary forms will still need to be completed and the Admission Criteria will be applied.

Appendix i

Crayford

