

St Luke's Church of England (Aided) Primary School Admissions Criteria 2020 – 21

When parents request an admission place for their child at St Luke's they are encouraged to visit to meet the Head teacher/Member of Senior Leadership Team and view the school in action. **Parents are encouraged to read the 'LA Starting School in Wolverhampton' booklet which is published in electronic format on the City Council website and is available as a hard copy to parents on request without charge.**

As an Aided school, the Governors of St Luke's are responsible for the Admission Policy, in line with Diocesan recommendations and in consultation with the LA.

The School's Admission Number to each year group (PAN) is 60. If the number of requests exceeds the school's admission limit, places will be allocated according to the following order of priority:

1. Looked-After Children as defined by Section 22 of the Children Act 1989, and Previously Looked After Children (See Section 1 paragraph 1.7 Schools Admission Code 2012), will be given first priority for places.
2. Children who are siblings of children already attending the school, e.g. a sibling refers to brother or sister, half, adopted or step brother or sister, or the child of the parent/carer where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
3. Those children showing strength of support from a faith leader which demonstrates their family commitment to the life, work and witness of their particular faith. This will be measured by;
 - i. Comment/evidence regarding frequency of visits to the place of worship - **must be indicated as additional information on Supplementary Information Form**
 - ii. involvement in the worshipping activities of the place of worship – **must be indicated as additional information on Supplementary Information Form**
 - iii. number of years the family has been worshipping at present and previous place of worship - **must be indicated as additional information on Supplementary Information Form**

Information should be supplied on the **SUPPLEMENTARY INFORMATION FORM FOR APPLICATION FOR A RECEPTION YEAR GROUP AT A CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL IN WOLVERHAMPTON**. In order to be accepted by the Governors **all** sections of this form should be completed and signed by both parent/carer and Vicar/Minister/Faith Leader. It should be validated with the faith organisations stamp or headed paperwork and returned directly to the Head Teacher.

Supplementary Information Forms will be graded from A to C by a representative group from the Governing Body. Grade A applications will then be ranked above grade B applications; tie breaker criteria will apply **within** each group

- A. Significant strength of support from a faith leader which demonstrates their family commitment to the life, work and witness of their particular faith
 - B. Minimal strength of support from a faith leader which demonstrates their family commitment to the life, work and witness of their particular faith
 - C. No evidence/incomplete form: these will be ranked within category 4.
4. Any other children not falling into the above categories.

'Tie – Breaker' If there is an insufficient number of places to accommodate all children then ranking will be applied within all categories': Children living closest to the school, measured by the shortest walking distance. This is determined as the shortest distance from their home (or the main entrance to any communal building) to the front door of the school, using a commercial package that supplies National Grid map references to 1 metre or greater claimed accuracy. In the event of applicants living

an equal distance or in a block of flats, available places will be offered randomly selected by drawing lots. In addition, if children reside at two addresses during the school week, the address where the child spends most "school nights" will be used when determining proximity to the school. Documentary evidence may be required.

Children with a statement of Special Educational Needs that names the school must be admitted. This will reduce the number of places available to other applicants.

Multiple births/twins will be offered places if all the children can be accommodated in relation to the above criteria. In the event of number of children exceeding number of places available then the School Admissions Code 2012 allows for the remaining child/ren to be admitted and these children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

Late applications will be dealt with in accordance with the City of Wolverhampton Council coordinated admissions scheme.

Nursery Admissions

The school has a separate policy for Nursery Admissions which is based on older siblings already on full-time role and then birth date order. It should be noted that attending the school Nursery does not give any guarantee or preference for a place in Reception year or give sibling rights to any older child/ren applying for place in the school.

In-Year Admissions

An In-year admission is any entry to school other than at the normal point in Reception, for example, transferring school due to a move of house or personal reasons. Requests for places in Reception after the normal round of admissions or request for places in other Year Groups should be made directly to the City of Wolverhampton Council. With the exception of a child with an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs (SEN), whereby, applications should be made at www.wolverhampton.gov.uk/admissions following The City of Wolverhampton Council's co-ordinated in-year admissions in conjunction with St Luke's Church of England Aided School Admission Policy.

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Admission Appeals

In the event of a place not being offered, notice of the intention to appeal to the Independent Appeals Panel, established under Section 94 of the School Standards and Framework Act 1998, must be made to the Chair of Governors via the school office. In due course, Parents will be sent the necessary Appeal Form by the governing body. Once the Appeal form has been lodged, details as to when and where the Appeal will be held will be forwarded to the parents by the Local Authority.

This document is reviewed annually during the Autumn Term.