



St Leonard's CE Primary Academy Admission Policy 2019 - 2020

This policy should be taken and used as part of St Leonard's CE Primary Academy's overall strategy, and implemented within the context of our vision, instrument of government aims, and values of a Church of England Academy. St Leonard's is a Church of England Primary Academy which celebrates a love of God and puts the Christian ethos at the centre of all that it does.

- 1.0 The following criteria will be applied, in the order set out below, to decide which children to admit (with the exception of children with a Statement of Special Education Need that names the school):
- (i) Looked after children, as defined in Section 22 of the Children Act 1989.
 - (ii) When the child lives within the designated area for St Leonard's (a map is available to view at the school)
 - (iii) Where the child has a sibling attending the school at the time of admission.
 - (iv) Where the child lives in the parish of St Andrew's, Blunsdon (a map is available to view at the school) and parents/carers choose St Leonard's on denominational grounds and are worshipping members of the Church of England (a letter of recommendation from a minister of the church will be required as proof of regular attendance).
 - (v) Where parents/carers choose St Leonard's on denominational grounds and at least one parent/carer is a worshipping member of a church in the Christian Communion, as recognised by 'Churches Together in England' (a letter of recommendation from a minister of the church will be required as proof of regular attendance). Such evidence must be provided at the time of application.

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- (vi) Proximity of other children's homes to the school as measured by direct line on a map (as the crow flies, from centre of the house to the centre of the school), those living nearer being accorded the higher priority. For children who spend part of the week with one parent/carer and part with another, 'home' will be considered the address to which Tax Credits/benefits are paid.

In the event of over-subscription within criteria (i) to (v) then criterion (vi) will be used as a tie breaker to decide the priority of applicants. If this criterion does not separate applicants, then places will be offered by random allocation. In the case of multiple births, the Governing body of St Leonard's may decide to admit all children affected.

- 2.0 Children will be admitted at the beginning of the academic year (September) in which their fifth birthday falls. There will be one admission date in September each year, namely the first day of Term One. There is no legal requirement for parents/carers to send their child to school until the term after the date of their fifth birthday. All children attend full time from their start date.
- 3.0 The number of intended admissions for the year commencing 2019-20 is **30**.
- 4.0 Where the number of children seeking admission exceeds the intended admission number for the year, the policy on over-subscription may be applied.
- 5.0 Applications for admission to St Leonard's will be dealt with by Swindon Borough Council, in conjunction with St Leonard's, during Term 4. Please see www.swindon.gov.uk for full details of the Swindon scheme.
- 6.0 There is no school supplementary form, however, if you are applying for a place based upon denominational grounds a letter from your priest confirming regular attendance must be completed and returned within the same time frame as the Swindon Borough Council form.

Late Applications

The closing date for applications for 2019-2020 is 15th January 2019. Applications may be submitted after this date but they will be deemed as late applications, this means that they will not be considered until after all on time applications. The LA will endeavour to deal with all late applications before the offer date, but this may not be possible in all circumstances.

Casual Admissions

The above criteria will be applied if casual vacancies arise during the school year and there are more applicants than places. Parents must apply using the forms

provided by the LA and these must be submitted to the LA in the first instance. The LA will then pass the form on to the School's Governing Body to consider admission according to its admissions number and admissions criteria. The school will notify the parent and the LA of the decision.

Waiting List

In the event of oversubscription, St Leonard's CE Primary Academy will operate a waiting list. Children's names which are placed on the waiting list will be held for one term; this can be extended if the parent/carer makes such a request. The above oversubscription criteria will be applied in determining a child's place on the waiting list. This place may fluctuate if later admission requests are received.

Appeals Procedure

Any child who is refused a place at St Leonard's has the right to an appeal against this decision. An appeal form needs to be completed and returned to the school and an independent panel will be arranged to consider the appeal. Details of this process will be provided alongside the refusal letter.

Definitions

1. Regular attendance at worship will mean attendance at worship (for a period of at least 6 months) 2 out of 4 weeks in a month excluding vacations. A letter from a minister will be required in support of this.
2. Sibling - as defined in Swindon LA's Code of Practice on Admissions, i.e. full/half/step brothers or sisters and also includes children living in the same family unit.
3. Looked After Children - 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 function defined by Section 22 (1) of the Children Act 1989. This also applies to a 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. Evidence may need to be provided.

The Governing Body, St Leonard's CE Primary Academy, Linley Road, Blunsdon, SWINDON, Wiltshire, SN26 7AP

