



**St Lawrence Church of England Primary School**

**Chellington Church of England Federation**

**Admissions Policy  
2024-25**

**St Lawrence Church of England Primary School**  
**Manor Lane, Wymington**

**Admissions Policy**

St Lawrence aims to serve its community by providing an education of the highest quality within the context of Christian values and practice. Through our teaching we equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their future lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities. The school is on a site where there are different levels, and the accommodation ranges from buildings from the 19<sup>th</sup> Century to a modern 21<sup>st</sup> Century. We invite you to come and visit us and see the scope of the environment we offer.

The Foundation Stage has one entrance with steps, one with a ramp. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils, and will use classroom accommodation sensibly to ensure this.

**Admissions**

The Governing Board is responsible for the admission of pupils to St Lawrence and admits 30 pupils to Reception each September. This admission number has been agreed between the Governing Board and the Local Authority and applies to the year 2024.

Please note the following:

- a) These arrangements do not apply to our Nursery intake.
- b) Parents of children currently in our Nursery must re-apply for a place in the Reception class.
- c) Attendance at our Nursery does not guarantee a place in Reception

Successful applicants are entitled to a full time place from the beginning of the Autumn Term.

However if parents feel their child is not ready to start full time school at this time, they can request:

- i) that the date their child is admitted to school is deferred until later in the academic year but not beyond the point at which the child reaches compulsory school age, and / or
- ii) that their child takes up the place part-time until the child reach compulsory school age

Where a parent of a 'summer-born' child (1 April – 31 August) wishes, they may choose not to send the child to school until the September following their fifth birthday (when the child has reached compulsory school age). However if parents do not take up the offered place by the start of the summer term of the Reception year, then they would have to make a new in-year application for a place in Year 1.

If parents wish such a child to start school in September 2025 and to be educated "out-of year group" i.e. in the Reception Year rather than Y1 they should discuss it with the school as soon as possible, before making a formal application to the governors. Such applications will be considered on a case by case basis. Each case will be judged on its individual merits and in the best interests of the child, but to admit out of year group would require

exceptional and extenuating circumstances and professional evidence, if available, explaining why the child's needs cannot be met in the chronological year group.

If the governors accept the out of year group education request, a new application would need to be made in the following year's main admissions round for Reception, when this application will be considered alongside all other applications. Parents do not have the right of appeal against a decision not to accept this request.

### **Requests for education out of year group (other than summer-born reception deferral applications)**

Parents are encouraged to discuss the child's individual needs with the Executive - Headteacher before making a formal request in writing to the Governors, who will make a decision on the basis of the individual circumstances of the case and in the best interest of the child, taking account of the views of the Executive- Headteacher. Applications must be accompanied by evidence which clearly demonstrates why the child must be educated out of year group. There is no right of appeal where a child is offered a place at the school but not in the desired year group.

The Governors are required to admit a pupil with an Education, Health and Care plan which names the school. Pupils identified for admission through the Fair Access Protocol will be admitted before others on the waiting list even if the school is full.

### **In the event of there being more applicants than there are places available, the Governors will apply the following criteria in the priority order of categories as listed.**

- (i) Looked After Children and all Previously Looked After Children, including those who appear (to the admissions authority) to have been in state care outside England and ceased to be in state care as a result of being adopted. LAC : PLAC : IAPLAC – see definitions
- (ii) Children who live within the Ecclesiastical Parish of St Lawrence Wymington who will have sibling in the school at the time of admission. The website [www.achurchnearyou.com](http://www.achurchnearyou.com) is helpful in verifying parish of residence.
- (iii) Other children who live within the Ecclesiastical Parish of St Lawrence Wymington.
- (iv) Other children who have siblings in the school at the time of admission – see definition
- (v) Children living outside the area as defined in (ii) and (iii), one or more of whose parents/guardians, at the time of application, have attended a Christian Church at least once a month for the six months preceding the date of the submission of application to the school. Christian Church means a church which is a member of Churches Together in Britain and Ireland and/or the Evangelical Alliance. The signature of the priest or minister is required on the relevant section on the LA application form.

In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for public worship.

- (vi) Children of staff who work at St Lawrence Church of England Primary School – see definition
- (vii) Children in receipt of Pupil Premium – see definition.
- (viii) Any other children

If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school measured in a straight line using the Local Authority's computerised mapping system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the pupil's home to the door the children enter the school by on Church Lane. Where two addresses measure the same distance from the school and a final tie-break is needed, the place will be allocated by means of an independently-supervised, random draw.

Each oversubscription criterion operates independently.

### **Home Address**

A pupil's home address will be regarded as the address of the parent / carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents / carers at more than one address, the address used to allocate a school place will be the one at which the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

### **Procedures**

- Applications for admission to the school are in accordance with the Local Authority's co-ordinated admission arrangements. Parents can apply online to the Local Authority in which they live or obtain an application form from their Local Authority. Application forms for Bedford Borough residents are available from the school.
- The Governors are responsible for admissions. Parents should apply for a place at the school in accordance with the Local Authority's co-ordinated admission arrangements but admission decisions will be taken by the Governors.
- Children are invited to make introductory visits to the school during the term before entrance.
- The Governors rightly expect that parents given a place for their child under the Church Membership category will still satisfy the requirements of that category at the time of admission.
- Parents are reminded that there are occasionally slight changes to admissions policies and should make sure they have the most recent edition.

### **Appeals**

Parents who have been refused a place for their child have a right to appeal to an independent panel. The LA will explain the procedure to you if this situation arises.

## **Waiting List**

In the event of more applications than available places, the governors will maintain a waiting list. These and late applications will go onto this list in a position determined by the criteria. The waiting list will be re-ranked each time a child's name is added to or removed from the list. If a place becomes available in the school it will be offered in accordance with the waiting list priority. Waiting lists for the normal year of entry will be maintained until the 31<sup>st</sup> December. Parents wishing their child to remain on the waiting list until the end of the academic year are requested to inform the governors.

Please note that a repeat application within the same academic year will not be considered (by the Governors) unless there has been a significant change in circumstances.

## **Twins and Multiple births**

Where the last available place is offered to a twin or multiple birth sibling the other twin or sibling will be admitted as an exception to the infant class size rule.

## **In-Year Admissions**

Requests for admission into other year groups should be made on the In-Year application form. The form is available from the school or Local Authority and can also be downloaded from the Local Authority website. The form must then be submitted to the Local Authority.

## **Definitions**

### **'Looked after' children : LAC**

A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).

### **Children having been in state care outside of England : IAPLAC**

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society

### **Previously 'looked after' children: PLAC**

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'child arrangement order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

## **Sibling**

A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner, foster brother or sister where foster care has been arranged by a Local Authority, and in every case, the child should be living at the same address.

The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

## **Children of staff**

The school will admit a child of a member of staff provided that:

- a) The member of staff (defined below) has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable shortage

For the purposes of satisfying these criteria, a member of staff is defined as a member of the:

- full-time teaching staff, or of the part-time teaching staff who work 50% and above of the school week
- full-time support staff (on a 38 week and above contract) or of the part-time associate staff who work 50% and above of the school week, as determined by their role

**Pupil Premium**

Pupil premium here means the Pupil Premium, the Early Years Pupil Premium and/or the Service Premium. Parents applying under this category will be asked to provide written consent for the school to contact the local authority and/or the child’s current education setting in order to establish the child’s eligibility for the relevant premium.

Policy Determined by the Full Governing board .....

To be reviewed February 2024.