



Peterborough Diocese Board of Education
Stanion Church of England Voluntary Aided Primary School
Admission Policy 2022

Applying for a place at Stanion C.E.V.A Primary School

Northamptonshire County Council (the local authority) co-ordinates applications for places in this School.

In order to submit an application, please refer to the local authority's website – <http://www3.northamptonshire.gov.uk/pages/default.aspx>

The Governing Body (GB) is the Admission Authority for this Voluntary Aided School and is therefore responsible for the admission of children to the School.

The Published Admission Number (PAN) for the Reception year of entry is **15**.

The Governing Body will admit children with an Education, Health and Care Plan (EHC Plan) which names the School.

Oversubscription criteria

Where there are more applications than there are places available, children will be admitted according to the following criteria, which are listed in order of priority:

1. A 'looked after child' (LAC). A child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order, or special guardianship order (PLAC). A child who has been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC).
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).
2. Children living with their parent(s)/legal guardian(s) resident in the villages of Stanion or Little Oakley. (see residence definition below).
3. Children who have a sibling attending the school at the time of admission.
4. Children of parent(s)/legal guardian(s) resident outside the villages of Stanion or Little Oakley who can demonstrate they are a worshipping member of the Church of England or the Methodist Church. These applications must be accompanied by form SIF/A available from the school (see definition below). The completed SIF/A will be sent to the minister with form SIF/B for confirmation.
5. Children of parent(s)/legal guardian(s) resident outside the villages of Stanion or Little Oakley who can demonstrate they are worshipping members of any Church that is a member of Churches Together in England, this includes the Church of

England. These applications must be accompanied by form SIF/A available from the school. The completed SIF/A form will be sent to the minister with form SIF/B for confirmation.

6. Children of parent(s)/legal guardian(s) of other faiths, or none, who wish their child to be educated in a church school and Christian environment.

Tiebreaker

If the admission number is exceeded within any criterion, priority will be given to those who live closest to the School. (As to how this distance is measured – see “Distance Measurements” below).

Village Boundaries

Maps are held in school to show the areas covered in the villages of Stanion and Little Oakley or by visiting the website, www.churchnearyou.com.

Notes and Definitions

Children in Care i.e. Looked After Children (LAC) and Previously Looked After Children

Looked after children are children who are (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) at the time of application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Distance Measurements

Distances are measured on a straight line basis from the address point of the child’s home to the address point of the School, using a geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

In the case where there are multiple applications from the same shared dwelling (e.g. Flats) or where there are two homes where the distance from the address point of the home to the address point of the school (using the system referred to above) is identical, random allocation, supervised by a suitable independent person, will be used to decide the priority in which applicants are selected in the event of a tiebreaker.

Definition of child’s home address/residence

The child’s home address means the permanent residence of the child at the time of application. Parents/carers may be asked to provide proof of a claim of residence at any time during the admission process.

The address must be the child's only or main residence that is either:

- Owned by the child's parent(s) or carer(s);
- Leased to or rented by the child's parent(s) or carer(s) under a lease or written rental agreement of not less than 6 months duration. The property leased must be where the family lives.

Please note – if false or misleading information is used to try and gain a place, this may lead the Governing Body to reject the application or to withdraw the offer of a place.

Children of “worshipping members”

For parents/carers to be worshipping members, at least one of the parents/carers of the child needs to be regarded by the priest/minister/worship leader as being part of the worshipping community at the church/worship centre. This would not necessarily mean that the parent/carer is a “Member” in the technical sense (e.g. through baptism, confirmation or electoral roll) but would imply a pattern of attendance at worship (on Sunday or at other times) that is more than “occasional” and has been sustained for more than a short, very recent, period of time.

SIF A/B

If parents/carers wish their application to be considered in criterion 5, they must complete form SIF/A which is available from the School and return it to the School (not the local authority). This must be done by the deadline of 5pm on 15 January 2022. The School will submit the completed form SIF/A to the relevant minister with form SIF/B to verify the information. As SIF/B needs to be returned to the School in time for the School to rank admissions, it is very important to submit form SIF/A to the School as soon as possible.

Definition of Sibling

A brother or sister living at the same address as the applicant (i.e. within a family unit) including:

- a brother or sister sharing the same parents;
- a half brother or half sister where two children share one common parent;
- a step brother or step sister, where two children are related by a parents' marriage/civil partnership;
- a child who has been adopted or is fostered by parents/carers who have other children.

Separated parents

If a child lives with separated parents, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive). If the child spends an equal amount of time at 2 addresses, the parents must decide which address they wish to use as the child's main address for the application. Please note – if false or misleading information is used to try and gain a school place, this may lead the Governing Body to reject the application or to withdraw the offer of a place.

Late applications

Late applications are any application forms (known as Common Application Forms (CAFs)/Preference Forms) received by the local authority after its deadline of 5pm on 15 January 2022. Late applicants will not receive an offer of a school place by the local authority on offer day but their application will be processed in the next round of allocations (for details of when these are – refer to the local authority’s composite prospectus).

Waiting lists

All parents/carers who are unsuccessful at gaining a place for their child at the School may wish to place their child’s name on the waiting list. To do so, parents/carers must contact the School and request that their child’s name is placed on the waiting list. This should be done in writing to the Head Teacher.

If a place becomes available at the School, it will be allocated according to the oversubscription criteria (see above), not on a first come, first served basis.

A child’s name will remain on the waiting list until the end of the School term in which the application was made. If parents/carers wish their child’s name to stay on the waiting list for the remainder of the academic year, they must write to the School at the beginning of each term to renew their interest i.e. in January and /or following the Easter break (April/May). Please note a new application form will have to be completed if parents/carers want their child’s name to remain on the waiting list in the following academic year.

Please note – placing a child’s name on the waiting list does not affect parents’/carers’ right to appeal.

Admission of children below compulsory school age and deferred entry to school

The School Admissions Code allows parents/carers of summer-born children (born between 1st April and 31st August) to request that their child is admitted out of their normal age group (into Reception in the September following their 5th birthday).

Information about how to make such a request and the process that will be followed can be obtained from the Local Authority.

Right of appeal

The Governing Body will admit up to the published admission number. If a parent/carer is refused a place at the School, they have the right to appeal against the decision to an independent Admission Appeals Panel. Those wishing to appeal should write to or email as follows:

The Clerk to the Appeals Panel
Bouverie Court
6 The Lakes
Bedford Road
Northampton
NN4 7YD

Email – education@peterborough-diocese.org.uk