
**Totley All Saints
Church of England Primary School**

Admissions Policy



**Totley All Saints Church of England
Voluntary Aided Primary School**

ADMISSION POLICY

Introduction

Totley All Saints CE Aided Primary School is a Church of England Voluntary Aided Primary School in the Diocese of Sheffield. It is maintained by Sheffield Local Authority.

The school provides a distinctively Christian education for children aged 4 to 11 years.

Historically, Anglican schools were parish schools providing education for the community in accordance with the principles of the Church of England. Thus the majority of Sheffield Diocesan schools were established to provide education for the children of the parish within a Christian context. The two aims of being 'distinctively Christian' and 'serving the local community' are reflected in the school's admission criteria.

Totley All Saints is a Voluntary Aided Primary School in which the Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of the law, the school trust deed, by advice from the Sheffield Diocesan Board of Education and its duty to the community.

This policy should be read in conjunction with the rest of this booklet.

The admission number for this year is 30.

Children will usually be admitted during the autumn term following their 4th birthday, however parents can request

- (a) that the date their child is admitted to school is deferred until later in the year or until the term in which the child reaches compulsory school age. (Please note that parents cannot apply for and accept a Reception place and then defer that place until the beginning of Year 1); and
- (b) parents can request that their child takes up the place part-time until the child reaches compulsory school age

Please contact the school if you need help in completing the Common Application Form or Supplementary Information Form.

Making an Application

1. Applications are made on the **Common Application Form**
2. To support your application to Totley All Saints CE Aided Primary School, please complete the **Supplementary Information Form**. This is not an application form for admission to school but will be used by the school when applying the admissions criteria.
3. The **Common Application Form** should be submitted by the LA published submission date along with the **Supplementary Information Form** (if applicable).

Criteria For Admission

- Children who have a statement of special educational need and the school is named as the most appropriate education setting for the child will be admitted

Oversubscription Criteria

Where there are more applications for admission than the published admission number, the Governing Body/Admissions Committee will apply the following criteria in strict order of priority:

1. **Looked After Children and Children who were previously in Care/Looked After**
(see definition 5 – Looked after children)
2. **Children with special medical or social circumstances where these needs can only be met at this school.** This is not about educational needs. Professional supporting evidence must be provided if admission is to be made under this criterion. A professionally qualified person such as a medical doctor, psychologist or social worker must set out the particular reasons why the school is the suitable one for the child and the difficulties which would be caused if the child had to attend another school
3. **Children who have an elder brother/sister attending the school** (see definition 1) at the time at the time of anticipated admission
4. **Children of parents/carers who reside in the parish of Totley and regularly attend the parish church of Totley** (see definition 2 & definition 3)
5. **Children who reside in the parish of Totley and regularly attend the parish church of Totley** (see definition 3).
6. **Children of parents /carers who reside in the parish of Totley and regularly** (see definition 3) **attend a Christian denomination participating in ‘Churches Together in England’** (see definition 4)

7. **Children who reside in the parish of Totley and regularly** (see definition 3) **attend a Christian denomination participating in 'Churches Together in England'** (see definition 4)
8. **Children who reside outside the parish of Totley and regularly** (see definition 3) **attend a Christian denomination participating in 'Churches Together in England'**
9. **Children who are resident in the parish of Totley.**
10. **Children of staff of the school** (see definition 6)
11. **All other children.**

Tie Break

If the admission number is reached mid-category, consideration will be given as to whether the child/children were **regularly attending Little Saints Nursery** and this will take precedence (i.e. minimum of 1 years attendance for subscribed sessions).

If further prioritisation of applications is required in that category this will be prioritised on the **shortest distance** measured in a straight line from the front door of the child's home address (including flats) to the main entrance to the school building, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

In the event of two or more children being equally placed, the place will be decided by drawing lots. The first name drawn will be offered the place.

In Year Transfers

Sheffield Local Authority will co-ordinate in year transfers for our school.

Definitions:

Definition 1 -Brother/Sister

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

Definition 2- Parent/Carer

A parent/carer is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents and siblings.

Definition 3 – Regular Church Attendance

Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least once a month over the last 12 months.

Regular attendance by children is defined as attendance at a Church of England church or another Christian denomination participating in Churches Together in England' at least once a month over the past 6 months.

Parents/carers whose application is based on attendance at a church of Christian denomination should submit the Minister / Religious Leader Reference Form available with the Common Application Form.

Definition 4 – Churches Together in England

Ref: www.churches-together.org.uk

Please refer to the website for an up to date list.

Definition 5 – Looked after children

A looked after child is a child that is in the care of a local authority, or 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 an application for admission to the school is made and who the local authority has confirmed will still be looked after at the time when he/she is admitted to the school.

A previously looked after child is a child who was adopted or became subject to a residence or special guardianship order immediately following having been looked after.

Definition 6 - Children of Staff at School

Children of staff

- a) where the member of staff 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 skill shortage.

Place of residence

The child's ordinary place of residence will normally be a residential property at which the parent or person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will normally be the property at which the child resides with the parent or person or persons with parental responsibility, for the greater part of the week.

Late Applications

Late applications will be dealt with in accordance with the Local Authority scheme.

Waiting List

1. Names of children will automatically be placed on the waiting list for this school when the child has been refused admission.
2. A vacancy only arises when the number of offers to the school falls below the admission number.

3. The waiting list will be established on the offer day.
4. The waiting list is determined according to the Governing Body's priority of admission over-subscription criteria.
5. Following the offer day, should an application be received for the school where the pupil has a higher priority as determined by the admissions criteria for a place at the school, it will be placed on the list, above those with a lower priority.

False Information

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent /carer which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

Applications outside the normal admissions round

Applications outside the normal admissions round will be considered in accordance with the Local Authority scheme.

Appeals against the Governing Body's decision to refuse admission

1. If a place is not offered at the school parents have the right of appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents by the local authority.
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date set out in the decision letter. Appeals will be held within the timescales set out in the Admission Appeal Code.

Details of name/address to which appeals should be submitted:

Director of Legal Service
Democratic Services
Sheffield City Council
Town Hall
Sheffield
S1 2HH