

ST MARY & ALL SAINTS CHURCH OF ENGLAND SCHOOL ADMISSIONS ARRANGEMENTS FOR *SEPTEMBER 2022 – AUGUST 2023*

St Mary's School values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

The Governing Body of the school, not Buckinghamshire Local Authority (the LA), is responsible for admissions to the school, which are co-ordinated by the LA in Buckinghamshire. Details of the LA arrangements are in the Buckinghamshire Guide for Parents booklet, available from the school. This also explains how parents can express a preference for a school and give reasons for that preference. Decisions on which children are to be offered a place will be made according to the admissions criteria as set out in this policy. Applications received after the deadline for receipt will only be considered **after** all those received by the deadline. This means that, if no places are left after considering all the applications received by the deadline, even if you fulfil a higher criterion than that under which places have been offered to other applicants, you will be unsuccessful. We welcome all children, without reference to ability or aptitude.

Parents wishing to apply for the Reception Year in September 2022 must complete the common application form provided by their home local authority (the home LA) which may not be Buckinghamshire. The form must be returned to that LA no later than 15 January 2023. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers of places will be posted 16 April 2023 by the home LA.

At St Mary & All Saints CE School, pupils are normally admitted at the beginning of the academic year (1 September) in which they reach their fifth birthday, without reference to ability or aptitude. The School does not accept applications for earlier entry.

Parents of a child (see Note (i)) whose fifth birthday falls between **1 September 2022 and 31 March 2023** may request that their child is not admitted until later in the school year **2022/23** (no later than the term [using three term year] after the child's fifth birthday, when s/he reaches compulsory school age). The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it. The number of intended admissions for the year commencing 1 September **2022** is 60.

For children whose fifth birthday falls between **1 April 2023 and 31 August 2023** (summer-born children), parents who do not wish them to start school in school year **2022-2023 in reception**, but wish for them to be admitted to the Reception Year in **September 2023**, should proceed as follows. They should apply at the usual time for a place in **September 2022** together with a written request that the child is admitted outside his or her normal age group to the Reception year in **September 2023**. NB parents would need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than **12 January 2023**) for a Reception place in **September 2023**. If their request is refused, the parents must decide whether to wait for any offer of a place in **September 2022 in reception** (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the **summer term 2023** for a Year 1 place in **September 2023**. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the **2022-23** Reception Year group. The school does not have another general intake at Year 3.

In the event of there being a greater demand for admission than there are places available, then Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming St Mary and All Saints CE Primary School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted. (See Note 2).
2. Families who have exceptional medical or social needs that make it essential that their child attends St Mary and All Saints CE Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note iii)
3. Those children for whom St Mary's School is their only catchment school. (Appendix i)
4. A child with a parent who is a member of (teaching) staff who 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.
5. A child with a normal home address (see Note (iv)) within the Ecclesiastical Parish Boundaries of the Beaconsfield Team Ministry (see Note (v)) and Penn & Tylers Green Parish. (Appendix ii)
6. A child with a sibling (see note (vi)) already in attendance at St Mary & All Saints Church of England School at the time of application and who is expected still to be in attendance at the time of entry to the school.
7. A child with a parent who has for the year preceding the date of application been a regular worshipper (at least once per month) at either the Beaconsfield Team Ministry (see Note (v)) or Penn & Tylers Green Parish Churches (see Note (vii)).
8. A child with a parent who has for the year preceding the date of application been a regular worshipper (at least once per month) at any other Christian church that is a member of 'Churches Together in Britain and Ireland' or the equivalent in another country (see Note (vii)).
9. Other children prioritised by proximity of the child's home to the school.

The straight line distance definition: is 'the distance from the address point of the pupil's normal home address, as set out by Ordnance Survey, to the nearest open school gate available for pupils to use'.

As part of the computer system we use for school admissions there is a program that measures the 'straight-line' distance from the nearest open school gates to the child's normal home address.

The point we measure to at the child's normal address is determined by the Ordnance Survey ADDRESS-BASE which is an Ordnance Survey data product that provides a National Grid coordinate and a unique reference for each postal address in Great Britain that is on the Royal Mail's Post Office Address File (PAF®).

The PAF contains postal address data and includes premises such as buildings or permanent mobile and park homes, plus other features such as temporary buildings and houseboats.

Where the school can take some but not all of the children who qualify under one of these criteria, we will give priority to children by using the next criterion in the numbered list. For example, if all the children in criterion 1 can be offered places, but there are too many children in criterion 2 then we will use criteria 3, 4, 5, 6, 7 and 8 to rank all the children in criterion 2 and decide who can be offered a place.

For entry to the **Reception Year in 2020** the school received 165 applications. There were 60 places offered.

Criteria	Places Offered
0	0
1	1
3, 5, 6, 8, 9	1
3, 5, 6, 9	10
3, 5, 7, 9	5
3, 5, 8, 9	1
3, 5, 9	15
4, 9	1
5, 6, 7, 9	3
5, 6, 8, 9	1
5, 6, 9	10
5, 7, 9	4
5, 9	57
6, 8, 9	2
6, 9	2
8, 9	3
9	49
Total	165

Note (i): **by parent**, we mean any person who has parental responsibility for the child or is the legal guardian of the child. If you are in any doubt, please contact the school for advice

Note 2 By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Note (iii) When applying under criterion ii (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring St Mary and All Saints CE Primary School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child’s or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note (iv): **by normal home address**, we mean your child’s home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be

a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

If you are not sure whether or not you live in the Ecclesiastical Parish of the Beaconsfield Team Ministry and Penn & Tylers Green Parish, you can ask the school to check this for you.

Note (v): **Beaconsfield Team Ministry** consists of: St Mary & All Saints Church, St Michael & All

Angels Church and St Thomas' Church Holtspur.

Note (vi): **by sibling** we mean a brother or sister, half brother or sister, adopted brother or sister, or the child of the parent/carer's partner where the child for whom the school place is being sought is living in the same family unit at the same address as that sibling.

Note (vii): the Governing Body asks the priest or minister to complete a **supplementary form** confirming church commitment. This supplementary form can be obtained from St Mary's School and should be submitted directly to the school. Where a parent has not worshipped at a church for the minimum one-year period, but has worshipped regularly at another church prior to that, the governors will take this into account provided supplementary forms are completed for both churches.

All Other Admissions

Admission to other years at the school, or to the Reception Year, once offers of places have been made and accepted, depends on whether or not there are places available. Reception, Y1, Y2, Y3, Y4, Y5 and Y6 have 60 places. Applications must be made direct to the school. If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1 – 8 above), a place will be offered. Please note that the only way that a place can be offered once the admission number is reached for any year group, except under exceptional circumstances, or under the Bucks Fair Access Protocol, is by appealing to an independent panel.

Once a place has been offered and accepted the child should start school by the agreed start date, unless exceptional circumstances apply, in which case a new date may be agreed with the school. However, beyond this date, the school has the right to withdraw the offer and re-allocate the place.

Admission outside normal age group

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

Multiple births

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number or the number of places available in the relevant year.

Appeals

There are established arrangements for appeals against non-admission. Details are available from the school. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside.

Fair Access

The school participates in Buckinghamshire County Council's Fair Access Protocol of which can be found on the Buckinghamshire CC website. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol take priority for admission over any child on the waiting list.

Waiting Lists

The School maintains waiting lists for those children who are not offered a place; the order of priority on the waiting list is the same as the list of criteria for oversubscription, and does not

depend on the date on which an application is received. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

For further information, in the first instance, please contact the Admissions Secretary at the school. Contact details are as follows:

Address **St Mary & All Saints CE School**
Maxwell Road
Beaconsfield
Bucks
HP9 1RG

Telephone **01494 673762**

Email **office@stmaryallsaints.co.uk**

**St Mary & All Saints Church of England Primary School
Maxwell Road, Beaconsfield. HP9 1RG
ADMISSIONS SUPPLEMENTARY FORM**

To be completed by the Parent/Carer and signed by a member of clergy

NOTE TO PARENTS

Complete the top section of the form below with the name and address of the parent whose attendance at church is being put forward under this rule.

Ask your vicar, priest, minister or leader to sign the statement at the bottom of this page and **return this form to St Mary and All Saints CE Primary School, by the deadline for application given in the Buckinghamshire County Council Admissions guidance.**

CHILD'S FULL NAME and DOB (Please underline family name)	
PARENT'S FULL NAME	
Normal Home Address	
	Postcode:
Place of worship attended by parent	

I have attended the above named place of worship at least once per month for the past year:

Signed _____ Dated _____

Note to Clergy

When the number of applications for admission to St Mary & All Saints CE exceeds the number of places available, we use admission rules to decide who the places are offered to.

Criteria 7 and 8 states

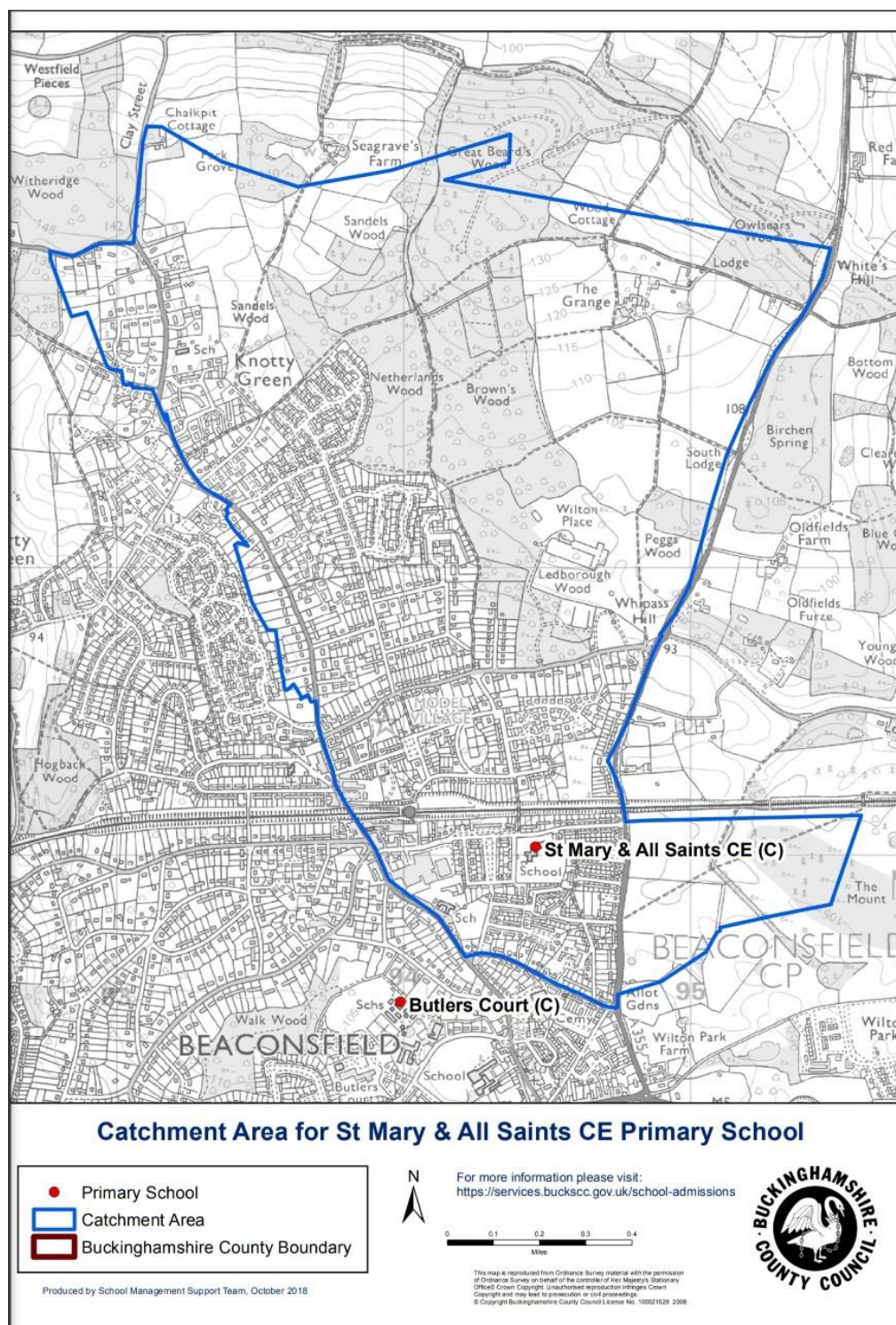
7 A child with a parent who has for the year preceding the date of application been a regular worshipper (at least once per month) at either the Beaconsfield Team Ministry (see Admissions Policy Note (v) and (vii)) or Penn & Tylers Green Parish Churches.

8 A child with a parent who has for the year preceding the date of application been a regular worshipper (at least once per month) at any other Christian church that is a member of 'Churches Together in Britain and Ireland' or the equivalent in another country (see Note (vii)).

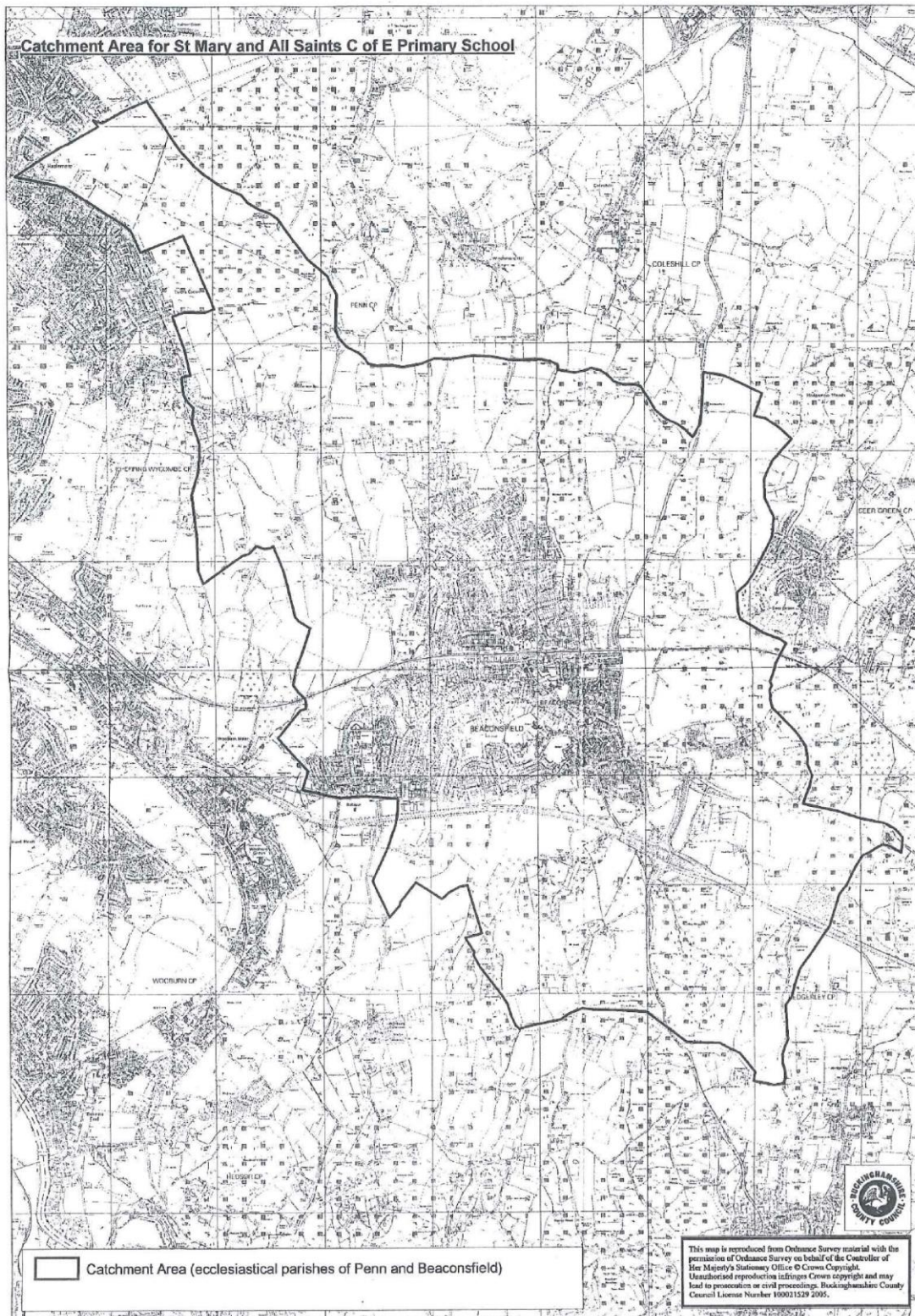
You are being asked to sign this form because the above parent is claiming he/she meets this criterion. It is the parent's commitment to the place of worship that counts, not the child's

Please sign in this section if you can confirm that the parent named above has attended your place of worship at least once a month for the last year. If the parent is new to your place of worship, please state the frequency of attendance and the length of attendance

Signed:	
Print name	
Date	



Appendix ii



Proposed Primary Catchment Change

