

All Saints' Church in Wales
Primary School



*Together **E**veryone **A**chieves **M**ore*

Admissions Policy

Headteacher: Mrs Eleri Williams

Chair of Governors: Mr John Caddick

Signature:

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The United Nations Convention on the Rights of the Child (CRC) is at the heart of our school's planning, policies, practice and ethos. As a rights respecting school we not only teach about children's right but also model rights and respect in all relationships. This policy is linked to:

Article 3: *Everyone who works with children should always do what's best for each child*

Article 14: *Your right to follow your own religion.*

Article 28: *Your right to learn and to go to school.*

Article 29: *Your right to become the best that you can be.*

The Diocese of Monmouth
All Saints' Church in Wales Voluntary Aided
Primary School
Admissions Policy



This policy refers to the admission of pupils to All Saints' Church in Wales Voluntary Aided Primary School after September 2018 and complies with: The School Standards and Framework Act 1998, the School Admissions Code and the School Admissions Appeals Code.

Religious Education and Collective Worship at the school are delivered in accordance with the teaching and practice of the Church in Wales as required by the School's Trust Deed. As a Church school, we hope that all children will fully participate in these.

The Governing Body of the school is solely responsible for the admission of pupils; this duty is delegated to the Admissions Sub-committee.

The admission number for each class is 30.

Admission to Reception Class

Children are admitted to the Reception class in the September following their fourth birthday. Application forms are available from the school office and website and should be returned directly to the school during the Autumn term prior to entry. Admission arrangements will usually be advised in writing towards the end of the Spring term of that year. The school works closely with the Local Authority to co-ordinate closing dates for receiving and sending an offer letter so that the dates coincide with Local Authority schools.

Where the number of applications received, up to and including the closing date, is less, or equal to, the admission number, then all children will be offered a place in the Reception class.

Should applications exceed the schools admission number, each application will receive careful consideration by the Admission Sub-committee. Places will be offered in accordance with the criteria set out below which is written in order of priority (1 being the highest priority) and not on a first come first served basis.

Children with statements of Educational / Additional Learning needs naming All Saints' Church in Wales VA Primary School will automatically be admitted before the following criteria is applied.

Over-subscription Criteria

1. Looked after children and previously looked after children (see Note 1 for definition of Looked After Child).
2. Children whose parents (see Note 2) are active and regular members of the Anglican or other covenanted Church or children whose parents are active worshipping members of any non-covenanted Christian Church (see Note 3 and 4).

3. Children who have a sibling who is a pupil at the school at the time of application and who will be a pupil at the school at the time of admission (see Note 5 for definition of sibling).
4. Children who have been baptised or formally received into church membership (see Note 6).
5. Distance lived from the school.

Multiple Birth Children

If the final place will be allocated to multiple birth children, then **one** place will be offered to the family. The parents will be asked to decide which child should be offered a place first or they may wish to consider an alternative setting for all children. The school will not exceed its admission number.

Children of UK Service and other Crown Servants (including diplomats)

Families of UK Service personnel and other Crown Servants are subject to frequent movement within the UK and abroad, often at relatively short notice. School places will be considered to children from families of UK Service personnel and other Crown Servants alongside all other applications if accompanied by an Official Ministry of Defence (MOD) or Foreign and Commonwealth Office (FCO) letter declaring a return date. That is, a place may be allocated in advance, if the applicant would meet the criteria when they move to their destination.

Distance Criteria/Tie Break

Where it is necessary to distinguish between two children who fulfil equal criteria, the proximity of the child's home, as measured by the safest walking route from the front door of their home to the main school gate will be used, with those living nearer being accorded the higher priority.

The Local Authority current criteria for measuring distance will be applied.

Accepting a place

Parents will be given a stated period in which to accept an offer. If parents do not respond within the given time they will be contacted again and informed that if a response isn't received, in writing by a given date, then the place will be withdrawn.

Applications received after the closing date will only be considered **after** all those received by the deadline have been considered. This means that, if no places are left after considering all the applications before the deadline, even if you fulfil a higher criterion under which places have been offered to other applicants, you will be unsuccessful.

Parents have the right to appeal against a decision not to offer a place.

Admission outside the normal round

All applicants for admission at any time other than the normal entry into reception should be made on the school's application form, available from the school office and should be returned directly to the school. Applicants will be asked for proof of their address. No new admissions will take place until a space becomes available. If there is more than one application for the space, then the aforementioned criteria will be used.

Appeals

Parents of children not offered a place may appeal to an independent appeals panel. Details on the procedure for appeals is available from the school and will be given to parents upon refusal of a place for their child.

Moving into the area

If you are moving into the catchment area, we will ask you for evidence of your move, before considering any application for a place. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy the house or a formal lease agreement.

Waiting List

Where a place has been refused, the application will be placed on a waiting list. Applications received in the annual allocation of places will remain on the waiting list until the end of the summer term in the academic year to which the application relates. Applications received outside of the annual allocation of places for In Year admissions will also remain on the waiting list until the end of the summer term in the academic year to which the application relates. After this time parents will be expected to make a further application for admission.

A child's position on the waiting list may change as applications may be received that have a higher degree of priority under the admission criteria.

Definitions / Explanatory Notes

For the purpose of this policy the following definitions will be used:

<u>Note 1:</u>	Looked After Child	A Looked After Child is a child who is looked after by the local authority in Wales or England in accordance with Section 22 of the Children's Act 1989 and whom the local authority has confirmed will be looked after at the time of the child's admission to the school. Confirmation from the local authority will also be required for children who have previously been looked after within the last two years.
<u>Note 2:</u>	Parent	A parent is any person who has parental responsibility for, or is the legal guardian of, the child. If you are in any doubt, please contact the school for advice.
<u>Note 3:</u>	Anglican Church and Covenanted Churches	The Anglican Church is the Church in Wales. Covenanted Churches are the Methodist Church, the Presbyterian Church in Wales, the United Reform Church and those Baptist Churches which are covenanted. Evidence of this must be provided by a written statement signed by the relevant priest or minister.

<u>Note 4:</u>	Regular worship	This is defined as attending worship on at least one Sunday each month over the previous 12 month period. Evidence of this must be provided, at the time of application, (or near to the proposed admission date should you apply well in advance) by a written statement signed by the relevant priest or minister.
<u>Note 5:</u>	Sibling	Sibling refers to brother or sister, half-brother or sister (children who share one common parent), adopted brother or sister, step brother or sister (where two children are related by marriage), foster child at the same address. If you are in any doubt, please contact the school for advice.
<u>Note 6:</u>	Baptism	Baptism or Formal Reception must be supported by a Baptismal Certificate or equivalent.

For further information please contact the school. Contact details are as follows:

Address: All Saints' Church in Wales Voluntary Aided School
Ael-y-Bryn,
Llanedeyrn,
Cardiff
CF23 9LF

Telephone: 02920 735 106

E-mail: allsaintsprm@cardiff.gov.uk

Appendix

Please see below for a map of the Rectorial Benefice of Cyncoed.