

**St Andrew's Church of England Voluntary Aided
Primary School**



**Admissions Policy
2022-2023**

Applications under this policy will generally be for a child born between 1 September 2017 and 31 August 2018 to start at the school in Reception in September 2022 as part of the normal admissions round. However, this policy also covers in year admissions and deferrals/delays to admissions and accelerated admissions.

Date of last consultation	9 th December 2020- 20th January 2021
Next review due	June 2021

1. Introduction

ETHOS STATEMENT

‘Recognising its historic foundation, St Andrew’s Church of England Voluntary Aided Primary School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level. The school aims to serve its community by providing an education of the highest quality with the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.’

St Andrew’s Church of England Voluntary Aided Primary School is a Church of England school in the Diocese of York. It has been serving the young people of Kingston Upon Hull for over 40 years.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice for children aged 4+ to 11+. It encourages an understanding of the meaning and significance of the Christian faith, and promotes Christian values through the experience it offers to all its **children**.

As a Church of England school, we welcome applications from Christian families and those of other faiths and none. We ask that all parents/carers applying for a place at the school respect the school’s ethos and its importance to the whole community.

The school’s Governing Body is the Admissions Authority for the school. The Governing Body is responsible for determining the school’s admissions arrangements (including this policy) and deciding who can be offered a place in accordance with it. This admissions policy has been determined having had regard to the York Diocesan Board of Education’s guidance and will be operated in accordance with Hull City Council’s co-ordinated admissions schemes (on which please see further below). All Admissions Authorities are required to act in accordance with the Department for Education’s School Admissions Code and the relevant legislation and regulations.

For further details about how and when to apply, please see sections 2 and 5 below.

2. Application Procedures and Timetable

Please contact the school on 01482 825659 or admin@standrews.hull.sch.uk and/or your home local authority if you need any help in applying.

(a) Local Authority co-ordination of normal admissions round

The admission process for the normal admissions round (i.e. for admission to Reception) is always co-ordinated by local authorities.

You should apply for a place at school in the normal admissions round by completing the online application form² of the local authority (Unitary or County Council) in the area in which you live (your “home” local authority) by 15 January 2022. You should do this even if your “home” local authority is not Hull City Council, which is the relevant local authority area for the school.

The process will give you the ability to express ranked preferences for places at any state funded school/academy, whether or not they are within your home local authority area. This allows co-ordination to take place between your home local authority, the local authorities of the schools you have applied to (if different) and the Admissions Authorities for those schools. The Admissions Authority (in this school’s case, the Governing Body) will rank the applications of all applicants naming the school as one of their preferences and provide this information to the local authority in which the school is situated to enable co-ordination. You will then receive an offer, via your home local authority, for the highest ranking school where a place is available.³ This is so that parents/carers will receive only one offer of a place at a school for their child.

National Offer Day is 16 April 2022. On offer day, your home local authority outlining will notify you of your allocated school place. You should ensure that you carefully follow the instructions contained with that notification relating to taking up the place and any other relevant matters. You will also be informed of any rights you have to appeal and the right to be placed on school waiting lists.

If your home local authority is Hull City Council, applications can be made online at <http://www.hull.gov.uk/education-and-schools/applications-and-transfers/primary-school-applications>. If you cannot complete an online application, please contact the Hull City Council’s school admissions team on 01482 300 300 for assistance. If Hull City Council is not your home local authority, you should contact the home local authority for details of how to access their admission processes.

(b) Supplementary Information Form

If you are applying for priority application to the school on the basis of one of the oversubscription criteria set out in section 4 below which states that a Supplementary Information Form is required, you will also need to complete and return the attached Supplementary Information Form. This is in addition to the requirement

² If you have difficulties completing the online form please contact your home local authority for assistance. Alternative formats will be made available as appropriate to meet applicant needs.

³ Your home local authority will advise you in the event that no places are available in any of the schools included within your application.

outlined above to submit your application to your home local authority. If you are not applying for priority on the basis of one of these oversubscription criteria, there is no need to complete a Supplementary Information Form.

The completed Supplementary Information Form must reach the school by **15th January 2022**. (Please do not send a Supplementary Information Form to your local authority, as they will not be able to take account of the information you have provided.) Please send forms to the school at St Andrew' C E Primary School, Grandale, Hull, HU7 4BL marked for the attention of the headteacher. **If the Supplementary Information Form has not been returned and fully completed by this date, you may lose the priority that you might otherwise have received** (please see below in relation to late applications.) You should make sure you allow the time to get any necessary supplementary information/signatures required for the Form prior to the deadline for its return.

(c) No automatic transition from nursery provision

The admission of children into Reception year is a completely separate process to nursery admissions, even if the school and nursery are located on the same premises or the nursery is run by the school itself. Our policy doesn't give a priority based on attending nursery. A separate application for Reception is required in all cases and will be assessed in relation to the oversubscription set out in this policy only.

(d) Late applications and changes

Applications received by your home local authority after the closing date 15th January 2022 are "late applications." Their treatment will depend on the date they are received.

Any applications or changes returned by 15th February 2022 will be dealt with as on time and they will be processed with all other on time applications, in accordance with the Hull City Council's co-ordinated admissions arrangements.

Any applications returned or amended after 15th February 2022 will be dealt with as late applications, meaning they will only be dealt with once all other preferences have been considered, unless:

- (a) There are significant and exceptional reasons for the late application such that, in line with its Co-ordinated admissions scheme, Hull City Council deems that the late application should be considered as an on time application; and
- (b) It is reasonably practicable for the relevant parties to co-ordinate consideration of the application alongside on time applications.

Late applications received before the start of the school year will be considered against the same criteria as "on time" applications, assessed as at the time the application is made, but will only be considered once all "on time" applications have been processed. As such, they will have less chance of success. Late applications received after the local authority's period of co-ordination has ended (15th September 2022) will be considered as "in year" applications (please see section 6 on "in year" applications).

Changes to applications made in the normal admissions round will only be accepted in line with the Hull City Council's Co-ordinated admissions scheme.

3. Admission number

The school's Published Admission Number – that is number of places available for admission to Reception at the school in September 2022 - is 85. If more than 85 applications are received, places will be allocated up to and including the Published Admission Number in accordance with Hull City Council's Co-ordinated admissions scheme.

4. Allocation of places

The school will admit **all children with an Education, Health and Care Plan (EHCP)** which names the school. If your child has any such EHCP, please contact your home local authority who will advise you on your options.

If the number of preferences expressed for the school exceeds the number of places remaining available (after the admission of any children with an EHCP which names the school), priority will be awarded to applicants using the following oversubscription criteria, which will be applied in the order of priority shown.

1. Children who are looked after by a local authority and children who were previously looked after

A “looked after child” is a child who at the time of making the application to school is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England in exercise of their social services functions.

A “previously looked after child” is a child who:

- (a) Was a looked after child in accordance with the above definition, but who ceased to be a looked after child because they were adopted (or became subject to a child arrangement order⁵ or special guardianship order); or*
- (b) Appears to the Governing Body (having sought advice from the Local Authority) to have been in state care outside of England and who have ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside England if they were in the care of or were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.*

If you are making an application under the priority for a previously looked after child, you will need to complete the relevant documentation specified by your home local authority in accordance with their specified requirements.

2. Children who have a sibling in school at the time the application is made and who will have a sibling in Reception or Years 1-6 at the school at the proposed date of admission

“Siblings” for these purposes refers to (a) children with the same natural parents living at the same address; (b) children with the same natural parents living at different addresses (eg due to separation of natural parents); (c) half- brothers/sisters living at the same address (d) step – brothers/sisters living at the same address (e) children living as part of the same family unit with their parents/guardians at the same address.

3. Children who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship, at a Church of England Church

To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carers. The minimum level of worship will be attendance at worship at an average of at least once a month for the twelve months immediately prior to the date of application.¹⁰

The worship must be at a regular public service.

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in paragraph 2b above which includes verification of attendance at worship from the relevant minister of religion.

¹⁰ 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.

4. Children who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship, at a Christian place of worship

To be eligible under this criterion, the applicant must be able to demonstrate the required frequency of worship by the child or at least one parent/carers. The minimum level of worship will be attendance at worship at an average of at least once a month for the twelve months immediately prior to the date of application. ¹¹

The worship must be at a regular public service at a Christian place of worship. A Christian place of worship is defined as a Church which is in full membership of Churches Together in Britain and Ireland.¹³

In order to be eligible for consideration under this criterion, you will need to submit a completed Supplementary Information Form as outlined in paragraph 2b above which includes verification of attendance at worship from your minister of religion.

5. Other children

If there are more applications within any given criterion than there are remaining places available, the places will be allocated to children satisfying the relevant criterion who live closest to the school.

The measurement of **distance** is the shortest available safe route for pedestrians along footpaths, using footpaths alongside roads marked on the current street map of the City. Front entrance of home property (residence) to main entrance of school site is used. The measurement will be made using Routefinder, a computer mapping system used by Hull City Council to make measurements.

If the measurement of the distance from home to school above does not distinguish between two or more applicants with equal priority, **random allocation** will be used as the final tie-breaker. This will be supervised by someone independent of the school.

Address – You should consult your “home” local authority’s guidance on what is the child’s address for the purposes of your application. The correct address to be used for the purpose of the local authority’s application process will be used for the purpose of applying this oversubscription criteria and the tie breaker in this policy. You may be asked to show evidence of any current or previous address and enquiries may be made to obtain verification, including of any third parties, should this be deemed necessary.

5. Time for admission

(a) Usual entry point

Children will normally be admitted into the year group relevant to their age and (save as outlined below) application should be made to that year group.

¹¹ 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.

¹³ For up to date information on membership of Churches Together in Britain and Ireland, please visit their website at www.ctbi.org.uk.

Save as outlined below, for those applying in the normal admissions round, offers will be made for a full time place in Reception commencing in September 2022, being the September following the child’s fourth birthday.

(b) Deferred admission into year group relevant to child’s age

Parents/carers receiving an offer for their child to start in Reception in September 2022 have the option to defer the date their child starts in Reception until later in the 2022/23 school year, as long as their admission is not deferred beyond the point at which they reach compulsory school age nor beyond the beginning of the final term in the year of admission (April 2023). A child normally reaches compulsory school age at the start of the term following their fifth birthday. There is an additional option for summer born children – on which please see (c) below.

The table below sets out the position:

Date of birth	Date reach compulsory school age	Latest date for admission to year group relevant to child’s age
1 September 2017 - 31 December 2017	31 December 2022	Start of Spring Term- January 2023 - to join in Reception
1 January 2018 - 31 March 2018	31 March 2023	Start of Summer Term - April 2023 - to join in Reception
1 April 2018 - 31 August 2018 (“summer born”)	31 August 2023	Start of Summer Term - April 2023 - to join in Reception OR Start of Autumn Term - September 2023 - to join in year 1 – see section (c) below

If you would like to defer your child’s entry so they do not start in September 2022, you must still apply in the normal admissions round. If you are allocated a place, you will then need to advise the school in writing of the intended start date and keep in regular contact with the school regarding any changes to this intended date. The school will hold a place for that child and not offer it to another child during the remainder of the Reception year. You should contact the school to make arrangements for admission of your child in the 20 school days before the intended start date. If you do not contact the school in the 20 school days before an intended and/or previously communicated start date, the school will make all reasonable efforts to contact you by telephone and in writing at any known physical address or email address. In the event that our attempts to contact you are unsuccessful, the school place may be withdrawn.

(c) Delaying admission: admission outside of normal age group

Parents/carers may seek to delay their child’s admission to school so that they are admitted outside of their normal age group, for example if they have experienced problems such as ill health. In addition, the parents/carers of a summer born child (i.e. a child born between 1 April 2018 and 31 August 2018) may choose not to send that child to school until 1 September 2023 (being the 1 September after they turn five and the date they reach compulsory school age) and may request that they are admitted out of their normal age group – to Reception rather than Year 1 (which would be their usual year group). Parents/carers considering requesting admission out of the normal age group are

encouraged to contact the Hull City Council's school admissions team and the school at an early stage to discuss their intentions.

The Governing Body will make decisions on requests for admissions outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned and, where the Governing Body deems appropriate, in accordance with any agreed co-ordinated Local Authority procedure in place from time to time. This will include taking account of:

- the parent's/carer's views;
- any information provided about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- where applicable, whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Governing Body will also take account of the views of the headteacher in assessing the request. When informing the parent/carer of their decision on the year group the child should be admitted to, the Governing Body will set out clearly the reasons for the decision.

You should request such a delayed admission as part of the normal admissions round where possible. As such:

- parents/carers wishing to delay admission should still apply for a school place at the normal time – i.e. by 15th January 2022; and
- by the same deadline, the parent/carer should also submit a written request to delay admission to the headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. You should also inform your home admission authority of your request in writing.

This will allow requests to be considered prior to National Offer Day.

If the request is approved, then the application and preferences originally submitted as part of your home local authority's application process will be withdrawn and no decision will be made on the basis of the original application. **Please note, a place will not be reserved for your child: where a delayed admission is granted, parents/carers must then reapply for a Reception place in the next admissions round (i.e. for a place in September 2023) alongside children who are one school year younger.** Parents/carers should make it clear in their fresh application that delayed admission has previously been agreed.¹⁶ The fresh application will be considered in accordance with school's 2023/24 admissions policy as part of the normal admissions round¹⁷ and on the basis of the admission arrangements outlined in the school's 2023/24 policy, including the application of oversubscription criteria. The Governing Body will not give the application lower priority on the basis that the child is being admitted out of their normal age group.

If a request is not approved, parents/carers will be notified by their home local authority of the result of their original application in the usual way.

We will endeavour to process requests for delayed admission received after 15th January 2022 within four weeks from receipt. If the request is approved, any offer received as part of the normal admissions round will be withdrawn.

¹⁶ as the date of birth will fall outside the normal date of birth range for the required admissions round

¹⁷ unless the parental/carer request is made too late for this to be possible

Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Governing Body's complaints policy: whilst parents/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied, this right does not apply if they are offered a place at the school but it is not in their preferred age group.

(d) Accelerated admission

Exceptionally, applicants may seek a place for their child in a higher age group than their usual age group, for example if the child is gifted or talented. Parents/carers considering requesting admission to a higher age group are encouraged to contact the relevant Local Authority's school admissions team and the school at an early stage to discuss their intentions and what the best approach might be. The request must be put in writing, addressed to the headteacher of the school, together with any supporting evidence that the parent/carer wishes to be taken into account. The Governing Body will make decisions on such requests on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the criteria set out in c above.

In order for the request to be considered prior to the normal admissions round, the request must be received by 15th January 2022. If the request is approved, wherever possible you should submit an application as part of the normal admissions round, for the year group it has been agreed is the most appropriate for the child. Parents/carers should make it clear in their application that an application out of usual year group has been agreed.¹⁸ The application will then be considered in accordance with this admissions policy. The Governing Body will not give the application lower priority on the basis that the child is being admitted out of their normal age group. If the request is rejected, you should apply in the usual way for your child to join their correct age group. Should parents/carers disagree with a decision to refuse their request, they should put their complaint in writing and follow the Governing Body's complaints policy.

(e) Part time attendance

There may be some occasions where parents/carers feel their child is not yet ready to start full time education and the point they start school. Parents/carers considering part-time attendance should contact the headteacher as soon as possible to discuss this.

5. In-year admissions

In-year admissions are admissions outside the normal admissions round.

Parents/carers may apply for a change of school for their child at any time. Please call the school on 01482 825659 or email us at admin@standrews.hull.sch.uk to find out about any in-year vacancies. Alternatively, you can contact Hull City Council for information regarding available places.

(a) Application process

The school is part of Hull City Council's co-ordinated in-year admissions scheme. As such, if Hull City Council is the home local authority, you should complete the Hull City Council's online in-year application form (please contact the Council directly for a hard copy of the form if required and for guidance on when to make the application), including the school as one of your preferences. The Hull City Council will then liaise with the Governing Body as appropriate. If

¹⁸ as the date of birth will fall outside the normal date of birth range for the required admissions round

Hull City Council is not your home authority, you should check with your home local authority whether they co-ordinate in year admissions. If they do, their procedures should be followed. Otherwise, please contact Hull City Council's school admissions team directly.

If you are applying under one of the oversubscription criteria that requires the school's Supplementary Information Form to be completed, please complete and return this to the school at St Andrew's C E Primary School, Grandale, Hull, HU7 4BL marked for the attention of the headteacher at the same time as submitting your in-year application to the Council.

(b) Determination of application

Whilst the school does have a published admissions number of 85, this number only applies for admission into Reception. Although a published admission number may help set class organisation in later years, decisions in relation to places in other year groups will be made primarily on class organisation. As such, a place may be refused even if the numbers on roll in the relevant year group are lower than the published admission number. In determining whether a place is to be offered, consideration will be given as to whether the admission of any additional child would prejudice the provision of efficient education or the efficient use of resources.

Where there is an available space and there are no other applications for this place, the place will be made available. Where there is an available space and there are more applications for a place than places available, priority is given in accordance with the oversubscription criteria set out above. The oversubscription criteria will be applied as at the date the place becomes available.

You will be notified of the outcome of your application within 10 school days by the school or (where this has been agreed with between the school and the local authority) by the local authority. Where a place is offered, and the offer is accepted, arrangements will be made for the child to start as soon as possible, particularly where the child is out of school.

If the application is refused, by the school, the applicant will be informed of their right to appeal and the position as regards waiting lists (on which please see section 7 below).

(c) Fair access

Please note that the operation of this policy is subject to the Hull City Council's Fair Access Protocol. This Protocol is agreed with schools within the authority to ensure that – outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. It also requires local authorities to ensure that no school is required to take a disproportionate number of children with challenging behaviour. The Fair Access protocol will take priority over this policy.

6. Waiting List

If the school is oversubscribed, a waiting list will be established.

Normal admissions round – Hull City Council will maintain a waiting list on behalf of the school until the end of the Autumn term (31st December 2022), at which point they will be deleted. Thereafter, you should contact the school's headteacher and ask to be placed on the school's waiting list.

In year applications - Parents/carers who are not successful in obtaining a place following an *in-year* application received during the 2022/23 academic year will automatically be placed on the school's waiting list, which will be maintained until the end of the academic year. In the event that you would like your child to be retained on the waiting list for the following academic year, you must advise the school's headteacher of this in writing.

In each case, a child's position on the list will be determined by the oversubscription criteria above and will reflect their current circumstances (where these circumstances have been provided to the school). Each additional applicant, or change in circumstances of an applicant which is notified to the school, will require the waiting list to be reordered in accordance with the oversubscription criteria. Should a place become available while the waiting list is in operation, a place will be made available to the applicant entitled to be on the top of the waiting list on the day the place became available. Where a tie breaker of random allocation is required to determine who is offered a place in accordance with section 4 above, a fresh round of random allocation will be used each time a child is to be offered a place.

Placing a child's name on a waiting list does not affect a parent's/carer's right of appeal against an unsuccessful application.

7. Appeals

Applicants refused a place at the school have a statutory right of appeal. If an application for a place at the school is refused, the applicant will be informed of the reasons and of their right to appeal. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Appeals are heard by an independent appeals panel and in line with the School Admission Appeals Code. Further details will be provided in the event that your application is refused. We will also publish our appeals timetable on our website by 28th February 2022.

Applicants will only be able to appeal once in any one school year unless, in exceptional circumstances, the Governing Body has accepted a second application because of a significant and material change in the circumstances of the parent/carer, child or school, which has also been refused.

8. False Information

Applicants are strongly urged to complete the local authority's application and (if applicable) the school's Supplementary Information Form as accurately and fully as possible. Where an offer of a place at the school has been made on the basis of a fraudulent or intentionally misleading application which effectively denies a place to another child, then under the School Admissions Code the school is able to withdraw the place even if the child has started school. In the event that a place is withdrawn, the application will be considered afresh.

APPENDIX 1: Supplementary Information Form

St Andrew's Church of England Voluntary Aided Primary School

Supplementary Information Form - 2022/23 Admissions

Please note that it is only necessary to complete this form where you are applying for priority under oversubscription criteria 3 or 4 in the School's admissions policy.

Name of Child:	
Date of Birth:	
Address (as per Local Authority application form):	

Please indicate all relevant criteria that apply to your application and complete the relevant information:

Criterion summary (please see School Admissions policy for full details)	Please tick	Additional Information Required
3 Children who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship, at a Church of England Church	<input type="checkbox"/>	<i>Please note that additional information is required as set out in section 6 of the School Admissions policy and that a signature is required from your minister of religion.*</i>
4 Children who regularly and frequently worship, or whose parent(s)/carer(s) regularly and frequently worship, at a Christian place of worship	<input type="checkbox"/>	<i>Please note that additional information is required as set out in section 6 of the School Admissions policy and that a signature is required from your minister of religion.*</i>

**You should make sure you allow the time to get the necessary information/signature prior to the deadline for return of the form.*

Name of person filling in the form (parent/carers):	
Relationship with child:	
Contact details:	
Signature:	

Please return this Supplementary Information Form to the school address St Andrew's C E Primary School, Grandale, Hull, Hu7 4BL by 15th January 2022.

Confirmation of regular attendance at worship

For completion by your minister of religion

I hereby confirm that the aforementioned child or at least one parent/carer of the aforementioned child:

1. Has attended worship at a regular public service on average at least once a month for the twelve months immediately prior to the date of application;

Note: 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.

and

2. That worship has taken place at: (please tick):
 - A Church of England Church
 - A Christian Church, being a Church which is in full membership of Churches Together in Britain and Ireland²⁰

Name and address of place(s) of worship attended:

Name	
Signature:	
Position: (e.g. Vicar/Pastor/Minister/Priest)	
Correspondence address:	
Telephone number:	

**In the event that you have attended worship at different places of worship during the relevant period e.g. as you have moved areas, but taken together the attendance at worship at these places of worship would be sufficient to qualify for a Foundation place, please ask your Minister of Religion for each place of worship to complete this form specifying the relevant periods of attendance and frequency.*

²⁰ For up to date information on membership of Churches Together in Britain and Ireland, please visit their website at www.ctvi.org.uk.