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| **Collaton St Mary Church of England**  **Primary School** | |
| **Admissions Policy 2019-2020**  **Proposed by the FGB on: 10th October 2017**  **Determined by FGB on 6th February 2018**  This policy is split into sections:  A) key information B) how the admissions process works C) glossary and definitions and  D) contact details for further information and an index.  This text is a link to further information either within this document or elsewhere.  **Section A – Key Information** | |
| **Our Ethos**  **Mission statement and values**   Our mission is to:   * See God in everyone * Experience the Christian way of life together * Be the best learners we can be   Our Christian values underpin our school ethos. Our values are Aim High, Be Determined, Inspire Others and Show Friendship | |
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| Published Admission Number ([PAN](#PAN)) for Reception in 2019-20 | | | 30 |
| Designated area | | | Yes |
| Department for Education school number | | 8803619 | |
| Age range | | 4-11 | |
| Status of our school | | Voluntary aided | |
| Admissions authority | | The Governing Body | |
| Age range for children for Reception 2017-18 | | 1 September 2014 to 31 August 2015 | |
| Applications period for normal round admissions | | 1 November 2018 to 15 January 2019 | |
| Online applications available at | | www.torbay.gov.uk | |
| Supplementary Information Form (SIF) | | No | |
| Offer date for normal round admissions | | 16 April 2019 | |
| Deadline to submit appeals for normal round admissions | | **24** May 2019 | |
| Oversubscription criteria 2017-18 to be used only if we have more applications than places  - see notes [below](#notes) | 1. Looked After Children or previously Looked After Children who were immediately adopted or made the subject of a child arrangements order or a special guardianship order. 2. Children for whom an exceptional social or medical need to attend this school is demonstrated. 3. Children with a sibling on roll when the application is made. 4. Children living within the parish 5. Child of a member of staff who has been employed at the school for two or more years at the time of application. 6. Other children | | |
| Tie breaker if necessary | 1. Where there are more applications than places available in a particular category, those living closest to the school will have priority for any places available, (i.e. the shorter the distance the higher the priority). Measurements are taken by a straight line distance using the Council’s electronic mapping system (GIS). Measurements will be made from the co-ordinates of the home address as pinpointed on the Council’s system, to the co-ordinates of the school as pinpointed on the Council’s system. The pinpoint will be within the boundary of the property and its precise location will be determined by Torbay Council. This is for admissions purposes only and is not used to determine eligibility for school transport. | | |
| Waiting lists | Kept for each Year Group so long as there is at least one child who would like to be admitted. | | |
| Points of admission  - see notes [below](#points_of_admission) | Places for the Reception intake are offered for the beginning of the September term. Places can be deferred or delayed until the child reaches the statutory age for education. | | |
| Contact us | Collaton St Mary Church of England Primary School  Blagdon Road  Paignton  TQ3 3YA  01803 556433  <http://www.collaton-st-mary.eschools.co.uk/site>  [admin@collatonstmary](mailto:admin@collatonstmary)school.org | | |

**Section B – How the Admissions Process works**

This policy sets out the admission arrangements for our school and should be read in conjunction with the Primary and In-Year Co-ordinated Admissions Schemes and other agreed policies of Torbay local Authority (LA), available at www.torbay.gov.uk. The school will follow Torbay Council’s co-ordinated admissions scheme and the agreed timetable for admissions to primary school in September 2019. Information will be exchanged with Torbay LA and other LA’s as necessary. Parents must apply to their ‘home’ LA. All policies seek to comply with the requirements of the School Admissions Code, the School Admissions Appeals Code and other relevant legislation.

Our admissions policy is written so that parents will know how to apply for a school place, when to apply and what happens when an application is made. It’s also written so that our governors, our head teacher and members of staff understand what to do and to set out our commitment to fair, clear and consistent admissions procedures.

For further information on any aspect of admissions, please contact the school Torbay Local Authority (LA) on 01803 208908 or email pupil.services@torbay.gov.uk.

**Admissions to the school**

Most of the children attending our school join at the Reception intake, the normal round. Other children join us “in-year” at other times, once a year group has already started. This may be because they are new to the area and need a school place or simply would like to transfer from another school.

Like all primary schools, we are a comprehensive school. There are no selection tests.

**The need to apply**

Parents must apply for a place in a state-funded school. Applications must be made on a local authority Common Application Form. Places are not allocated to a child automatically, even where:

* the child attends a particular pre-school or nursery;
* the parent is a former pupil;
* the parent has expressed an interest in the school at any time; or
* the child has always lived close to the school.

No places will be held in reserve for a child who applies late; we can’t hold places empty if another child applies for admission. We will share information with the LA and will publicise the need to apply but the responsibility for making an application lies with the parent. Parents of children living in Torbay who are due to start in Reception in September 2019 and who have not received a letter about how to apply from the Torbay Admissions & Student Services by the end of November 2018 should contact them for information.

**Visiting this school**

We welcome visits from parents - and their children - who are considering applying for a place here. This is an opportunity to see what we have to offer. Visits aren’t a compulsory part of the admissions process and won’t affect decisions on whether a place can be offered here. Appointments can be made by contacting the school. There is further information in our prospectus which is available on our website.

**How to apply for a place at the normal round – Reception**

Diagrams at the end of this document show the application process. The normal round intake is the first opportunity for children to join a school. Local authorities are responsible for co-ordinating normal round admissions to the schools within their areas. This means all parents receive **a single** offer of a school place on the same day. For us, Torbay is the LA which co-ordinates applications made either direct to Torbay or passed on by other LAs.

Parents who wish to apply or “express a preference” for a Reception place must use a Common Application Form from the LA where the child lives. In Torbay this form is within the online application process at www.torbay.gov.uk or as the CAF 2, paper application form. Parents of children who live in another LA area must apply by contacting that LA.

Applications for the Reception intake can be made each year in Torbay from 1 November until the national closing date for applications on 15 January. Applications can be made after this period but may not be considered until after all of those that were on time.

Parents who couldn’t apply on time because, for instance, of a house move to this area after the closing date, should contact the LA. If the reason for applying after the closing date is accepted, the application will be considered at the same time as everyone who did apply on time - if that is still possible. Parents who know that they are going to move into the area during the year before Reception can still apply and provide evidence of the new address. There is no need to wait until the actual house move if this is after the offer date.

**Information provided in an application**

We would like all applications to be fully and honestly completed. It is important that when we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that false or deliberately misleading information has been provided we will reconsider the offer on the basis of the correct information. We may withdraw the offer if it would not have been made with the correct information. Places can be withdrawn even after admission where the place was obtained using fraudulent or deliberately misleading information. If we do withdraw an offer, we will reconsider the application using the correct information.

Places are offered on the basis of the address from which the child will attend school. Accurate information is particularly relevant for addresses. If necessary, we will ask for evidence of a child’s home address before admission. If a parent knows or believes that the child’s address will change before admission, he or she must inform us or the LA. We will require evidence a new address where this would give a higher priority for admission.

**What happens after an application is made?**

If there are fewer applications than places then no application is refused. Only if there are more applications than there are places available will we prioritise applications according to the oversubscription criteria below.

Parents can express a preference for one, two or three schools. They should be named in the “ranked” order the parent most would like a place to be provided. It might be possible for each school to offer a place for the child. If that happens, a place will only be offered at whichever of the schools that could offer a place the parent ranked highest. The home LA will inform parents which school has been offered. Every parent who makes an application for admission will be offered a place – either at a school they have named or at an alternative

Shortly afterwards, we will also contact successful parents to welcome them to the school and to make arrangements for admission itself.

**Points of admission to** **Reception**

There is a legal requirement that all children begin full time education by the beginning of the term following their **fifth** birthday. All places offered in Reception at the normal round are for full-time admission in the September following the **fourth** birthday. Parents have the following options:

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| **Child’s fifth birthday** | **Parent can defer admission or attend part-time**  **until the start of term in** | | |
| 1 September – 31 December | January |  |  |
| 1 January – 31 March | January OR | April |  |
| 1 April – 31 August | January OR | April OR | September by making a fresh application for a Year 1 place OR by requesting delayed admission into Reception |

Parents have the right to accept the place but for the child to attend on a part-time basis until he or she reaches statutory age for full time education. We will set out what part-time attendance means in this school on our website.

**Deferred admission – into Reception in the same year**

The September after a child’s fourth birthday is the earliest point for admission to the Reception class but it isn’t a compulsory start date. All parents can defer admission within the Reception year until the beginning of the term following their child’s fifth birthday. This is a decision for parents to make, taking all factors into account including the advice of educational professionals.

If you decide that your child will be deferred, you must tell us. The place will be held open until the beginning of the term following the fifth birthday and won’t be offered to another child. Where a parent doesn’t tell us that admission is to be deferred and doesn’t admit the child in September, it is possible that the place will be withdrawn and offered to another child.

Children born between 1 April and 31 August can’t automatically defer admission to Reception into the following September but can make a fresh application for a place in Year 1. This would be an in-year application, no earlier than the half term in **June 2019**. Please bear in mind that the Year group may already be full.

**Delayed admission – summer-born children**

Delayed admission is where a child starts school an academic year later than usual but still enters at the Reception stage. It is expected, though not essential, that such an arrangement will be supported by any combination of medical, social or educational evidence from independent professionals who are working with the child. We will consider any request for delayed admission on the circumstances of each case and reach a decision in the best interests of the child. If we disagree, we will tell the parent why in writing. Where we agree to delayed admission, we are only agreeing that the child will be eligible to apply for a place in the following Reception intake. We are not reserving a place for the child; a place can’t be guaranteed a year in advance. The parent would then have to reapply in the following year’s normal round intake. It is advisable to submit an application on time in any event whilst a request for delayed admission is considered. Parents should also look at other schools in case we can’t offer a place.

**Admissions outside a child’s normal age group**

All schools will reach a decision on where a child will be educated within the establishment. Another school, including a secondary school, might not agree with our decision whether it is appropriate to educate a child out of his or her chronological Year Group. Just as parents can request delayed admission to Reception, they can request a place in a different Year Group if, for example, a child is particularly gifted or talented or has missed a significant period of education through ill health. Again, we will consider each request on its own merits and reach a decision in the best interests of the child. If we disagree, we will tell the parent why in writing. There is no statutory right of appeal if a request is refused but we offer a place in the child’s chronological age group.

**Published Admission Number -** **PAN**

This is the number of places we intend to make available for our normal intake into Reception. Once we set this number, we will not refuse admission for applications below the PAN. If there is unexpectedly high demand and we believe we could admit more children, we will inform the LA and either increase the PAN or admit children above-PAN.

For other Year Groups, the agreed admission limit (AL) will be the PAN which was determined for that cohort as it entered the school unless we vary it in response to a change in circumstances. We will review the AL for the beginning of each academic year or at the beginning of a term if circumstances change significantly during the year.

**EHCPs and Statements of SEN**

Any child whose Education, Health and Care Plan or Statement of Special Educational Needs names this school will be admitted. This will reduce the number of places available to other children accordingly. For In-Year admissions, the child will be admitted whether or not we have reached the PAN or AL for the Year Group.

**Oversubscription criteria** **notes**

Where the number of applications exceeds the number of places available in the Year Group we will use oversubscription criteria to prioritise applications. These are detailed in the key information section [above](#criteria). Please note:

1. Tie-breaker: to distinguish between children in a particular oversubscription criterion, priority will be determined on the basis of distance between home and school. Those living closest to the school will have priority for any places available, (i.e. the shorter the distance the higher the priority). Measurements are taken by a straight line distance using the Council’s electronic mapping system (GIS). Measurements will be made from the co-ordinates of the home address as pinpointed on the Council’s system, to the co-ordinates of the school as pinpointed on the Council’s system. The pinpoint will be within the boundary of the property and its precise location will be determined by Torbay Council. This is for admissions purposes only and is not used to determine eligibility for school transport. Children who live closer to the school have a higher priority for admission. Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.
2. Further Tie-breaker: if the tie-breaker above is not sufficient to distinguish between applicants in a particular oversubscription criterion, there will be a random ballot. This will be undertaken by a person independent of the school by the operation of an electronic list randomiser.
3. Where applications are received from families with multiple birth siblings (twins, triplets, etc.), every effort will be made to allocate places here, including offering place(s) above PAN wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek admission to an alternative school with sufficient vacancies to accommodate both or all of the multiple birth siblings. Multiple birth siblings admitted where one would be the 30th child in a Key Stage 1 class are permitted exceptions to Key Stage 1 class size legislation.
4. For normal round admissions, we consider an application to have been made on the closing date of **15 January 2019** (or after this date where a late application is submitted).It is a parent’s responsibility to make sure that we are informed about changes to eligibility for priority if, for instance, a sibling is taken onto our roll after the closing date.
5. After the first allocation of places on **16 April 2019**, all outstanding applications are deemed to be renewed for the second round of allocations on **17 May 2019** and then on an ongoing basis as decisions are made on new allocations.
6. For children of UK service personnel and other Crown Servants we will consider a family posted to the area as meeting residence criteria even if a home address has not been identified. This requires written confirmation from the relevant government department: the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters. Children of service families admitted in-year are permitted exceptions to Key Stage 1 class size legislation where he or she would be the 31st child in the class or higher.

**Exceptional social or medical need for admission**

Our admission arrangements allow for higher priority for children where there is an exceptional need to attend this school and not another school. The need must be specific to this school: a child may have very challenging circumstances that require additional support but if that support could also be provided at another school, there would be no exceptional need to attend this school. Exceptional need could include:

* A serious medical condition, which can be supported by medical evidence;
* Significant caring responsibilities, which can be supported by a social care officer;
* Where one or both parents or the child has a disability that may make travel to another school further away more difficult, which can be supported by medical evidence.

These examples are not meant to be exhaustive or exclusive. Neither should it be assumed that similar circumstances would impact on different children and families in the same way.

* if there are medical reasons that make it essential for a child to attend this school, the parent must provide supporting information from a doctor together with any other relevant information by the application closing date
* this must make a compelling case as to why the child's needs can only be met here, a medical condition in itself will not automatically result in a place here.  It is not essential for the doctor to name our school but the evidence should explain exactly what the child's needs are and what specialist support and facilities the child requires.
* we may seek our own medical advice to establish whether we are the only school that could meet the child’s needs. In most cases we would only expect to agree medical need for a school place here if a child has an Education, Health and Care Plan or a Statement of SEN as a result of their medical situation.
* for other exceptional reasons, parents must provide independent evidence from a professional who is supporting the family.
* this evidence must demonstrate that it is essential for the child to attend here and no other school.
* the supporting evidence must to set out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school.  It is not essential for the professional supporting the family to have in-depth knowledge of our school but the evidence must explain exactly what the child needs are and what specialist support and facilities the child requires.
* we may seek our own advice to establish whether we are the only school that could meet the child’s needs.

Exceptional need for admission here will not be accepted on the grounds that

* a child may be separated from a friendship group
* parents wish to avoid a child from the current or previous school;
* child-care arrangements before or after school would have to be changed;
* transport arrangements would have to be changed;
* there is a medical condition such as mild asthma that doesn’t require specialised treatment;
* the child has a particular interest or ability in a subject or activity.

Where there is exceptional need for admission to this school, the child will be given a higher priority for admission but not a guarantee of a place. If the Year Group is already full, we will still need to reach a decision on whether the disadvantage to the child outweighs the prejudice to efficient education or the efficient use of resources here should another child be admitted. Where we agree that there is an exceptional need for a child to be admitted at the normal round intake, priority under oversubscription criterion 2 will mean it is likely that the application will be successful and a place offered.

Evidence from a relevant professional, independent of the family will be required in every case. It is expected that this will provide a reasoned and unequivocal opinion establishing why the child would suffer a significant detriment by not being admitted to this school. Evidence should be from a GP, consultant or other health care worker or social care officer working with the child. Without satisfactory supporting evidence, we will not prioritise an application as demonstrating exceptional need, meeting our oversubscription criterion 2.

Parents can indicate on Torbay’s common application forms that they believe there is an exceptional need for admission here. The onus is on parents to submit their supporting evidence and to provide further evidence if requested to do so. Parents who apply using a common application form from another LA without a tick box for exceptional need should put a note in the reasons for their preference that they are requesting exceptional need priority and will be providing the required supporting evidence.

If we accept that exceptional need has been demonstrated, the application will be prioritised under our oversubscription criterion 2. Where we don’t agree that the need is exceptional, the application will be prioritised according to our other oversubscription criteria.

**Waiting lists**

Following the allocation of normal round places the LA will retain a waiting list until 31 December. Following that, we will hold the waiting list in partnership with the LA. Waiting lists will be kept in order of our oversubscription criteria for as long as there is at least one child on the list. Places on lists will not be prioritised according to how long a child’s name has been on that list. It is possible that a child’s name could go down on a list as well as up. Applicants will need make an in year application to continue on the list after the end of December and then to confirm before the start of each half term their wish to keep their child’s name on the list for that half-term. If they do not do this, their child’s name will be removed and they will need to complete a new application to be added to the list again.

**Late applications for admission at the normal round**

Any late application will be considered in line with Primary and In-Year Co-ordinated Admissions Schemes. Applications submitted after the closing date will be considered after applications submitted by the closing date unless there are exceptional significant reasons for the late application. Examples which may be accepted include where the parent or guardian has been in hospital and unable to apply in time or has experienced a bereavement of a close relative. Evidence in support of the circumstances will be required.

**Admissions at other times – In-Year Admissions**

Parents can apply for admission after the normal round – after **1 September 2019** – using the Torbay’s in year application form TIPS4/B. In-Year applications can then be made at any time with all applications received by 2pm on the same day considered together. There is no closing date. All In-Year admissions will be made in line with Torbay’s In-Year Coordinated Admissions Scheme.

Children new to the area will start as soon as possible. If a child already has a school place locally, admission would normally be at the beginning of the next term or half term. A formal letter will follow from Torbay Council’s Student Services in all cases.

**Fair Access Protocol**

All LAs are legally required to operate a Fair Access Protocol across their area and schools must take part in the Protocol. This ensures that children who are vulnerable, unable to access an appropriate school place under the standard In-Year admission arrangements for the area have an admissions safety net.

For primary schools in Torbay, a child meeting the criteria of the Fair Access Protocol may be admitted to the primary school designated for his or her address even where it has reached its PAN or other agreed AL where possible. This does not provide additional spaces for children who already have a local school place.

**Admission Appeals**

If we have to refuse admission, the refusal will be because we believe it would “prejudice the provision of efficient education or the efficient use of resources”. This is the principal justification under the School Standards and Framework Act 1998 for refusing admission. If we refuse admission, it will be in writing, there will be the right of appeal to an independent appeals panel and to a place on a waiting list.

If an application for admission is unsuccessful, parents have a statutory right of appeal to an Appeals Panel which is independent of the school. Appeal papers will either be sent with the refusal letter or can be requested from the LA. Parents have at least 20 school days to return the papers, together with any supporting evidence. (Papers can be submitted earlier than 20 days if a parent chooses to).

An appeal for a place in Reception, Year 1 or Year 2 may be subject to Key Stage 1 or Infant Class Size Legislation. This is a more limited form of appeal which examines whether an additional child would breach the legal maximum of 30 children in a Key Stage 1 class with one teacher, whether our policy and those of the LA are lawful and have been applied correctly, whether it was a reasonable decision to refuse the application in the circumstances we knew about at that time. There are very limited exceptions which would allow a school to exceed 30 children in a Key Stage 1 class.

The Clerk to the Independent Appeals Panel will give at least 10 days’ notice of the appeal date. Parents will also be told when to submit any further information to be considered. Parents will receive evidence on from us before the appeal hearing. After appeals are heard, decision letters should be sent within five school days; notice of the decision is available by telephone before then.

Appeals at the normal round of admissions to Reception will be heard within 40 school days of the deadline for lodging appeals on **24 May 2019**. Where the application was not made in time for a decision to be made on **16 April 2019**, they will be heard within that 40 day period or, if that is not possible, within 30 days of the appeal being lodged. In-year admission appeals must be heard within 30 school days of the appeal being lodged.

**Transport**

All parents should consider how their child will get to school for the whole of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always being available. Supported transportmay be provided by the LA for some Torbay resident children. For further information visit about school transport www.torbay.gov.uk

**Extended Schooling**

Further information on extended schooling beyond the normal school day is available from the school office and our website.

**Home-School Agreement**

Admission to any school is not conditional on signing a home-school agreement. However, we will ask parents to agree with this after children have been admitted as we believe they are a positive way of promoting greater involvement between parents in their child’s education.

**Uniform Policy**

Children attending our school are expected to wear a uniform. Some of the items required can be purchased from us and the rest from most retail outlets. Parents unable to purchase items of uniform or equipment will not be penalised. We operate a scheme to assist families in need.

**Documentary Evidence**

Once a place has been offered to a child, evidence of the child’s identity may be requested – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at that school. We may also request evidence that a child’s address is genuine or that the person who made an application for admission was legally permitted to do so.

**School Fees and Charges**

There is no charge for applying for a place here, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school office and can be viewed on our website.

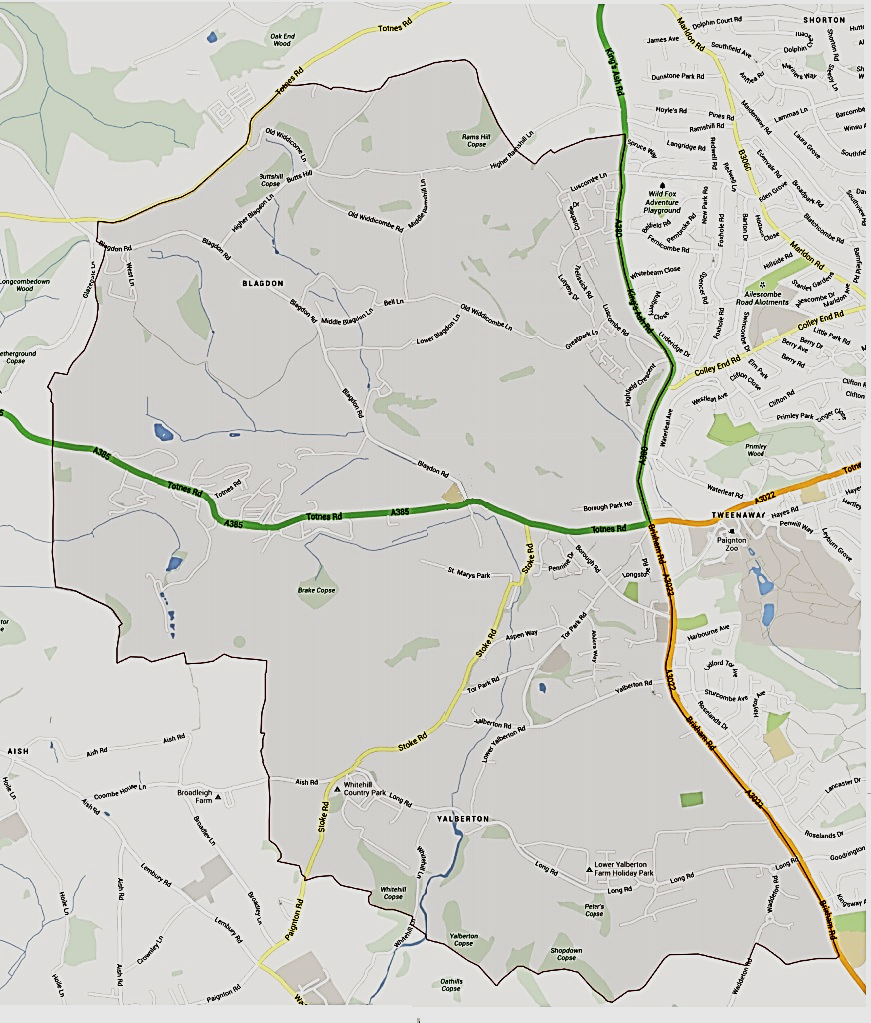
**Accepting an offer**

When a place is offered on our behalf, we will assume that it is accepted unless we are told otherwise. If a parent doesn’t confirm the place is required within two weeks of an offer being made, we will contact him or her again. If there is no response within a week of that contact, the offer may be withdrawn.

**Objections to this Admissions Policy**

Advice is available from the Office of the Schools Adjudicator on how to object to the terms of this policy. Objections to admission arrangements must be made by **15 May 2018.**

**Map of Collaton St Mary Parish and School Boundaries**



The shaded area within the black line is the Collaton Parish and School boundaries.

**Section C - Glossary and Definitions**

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| Admission Limit or AL | The equivalent of the Published Admission Number for Years 1 to 6. It is the number of places we consider to be available in each Year Group. It will often be the same as the PAN originally determined for that Year Group when it was Reception. It may be increased or decreased where the amount of accommodation has changed or where class sizes change because of reorganisation in the school. We will consult with the LA before setting an AL that is different to the original PAN for the Year Group. |
| Children formerly Looked After | These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a child arrangements order or a special guardianship order (Children Act section 14A). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. |
| Chronological Year Group | This is the group of children usually taught together according to their date of birth. Children born between 1 September and 31 August have the same chronological Year Group. |
| Church | One that is recognised by “Churches Together in England” |
| Deferred Admission | This is where a child puts off admission until the start of the term after his or her fifth birthday. |
| Delayed Admission | This is where a child starts school a year later than usual but in a Reception class. It would usually be supported by independent professional evidence to establish that the child would experience a significant detriment by not delaying admission. |
| Designated Area | Also known as a catchment, this is the geographical area served by some schools – with children who live in the area having a higher priority for admission. We don’t operate a designated area and so don’t prioritise applications from children who live in catchment. As no address within our former catchment area lies further than a walking distance of two miles, free transport from the LA **on designated school grounds** would not have been available. Free transport where this is the **closest available school** is available for addresses further than a walking distance of two miles. |
| Distance measurement | At the time of determination, we receive additional admissions support from the Primary and In-Year Co-ordinated Admissions Schemes, including distance measurement. This will be based on Torbay Council’s Interactive Mapping system. Should this arrangement not be renewed, alternative provision will be made to measure using an equivalent system. |
| Education, Health and Care Plans or EHCP | An Education, Health and Care Plan is a formal document describing a child’s additional needs and how they will be provided for in a school. Under the Children and Families Act 2014 Education, Health and Care Plans will replace Statements of SEN as they are phased out. |
| Exceptional social or medical need | Children for whom an exceptional social or medical need to attend this school and only this school is demonstrated (with satisfactory supporting evidence from a relevant professional, independent of the family). |
| Fair Access Protocol | A policy operated by the LA to assist children unable to access an appropriate school place through standard admission arrangements once a Year Group has begun. |
| Home Address | We will not accept more than one address as the child’s home address. The terms of a child arrangements order may clarify what that is.  In the absence of a child arrangements order, we will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence will be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary, for instance, where parents don’t agree on the child’s home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, we will determine the home address.  Where we ask for evidence of the address from which a child would attend school, this would usually be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this – for example, where a house move is at very short notice or where a family is escaping domestic violence. Parents who can’t provide this evidence should contact us. We don’t intend to penalise families where there is a genuine reason why the usual evidence cannot be provided. |
| In-Year admissions | This is where a child joins the school at any time after the first opportunity for admission to the Year Group. |
| Key Stage 1 class size legislation | This limits the number of children in a Reception, Year 1 or Year 2 class (or a class where the majority of children are aged 5, 6 or 7 years) to 30 children for each teacher. There are a number of permitted exceptions to this limit. Being an exception to Key Stage 1 class size legislation is not a guarantee of admission as there may be insufficient space in the classroom to admit another child. |
| Linked School | A school which works with another to develop curriculum links and to ease transition for pupils from primary school to secondary school. We do not have a formal link to any one secondary school. |
| Looked After Children | These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by a local authority. |
| Normal Round Admissions | This is where a child joins the school at the first opportunity for admission to the Year Group, for example, at the beginning of September in Reception (even if the start is deferred). |
| Parent | A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both. |
| Published Admission Number or PAN | This is the minimum number of places available at the school. In limited circumstances, more will be admitted. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible school organisation. See also Admission Limit. |
| Regular attender | Where either a parent or the child attends church on at least a monthly basis for at least six months, leading up to the application. This can be verified by completing our SIF. |
| Sibling | This will be any child living in the same household as part of a single family unit. It will also include a full, adopted, half or step brother or sister living at a different address.  A younger sibling who has been offered a place within the normal admissions round will be considered as if he or she were on roll for the purposes of oversubscription priority where a child seeks admission in-year. |
| Statement of SEN | A Statement of Special Educational Needs is a formal document describing a child’s special educational needs (SEN) and how they will be provided for in a school. Under the Children and Families Act 2014 Statements will be replaced by Education, Health and Care Plans. |
| Supplementary Information Form or SIF | A form in addition to the common application form from the LA. It is used by some schools to collect information which is necessary to apply that school’s oversubscription criteria. Not all parents will need to complete this form. |
| Voluntary Aided school | Voluntary Aided schools are maintained schools, meaning that they receive all their running costs from central government via the LA. We are a community school with a Christian foundation, set up to offer education to those of faith and those not of faith. VA schools are responsible for their own admissions. |

**Section D - Contacts for Further Information**

**School**

Collaton St Mary C of E (VA) Primary School

Blagdon Road

Paignton

TQ3 3YA

01803 556433

<http://www.collaton-st-mary.eschools.co.uk/site> [admin@collatonstmaryschool.org](mailto:admin@collatonstmaryschool.org)

**The Diocese of Exeter**

**Diocesan Board of Education**

**The Old Deanery**

**The Cloisters**

**Exeter EX1 1HS**

[governance@exeter.anglican.org](mailto:governance@exeter.anglican.org)

01392 294939

**Admissions and Student Services**

Telephone 01803 208908

Websites for the primary co-ordinated scheme and in-year co-ordinated scheme

www.torbay.gov.uk

**School Appeals**

Clerk to the Torbay Independent Appeals Panel, Town Hall, Castle Circus, Torquay, TQ1 3DR

Telephone 01803 207012

democratic.services@torbay.gov.uk

**The Department for Education**

Telephone 0870 000 2288

Website address [www.dfe.gov.uk](http://www.dfe.gov.uk)

**Policy version**

This policy was determined by the admissions authority on January 2016 following a public consultation between 15 December 2017 and 31 January 2018. It will be reviewed and determined annually.

**It will be reviewed in September 2018.**

**Signed, Chair of Governors ………………………………………………………………………**

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