

St Lawrence CE Primary School



Admissions Policy

Ref : STLAW.058
Version 6.0

Revised: June 2019

Consultation with staff and Governors

and adoption of policy: Summer Term 2019

Review date: Summer Term 2020

Admissions Policy

Telford & Wrekin operates an equal preference scheme within the primary phase.

Applications will be considered and in the case of oversubscribed schools the following criteria will be applied:

1. Those children who are looked after by Telford & Wrekin or any other local authority; and then
2. Children who live in the school's defined attendance area.
If places are unavailable for all of these local children, then places will be given first to:
 - a) those children who have exceptional health reasons where there is written medical evidence that admission to the school is essential for their medical well being; and then
 - b) those children who will have on the day of admission a brother(s), sister(s), step brother(s), step sister(s), half brother(s) or half sister(s) living as a family at the same address and who attend the school; and then
 - c) other children living in the school's attendance area.
3. Any places which remain available will then be allocated to applicants from outside the school's defined attendance area in the priority order a) to c) as detailed above.

If there are insufficient places for all children in any one category, places will be allocated on the basis of the straight line distance between a central point of the home and a central point of the school buildings. Those children closest to the school will have priority. Distances are measured using the Council's computerised mapping system.

If there are limited places and we cannot distinguish between applicants using the criteria (such as children who live in the same block of flats available places will be allocated randomly by the drawing of lots. The following definitions apply in the case of Looked After (in public care) and home address. The definitions also apply for all aided, academy and foundation schools within the borough of Telford and Wrekin unless stated otherwise in their individual policies.

Children who are Looked After (in public care) are those children who are the subject of a court order and the local authority shares parental responsibility with the natural parents, or others who hold parental responsibility; and children who are looked after by the local authority under a voluntary agreement with the parent. This criteria includes children who were previously looked after but ceased to be so because they were adopted or became subject of a residence order or special guardianship order immediately following being looked after.

A child's home address will be the normal residence of the parent(s) or legal guardian(s) who has care of the child. Where a child lives with parents with shared responsibility, each for part of the week, the home address will be considered to be the address of the parent where the child spends most time during the week. In the event of shared care, parents must opt to use one address for all preferences expressed.

For children with a Statement of Special Educational Needs or an Education Health Care Plan the following policy is applied:

The admission of children with a Statement of Special Educational Needs or EHCP is considered outside the above criteria which apply specifically to the admission of non-statemented pupils. Such admissions will be the subject of negotiation between the LA and school, taking into account parental preference and the ability of the school to meet the child's needs. The LA is required to issue a Statement or EHCP which names the school where the child is to be admitted. The named school is required to admit the child and does not have the right to refuse admission (this applies to those schools where the governing body is the admission authority). These admissions will be taken into account when applying the school's admission number.

At all times, the school will operate in what it believes is in the best interests of all children and families when making decisions about admissions, demonstrating the Christian Values of Compassion and Honesty.

Approval Information - Governors

Position	Chair of Governors/Parent Governor
Name	Mr Paul Evans
Signature	
Date	

Position	LA Governor
Name	Mrs Helen Ashby
Signature	
Date	

Position	Foundation Governor
Name	Rev H Morby
Signature	
Date	

Position	Foundation Governor
Name	Mrs P Jones
Signature	
Date	

Position	Co-opted Governor
Name	Mrs Alison Moore
Signature	
Date	

Position	Co-opted Governor
Name	Mrs Rachel Voiculescu
Signature	
Date	

Position	Staff Governor
Name	Mr Laith Al-Asmar
Signature	
Date	

Approval Information - School

Position	Executive Head Teacher
Name	Miss Helen Osterfield
Signature	
Date	

Admissions Policy

Position	Head of School / Class 1 Teacher
Name	Mrs Alison Moore
Signature	
Date	

Position	Class 2 Teacher
Name	Mr Laith Al-Asmar
Signature	
Date	

Position	Class 3 Teacher
Name	Mrs Claire Standish
Signature	
Date	

Position	Class 1 & 3 Teacher
Name	Mrs Emily Barker
Signature	
Date	

Position	School Business Manager
Name	Mrs Amanda Care
Signature	
Date	

Position	School Administrator
Name	Mrs Michelle Stevens
Signature	
Date	

Position	HLTA
Name	Mrs Kerry Tudor
Signature	
Date	

Position	Cover Supervisor/Lunchtime Supervisor
Name	Mrs Tracey Jenkins
Signature	
Date	

Admissions Policy

Position	Cover Supervisor/Lunchtime Supervisor
Name	Mrs Caroline Sankey
Signature	
Date	

Position	Cover Supervisor/Lunchtime Supervisor
Name	Mrs Heather Kynaston
Signature	
Date	

Position	Teaching Assistant
Name	Mrs Anita Pollard
Signature	
Date	