



“Together we work, play, learn and pray with Jesus”

Admissions Policy 2019/2020

St Matthew's Church of England (Aided) Academy welcomes children from all backgrounds, faiths and no faith. The Governors of the school are committed to developing an inclusive school that reflects the diversity of the local community. Admission to the school is not dependent on being a member of a particular faith community.

As well as being an inclusive neighbourhood school, as a Church school St. Matthew's has a distinctive ethos and character that reflects the teachings of Jesus Christ and Christian values. We ask all parents applying for a place here to respect this ethos and its importance to the school community. We hope that all children who come to the school will be able to participate (as appropriate) in the religious life of the school (including collective worship and religious education). This does not affect the rights of parents who are not Christians to apply for a place. Indeed, through our commitment to inclusivity, we actively welcome families from other faiths and no faith.

Schools have a Pupil Admission Number (PAN) for each year group, including the reception class. The PAN is expected to be based upon the school's net capacity. Places will be offered up to but not exceeding the PAN. Regulations also require that reception and infant classes must have no more than 30 pupils to each teacher. The school PAN is 15.

When there are more applications than there are places available, the governors will admit pupils according to the following criteria, *applied in the following order of priority*:

1. children in public care (looked after children) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. children who will have a sibling attending the school at the time of application and at the time of admission;
3. children who are themselves, or whose families are, faithful and regular worshippers at a Church of England parish church. Written evidence of the applicants' commitment to their place of worship (in the form of a clergy reference) will be required, *using the Supplementary Information Form*.
4. children who are themselves, or whose families are, faithful and regular worshippers of another Christian denomination (as recognised by Churches Together in Britain and Ireland and/or the Evangelical Alliance). Written evidence of the applicants' commitment to their place of worship (in the form of a minister's reference) will be required, *using the Supplementary Information Form*.
5. children with known special medical or social needs (non EHCP). Written supporting evidence should be supplied, at the time of application, from a relevant professional, such as a doctor, social worker or educational psychologist.
6. children who are themselves, or whose families are, committed members of another religious faith. Written evidence will be required from the faith leader, *using the Supplementary Information Form*.

7. Children who live nearest to the school as determined by a walking route from the child's home address point to the main entrance of the school.

In the event that two or more applicants have equal right to a place under the above criteria, the Governing Body will apply subsequent criteria, in order of priority, to these applicants.

NOTES

Pupils with a Statement of Special Educational Need are considered separately and before everyone else and must be accepted by the school named on their EHCP. They will count towards the school's admission number.

- (i) Applications on faith grounds

"Faithful and regular worshipper" is defined as worshipping at least twice a month for two years prior to application.

Parents applying for a place on faith grounds must complete the Supplementary Information Form (which can be obtained from the School) **and return this form direct to the School, signed by the appropriate faith leader.**

- (ii) Siblings

"Sibling" refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carers partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

- (iii) Distance

Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main gate of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

- (iv) Waiting Lists

Waiting lists will be held where in any year the school receives more applications for places than there are available. The waiting list will operate until December 31st of each school year of admission. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. If additional children are added to the waiting list, the waiting list will be ranked in line with published oversubscription criteria. (This should then meet 2014 Admissions Code)

- (v) Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the School and return this. The form/letter should be sent to reach the Clerk to the Appeal panel, care of the School, within 14 days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

- (vi) Multiple-birth applications

Where parent(s)/guardian(s) are seeking to place twins, triplets etc, they must submit separate applications for each child. When considering twins, triplets or larger number of siblings, which are the product of a multiple birth, where there are insufficient spaces for all siblings, the remaining place(s) will be offered to the sibling(s) in order of time of birth and the parent(s)/guardian(s) may decide either (a) they will accept the place(s) or (b) they will decline the place(s) which will be offered to the next person(s) in the allocation after the twins/triplets/multiple births. If the parent(s) or guardian(s) accept the place(s) for one or more twin/triplet/multiple birth then the unsuccessful sibling(s) will be considered as first priority on the waiting list, for one term, if a space becomes available and the parent(s) or guardian(s) confirm in writing that this is their wish when accepting the original place(s).

(vii) Late Applications

Late applications will be considered alongside those received by the closing date only in the event of one of the following: 1. the family moved into the area after the deadline for the receipt of applications; 2. exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time; or 3. an error on the part of the school; or 4. the application is received before Own Admission Authority schools have ranked their application. Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process.

Withdrawal of places - once parents have been notified of an offer of a school place the academy will withdraw the offer only in exceptional circumstances, such as: 1. Failure to respond to the offer within the specified time following a reminder. 2. If the offer was made based on fraudulent or misleading information on the application form e.g. a false claim to residence within a catchment area. 3. Where a place was offered in error