



# **St Paul's Church of England (VA) Primary School**

## **Admissions Policy 2024-25**

for Admissions to our St Pauls' C of E Primary School in September 2024

'Building each other up – with God as our firm foundation'  
1 Thessalonians 5:11

Approved by Governors: 30<sup>th</sup> January 2023.

This Policy will be reviewed with consultation at least every 7 years.

## **Our School**

Parents/carers considering an application for a school place for their child at St Paul's School are warmly invited to visit the school and experience the school in action. Please phone the school office to discuss visit arrangements: 01902 558621

Information about our school can be found on the school website: [www.stpaulscofeprimaryschool.co.uk](http://www.stpaulscofeprimaryschool.co.uk)

St Paul's is a Church of England Voluntary Aided school. The Governors have formulated an admissions policy in line with Diocesan recommendations and in consultation with the City of Wolverhampton Council.

The Policy reflects our ethos of inclusivity and Christian distinctiveness.

The school will comply with the provisions within the Schools Admissions Code and the Schools Appeals Code.

There is no charge or cost related to the admission of a child to our school.

## **Pupil Admissions Numbers**

The school operates on an admission limit of 30 for Reception and KS1 and 32 in KS2.

## **Admissions Process for 2024/2025**

Parents/carers are encouraged to consult the City of Wolverhampton Council's 'Starting School in Wolverhampton' booklet which is available to download at [www.wolverhampton.gov.uk/educationand-schools/schools-admissions](http://www.wolverhampton.gov.uk/educationand-schools/schools-admissions)

The school is part of the City of Wolverhampton's co-ordinated admissions scheme.

Reception children are admitted in September at the start of the academic year in which they turn five.

All applicants must:

1. Complete the Common Application Form

The online application system is made live on the 9th November 2023:  
[www.wolverhampton.gov.uk/education-and-schools/schools-admissions](http://www.wolverhampton.gov.uk/education-and-schools/schools-admissions)

Applications should be made online by 15th January 2024.

In exceptional circumstances, paper copies of the form can be made available on request from City of Wolverhampton Council.

2. In addition, where relevant (as detailed in the oversubscription criteria) applicants must complete the Supplementary Information Form and return it directly to St Paul's Church of England Primary School, Emsworth Crescent, Pendeford, Wolverhampton WV9 5NR and the School Admissions Team, City of Wolverhampton Council.

Parents / carers who would like their child to be admitted during the year their child is five should ensure they complete all the necessary application forms.

**Admission to St Paul's nursery does not mean automatic entry to St. Paul's Church of England Primary School.**

### **Home address**

Parents are asked to provide their child's home address, i.e. the usual place of residence on weekdays and nights. Please note that childminder's addresses will not be accepted. This applies to both formal childminders, and relatives and friends acting in a childminding capacity.

The home address of a pupil is considered to be the permanent residence of a child in a residential property when the place is offered. Documentary evidence relating to house moves taking place between National Offer Days (1 March 2024 and 16 April 2024 respectively) and the start of the academic year in September 2024 will be considered.

The address must be the child's only or main residence and is either:

- Owned by the child's parent(s), carer(s) or guardian(s)
- Leased to or rented by the child's parent(s), carer(s) or guardian(s) under lease or written rental agreement.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

Where parents have shared responsibility for the child and the child lives with both parents for part of the week then the main residence will be determined as the address where the child lives for the majority of the school week. If the child equally shares living with both parents, the parents must inform the Local Authority which address should be used for admission purposes and which parent will make the application. Parents will be requested to supply documentary evidence to support the address used for the application.

### **Admissions Criteria / Oversubscription Criteria**

**A child with an Educational Health and Care Plan (EHCP) which names the school will be admitted.**

In the event that the school is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority:

#### **1. Looked After Children and all Previously Looked After Children.**

Children and young people in care are children who are in

- (a) the care of the local authority, or
- (b) being provided with accommodation by a local authority in the exercise of the social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time the application is made to the school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

If the child is in the care of the local authority or provided with accommodation by that authority this must be indicated on the common application form and evidence (e.g. evidence of child in care from the placement authority) to support this claim must be submitted with the common application form.

If the child has previously been in the care of a local authority or provided with accommodation by them, and has subsequently been adopted, or is subject to a child arrangements order or special guardianship order this must be indicated on the common applications form and evidence (e.g. adoption certificate/copy of court order) to support this claim must be submitted with the common application form.

## **2. Children who are siblings of children already attending the school, at the time of admission**

### **What is a sibling?**

For admission purposes, a sibling is a child who resides at the same address as the child for whom a place is being requested, and is one of the following:-

- brother/sister
- half-brother/sister (i.e. share one common parent)
- step brother/sister (i.e. related by a parent's marriage)
- any other child for whom it can be demonstrated that he/she is residing permanently at the same address as the outcome of a child arrangements order

## **3. Medical and Social Children with medical or social reasons which make it preferable to attend this school rather than any other.**

Such requests must be supported by a report, obtained by the parents/carers from an appropriate professional source justifying the grounds for such an application.

## **4. Faith Reasons**

Those showing strength of support from the appropriate faith leader, demonstrating commitment to the life, work and witness of their faith. This will be measured by:

- number of years a family has been worshipping
- frequency of visits to the place of worship
- frequency of involvement in religious activities related to a faith community

This reason will only be taken into consideration if the preferred school is the nearest Church of England school to the child's home address (measured by a straight line from the home address to the school using the City of Wolverhampton Council's software).

### **Supporting Evidence**

A Supplementary information form (Appendix A) is provided for parents/ carers and their faith leader to complete to enable them to demonstrate the child and family's current connections with a faith community. The form is available from the Local Authority or from the School Office. It should be returned to the school office by 15th January. The completed Supplementary Information Form will not be regarded as a valid application unless the parent/carer has also completed an application with the LA where they live.

Information should be supplied on the Supporting Evidence Form 2024-2025 at the time the application is made (see Appendix A).

## **5. Living in the Parish of Tettenhall Regis**

Those living within the parish of Tettenhall Regis will be given priority. A map of the parish can be seen at the school by arrangement.

If there is an insufficient number of places to accommodate all the children the places will be allocated to the child(ren) living closest to the school. When ranking applications we will use the distances supplied by the City of Wolverhampton Council. The measurements between home and school will be determined by the straight line measurement from the designated point of the home address to the designated point of the school using computerised software. In the event of the address being to multiple occupancy accommodation (block of flats), this will be done by lot.

## **6. Children who Live Closest to Our School**

How close the child lives to the school requested with those living closest to the school getting the highest priority. The distance from the applicant's home and school is taken in a straight line between the respective school and the child's home address. The distance is measured using the City of Wolverhampton's software. If there are a limited number of spaces available and we cannot distinguish between applicants using the above criteria, children who live in the same block of flats will be offered the available spaces randomly by drawing lots.

### **Further Information**

In the case of over-subscription, parents may be requested to provide, by a specific date, further details which may include proof of residency at a given address or further information from the supplementary evidence provided by a faith leader.

### **Late Applications**

Applications received after the closing date will be treated as late. This includes a change of preference for the school, a change in order of preference for the school or the addition of the school as a preference. Changes should be sent to the home Local Authority of the parent/carer. Therefore, applications received after the closing date and before 11th February 2024 will only be incorporated into the initial allocation process if the late submission is for a good and valid reason i.e. parents/ carers can demonstrate a material change of circumstances. When submitting late applications, parents must give reasons in writing for the late submission. The admission authority will give consideration to the reasons, following which the application will either be:

1. Incorporated into the initial allocation and assessed against the oversubscription criteria.
3. Considered only after all other applications Material Change of Circumstances eg. a house move

In claiming a material change of circumstance, the applicant, at the time of application, must supply documentary evidence to confirm the changes. An example of material changes of circumstance is a house move that necessitates a change of preferences.

If applicant's circumstances change during the course of making an application that relate to any of the published criteria it is the applicant's responsibility to provide evidence to the City of Wolverhampton's Admissions and Appeals Team as this may affect the outcome of the application.

## **Waiting Lists**

The Admitting Authority will maintain waiting lists until 31st December.

The waiting list will be ranked in admission criteria order.

A child's position on a waiting list is not fixed. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

## **In Year Fair Access Protocol**

The governors of St Paul's Church of England Primary School are committed to taking a reasonable number of children who are vulnerable and / or hard to place, as set out in locally agreed protocols. Children who are the subject of a direction by the City of Wolverhampton Council to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

## **Fraudulent or Misleading Applications**

The Admitting Authority will follow up any reports they receive that allege that a fraudulent or misleading application has been made.

## **Multiple Births**

We understand that parent/ carers would like to keep twins, triplets and other children of multiple births together. In the event that there is an insufficient number of places to allocate to twins, triplets etc. all children will be allocated together.

## **Tie-Breaker for Oversubscription**

If there are an insufficient number of places to accommodate all the children of a particular criterion, the next criterion will be used to assess the applications concerned in order to prioritise applications.

Applications for children to be admitted outside their normal age group

## **Summer-born Children**

Parents/carers of a summer-born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group – to Reception rather than Year 1. Any parent / carer wishing to make such a request must put their request in the first instance in writing to the City of Wolverhampton Council by 15th January 2024.

Requests will be considered on an individual basis and decisions will be reached, taking into account the parents'/carers' views, information 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 their year group if it were not for being born prematurely. The view of the headteacher will be sought as part of the decision making process.

Any agreement to defer a child's admission to Reception class does not guarantee a place at the preferred school, nor does it give the child any additional priority for a place.

Parents/carers are required to make a new application next year for Reception 2025 and the application will be considered alongside all other applications for that round in accordance with the criteria.

### **In-Year Admissions**

An in-year admission is any entry to school other than at the normal point in Reception, for example, transferring school due to a move of house or personal reasons.

Requests for places in Reception after the normal round of admissions or request for places in other year groups should be made directly to the City of Wolverhampton Council.

With the exception of a child with an Education, Health and Care Plan (EHCP), applications should be made at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions) following The City of Wolverhampton Council's co-ordinated in-year admissions in conjunction with St Paul's Church of England Primary School's Admissions Authority.

For In-Year Admissions all applicants must:

1. Complete the In-Year Application Form and return to the City of Wolverhampton Council.
2. In addition, where relevant (as detailed in the oversubscription criteria) applicants must complete the Supplementary Information Form and return it direct to the School Admissions Team, City of Wolverhampton Council. Forms available at: <http://www.wolverhampton.gov.uk/article/2547/Changing-schools>

### **Admission Appeals**

In the event that an applicant is denied a place at the school, the parent/carer will have the right to appeal to an independent appeal panel, information about this can be found at [www.wolverhampton.gov.uk/education-and-schools/school-admissions](http://www.wolverhampton.gov.uk/education-and-schools/school-admissions)

### **Withdrawing Offer of Places**

Any allegations received by the admissions authority of people providing false accommodation addresses when applying for school places will be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate.

### **Early Years – Nursery Admissions**

Children join the Nursery class as soon as practicable after their third birthday. Usual start times are at the beginning of the Autumn, Spring and Summer term. Home visits and play and stay sessions are offered prior to the child's start date.

Children who have home addresses within Wolverhampton are eligible for admission. Current Local Authority policy and practice will be referred to in responding to applications for places for children living outside the Wolverhampton boundaries. Governors will also refer to information about the availability of funding when considering applications from outside the City boundaries.

If there are insufficient places for all children seeking admission, places will be offered in accordance with the child's date of birth. Older children will be admitted before younger ones.

Governors may take special circumstances into account when they consider admissions to Nursery. A child's faith or religious affiliation is not taken into account in determining admissions to Nursery.

It is important to note that admissions to the main school are decided completely separately from admissions to the Nursery class. Admission to the Nursery does not guarantee admission to the Reception Class of the school.





## Appendix A

### **Supplementary Information Form for St Paul's CE (A) Primary School** Application for a place at a Church of England Voluntary Aided Academy/Primary School in Wolverhampton – 2024/2025

#### **SECTION 1 (To be completed by the parent/carer)**

Child's Surname (*Family Name*):

Child's Forename(s):

M  F

Date of Birth of child:

Address of child:

Name of Parent/Carer:

Name of place of worship:

Location of place of worship:

In support of this application, I offer the following comments in respect of our family's religious affiliation.

Please comment on the:

- number of years that your family has been worshipping
- frequency of your visits to the place of worship
- frequency of involvement in religious activities related to the faith community

Signed: .....

Print Name: .....

Date: .....

I am the parent/carer of the above named child and am in the process of applying for a Year \_\_\_\_\_ place at St Paul's Church of England (A) Primary School

**In support of my application, and in accordance with the published admission criteria for St Paul's Church of England (A) Primary School, I wish to demonstrate the family's commitment to the life, work and witness of our faith. Therefore, I have asked my vicar/minister/faith leader if he/she would complete section 2 of this form (see below).**

Signed: \_\_\_\_\_ Date: .....

*Please note that places obtained by using fraudulent or false information will be investigated and could result in the place being withdrawn.*



**SECTION 2** (To be completed by the appropriate Faith Leader)

Name of place of worship:

Location of place of worship:

Name of Faith Leader:

In support of this application, I offer the following comments in respect of the family's religious affiliation.

Please comment on the:

- number of years that the family has been worshipping
- frequency of visits to the place of worship
- frequency of involvement in religious activities related to the faith community

Continue on separate sheet if necessary

Signed: .....

Organisation Stamp

Print Name: .....

Date: .....

**Please ensure that you return this form direct to :**

**Headteacher**

**St Paul's Church of England Primary School by 15<sup>th</sup> January**

**Emsworth Crescent,**

**Pendeford**

**Wolverhampton**

**WV9 5NR**

*NB completion of this form does not guarantee a place at the named school. Your application will only be considered if you have also named the school on the common application form.*

The City of Wolverhampton Council (the 'council') respects your privacy rights and is committed to ensuring that it protects your details, the information about your dealings with the council and other information about you available to the council ('your information'). In accordance with the UK Data Protection Law, the council will use your information, for the purpose of processing your application for a school place, to (a) deal with your requests and administer its departmental functions; (b) meet its statutory obligations; and (c) prevent and detect fraud. The council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with other departments within the council (including the elected Members), central Government departments, law enforcement agencies, statutory and judicial bodies, community service providers and contractors that process data on its behalf. The council may also use and disclose information, that does not identify individuals, for research and strategic development purposes. For further information about your information rights please see the Council's privacy notice which can be viewed here: <http://www.wolverhampton.gov.uk/privacy-policy>