

St Mary's Church of England (Voluntary Aided) Primary School, Kidderminster

Admissions Policy 2011/2012

The Governor's Admission Policy determines the criteria for entry as follows:

- (a) Relevant children looked after by the LA (Children in Care).
- (b) Children living in the area normally served by the school (the catchment area). The Catchment Area map is available to view in school and can be obtained from the Local Authority.
- (c) Pupils who would still have a sibling at school at the time of admission. The sibling link as well as brother or sister also includes half-siblings (that is children who share one birth parent) and legally adopted children. They must be living at the same address at the time of application and admission.
- (d) Pupils who have other significant reasons for admission such as medical, social or compassionate grounds. Where such reasons are to be relied on, they must be clearly stated on / appended to the application form. Whether such reasons are sufficient to secure priority for admission will be determined by the Governing Body. To be considered under this category it must normally be shown that only this school can meet the medical, social or compassionate needs relied on and that serious difficulties would be caused if the child had to attend another school. Parents / carers should attach any medical certificates or any other appropriate information from independent sources to their application form.
- (e) Pupils who live nearest to the school by the shortest available walking route. The measurement will be taken from the front entrance of the pupil's home to the nearest school entrance, which is the access point to the school site, along a road or made up footpath. The Governing Body will utilise the Local Authority software package called Arcview GIS to determine distance. Ordnance Survey supply the co-ordinates that are used to plot an address within this system. (In the event of equi-distance applicants, any place will be allocated by random selection (lottery). Someone totally independent of the Governing Body will supervise this process).

In the event of over subscription, priority will be given to those who comply with the most criteria (a) to (e) above. A waiting list will be maintained until a place is available. Waiting list places will be prioritised with the above criteria, not on a first come first served basis. If a parent requires multiple birth places and the school is oversubscribed, each child will be allocated a place as soon as a place becomes available.

If a deferred entry is required the place will be kept open for 7 days following the agreed date of admission.

Places will be notified to parents by the LA on behalf of the governing body.

Any parents who are refused a place have the right of appeal which would be heard by an Independent Appeal Panel.

Letters of appeal should be forwarded within 14 days of notification of refusal of a place to:

Chair of Governors  
St Mary's Church of England (Voluntary Aided) Primary School  
Stoney Lane  
Kidderminster  
Worcestershire DY10 2LX

Applications will be considered by the Governors, if the pupil is in one of the above criteria (a-e) and applications are received by 15<sup>th</sup> January 2011.

In line with the Schools' Inclusion Policy, the Governors do not unfairly discriminate on the grounds of race, faith, disability or on any other grounds when allocating places.