



Governors Admissions Policy

Dated: 2024/2025

With love and faith, we aspire and achieve.

Jesus said 'I have come so you may have life, life in all its fullness'. John 10:10

St. Matthews' Church of England Primary School has a firm Christian foundation, which promotes a values based curriculum by providing high quality educational opportunities to all children in our community, regardless of their faith or no faith. We encourage this through religious education, collective worship and the values and ethos of a curriculum which seeks to offer opportunities and experiences to promote pupils' spiritual and moral development and to provide a basis for their life-long learning.

The Governing Body is the Admissions Authority of this Voluntary Aided School. This Policy has been drawn up to reflect the school's foundation as a Church of England School as well as its role of serving the local community.

Parents must apply online via the Gloucestershire County Council website. www.gloucestershire.gov.uk/schooladmissions or a paper copy of the form can be obtained by contacting the Coordinated Admissions Team on 01452 425407

If you are selecting this school for faith reasons please complete the supplementary application form available from school or the school website.

The Indicated Admission Number for St Matthew's Primary School is 30.

In the event of over-subscription, pupils will be admitted to the Reception Class by reference to the following criteria in order of priority.

The 2021 School Admissions Code (the Code) requires children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children – **"IAPLAC"**.

- Children in care (1).
- Children who have a sibling (2) attending the school and who will continue to do so when the younger child is admitted.
- Children of families who live in the ecclesiastical parish of Cainscross [Parish-Map – Cainscross \(cainscross-pc.gov.uk\)](#) whose parents have active connections (3) with St Matthew's Church, Cainscross.
- Children of families who live in the ecclesiastical parish of Cainscross whose parents have active connections (3) with other local churches.

- Children of families who live within the ecclesiastical parish of Cainscross with the strongest geographical claim, measured in a straight line using Ordnance Survey Points of the child's home address (including flats) and the school, with those living closer to the school receiving higher priority.
 - Children of families living outside the ecclesiastical parish of Cainscross whose parents have active connections (3) with the Anglican Church.
 - Children of families living outside the ecclesiastical parish of Cainscross whose parents have active connections (3) with another church.
 - If over-subscription occurs with any of the above criteria the remaining places will be offered to children with the strongest geographical claim, measured in a straight line from the child's home address (including flats) to the school, using Ordnance Survey Points, with those living closer to the school receiving higher priority.
 - In the event of a tie involving two or more children when applying the strongest geographical claim based on straight-line distance where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the Governing Body.
1. Where the child is in Public Care (Looked After Children) the highest priority for admission must be given to looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is either in the care of a local authority or being provided with accommodation by the local authority in the exercise of their social services functions (definition section 22(1) of the Children Act.)
 2. A sibling is a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child must be living at the same family unit at the same address.
 3. Active connections means being on the electoral or membership roll of the church or being a regular communicant of the church e.g. attended the principal act of worship on a Sunday at least once a month on average during the two years prior to consideration of the application. (Please see SIF at the end of this document).

Special Educational Needs

The school is required to admit a child with an Educational Health Care Plan that names the school, even if the school is full.

Appeals

An appeal procedure exists in the event of oversubscription. Parents/carers wishing to appeal should write to the Chair of Governors at the school by 13th May 2023 providing a brief outline of their reason for appealing. The school will send you the appropriate forms and these must be completed and returned to the school by the given date. The school will then arrange an appeal hearing within forty days or before the end of the summer term – whichever is sooner. The school will write to you at least ten days before the hearing to confirm the date.

Waiting Lists

If the school is oversubscribed, a waiting list will be held until the December Term. After this time parents will need to re-apply to remain on the waiting list. The waiting list will be prioritised according to the school's oversubscription criteria.

Fair Access Protocols

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedent over any child on the waiting list.

In Year Admissions

In-year applications are all those made outside the normal admissions round for children of compulsory school age i.e. those applications made during the academic year for any school place in Reception through to Year 6. The Local Authority will no longer be responsible for offering places to children on behalf of all schools/academies, but the Local Authority does maintain the statutory duty of being responsible and aware of all pupils and vacancies within schools/academies within Gloucestershire. To apply for a place at St. Matthews, parents should therefore contact the school in the first instance.

Admission of Summer Born Children for Reception Entry for St Matthew's Church of England Primary School

The Governing Body of St Matthew's Church of England Primary School acknowledges the updated advice from the Department of Education that, parents/carers of "summer born" children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later. The Governing Body will make a decision on behalf of St Matthew's Church of England Primary School. We follow the Local Authority process which states that parents can only apply for a Reception place at a school once and must apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year. The Governing Body will decide whether the deferred entry can be approved for the school.

Normal Admission Round

The term 'normal admissions round' refers to all applications for admission to the main year of entry of the school i.e. Reception for Infant and Primary Schools. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school. Children entitled to a full-time place, however, may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Transport

There is no transport provision for children attending the school.

PART A

ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF)

Name of Child	Surname:	
	Forename(s):	
Date of Birth:	/ /	Gender: Male / Female
Name of Parents/Guardians or Carers:		
Permanent Home Address: <i>Note: This is the Child's permanent residence and not an accommodation address. Parents are requested to provide a recent (within the last 3 months) original utilities bill or equivalent, which will be returned to them.</i>		
Contact Telephone Number:		
e-mail Address:		
Current Pre-School, Nursery or School:		
Under which category are you applying for admission?		
If you are applying under church attendance criteria * please complete Part B of this form and ask your parish priest or minister to sign it. Please return both parts to the school. Please supply the name, address and telephone number of the parish priest or minister who will complete the form. Name of priest/minister: Address: Telephone No:		

IMPORTANT NOTE

I have read the School Prospectus and should my child be accepted as a pupil, I agree to abide by the aims and methods of working in the school as stated therein. I confirm that to the best of my knowledge, the details above are correct. I attach an **original** utilities bill or equivalent, dated in the last 3 months.

Signature of Parent/Guardian/Carer:	Date:
OFFICE USE ONLY:	Date Received :

PART B

ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF) FOR THOSE CLAIMING CHURCH ATTENDANCE

Parents and Clergy are asked to complete and sign this form to assist the Governors in ensuring that those most qualified for admission under the Church attendance criteria are properly considered. Please note that priority will be based on the **parents'/carers'** links with the Church and not just the child's membership.

The relevant category (in priority order for the offering of places) is as follows:

Church attendance criteria.

Children of families who live in the ecclesiastical parish of Cainscross whose parents have active connections (3) with other local churches.

3. Active connections means being on the electoral or membership roll of the church or being a regular communicant of the church e.g. attended the principal act of worship on a Sunday at least once a month on average during the two years prior to consideration of the application.

Name of Child	
Name of Parents/Guardians or Carers:	
Criterion Under Which Applying:	
Child's Permanent Home Address:	
Name of Church:	
Address of Church:	
Name of Clergyman:	
Position in Church:	
I CONFIRM THAT WE HAVE REGULARLY WORSHIPPED AT THE ABOVE CHURCH AS A FAMILY AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF TWO YEARS. *	
Parent/Guardian/Carer signature:	Date:
I CONFIRM THAT THIS FAMILY HAS REGULARLY WORSHIPPED AT THIS CHURCH AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF TWO YEARS *	
Clergy signature:	Date: