



BISHOP PERRIN C OF E PRIMARY SCHOOL

ADMISSIONS POLICY 2023-2024

School Vision Statement

Bishop Perrin School inspires a love of learning and provides a stimulating, Christian environment where everyone is able to be the best they can.

To implement this vision the following principle has been agreed:

Bishop Perrin Church of England Primary School is a one form entry voluntarily aided school. We admit children from practising Christian families in local parishes and children from the local community.

To implement this principle the governors have produced the following admissions procedures and criteria.

Admissions Procedure

- The closing date for applications for Reception class entry for September 2022 is **15 January 2023**.
- The parent/carer must apply online between 1 September 2021 and the closing date of 15 January 2022 through your own home Local Authority (links below for further information).
- 18 Foundation (Church supported) places will be offered to Reception Children 2022/2023. If you wish to be considered for a **Foundation** (church supported) place you should obtain from the school a '**Supplementary Information Form**.' This form will need to be completed by the Minister at your regular place of worship and returned to the school so that governors may consider the application fully.
Please note this form cannot be signed by the parent/carer of the child applying even if that parent/carer is a practising minister.
- For Reception Class 2022 the parent/carer will be advised of the result of their application on **National Offer Day, 19 April 2023**.
- For Reception Class 2022 a maximum of 30 children whose 5th birthday falls during that school year will be accepted. The date of admission is in the Autumn Term when all children attend on a full-time basis. Exceptionally the class size can exceed the statutory limit of 30 where the 31st child is a twin or from a multiple birth.
- Applications after the closing date and children up to the age of 11 can be admitted as vacancies occur. A **Waiting List** operates continuously. Please see Page 3.
- **Late Applications** received after the closing date will not be considered until all on-time applications have been dealt with.
- The school does not have any specific units for pupils with special needs and there are no specific facilities for pupils with mobility difficulties. However, the school is on a level site and all facilities are on one floor. All classrooms can be entered without steps. As far as possible the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

If you change your home address during the application process, you must inform the school and the Council's School Admissions office within two weeks of your move. If you use an incorrect address this will be considered as an attempt to obtain a school place on the basis of false information and your application will be withdrawn.

Admissions Criteria

Places will be offered to children in the following order:

1. Looked After Children

The highest priority is given to looked after children and previously looked after children, including those 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.

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with Section 22(1) of the Children Act 1989, at the time an application for a school is made. Evidence will be required at the time of application.

2. Foundation (Church supported) places

Those children who, with one or both **parent/s/carer/s**, **regularly attend** an Anglican Church or other Christian denomination, where the denomination, at the time of application, is a **full** member of Churches Together in Britain and Ireland (CTBI).

Parent/carer is any person who has parental responsibility for, or is the legal guardian of the child.

Regularly attend means attending worship at least twice every month for the last two consecutive years and this must be confirmed by the parish minister.

Please note this form cannot be signed by the parent of the child applying even if that parent is a practising minister.

3. Sibling

Those children who will have a **sibling** attending Reception to Year 6 at the same school **at the time of admission**.

*Sibling refers to full brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the **same family unit at the same family address** and will still be on roll at the time your child will be admitted in September 2023.*

4. Distance

Any remaining places will be offered to those children who live nearest to the school.

In order to be fair to all applicants, the Council uses a standard method of measuring home to school distance. This is done by using a geographical information system that measures the home to school distance using the shortest route by road or maintained footpath.

Pupils with an Education, Health and Care Plan,

Bishop Perrin School has a duty to admit children with an Education Health and Care Plan (EHCP) that have named the school. If your child has an EHCP you should contact the Special Educational Needs Team at your home Local Authority.

Oversubscription Criteria

For each criterion, if there are more applications than places, offers of a place will be made according to the nearness of the parent/carer's normal place of residence to the school as defined in criterion 4 above. If there are fewer applications than places in any criterion, unfilled places will be allocated to the next criterion. In the event of a tie, allocation will be by random selection.

Reception Year Deferred Start

If you feel that your child is not ready to start school in the September following their fourth birthday you can either arrange for your child to attend part-time until they reach statutory school age, or defer the date your child is admitted to the school until later on in the Reception year. If your child's entry is deferred, the school will hold your child's place and not offer it to another child. The latest your child can start school is at the beginning of the summer term 2024.

Admission Outside of the Child's Normal Age Group

If you would like to request for your child to be educated outside of their normal age group, you must still make an application for a school place by the closing date of 15 January 2023. You will need to put your request to your home Local Authority in writing. You may also provide supporting documentation, should you wish to do so and this should be submitted at the time of application.

Each request will be carefully considered and a decision will be made on the individual merits of each case. The decision will take into account your views, information about your child's academic, social and emotional development, their medical history and the views of the medical professional, if applicable. We will also consider whether they may have fallen into a lower age group if it were not for being born prematurely and whether they have previously been educated outside of their normal age group.

For summer born children, if it is agreed that they can be educated in a younger year group, the parent/carer will need to re-apply in the following year for entry into Reception in September 2024.

For further information on Primary Admission for September 2023 please see the link below

London Borough of Richmond residents:

https://www.richmond.gov.uk/media/3082/primary_admission.pdf

London Borough of Hounslow residents:

https://www.hounslow.gov.uk/downloads/20026/school_admissions

Waiting List/In Year Admission

The school operates an ongoing waiting list. The waiting list is maintained by the school and places will be offered in accordance with the school's published Admissions Criteria above regardless of date of receipt. Children up to the age of 11 can be admitted as vacancies occur.

In order to be considered for a place should a vacancy arise:

- The parent/carer must complete an online **In Year** application form available from their home Local Authority

London Borough of Richmond residents

http://www.richmond.gov.uk/home/services/children_and_family_care/schools_and_colleges/school_admissions/in_year_admissions.htm

London Borough of Hounslow residents

https://www.hounslow.gov.uk/info/20029/in-year_admissions

For further information please contact the school.

Fair Access Protocol

The school has entered into an agreement with the Local Authority to admit children who are currently without a school place and may have difficulty finding a suitable school place. Further information can be found at

https://www.richmond.gov.uk/services/children_and_family_care/schools_and_colleges/school_admissions/fair_access_protocol

Appeals against Non-Admission

You have the right to appeal against the decision of the governing body not to offer your child a place. Further information regarding appeals can be found at www.richmond.gov.uk/admission_appeals

The law states that there must not be more than 30 pupils in an infant class. If your child has been refused a place, an appeal can only be successful in very limited circumstances. The appeal panel must consider the following:

- That the admission of additional children would not breach the infant class size limit of 30
- Whether the child would have been offered a place if the admissions arrangements had not been contrary to mandatory provisions in the School Admissions Code and the School Standards and Framework Act 1998 (in other words, the admission arrangements are found to be unlawful)
- Whether the child would have been offered a place if the admissions arrangements had been followed properly
- Whether the decision to refuse admission was not one that a reasonable admission authority would have made in the circumstances of the case

For the panel to judge that an admission authority had acted unreasonably, they would have to be satisfied that the decision not to admit the child was 'perverse in the light of the admission arrangements,' i.e. the decision taken was so outrageous in its defiance of logic or of accepted moral standards that no sensible person could ever have reached it.

The deadline for appeals to be heard in the first round is on or around 23 May 2023. Once dates have been finalised these will be added to the school's website.