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# St Peter's Church of England Middle School

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## Admissions Policy for entry in 2019/2020

St Peter's Church of England Middle School, Old Windsor is a Voluntary Aided School, within the Oxford Diocesan Schools Trust. The Governing Body is the admissions authority and is responsible for drawing up and implementing an Admissions Policy which adheres to the School Admissions Code (2014) and reflects the ethos of the School.

### Admission to St Peter's C.E. Middle School

Whilst the Governing Body is responsible for admissions to St Peter's, it works closely with the Local Authority to co-ordinate the process. Details of the LA arrangements are available online in the RBWM booklet on admissions. It explains the process of equal preference of choice for parents.

### Key Dates

Applications for St. Peter's C.E. Middle School must be made on the Local Authority common application form of the authority in which parents reside. The parents must return the Common Application Form to their own Local Authority. Supplementary Information Forms (SIF) for St Peter's are available from the school office and on the school website and must be completed for any application under criteria 2,4,7,9 & 11. These must be returned to the school, as they will form the basis upon which the admissions panel will admit students to the school.

Each stage of the application process will conform to the dates in the LA's co-ordinated admissions scheme when it is published.

*For the RBWM Local Authority, the common application form is online at:*  
<http://www.rbwm.gov.uk>

Decisions about which children are to be offered a place will be made by the Admissions Committee of the school. Offers of a place will be made by the Local Authority, on behalf of the Governing Body of St Peter's.

Parents of children offered places will be expected to advise the school in writing that they intend to accept the place offered within two weeks of the offer. If confirmation of acceptance is not received within two weeks the place will be offered to the next child on the waiting list.

### Numbers to be admitted to Year 5

Entry to Year 5 in September is open to all children whose tenth birthday falls between 1 September and 31 August. The number of intended admissions is 90 for Year 5; all other year groups have 60 places.

The Governors will admit 90 children to the school in Year 5 in September 2019 in accordance with the Admissions Criteria set out below.

In common with all schools, we are legally required to always admit children with a statement of special educational need naming the school.

Also in accordance with the School Admissions Code, we are required to make looked after children (including previously looked after children) our first criterion.

The remaining applications will be treated in accordance with our admissions criteria, irrespective of educational need or ability. If the number of children eligible in the 1st category does not fill the available places, consideration will next be given to children who qualify in the next category and so on until the Admission Number is reached.

### **Applications for in year transfers**

Children applying for entry into St Peter's during the academic year (in-year transfers) must apply directly to the school.

### **Admissions Criteria**

Applicants with a Statement of Special Educational Needs, with St Peter's CE Middle School as their named school, have an automatic right to a place. Once these children have been placed, the following criteria will be applied in the order given below.

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).
2. A child ordinarily living in the Parish of Old Windsor, and at least one of whose parents has regularly attended a Christian Church at least once a month over 24 months prior to the date of application (Section two of the Supplementary Form (SIF) is required to be completed).
3. A child ordinarily living in the Parish of Old Windsor.
4. A child with a sibling on the roll of St Peter's at the time of application, and at least one of whose parents has regularly attended a Christian Church at least once a month over 24 months prior to the date of application (Section two of the SIF is required to be completed).
5. A child with a sibling on the roll of St Peter's at the time of application.
6. A child of a member of staff at the school will be admitted, subject to qualification in either or both of the following:
  - a) where the member of staff has been employed at the school for two or more years at the time the application for admission is made, and/or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. A child attending King's Court First School, The Royal School, Eton Porny C.E. Combined First School or Eton Wick C.E. Controlled Combined First School at the time of application, and at least one of whose parents has regularly attended a Christian Church at least once a month over 24 months prior to the date of application (Section two of the SIF is required to be completed).
8. A child attending King's Court First School, The Royal School, Eton Porny C.E. Combined First School or Eton Wick C.E. Controlled Combined First School at the time of application.

9. A child attending one of the following Windsor First/Primary Schools: Alexander First; Braywood CE Controlled First; Clewer Green CE Aided First; Datchet St Mary's CE Primary, Dedworth Green First; Hilltop First; Homer First; Oakfield First; The Queen Anne Controlled First; St. Edward's RC Aided First, Trinity St. Stephen CE Aided First; or Wraysbury Primary, at the time of application, and at least one of whose parents has regularly attended a Christian Church at least once a month over 24 months prior to the date of application (Section two of the Supplementary Form is required to be completed).
10. A child attending one of the Windsor First/Primary Schools, as mentioned in Criterion 9, at the time of application.
11. A child living outside the Ecclesiastical Parish of Old Windsor and who does not attend one of the schools named in criteria 8 or 9 at the time of application, and at least one of whose parents has regularly attended a Christian Church at least once a month over 24 months prior to the date of application (Section two of the Supplementary Form is required to be completed).
12. Other children.

### **Allocation of places within criteria**

Within each criterion, the child ordinarily living nearest to the school will be given highest priority, based on straight-line measurement between the school and the individual property, using the Local Authority GIS local ordnance data software where available. Where there is one place but two identical distance measurements, a process of random allocation in the presence of an independent person will be used to determine allocation.

Multiple births: in the case that one sibling from a multiple birth is offered a place within the admissions criteria, the other siblings from the multiple birth will be offered places even if that goes over the admission number or number of places available in a particular year group.

In compliance with the Royal Borough of Windsor and Maidenhead's In-Year Fair Access Protocol all children listed in the protocol will be offered a place as soon as possible, and they will be given top priority on the waiting list.

Requests from parents for places outside a normal age group will be considered carefully, e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the student's interests. It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

### **Definitions**

Looked after children

By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a

child's special guardian/s (Children Act 1989, Section 14A). The Admissions Code requires priority school admissions to be given to all children adopted from care who are of compulsory school age, and not just those adopted from care under the 2002 Act.

Parish            The Ecclesiastical Parish of Old Windsor. (A map of the Ecclesiastical Parish of Old Windsor is available from the School Office)

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

Living Normal address of parent or legal guardian. Where parents are estranged, the one having principal custody of the child. If parents are planning a move into the Parish, evidence of either a formal lease (minimum 12 months) or details from a solicitor confirming purchase details may be requested. Where applications are made for children not currently attending Windsor First Schools proof of address may be requested at the behest of the LEA.

#### Christian Church

This means a church which is a member of Churches Together in Britain and Ireland or of the Evangelical Alliance.

#### Regular Attendance at a Christian Church

Is defined as; at least one parent has regularly attended a Christian Church at least once a month over 24 months prior to the application. The supplementary form of the school must be completed, and the Minister of the church must confirm the information. If, during the 24 month period, more than one Christian Church has been attended, for example due to relocation, a separate supplementary form must be signed by each of the Ministers of the churches attended and returned to the school.

Sibling 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 address as that sibling.

#### **Right to Appeal**

Parents have a statutory right to appeal against the decision of the Governors and appeals must be addressed in the first instance to the Chair of Governors at the School with 'Appeals' marked on the envelope. Appeals must be made within twenty school days of being refused a place at St Peter's.

In the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August) unless there is a major change in circumstances

e.g. change of address. The school will maintain a waiting list for those children who are not offered a place if required by the parent; the order of priority on the waiting list is the same as the list of criteria for over-subscription. No account is taken of time on a waiting list, and children may move up or down the list according to criteria of further children applying. The school will periodically seek confirmation that parents wish a child to be kept on the waiting list. This list will be maintained by the school until the end of the Autumn term following requested entry.

The Governing Body has made every effort to ensure that this Admissions Policy complies with all relevant legislation, including that on equal opportunities.

Further information may be obtained from:

The Admissions Officer  
St Peter's C.E. Middle School Crimp Hill  
Old Windsor Berkshire  
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**Date Reviewed:** 26th September 2018

**Reviewed by Admissions Officer; Chair of Governors:** October 2018