

St Paul's

C of E Primary School



A place to belong

Admissions Policy

Headteacher: Christie Clarke

Member of Staff Responsible: Christie Clarke

Reviewing Committee: FGB

Effective Date of Use: 24th February 2026

Term of Next Review: Spring 2027

Statutory Policy

St Paul's C of E Primary School

A Place to Belong

Our Christian Vision

Our school is a family where everyone feels safe, happy and valued, and is supported to achieve their full potential.

We will develop compassionate and caring individuals who depend on one another, are highly motivated, and have a life-long love of learning in preparation for the future.

Our Core Values

All that we do is underpinned by the core Christian values of *Family (Koinonia)*, *Compassion*, *Perseverance and Forgiveness*

"Though we are many, we form one body, all joined together as members of the whole. We each have different gifts, according to the grace given to each of us. We must use them wisely."

Romans 12:5-8

Admissions Policy

Statement of Intent

At St Paul's C of E Primary School, we welcome all pupils, irrespective of faiths, cultures, races, disabilities or family backgrounds.

We admit our pupils in-line with the Equality Act 2010, School Admissions Code 2021, the School Admission Appeals Code 2022, Human Rights Act 1998 and the School Standards and Framework Act 1998.

The purpose of this policy is to ensure that all school places are allocated and offered in an open and fair way.

The number of places available is determined by the capacity of the school, and is called the 'agreed admissions number'.

As a voluntary controlled school, our admissions arrangements are set by the City of York Council as the admissions authority for our school. All information on how to apply are on our website. Information on our website also includes details of Local Authority admissions policies and applications for Reception entry.

For any further queries about the admissions policy or process, please email education@york.gov.uk or call 01904 551554. If you are unable to apply online you can request a paper Primary Application Form by calling 01904 551554.

Visits to our school by prospective parents are warmly welcomed. In order to visit the school meetings and tours are offered by the Headteacher.

1. Legal framework

- 1.1. This policy has due regard to the related statutory legislation, including but not limited to, the following:
 - Equality Act 2010
 - Human Rights Act 1998
 - School Standards and Framework Act 1998
- 1.2. This policy also has due regard to statutory and non-statutory guidance, including, but not limited to, the following:
 - DfE (2021) School Admissions Code
 - DfE (2022) School Admissions Appeals Code

2. The admissions process

- 2.1. The LA must collate and publish all the admission arrangements in the area in a single prospectus.
- 2.2. Parents apply to the LA for places at their preferred schools. They may express a preference for up to five schools. The common application form (CAF) allows parents to provide their name, address (including proof of address), and date of birth of their child. If a school is undersubscribed, any parent that has stated a preference for that school must be offered a place.
- 2.3. All preferences are collated and parents then receive an offer from the LA at the highest preference school available.
- 2.4. St Paul's Primary School, as well as all other schools and academies, is required to comply with the Greenwich Judgement (1989), which states that maintained schools may not give priority to children for the sole reason that they live within the LA's administrative boundaries. We do not treat pupils living outside the LA area in which the school is located less favourably just because they live outside the area.
- 2.5. Admission authorities must determine arrangements annually. If no changes are made for seven years, the arrangements must be consulted on for a minimum of six weeks and take place between 1 October and 31 January.
- 2.6. Determined arrangements can be objected to and referred to the schools adjudicator by 15 May in the determination year. Any decision made by the schools adjudicator must be acted on by the admission authority and arrangements amended accordingly.

3. Adopting clear and fair admissions

- 3.1. **Unacceptable admission criteria – our admission arrangements will not:**
 - Place any conditions on the consideration of any application other than those in the oversubscription criteria.

- Take into account any previous schools attended, unless it is a named feeder school.
- Introduce any new selection by ability.
- Prioritise pupils whose parents rank the school higher than others.
- Give priority to children whose parents provide financial or practical support to the school.
- Give priority to children based on the occupational, marital, financial or educational status of their parents.
- Discriminate against those applying for a place outside their normal age group, where the admission authority has agreed to this practice.
- Name fee-paying schools as feeder schools.
- Include interviews for children or parents.

4. Admission arrangements

4.1. Drafting admission arrangements – St Paul’s C of E Primary School will include:

- A clear, fair and objective set of admission arrangements and oversubscription criteria.
- A PAN for each relevant age group.
- Procedures to admit pupils with an Education, Health and Care (EHC) Plan which names the school.
- Procedures to give highest priority to looked after children (LAC) and previously looked after children (PLAC).
- An explanation of the right of appeal to an independent appeals panel.

4.2. Determining admission arrangements

- Governors will view the admission arrangements and be asked to consider them and agree to them as final. They will agree to them by quorate according to the terms of their articles.
- A decision will be minuted and, once made:
 - The governors must notify all relevant parties and those consulted of the School Admissions Code.
 - The governors will ensure the arrangements are published on the school website.

5. Considerations

5.1. Children below compulsory school age

- Admission authorities must provide for the admission of all children in the September following their fourth birthday. Until the child reaches compulsory school age, parents may request the child attends part-time. These arrangements should be discussed with the Headteacher.

5.2. Children outside their normal age group

- Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

5.3. Children of UK service personnel

- For families of service personnel with a confirmed posting to their area, or Crown servants returning from overseas to live in that area, admission authorities must allocate a place in advance.

5.4. Children from overseas

- Admission authorities must treat applications for children coming from overseas in accordance with European Union (EU) law or Home Office rules for non-European Economic Area (EEA) nationals.

5.5. Excluded children

- Admission authorities must not refuse to admit children in the normal admissions round on the basis of their poor behaviour elsewhere. Where a child has been permanently excluded from two or more schools, there is no need for an admissions authority to comply with parental preference for a period of two years from the last exclusion.

6. Adopting oversubscription criteria

6.1. Common oversubscription criteria include where the child:

- Is in receipt of pupil premium and service premium or any sub-category such as those registered for free school meals.
- Is a member of, or practices, a certain faith.
- Has siblings currently or formerly attending the school.
- Has a parent(s) employed by the school.
- Has medical or social needs, such as bullying, abuse etc., and written support for their application from a specialist.
- Is from a named feeder school.
- Resides in a catchment or priority area.

6.2. If a child's SEN statement or EHC Plan names our school, they must be admitted unless the LA believes our school/building is not suitable.

6.3. Criteria must be clear, reasonable, objective, procedurally fair and comply with all relevant legislation. It must not disadvantage a child from a particular social or racial group, or a child with a SEND.

6.4. St Paul's oversubscription criteria include:

- Distance from school.
- Siblings at the school
- Catchment area.
- Waiting list arrangements.

You can also find the Guide to School Catchment Areas online. We also advise you to keep checking on the City of York Council Admissions site to keep updated with key dates throughout the year.

7. Admission appeals

- 7.1. Parents have the right to appeal an admission authority's decision. An independent appeals panel must hear the appeal and our school must act according to the panel's decision.
- 7.2. Details for appeal are available from the school or the LA's website, including the date by which an appeal must be submitted. Parents **must** be informed that, if they wish to appeal, they **must** set out their grounds for appeal in writing. Admission authorities **must not** limit the grounds on which appeals can be made.
- 7.3. Where a maintained school or academy is to be closed, the LA **must** collaborate with all schools in the area to consider the best way to secure provision for children in other local schools.
- 7.4. St Paul's Primary School is required to offer all pupils refused admission the right to an appeal in front of an independent appeals panel. We are responsible for setting up the appeal and must do so in accordance with the School Admission Appeals Code. The panel must be independent of the school.
- 7.5. Any person or body who considers our arrangements unlawful, or not in compliance with the Code or relevant law relating to admissions, can make an objection to the schools adjudicator. The schools adjudicator must consider whether the referred arrangements comply with the Code and with the law relating to admissions.
- 7.6. Objections to admission arrangements for entry in September must be referred to the schools adjudicator by June. For all subsequent years, objections must be referred to the schools adjudicator by 15 May in the determination year.

8. Pupil registration regulations

- 8.1. St Paul's Primary School promotes good attendance, aims to reduce absence and acts early to address patterns of absence. Please see the attendance policy for more details.
- 8.2. The 'Pupil Registration Regulations 2024' make it compulsory for schools and academies to keep and maintain an admissions register and an attendance register for every pupil.

8.3. Our admissions register contains an index in a clearly identified order and the following fields:

- The pupil's full name
- The pupil's gender
- The name and address of every person known to be a parent of the pupil
- The emergency contact number for at least two people
- The day, month and year of the pupil's birth
- The day, month and year of the pupil's admission or re-admission to the school
- The name and address of any previous school that the pupil has attended

8.4. The attendance register will specify, both in the morning and afternoon sessions, whether each pupil recorded on the register is:

- Present.
- Absent.

Please see the attendance policy for more details.

8.5. We ensure any information recorded in the registers is legible and recorded electronically. Subsequent corrections made to either register are clearly distinguishable from the original entries.

8.6. **Children at risk of missing education:** St Paul's Primary School must inform the LA of any pupil who will be deleted from the admission register, and must have LA agreement before a decision is made.

9. Monitoring and review

9.1. This policy will be reviewed on an annual basis by the headteacher.

9.2. Any changes must be consulted on and presented to Governors and where no changes are made, consultation is required at least every seven years.