



Outstanding
SIAMS
2016



Telford & Wrekin
COUNCIL

St Matthew's CE (Aided) Primary School And Nursery Centre

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The Coordinated Scheme for Admissions to Primary School in Telford and Wrekin 2019/2020 is designed to ensure that all children applying for reception places in infant and primary schools and year 3 places in junior schools receive only one offer of a place in a Telford & Wrekin School. Parents of children within the relevant age group should complete the Telford & Wrekin common application form to apply for any primary or infant school within the borough. There is a separate form on which to apply for a place at a Junior School within the borough. In both cases parents are invited to express up to three preferences, in ranked order. If any of your choices are for St Matthew's C E (Aided) Primary School you will also need to complete the schools Supplementary Information Form. The Local Authority operates an equal preference scheme within the primary phase

The Published Admission Number (PAN) for all year groups at St Matthew's CofE Aided Primary School is **40**.

Whilst St Matthew's is a Church of England aided school, the governors are happy to receive applications from all parents regardless of their faith or religious beliefs.

The agreed admissions policy for St Matthew's CofE Aided Primary School for the admission year 2019/2020 is therefore as follows:-

If there are more applications for places than places available, places will be allocated up to the admission number in the priority order detailed below. The standard number should remain at 40 other than in exceptional circumstances for the school admission year 2019/2020

Priority Order

- Priority 1.** Children in or previously in public care*
- Priority 2.** Children who live in the school's defined attendance area
- Priority 3.** Children who live outside the schools defined attendance area

In the event of the school being over subscribed, all priorities of the above admission policy will use the following criteria, as a tie breaker to differentiate children:

*'Individuals, Working to Potential,
Together'*



Tie Breaker 1: Those children who have exceptional health reasons where there is written medical evidence that admission to the school is essential for their medical well being;

Tie Breaker 2: Those children who will have on the day of admission a sibling** who attends the school;

Tie Breaker 3: Those children whose families are regular worshippers at St Matthew's Church or who, not being regular worshippers at St Matthew's Church and having moved into their current home within one month of the application, were regular worshippers at another church prior to that move. In either case, the term "regular worshippers" shall mean attending church services at least twice in each calendar month during the preceding six calendar months. Such attendance shall be confirmed by the written evidence of the minister concerned.

Tie Breaker 4: All other children.

If there are insufficient places for all children in any one category, places will be allocated on the basis of the distance between home and the main school entrance as measured by straight line distance with those closest having priority. Distances are measured using the borough of Telford and Wrekin's computerised mapping system. In the event that 2 or more applicants live equidistance from the school the available place/s will be allocated randomly. The random selection will be carried out by the Local Authority Admissions Team using a "drawing of lots" method.

* Children who are in public care are those children who are (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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). This also includes children with Child arrangement orders or Special Guardianship Orders. Child arrangement orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

** Sibling is defined as a brother or sister, half-brother or half-sister, adopted brother or sister, step-brother or step-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.

*** A child's home address will be the normal residence of the parent(s) or legal guardian(s) who has care of the child. Where a child lives with parents with shared responsibility, each part of the week, the home address will be considered to be the address of the parent where the child spends most time. If time is spent equally between the two parents, the home address will normally be taken to be the address registered to receive child benefit in respect of the child.

A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria.

For "In Year" applications received outside the normal admissions round and if places are available then children qualifying under the published criteria will be admitted. If there are places available but more applicants than places then the published oversubscription criteria will be applied. "In Year" and late applications will be treated and processed as per the admissions arrangements published by the LA.

The admission of children with a statement of SEND or an EHCP is considered outside the above criteria. Such admissions will be the subject of negotiation between the LA and the school taking into account parental preference and the ability of the school to meet the child's needs. These admissions will be taken into account when applying the school's admissions number.

Where an application is for a child outside of their normal age group the Governing Body will make a decision for admission on a case by case basis and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional

development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the head teacher. Parents will be informed of their decision on the year group the child should be admitted to, and clearly state the reasons for their decision.

The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to worship, sibling connections, place of residence or Pupil/Service Premium entitlement.

St Matthew's Church of England Aided Primary School

Supplementary Information Form

Please note: in order to be considered for a place you **must** also complete a Telford & Wrekin (T&W) (or your Local Authority) application form. These will be available from the September of the year prior to your child starting full-time education. The T&W application form can be obtained from the Admissions Team (01952 380903) or you can apply on-line (www.telford.gov.uk/admissions).

Your child cannot be considered for a place at the school unless you have completed the Telford & Wrekin (or your Local Authority) application form. The allocation of your child's school place will be confirmed by Telford & Wrekin Admissions Team in the April of the year before your child is due to start full time education.

If it is not possible to offer your child a place, you will be informed at this time and given information about the appeals procedure.

If you would like advice about filling in this form, please contact the school office. We will be pleased to help.

Child Details

Surname

Forename(s)

Date of Birth/...../..... Boy/Girl (please circle)

Home Address

.....

Postcode Telephone Number

Will your child be eligible for Pupil Premium or Service Premium..... **Yes/No**

Pupil Premium

You may qualify for Pupil Premium for your child if you receive any of the following:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Service Premium

You may qualify for Service Premium for your child if you meet the following criteria:

- one of their parents is serving in the regular armed forces
- one of their parents served in the regular armed forces in the last 3 years
- one of their parents died while serving in the armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)

To be completed by the relevant Minister/Faith Leader if applying under tie breaker 3

The person named below is a practising member of

and I confirm that they have attended at least once a calendar month for the previous 6 calendar months, from the date below.

Signed Date

Name Position.....

Address

.....
.....
.....

I understand that completion of this form does not guarantee a place at St Matthew's Primary for my child and that I must complete an application form obtained from my home Local Authority.

Signed Date

Title (*Mr, Mrs, Miss, Ms etc.*)..... Name

Relationship to child