



St Paul's Church of England Primary School

Admissions Policy

Fountain of Life

Overflowing generosity

Recognise & Illuminate

Way of Life

All God's Children

Reaching out to others

Devotion to each other and God

*For with you is the Fountain of life; **in your light we see light.** (Psalm 36 vs9)*

Inspired by God's love for us, we illuminate the goodness in others, we care for and protect His children and reach out to help others flourish in their journey to the fullness of life.

Approved by Full Governors on 26th March 2025

Review Date: September 2026



Admissions Policy

The Governors' policy on Admissions is that in the event of a year being oversubscribed, i.e. there is an excess of demand over availability of places, then applications will be considered and approval or otherwise granted on the following criteria in priority order:

- Pupils with a Statement of Special Education Need which names St Paul's C E Primary School or where, following consultation with the governors, the LA believes that the pupil's special educational need would be met best by attendance at St Paul's C E Primary School
- Pupils in the "Looked After" system and children who are adopted, where the approved agencies, in consultation with the Governors, agree that St Paul's C E Primary school is the most appropriate school to meet the child's needs.

"Previously Looked After Children (PLAC) now includes children who appear to the Admission Authority to have been in state care outside of England but ceased to be so as a result of being adopted.

In addition to the existing requirement to give priority to LAC and PLAC who ceased to be looked after as a result of being adopted or subject to a child arrangements/special guardianship order. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society"

- Pupils whose principal address is within the defined school catchment area and who have a sibling in school at the time of entry.
- Pupils whose principal address is within the defined school catchment area and who have the shortest available walking route to school as measured by the LA.
- Pupils whose principal address is outside the defined school catchment area and who have a sibling in school at the time of entry.
- Pupils whose principal address is outside the defined school catchment area and who have the shortest available route to school as measured by the LA.



Infant Class Sizes

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher.

Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for 'Teacher' is defined in Section 4 of the SSFA 1998.

The time they are in an infant class or until the class numbers fall back to the current infant class size limit.

The excepted children are:

- a) children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plans specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

Parents of children who are refused admission have the right of appeal within 14 days of the decision by writing to the Clerk to the Appeal Committee c/o the School.



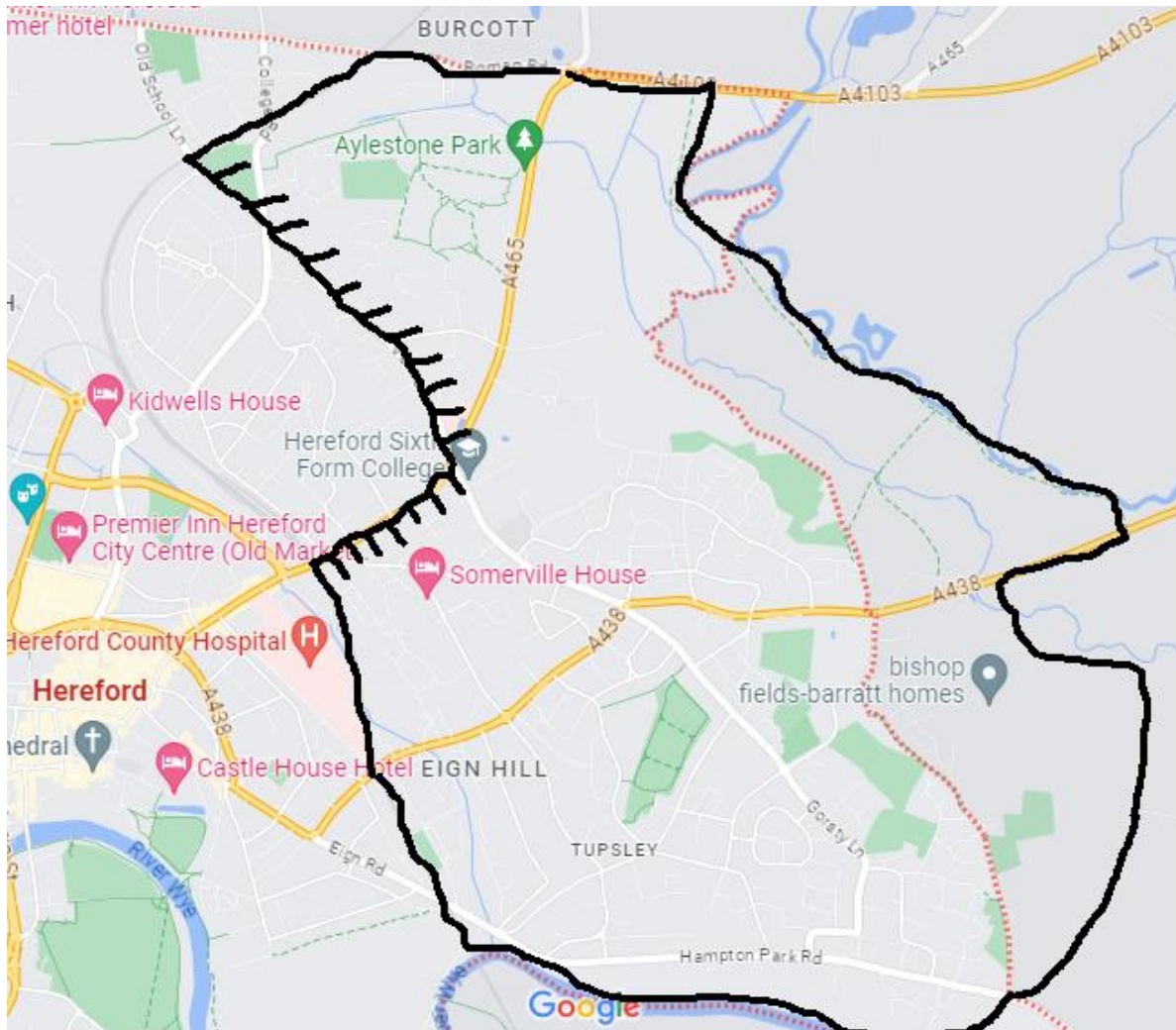
Expression of interest for an In-Year Transfer
Summary of procedures

1. If St Paul's C of E Primary School is your preference school, please complete and return a 'Continued Interest form'.
2. We will then put the information on our 'Continued Interest List'.
3. An Assistant Head will contact you if a space becomes available to ensure you would still like a place or to remove your request from our records if you no longer require a place for your child/ren. When a space becomes available all those on the year group list are prioritised in accordance with our admissions policy, details of which are on the school website:
<https://www.stpaulsprimary.com/admissions/>

Please be aware that a school continued interest list is an active document. As parents request for their children to be included on the list, the position of an individual child already on the list can change. The continued interest list does not give priority based simply on the date an application was added to the list.

4. We will then ask you to make a formal request for transfer by completing an 'In Year Transfer Application Form'. Section 6 will need to be completed by your current school before submitting to St Paul's CofE Primary School.
5. St Paul's C of E Primary School will then notify you in writing if they are able to offer a space and you must sign and return the acceptance. Your child should continue to attend their current school until the day before the agreed start date at St Pauls.
6. Once we have received your acceptance, we will provide you with our schools Essential Information Pack. This includes details of school uniform, hot lunches, etc. and Essential Information Forms which must be completed and returned to school prior to your child's start date. This will help the teacher to prepare for their arrival and for the office to register your child as soon as they arrive.

It is not possible to process any applications during school holidays and your application will be considered as soon as schools re-open.



Notes:

- To run along new road adjoining south of A438, running down Lugg Flats to meet Hampton Park Road
- To include new Mantella Drive estate
- To exclude Munstone, Holmer and Shelwick area, north of Roman Road (previous discrepancy between Parish boundary and LA catchment)
- On the right-hand side of the road from the Nuffield Hospital to St Francis Xavier's School - as indicated
- Aylestone Hill on the one side as indicated



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