



# St. Edward's Church of England

Westwood Road, Leek, ST13 8DN

Telephone: 01538 483218

Facsimile: 01538 483227

Principal: Mr. T. Hutchinson

<http://stedwards.academy>

## ADMISSIONS POLICY 2018 - 2019

ADOPTED BY GOVERNORS ON:  
REVIEW

15<sup>th</sup> November, 2016  
November, 2017



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Staffordshire County Council process the intake applications for the school, however, admissions are the legal responsibility of the Governors and the school is consulted regarding all applications.

In-year applications will be processed by the school and the Local Authority advised of the application and the outcome.

Should the number of applications received be greater than the number of places we have available, the Admissions Panel of the Governing Body will meet to consider the applications.

Their Admissions Policy states that places will be offered in priority of the following:

- 1 Children in care and children who ceased to be in care because they were adopted (or became subject to a residence order or special guardianship order).
- 2 Children living within the catchment area of the preferred school.
- 3 Children who have an elder sibling in attendance at the preferred school and who will **still** be attending the school at the proposed admission date; (for admission purposes, a brother or sister is a child who lives at the same address and either: have one or both natural parents in common; are related by a parent's marriage; are adopted or fostered by a common parent or are unrelated children who live at the same address, whose parents live as partners.
- 4 Pupils whose parents request a place on religious grounds, based on:

Applicants being able to provide a copy of a certificate of Baptism or certificate of Thanksgiving or Dedication for the Gift of a Child.

Involvement in the past two years by the pupil or parents in the work and worship of a Christian Church. Applicants will be asked to identify themselves as being either:

- known to the church
- attached to the church
- at the heart of the church

Guidance on these categories will be available on a Worship Community Reference which should be signed by a recognised representative of the Christian Church of which the pupil or parent is a part. The Worship Community Reference is a separate form which is attached to this policy or available from the School office. It is essential that those applying on the grounds of religious preference request and complete this form. The form needs to be submitted at the time of application.

- 5 Pupils currently attending one of our named "Linked Schools", these being Westwood First School (Leek), Woodcroft First School (Leek), All Saints First School (Leek) and St Edward's First School (Cheddleton). Linked schools are all equal, there is no order of priority.
- 6 Further places will be offered to parents who express a preference for their child to be educated in a church school.
- 7 For all other applications, and in the event of oversubscription in any category, priority will be given to the child based on distance as follows:  
For those living in, or nearer to, Leek, distance will be measured by a direct line from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system. Those living closer to the school (or, if located in Cheddleton, the church) will receive higher priority

**Note 1:**

Pupils will be given priority if their statutory Statement of Special Need names the preferred school as the most appropriate mainstream school that meets the pupil's needs.



- **Repeat Applications.** Repeat applications for pupils previously turned away due to over-subscription will be processed as new applications.
- **Late Applications.** Late applications will be considered after all applications received prior to the closing date have been processed.
- **Appeals.** If a place at St Edward's is refused, parents have the right to appeal to an independent appeals panel. Appeal forms are available from the school office.
- **Waiting list.** Unsuccessful intake applicants will automatically be placed on a waiting list. The waiting list is ordered in accordance with the admissions criteria and will be kept until the end of the Autumn term, at which point forward, it will be disregarded.

### Admission Outside of the Normal Age Group

Parents may seek to apply for their child's admission to school outside of their normal age group, for example if the child is exceptionally gifted and talented, or has experienced problems such as ill health.

These parents will need to make an application alongside children applying at the normal age which should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child.

A decision as to whether this is an appropriate course of action will be made by the Local Authority who will take into account the circumstances of the case and views of the headteacher of the community or voluntary controlled school concerned. Parents do not have the right to insist that their child is admitted to a particular year group.'



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# St. Edward's Church of England Academy

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## CHURCH SUPPORT FORM

Name of Child: \_\_\_\_\_

Names of Parents: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Name of Church: \_\_\_\_\_

Name of Minister: \_\_\_\_\_ Contact Telephone: \_\_\_\_\_

Signature of Minister \_\_\_\_\_

Dear Minister,

The parents of the above child have applied for a place at St Edward's C of E Academy. I would be most grateful if you could complete the short questionnaire below concerning the pupil or parents' involvement in your church. All replies are in strict confidence and you may either hand the form back to the parents after completion or post direct to school. I would like to thank you for your time and if you need any further information please do not hesitate to contact me at school.

Yours sincerely

Mr. T. Hutchinson  
Principal

1) How long have you known this family?

\_\_\_\_\_

2) How frequently does the pupil/parents attend worship at your church?

\*weekly / monthly / occasionally / rarely / never / other attendance (please specify)

\_\_\_\_\_

3) Apart from attending worship, are the parents involved in the life of your church? Please give brief details.

\_\_\_\_\_

4) Are the parents currently on your electoral roll or membership list? \*YES/NO

5) Is there any other relevant information you would like to add relevant to this application?

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\* please delete as necessary



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