






**The Lord Almighty is holy. His glory fills the world. (Isaiah 6:3)**

We strive to live holy lives through  
 “... love that is patient and kind” that “never gives up”  
 enabling us to “Go out into the world, and love the people we meet.”  
 (Saint Paul and Saint Teresa)

SERVICE	THANKFULNESS	UNDERSTANDING
		
SAFE	HAPPY	LEARNING

**All Saints Inter-Church Academy  
 Admission Policy 2023-2024**

<b>Date of policy</b>	March 2021	<b>Responsibility</b>	Board of Trustees
<b>Date of review</b>	February 2023	<b>Approval date</b>	March 23
<b>Commitment to equality</b>	At All Saints Inter Church Academy we believe that the provision of an outstanding education which develops a wide range of skills is crucial for opening up opportunities and increasing the chance of a successful life for every pupil. As a school, we are therefore committed to avoiding discrimination and promoting equality at all levels and recognize that by doing this, attainment and progress of all pupils will be improved.		

The Board of Trustees is the admissions authority for the school. It sets and applies the admissions policy. All decisions regarding the admission of children are made by a committee of the Board of Trustees.

As an Inter Church school we aim to provide a Christian education for all our pupils. A Christian context will permeate all the activities of the school and we will provide worship and religious education in accordance with the tenets, teachings and practices of the Church of England and the Roman Catholic Church. It is essential that the Christian character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school.

All Saints serves a catchment area (comprising the area of March bounded by the north side of Creek Rd to its junction with St John's Rd, north side of St John's Rd, east side of Station Rd, north side of County Rd, east side of Robin Goodfellow's Lane to Lime Grove to Norwood Rd from the railway crossing to Elm Rd, east side of Elm Rd) and also welcomes applicants from a wider area on religious grounds.

### **How to apply**

The application process for admissions into Reception is co-ordinated by Cambridgeshire LA, which acts on behalf of the Board of Trustees to offer places at the school. Parents should submit a Cambridgeshire Application Form, available from the LA Admissions Team, no later than the national closing date. Offer letters will be issued by the LA on the published offer date in the year of entry. Late applications (those submitted after the national closing date) will be handled by the Admissions Team.

To apply for a place after the start of the school year, or for any other year group, please contact the LA Admissions Team for an application form.

School office contact: Mrs Rebecca Lawrence, 01354 659000.

LA Admissions Team contact: 0345 045 1370, or by email to [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk).

The application form must be returned to the LA Admissions Team who will then contact your preferred schools to determine the availability of a school place. The LA Admissions Team will then write to you to confirm the details of the school at which a place is to be offered and, where appropriate, a suitable start date.

Where the Admissions Team is unable to meet any preferences expressed a place will be offered at the next nearest alternative school with places available.

Parents wishing to visit the school prior to submitting an application are welcome to do so, though it may not always be possible to organise this at short notice. Visits are not interviews and do not affect any decision regarding the availability of a place.

Please contact the school to make arrangements.

All parents are advised to read the LA booklet for parents on primary admissions.

## **Reserve list**

As part of the co-ordinated scheme for primary admission, the LA Admissions Team hold the initial reserve list on behalf of the Board of Trustees until the end of the autumn term in the initial year of intake.

Where an in-year application is received, the child's details will be held on a reserve list by the LA Admissions Team on behalf of the Board of Trustees for a minimum period of one term following the term of application.

## **Admissions criteria**

The reception intake number is limited to 30. Children who have an Educational Health and Care Plan (EHCP) that names the school will be admitted.

NB. Those children with an EHCP that does not name the school will be referred to the Student Assessment Team to determine an appropriate place.

If there are fewer applicants than places, then all applications will be accepted. If there are more applicants than places, the following criteria will be used, in order, to determine priority. All preferences will be treated equally.

**A maximum of 15 of the 30 places will be allocated in order of priority under categories 1-6 and the remainder in order of priority under categories 7-10.**

Priority in all categories will be given to

- (i) Children in care, also looked after children (LAC) and children who were looked after but ceased to be so by reason of adoption, resident order or special guardianship order including children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only.
- (ii) children with a sibling\* attending the school at the time of admission (the highest number of siblings will take priority).

\*A sibling is a brother, sister, step-brother, step-sister, adopted or foster child living in the same household. In a tie-break situation, the highest number of siblings at All Saints will determine priority.

## **Tie-break situation**

In church criteria, priority in a tie-break will go first to:

- Parent(s)/guardian(s) attending church weekly (during the last year)
- Child attending church weekly (during the last year)
- Parent(s)/guardian(s) attending church monthly (during the last year)
- Child attending church monthly (during the last year)
- Grandparents attending church weekly (this category can only be used if parents do not attend) (during the last year)
- Irregular attenders, e.g. Easter and Christmas (during the last year).

In all criteria (1-10) where the above rules do not differentiate between 2 or more applicants for the final place to be allocated, random allocation will be carried out and supervised by a person independent of the school. Under random allocation, all the names will be entered into a "hat" and the required number of names will be drawn out.

### **CHURCH CRITERIA (maximum 15 places) - see notes A & B**

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

1. Baptised children of practicing members of the CofE/RC Church with a sibling in the school
2. Baptised children of practicing members of the CofE/RC church
3. Children of practicing members of Christian denominations whose Church is a member of Churches Together in England (list available on application) with a sibling in the school
4. Children of practicing members of Christian denominations whose Church is a member of Churches Together in England (list available on application)
5. Children whose parents are practicing members of other faiths, with a sibling in the school
6. Children whose parents are practicing members of other faiths

### **CATCHMENT CRITERIA (minimum 15 places) - see note C**

**The remainder of available places will be allocated as follows:**

7. Children living within the catchment area with a sibling in the school
8. Children outside the catchment area with a sibling in the school
9. Children living within the catchment area
10. Children outside the catchment area.

If applying for admission for a child who has a sibling attending the school, you should be aware that for admission in criteria 1 to 6, current church/faith attendance is necessary. In criterion 7, 8, 9 and 10, priority in a tie-break will go to children living nearest the school by the shortest straight line distance.

### **Notes**

A: A Supplementary Information Form (SIF) completed by the priest, minister or leader of the religious community which confirms frequency of attendance, will be required for consideration under church criteria 1-6.

B: Practicing membership under church criteria 1-6 will be determined by receipt of baptismal certificate (or equivalent). Frequency of attendance by the person(s), will be confirmed by the priest/minister or leader, on the SIF and this is used in the tie-break, firstly weekly, secondly monthly and thirdly for major religious festivals, such as Easter and Christmas. For criteria 5 and 6, such practice must be in accordance with the usual discipline of that faith.

C: The school may lawfully withdraw an offer of a place where a fraudulent or intentionally misleading claim of residency in the catchment area is made and effectively denies a place to a child with a stronger claim. Where a child lives with parents with shared responsibility, each for part of the week, the home address for admission purposes is where the child lives most from Monday to Friday.

## **Appeals**

The parent(s) of any child refused a place at All Saints has a right of appeal to an independent Appeals Panel. The panel consists of three people who are independent of the school's Board of Trustees and the Local Education Authority. The panel will consider the circumstances of the case put before them and the Board of Trustees and parents must abide by the decision it makes.

Appeals for All Saints are arranged by the LA Admissions Team on behalf of the Board of Trustees. Further information and appeal forms are available from the Admissions Team.

## **Excepted pupils**

Classes in Key Stage 1, this means our Reception, Year 1 and Year 2 classes may not contain more than 30 pupils with a single qualified teacher. The Board of Trustees will consider offering a place above the Published Admission Number (PAN) only in exceptional circumstances.

Where such a year group is full, the governors will consider an application for a child to be considered an 'excepted pupil' where the child moves into the area outside the normal admission round and there is any of the following:

- (i) No other school which would provide suitable education within a reasonable distance of his or her home;
- (ii) Where the child receives a statement of special educational needs naming All Saints or a pupil with a statement naming All Saints moves into the area, in each case outside the normal admission round;
- (iii) Where a pupil is initially refused admission but is subsequently offered a place after an error in implementing the school's admission arrangements, or an Appeals Panel upholds an admissions appeal;
- (iv) A child normally educated in a special educational needs unit or special school will be treated as an excepted pupil for any time he/she is in an infant class at a mainstream school.

**All Saints Inter-Church Academy  
SUPPLEMENTARY INFORMATION FORM (SIF)**

IF YOU HAVE APPLIED TO THE SCHOOL ON RELIGIOUS GROUNDS, PLEASE COULD YOU GIVE THIS FORM TO A CHURCH OFFICIAL THAT KNOWS YOU, ALONG WITH A STAMPED ENVELOPE ADDRESSED TO: HEADTEACHER, ALL SAINTS INTER-CHURCH PRIMARY SCHOOL, COUNTY ROAD, MARCH, CAMBRIDGESHIRE PE15 8ND.

**Reference by Parish Priest, Minister or Spiritual Leader in respect of:**

Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_

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

The above named child has applied for a place at our school under our church families' criteria. The School Governors would be most grateful if you could provide the following details concerning the child and his or her family. The information will be used to allocate the limited places when too many children have applied. All information given will be strictly confidential.

Please could you return this form to the Headteacher.

**Please tick any category below that applies to the above child:**

- Parent/Guardian attends church weekly (during the last year).
- Child attends Church/Sunday School weekly (during the last year).
- Parent/Guardian attends church monthly (during the last year).
- Child attends Church/Sunday school monthly (during the last year).
- Grandparents attend church weekly (during the last year).
- Irregular attendance e.g. Christmas and Easter (during the last year).
- Child is known by priest to be baptised.


**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Status:** \_\_\_\_\_

**Place of Worship:** \_\_\_\_\_