

Diocese of Chelmsford

**St. Mary's, Prittlewell,
Church of England Primary School**

BOSTON AVENUE . SOUTHEND-ON-SEA . ESSEX . SS2 6JH

Headteacher Mr N Booth

Chair of Governors Miss D Mason

Telephone: 01702 354012 E-mail: office@st-marysprittlewell.southend.sch.uk

Fax: 01702 354016 Website: www.st-marysprittlewell.com



A Caring Christian
community

7th November 2018

Dear Colleague,

Formal Consultation on Admission Arrangements for September 2020/21

In accordance with the requirements of the current legislation, I write to provide you with the details of the Admission Arrangements, criteria and Supplementary Information Form which **St. Mary's, Prittlewell, Church of England Primary School** will apply to applications for admission for the year 2020/21.

There is no significant change proposed in the arrangements and the school is consulting as required by the current legislation.

I would be grateful if you could bring this consultation to the attention to the parents of your school and nursery, if applicable, to assist me in reaching as many parents of children aged 2 to 18 (144.a) of the School Admissions Code.

I invite you and your parent community to make any comments or observations to me, in writing, by 21 December 2019. Parents and members of the community can email their feedback to pa@st-marysprittlewell.southend.sch.uk and can call the school on 01702 354012. Feedback can also be posted to the address: Mr Booth, Headteacher, St Mary's, Prittlewell, Church of England Primary School, Boston Avenue, Southend-on-Sea, Essex. SS2 6JH.

Applications for admission to the school must be made in accordance with the co-ordinated admission scheme operated by the child's home local authority. For children residents in Southend-on-Sea this is published in the Primary Admissions Booklet available on the website of Southend-on-Sea Borough Council.

Yours sincerely,

N Booth

Mr N Booth
Headteacher

Attached: St Mary's, Prittlewell, Church of England Primary School Admission Arrangements including Supplementary Information Form

Diocese of Chelmsford

**St. Mary's, Prittlewell,
Church of England Primary School**
BOSTON AVENUE . SOUTHEND-ON-SEA . ESSEX . SS2 6JH



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Determined Admission Arrangements

ST. MARY'S, PRITTLEWELL, CHURCH OF ENGLAND PRIMARY SCHOOL

As you may know St. Mary's is the only Aided Church of England School within the Borough of Southend. The admission of any particular child to this school is subject to the decision of the Governing Body as the Admissions Authority as part of the co-ordinated admissions procedure of Southend Borough Council Local Authority. The school enjoys the confidence of parents and is frequently over-subscribed. Therefore, the Governing Body follows an established admissions procedure which is detailed below for your guidance.

The Published admission number for each relevant age group is: Years R; 2; 3; 5 & 6: 90 and years 1 and 4: 120

Where applications of admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which children to admit:

Oversubscription Criteria:

1. Looked After Children (LAC) or previously looked after children (please see Note I below for definition).
2. Children of parents who worship at St. Mary's Church, Prittlewell as defined in Group A and B.
3. Children of parents who worship at other Anglican Churches as defined in Group A and B.
4. Where there are siblings, (please see note IV for definition).
5. Children of parents who worship at St. Mary's Church, Prittlewell as defined in Group C.
6. Children of parents who worship at other Anglican Churches as defined in Group C.
7. Children of parents who worship at other Christian Churches that are members of the Churches Together in Britain and Ireland, as defined in Group A, B or C.
8. Children who live in the area of Central Southend i.e. – **inside** the area bounded by and including Chalkwell Avenue, Westbourne Grove, Prince Avenue to Cuckoo Corner, Priory Crescent, Eastern Avenue, Royal Artillery Way, Thorpe Hall Avenue and the seafront between Thorpe Hall Avenue and Chalkwell Avenue.
9. Other children – children living **outside** the area bounded by the roads named above in Category 8.

NOTES:

I. Looked After Children (LAC) and previously Looked After Children is defined as:

- Children who are in the care of the local authority or are provided with accommodation by the local authority in the exercise of its social services functions (see the definition in section 22(1) of the Children Act 1989);

- Children who were “looked after” but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order);
- Children who were adopted or subject to a residence order or special guardianship order immediately following having been “looked after”.

References to being adopted refer to being adopted under the terms of the Adoption and Children Act 2002 section 46.

- II. A parent is defined as birth or adoptive parents, or person who has Parental Responsibility for the child.
- III. All applicants are required to complete this Supplementary Information Form (SIF) which is available from the school and must be returned to the school. Applicants for **Reception** places for September 2020 must **return this form to the school by 22 January 2020**.
All applicants for **Reception** places are ALSO required to complete the Southend Borough Council Local Authority Common Application Form (CAF) **which must be returned to the Local Authority at Southend Borough Council by the closing date of 15 January 2020**. The Local Authority will advise the parent of the availability or non-availability of a school place for their child on **16 April 2020** by first-class post, or by email depending on your chosen preference of response.
- IV. A sibling is considered to be a brother or sister, step-brother or step-sister, adopted brother or adopted sister, foster-brother or foster-sister, sharing one or both parents in common and living permanently at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.
- V. Claims for admission under categories 2, 3, 5, 6 and 7 must be accompanied by a letter from the incumbent or minister, or from the Church that is supporting the application and must be on official church headed paper. Evidence will be verified by the school. Failure to provide this evidence will result in the application being assigned to another relevant category. The evidence must contain details of the length of time that the parent/s have been members of the congregation and the pattern of attendance of the parent/s at the church as in the following defining Groups;
- A - At the heart of the church – i.e. attending Sunday services or/involved in weekday worship at least twice a month
 - B - Attached to the church - i.e. attending Sunday services/ or involved in weekday worship at least on a monthly basis
 - C - Known to the church – i.e. parent/s who are occasional worshippers at the church
- Priority will be given in categories 2, 3, 5, 6 and 7 above, to those children in Group A, then B then C (see note V) in that order in all categories.**
- N.B. Attendance by the child alone at Church or Sunday School, is not a sufficient qualification for inclusion under categories **2, 3, 5, 6 or 7**.
- VI. In case of over subscription within a category where Groups A, B and C apply (see note V above), precedence will be given to children in Group A, then B then C in that order and within each group, in distance order according to proximity to the school (**Boston Avenue site**). In applying this policy, distance from the school in terms of the shortest “straight line” distance from the child’s home front gate to the **Boston Avenue site’s** main entrance gate will be used (in accordance with the LA approved scheme). Where a child spends part of the week with parents with shared responsibility, the child’s home address is defined as the address which is the child’s usual place of residence during the majority of the school week.
- VIIa)**
- If the child’s home is a flat, the distance will be measured from the main external entrance of the building.
 - If the same distance is shared by more than one child, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Governing Body).
- VII. In case of over subscription within a category where Groups A, B and C (see note V above) do NOT apply (i.e. categories 1, 4, 8 or 9) precedence will be given according to proximity to the school (**Boston Avenue site**). In applying this policy, distance from the school in terms of the shortest “straight line” distance from the child’s home front gate to the school’s main entrance gate will be used (in accordance with the LA approved scheme). Please refer to note VIIa above which also applies.

VIII. In the case of twins and children from multiple births – In order to comply with Infant Class Size legislation, the pupils are organised into classes of a maximum of 30 pupils per school teacher. As from September 2017, when one of the siblings is the 120th child admitted into Reception, or the 90th child in year groups 3 and 4, or the 60th child in year groups 5 and 6, the additional twin or triplet(s) will count as an “excepted pupil” for the time that they are in an infant class, or until the class numbers fall back to the current infant class size limit of 30.

IX. If an application for a place at St Mary’s Prittlewell, Church of England Primary School is declined, parent/s have the rights to appeal to an independent appeal panel. Details of arrangements to enable parents to take up their statutory rights of appeal will be sent to the parent/s on request. **Refusal to accept a place at either site is the refusal of a place at St. Mary’s, Prittlewell, Church of England Primary School entirely.**

X. If a child is unsuccessful in achieving a place and their parent/s so wish/es, the child’s name will be maintained on a waiting list for the school, not for each site, and held by the Governing Body as the Admission Authority. This is maintained in accordance with this published Admissions criteria. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority **will not** be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

XI. Over and Under age applications:

Parents may seek a place for their child outside of their normal age group, (usually during the school year and not at the point of admission), for example, if the child is gifted and talented or has experienced problems such as ill health. All other applications for over or under age in-year will be handled in line with the School Admissions Code 2014, 2.17 (a & b).

Such requests for Schools in Southend-on-Sea are made directly to the school and the school advises the Local Authority of their decision.

St. Mary’s, Prittlewell, Church of England Primary School would ask parents to submit a full request with any relevant documentation and the school would make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include documenting the following:-

- 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 must also take into account the views of the head teacher of the school concerned.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision. (2.17a School Admissions Code 2014).

In circumstances where a child transfers from another school already ‘outside of normal age group’, the school will support any over or under age application where the above has been met and the school is satisfied that the child should continue to be educated out of normal age group.

XII. **Admission of children below compulsory school age and deferred entry to school**

Most children start school on a full time basis, however parents can request that their child attends part-time until reaching compulsory school age (the term after their 5th birthday). Once parents receive an offer and accept a place for their child during the normal admission round they can ask to defer the admission until later in the same academic year. The school will aim where possible to accommodate these requests where it appears to be in the best interest of the child. Parents wishing their child to attend part time must discuss this with the Headteacher of their allocated school. The approved deferral means that the place is held open and is not offered to another child and the parents must take up the place full time by the start of the Summer Term in April. Part-time agreements should include core teaching.

In the case of children born prematurely or the late summer months parents may request admission outside the normal age group. There is no statutory barrier to children being admitted outside their normal year group (DfE Guidance, Dec 2014). Due to the impact on future years for a child’s schooling,

requests to delay admission are very carefully considered by both the admitting authority and the parents. The decision to admit outside of a child's normal age group is made on the basis of the circumstances of each case. Any decision will seek a decision in the best interest for the child and be considered by the Head Teacher/SLT.

Parents submitting a request for admission outside the normal age group must also complete the Single Application Form during the main admission round, 14th September – 15th January for the 'usual age group for their child'.

Mr Nicholas Booth, Headteacher

For office use – statutory process mapped to timeline: The School Admissions Code 2014 and comments

12 November – 21 December 2018	6 week full public consultation . 7 year cycle no significant changes.
3 January – 11 February 2019	Considered and approved by Governing Body for St Mary's
28 February 2019	Final - Determined Admission Arrangements sent to the LA
15 March 2019	St Mary's publication on web site of determined arrangements and LA Publication of Composite Prospectus of Determined Arrangements
15 March – 15 May 2019	Office of the Schools Adjudicator window for objections. Public notice
15 May 2019	Final arrangements for 2020-21 are published by LA and on school web site.
14 September 2019	LA publish coordinated scheme and all final arrangements for local area in Primary admission booklet. Adverts in local press and applications open for 2020.

**St. Mary's, Prittlewell,
Church of England Primary School**
BOSTON AVENUE . SOUTHEND-ON-SEA . ESSEX . SS2 6JH



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SIF

(Supplementary Information Form)

Please ensure that you complete and return this form to:

St. Mary's, Prittlewell, Church of England Primary School,
Boston Avenue,
Southend-on-Sea, Essex. SS2 6JH.

Telephone: 01702 354012 E-mail: pa@st-marysprittlewell.southend.sch.uk
Fax: 01702 354016 Website: www.st-marysprittlewell.com

Admissions Officer: Mrs H Ali Rowlingson

Please note, if you are applying for a Reception place for the academic year 2020/21 this form **MUST** be returned to the School by 22 January 2020.

You will also need to complete the Common Application Form (CAF) which should be obtained from Southend Borough Council and be returned to them by 15 January 2020.

For places in all other year groups, please also complete the Common Application form (CAF) which should be obtained by Southend Borough Council via the online system on www.southend.gov.uk/admissions or a paper form which must be submitted on time. Please then return this form to the School Office as soon as possible in order that your child's details can be placed on the waiting list.

In order to be considered for a place at St. Mary's, Prittlewell, C of E Primary School, you **must** complete **BOTH** forms – the SIF for the school and the CAF for Southend Borough Council.
If you do not complete this SIF and return it to us on time we will have to rank you under the criteria 'Other children'.

It is not the school's responsibility to communicate with the parent in any way to expedite receipt of the SIF.
It is the parents' responsibility entirely to ensure the SIF is received safely at the school.

Please note for ALL applications to St. Mary's School, the parent/carer must complete the Local Authority (Southend Borough Council) Common Application Form (CAF) in addition to this form. An application will not be considered unless a CAF is returned to the Local Authority.

If you do not complete this SIF and return it to us on time we will have to rank you under the criteria 'Other children'

PLEASE COMPLETE ALL SECTIONS AND MARK CLEARLY IN BLOCK CAPITAL LETTERS

Child's Surname:

First Name(s):

Date of Birth:

Male/Female:

Child's home address*:

Postcode:

* (Where a child spends part of the week with parents with shared responsibility, the child's home address is defined as the address which is the child's usual place of residence during the majority of the school week).

Full name of Parent/s (Please see **Note II** overleaf for definition of parent):

1) (Mr/Mrs/Miss/Ms – Please delete as applicable)

2) (Mr/Mrs/Miss/Ms – Please delete as applicable)

Telephone Numbers

Telephone Numbers

Day-time:

Day-time:

Home:

Home:

Mobile:

Mobile:

Parent/s address/es if different from the child's address above and please state why:

1)

2)

Postcode:

Postcode:

Child's previous/current school or pre-school:

PLEASE INDICATE THE CATEGORY UNDER WHICH YOU SEEK ADMISSION FOR YOUR CHILD/CHILDREN

(Failure to complete this section, may result in your application not being considered)

Category Applied for: _____ (please choose ONE category from categories 1 to 9, listed overleaf)

If Category 1 (Looked After Child), please state Local Authority responsible for the child _____

If category 4 (Sibling), please provide name of child currently attending _____

If category 2, 3, 5, 6 or 7 parents/carers MUST provide a supporting letter from the incumbent or minister with this application. Details of requirements of the supporting letter are listed within **section V** overleaf. Evidence will be verified by the school. Failure to provide this evidence will result in the application being assigned to another relevant category.

I understand that:

(1) St. Mary's is a Church of England School and is conducted by its Governing Body as part of the Diocese of Chelmsford in accordance with its Trust Deed and seeks at all times to be a witness to Jesus Christ.

(2) Admission is subject to the decision of the Governing Body as part of the co-ordinated admissions procedure of the Local Authority and the information supplied on this Supplementary Information Form does not guarantee a place at this school.

Parent/Carer Signature Date.....

ST. MARY'S, PRITTLEWELL, CHURCH OF ENGLAND PRIMARY SCHOOL

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There will be a limit of 90 places for the Reception intake.

Where applications of admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which children to admit:

Oversubscription Criteria:

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2. Children of parents who worship at St. Mary's Church, Prittlewell as defined in Group A and B.
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4. Where there are siblings, (please see note IV for definition).
5. Children of parents who worship at St. Mary's Church, Prittlewell as defined in Group C.
6. Children of parents who worship at other Anglican Churches as defined in Group C.
7. Children of parents who worship at other Christian Churches that are members of the Churches Together in Britain and Ireland, as defined in Group A, B or C.
8. Children who live in the area of Central Southend i.e. – **inside** the area bounded by and including Chalkwell Avenue, Westbourne Grove, Prince Avenue to Cuckoo Corner, Priory Crescent, Eastern Avenue, Royal Artillery Way, Thorpe Hall Avenue and the seafront between Thorpe Hall Avenue and Chalkwell Avenue.
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same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.

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VIIa)

- If the child’s home is a flat, the distance will be measured from the main external entrance of the building.
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Mr Nicholas Booth, Headteacher