

St Paul's C of E Primary School, Leamington Spa School and Nursery Admissions Policy 2025 - 2026

Introduction

This document sets out the policy of St Paul's Church of England Voluntary Aided Primary School and Nursery with respect to admissions. For the purposes of this policy, the Governing Body of St Paul's School is the admission authority.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

Parents who wish their children to be admitted to the school, should complete the Common Application Form either in hard copy format or "on line" at

www.warwickshire.gov.uk/admissions

In line with your Local Authority Co-ordinated Admission Scheme, the Common Application Form is available from schools online and from the Admissions Service at Warwickshire Local Authority. The form should be returned directly to the Local Authority, accompanied by the required Supplementary Application Form, if appropriate. Parents will be informed of the result of their application on the date set out in the Local Authority booklet.

Every year the governing body will review and publish information concerning the school's Admission Policy. This will confirm the maximum number of children to be admitted to the school as a whole, the Published Admissions Number (PAN) which is currently 45 into Reception and 30 part-time (15 in each session) into Nursery and explain how places will be allocated.

In accordance with government legislation, the governing body will consult with the Diocesan Board of Education, the Local Authority, other local schools and relevant parents in respect of its admissions arrangements.

Aims

The overriding aim of this policy is that it should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to take the best decisions on the preferred school for their children.

Starting School

A school place in the Reception class is available for children from the September following their fourth birthday. Parents can exercise the right to defer the date on which their child is admitted to the school until later in the school year; but not beyond the date they reach

compulsory school age (5), and not beyond the beginning of the final term of the school year in which it is/would be reached. Governors have determined that Reception will be organised on the expectation of full-time attendance. However, until the child reaches compulsory school age, parents have the discretion to withdraw their child to the extent that they see fit and the school supports this discretion in accordance with Article 2.16 of the Admissions Code (published by the Department for Education).

The Application Process

Applications for Reception Year entry for the academic year starting September 2026 need to be formally registered with the Local Authority by the date stated on the Common Application Form for consideration by the admission authority.

St Paul's Church of England (VA) Primary School cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry, or any application that relates to a different year group.

The Governors have set a Published Admission Number (PAN) of 45 pupils in any year group and Legislation states that no infant class may exceed 30 pupils.

A decision on the admission of new entrants will be made during the spring term ahead of their anticipated start in the Autumn of that calendar year. The parents or guardians will receive written notification of the outcome from the Local Authority on the dates shown in the Local Authority admissions timetable.

Applications from families moving into the area will be considered as on time if they are accompanied by proof of address by the date shown in the Local Authority timetable.

Late applications, i.e. those received after the deadline for the normal admissions round, will not be considered until after all of those which were received on time have been processed.

Parents should reply to the Local Authority accepting the offer of a place by the date in the Local Authority booklet. If they do not respond by this date it will be assumed that the place offered has been declined.

Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, the application will be considered afresh, and a right of appeal offered if an offer of place is refused.

Waiting Lists

If the school is oversubscribed, a waiting list will be maintained by the Local Authority. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received by the Local Authority, or if the offer of a place that becomes available is taken up or declined. The waiting list will close at the end of the Autumn term. At that time parents of pupils on existing lists must confirm in writing their wish to be placed on a newly constructed waiting (or continued interest) list.

Multiple Births

It is normal practice to accommodate children of multiple births, and such children will be treated as “excepted children” in respect of the infant class size limit of 30.

Home Address

The address for admission purposes is the place where the child is permanently resident with his or her parent or parents or legal guardian(s). Where a child lives with parents with shared responsibility, the home address will be considered to be the address where the child sleeps for the majority of the week. If the child spends exactly equal amounts of time with each parent or guardian, it is the responsibility of the parents to decide which address is the home address for admission purposes. Parents should not assume that a place will automatically be allocated to their child.

Policy

The Admissions Policy of St Paul’s School is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability.

Where this school is named in a child’s Statement of Educational & Health Care Plan, the governing body recognises a duty to admit the child to the school.

Where parents wish to be given preference on the grounds of their faith within their application for a place at this school they should complete the school’s Supplementary Application Form which is available from the school office. This form must be completed and returned with the central admissions form to the Local Authority, or the School, by the dates shown in the Local Authority admissions timetable.

Priority Area

Area north of River Leam. As far west as and including Parade (Parade shared with Milverton Primary School). As far west as and including Kenilworth Road (not including anything to the west of Kenilworth Road). As far north as and including Binswood Avenue. East of, and including, Lillington Road (this section of Lillington Road is a shared area with Lillington Primary School). As far north as, and including, Wathen Road up to but excluding Mulberry Close, Chestnut Square, Rosewood Crescent and Robina Close, and including Leicester Street and as far south as River Leam.

Please follow the link below for access to Warwickshire’s ‘Infant and Primary priority areas map’.

<https://www.warwickshire.gov.uk/mapinfantprimaryschools>

Over-subscription Criteria

Where more applications have been received than places available or where to admit would conflict with the school fulfilling class size legislation, the following priorities shall apply in order:

1. CHILDREN IN CARE
Children within Local Authority care as defined in Section 22 of the Children’s Act 1989. For example, children in residential homes or foster care. This includes those previously in such care, whether or not this was in the UK.

2. SIBLINGS LIVING WITHIN THE SCHOOL'S PRIORITY AREA:

A child is considered in this category if an older sibling is attending the school at the admissions deadline date, and will continue to do so when the sibling is admitted, and where the child lives within the priority area at the same address as the older sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or 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.

3. SIBLINGS LIVING OUTSIDE OF THE PRIORITY AREA

A child is considered in this category if an older sibling is attending the school at the admissions deadline date, and will continue to do so when the sibling is admitted, and where the child lives outside the priority area at the same address as the older sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or 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.

LIVING WITHIN THE SCHOOL'S PRIORITY AREA AS DEFINED ABOVE:

4. PRACTISING CHRISTIANS ¹.

a) Members of the Church of England

Those children from within the priority area whose parents are regular (at least twice a month for six months prior to the date of application) worshipping members of the Church of England. Confirmation of this will be requested from the relevant priest/pastor via the Supplementary Application Form.

b) Members of other Christian Denominations

Those children from within the priority area whose parents are regular (at least twice a month for six months prior to the date of application) practising Christians, of whatever denomination, at a recognised church or religious group. (A recognised church is any Church of England or Roman Catholic church, or a church that is a member church of the 'Evangelical Alliance', Fellowship of Independent Evangelical Churches, 'Churches Together in Britain and Ireland' and 'Churches Together in Wales (Cytûn)'. Confirmation of this will be requested from the relevant priest/pastor via the Supplementary Application Form.

¹ *In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for public worship".*

5. **CHILDREN ATTENDING ST PAUL'S NURSERY**
Children living inside the priority area of the school at the time of application who are currently attending St Paul's Nursery.
6. **OTHER CHILDREN WITHIN THE PRIORITY AREA**
Children resident within the priority area who do not qualify under one of the criteria above.

LIVING OUTSIDE THE SCHOOL'S PRIORITY AREA AS DEFINED ABOVE:

7. **PRACTISING CHRISTIANS²**

a) Members of the Church of England

Those children from within the priority area whose parents are regular (at least twice a month for six months prior to the date of application) worshipping members of the Church of England. Confirmation of this will be requested from the relevant priest/pastor via the supplementary application form.

b) Members of other Christian Denominations

Those children from within the priority area whose parents are regular (at least twice a month for six months prior to the date of application) practising Christians, of whatever denomination, at a recognised church or religious group. (A recognised church is one that subscribes to the Churches Together in Britain and Northern Ireland or is a member of the Foundation of Independent Evangelical Churches). Confirmation of this will be requested from the relevant priest/pastor via the supplementary application form.

8. **CHILDREN ATTENDING ST PAUL'S NURSERY**
Children living outside the priority area of the school at the time of application who are currently attending St Paul's Nursery.
9. **OTHER CHILDREN**
Children resident outside the priority area who do not qualify under one of the criteria above.

If the school is oversubscribed within any category above, the determining factor will be the distance from the child's home address to the school (priority being given to the shorter measurement).

DISTANCE

² *In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for public worship".*

Distance will be calculated by the straight line measurement from the applicant's home address location to the centre point ('centroid') of the preferred school. (All measurements are subject to prepositional accuracy changes)".

On entering the address into the Admissions system the address is PAF (Postal Address File) matched against Address-Point® data held in the system. When an address is PAF matched the system looks up a 7 figure grid reference for that property known as an Address-Point® location coordinate (APLC) (e.g. 1234567,1234567).

"An APCL is allocated to a point that falls inside the permanent building structure of an address, as shown in Ordnance Survey Land-Line data; in most cases the point will be within 0.1 metre on the ground of the Land-Line building seed."

The distance from this point to the centroid (another 7 figure grid reference) is then calculated to the nearest 0.001 miles.

The PAF file is updated every 3 months. PAF files are provided by the Post Office via a third party supplier. Address-Point data is provided by Ordnance Survey and updated annually.

If two or more children with the same priority for admission live an indistinguishable distance from the school, but both cannot be admitted, then the available place(s) will be decided by the casting of lots.

In-Year Admissions

Parents should apply via Warwickshire Local Authority, which coordinates admissions through the course of the year. Application details will be forwarded to the governing body for consideration, as necessary. If the number of children already admitted to the appropriate year group is lower than the published admission number, a place will be offered. If there are more applications than places available in the year group concerned, the governing body will apply the Admission Criteria to all the applications and offer up to the admission number in criteria order. No admission will be made to an infant class, where the regulatory class size limit of 30 children would be breached by doing so.

In-Year Fair Access

The governing body recognises its duty to work with the Local Authority during the course of the year to provide fair access for "hard to place" children, even where the school has already reached its published admission number – except where the infant class size limit of 30 pupils would be breached by doing so. These pupils may include children who have previously been permanently excluded from a school, children of Traveller families, refugees, asylum seekers, and children on the Child Protection Register. The protocol established by the Local Authority for this purpose is designed to ensure that such pupils are shared equally between schools in an area.

Appeals Procedure

Parents have a right of appeal to the Independent Admission Appeals Panel against the decision of the Governing Body to refuse an application for a school place. The Independent Admission

Appeals Panel is arranged by Coventry Diocesan Board of Education. Details of the appeals procedure are sent out with all refusal letters.

Enquiries or comments about this policy should be addressed to:

Jan Pringle, Chair of Governors

Post : via St Paul's School

Telephone 01926 425361

Email: pringle.j1@welearn365.com

Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Governing Body.