



**St Peter's**  
CofE Academy

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Every Life Enriched

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## **Admissions Policy**

**2019 - 2020**

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Date of next review	September 2019

St Peter's Academy welcomes children from all backgrounds, faiths and no faith. The Sponsors of the academy are committed to developing an inclusive school that reflects the diversity of the whole community in Stoke-on-Trent.

### **Academy Ethos Statement**

St Peter's Academy is an inclusive academy that serves the whole community of Stoke-on-Trent. The academy has a distinctive character and ethos, which reflect the teachings of Jesus Christ and Christian values. We ask all parents applying for a place here for their children to respect this ethos and its importance to the academy community. We hope that all students who come to St Peter's Academy will be able to participate (as appropriate) in the religious life of the academy (including collective worship and religious education). This does not affect the right of parents to withdraw their children from collective worship and religious education and for those who are not Christians to apply for a place. Indeed, through our commitment to inclusivity, we actively welcome families from other faiths and no faith.

St Peter's Academy admits 240 students to Year 7 each September. Out of the 240 places, the Academy Council intends to allocate up to 120 'Foundation Places' (for practicing Christians) and 120 'Open Places'.

#### **Foundation Places**

The Academy Council has designated up to 120 places to be offered to pupils whose families are faithful and regular worshippers (see Note 1) in a Church of England Parish Church or other place of worship or other Christian Church affiliated to Churches Together in Britain and Ireland (CTBI) and/or the Evangelical Alliance. Written evidence of applicants' commitment to their place of worship (in the form of the St Peter's Academy Supplementary Information Form, Appendix B) will be required at the time of application. If there are more than 120 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

- (i) children who are in the care of a local authority (looked after children) or provided with accommodation by them (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order), who are of Christian faith
- (ii) children with known medical or social or pastoral needs who have an exceptional need for a place at St Peter's Academy (see Note 4)
- (iii) children whose families are faithful and regular worshippers in a Church of England Parish Church or other place of worship or other Christian Church and who have attended one of the designated Church of England primary schools (see Appendix A)
- (iv) children whose families are faithful and regular worshippers in a Church of England Parish Church or other place of worship or other Christian Church
- (v) children who will have a sibling in the academy at the time of application and at the time of admission (see Note 2)
- (vi) the nearness of the home to the academy, measured in a straight line from the child's home address point to the main front gate entrance for students of the academy (see Note 3).

In the event that two or more applicants have equal right to a place under criteria (ii) – (vi) above, the Academy Council will apply the subsequent criteria, in order of priority, to these applicants.

If there are fewer than 120 qualified applicants for Foundation places, any unfilled places will become additional Open places. All applicants for Foundation places will also be considered for Open places, and if they are successful in gaining a Foundation place, their name will be removed from the list of Open candidates.

### **Open Places**

If there are more applicants than the available number of Open places (120), places will be allocated according to the following criteria. These are stated in order of priority:

- (i) children who are in the care of a local authority (looked after children) or provided with accommodation by them (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)
- (ii) children with known medical or social or pastoral needs who have an exceptional need for a place at St Peter's Academy (see Note 4)
- (iii) children who will have a sibling in the academy at the time of application and at the time of admission (see Note 2)
- (iv) the nearness of the home to the academy, measured in a straight line from the child's home address point to the main front gate entrance for students of the academy (see Note 3).

In the event that two or more applicants have equal right to a place under criteria (ii)-(iv) above, the Academy Council will use the distance criterion (iv) as a tie-break.

### **In Year Admissions**

Admissions for all year groups will be dealt with in accordance with this policy. Applications should be made direct to the Academy on the Stoke on Trent Council's Transfer Request Form. If the transfer request is not related to a change of address, the form must be signed by the child's present Headteacher. Governors will take each admission on an individual basis; a place will be allocated providing it does not prejudice the education of others.

### **NOTES**

#### **1. Applications on faith grounds**

"Faithful and regular worshipper" is defined as worshipping at least twice a month for two years prior to application.

Parents applying for a place on faith grounds must complete the Supplementary Information Form (which can be obtained from the academy office. Telephone: 01782 882500, email: [kansell@spa.woodard.co.uk](mailto:kansell@spa.woodard.co.uk)). Please return this form **direct to Mrs Ansell-Rimmer**, at St Peter's Academy, Fenton Manor, Fenton, Stoke-on-Trent, ST4 2RR, signed by an appropriate faith leader.

In the context of faith-based applications, “family” includes parents (or carers), siblings and in some circumstances includes grandparents. It does not include other members of the extended family.

Children in public care (looked after children) who apply for a Foundation or Academy Council Place will have absolute priority within these categories and (because they often move from place to place) will not be required to meet the criterion of being a “faithful and regular worshipper”.

## **2. Siblings**

“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 place is sought is living in the same family unit at the same address as that sibling.

## **3. Distance**

Distance will be measured using a straight line using the Local Authority’s computerised measuring system. Proof of residence may be required. The offer of a place may be withdrawn if proof of residency is not met.

## **4. Medical or social or pastoral needs**

Any application based on medical or social or pastoral needs must be supported by (an) appropriate professional reference(s), e.g. doctor, social worker, educational psychologist, priest or faith leader. Applicants should be able to demonstrate why St Peter’s Academy is the most suitable school and the difficulties that would be caused if the child had to attend another school.

## **5. Waiting Lists**

Waiting lists will be held where in any year the academy receives more applications for places than there are places available. Waiting lists will be held for both admission categories (Foundation and Open places). The waiting list will operate until the end of the academy year.

Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Priority will be given first to Foundation place applicants, then to Open place applicants (except that any children in public care will always be given absolute priority for a place).

## **6. Admission of children outside their normal age group**

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact, in the first instance, Mrs Ansell-Rimmer ([kansell@spa.woodard.co.uk](mailto:kansell@spa.woodard.co.uk)). Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

The decision whether a child is admitted outside of their normal age group will be made on a case by case basis by the academy’s governing body. A panel of at least three governors will consider the admission request based on the student’s:

- Academic ability
- Social and emotional development
- Views of the parents and Principal; and
- Any additional relevant information available

The panel will have to be satisfied that the child would be able to cope with the work of the year applied for and that the student would be able to cope with the personal development whilst being with a year

group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

Once the governing body has made a decision the child can then apply to the academy using the process detailed in this policy. Parents have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the academy but it is not in their preferred age group.

### **7. Appeals**

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should write to the Clerk to the Admissions Appeals Committee, c/o St Peter's Academy, Fenton Manor, Fenton, Stoke-on-Trent, ST4 2RR, within 14 days of the date of the letter confirming the decision not to offer a place. Should some appeals be unsuccessful, the Academy Council will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

### **8. Multiple-birth applications**

Where parent(s)/carer(s) are seeking to place twins, triplets etc., they must submit separate applications for each child. When considering twins, triplets or larger number of siblings, which are the product of a multiple birth, where there are insufficient spaces for all siblings, the academy will exceed its admission number so that same family twins, triplets, etc. do not have to attend separate schools.

### **9. General**

Admissions to the academy will be co-ordinated through the Local Authority's Coordinated Scheme and its timetable. Applicants for Foundation places will be required to complete the St Peter's Academy Supplementary Application Form (Appendix B).

This Policy will be reviewed on a regular basis in line with the timetable in the academy admissions annex, the School Admissions Code and statutory requirements.

## **Appendix A**

Designated Church of England Primary Schools relevant for 'Foundation' Places.

### **1. Stoke-on-Trent**

Belgrave St Bartholomew's Academy, Longton  
Christ Church CE (C) Primary School, Fenton  
Hanley St Luke's CE (A) Primary School, Hanley  
Kingsland CE Academy, Bucknall  
Priory Church Academy, Trentham  
St John's CE (A) Primary School, Trent Vale  
St Mark's CE (A) Primary School, Shelton  
St Mary's CE (A) Primary School, Tunstall  
St Matthew's CE (A) Primary School, Rough Close  
St Nathaniel's Academy, Burslem  
St Paul's CE (C) Primary School, Longton  
Stoke Minster CE (A) Primary School, Boothem

### **2. Staffordshire**

St Chad's CE (C) Primary School, Chesterton  
St Giles' & St George's CE (C) Primary School, Newcastle  
St John's CE (C) Primary School, Keele  
St Luke's CE (C) Primary School, Silverdale  
St Mary's CE (C) Primary School, Knutton  
St Peter's CE (A) Primary School, Caverswall  
St Saviour's CE (C) Primary School, Talke  
St Thomas CE (A) Primary School, Kidsgrove

## SUPPLEMENTARY INFORMATION FORM

### Application for a Foundation Place (Christian)

**1 Full Name of Child** ..... **Date of Birth (dd/mm/yy)**

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**2 Address**

**3 Name and Address of Church / Place of Worship Attending**

**4 Denomination (please tick)**

Church of England	
Roman Catholic	
United Reformed Church	
Salvation Army	
Society of Friends (Quaker)	

Baptist	
Methodist	
Orthodox	
Presbyterian	
Protestant	

Other Christian *(please specify)*:-

**5 How long have you / the child worshipped here?**

Parent/ Carer		<i>Years &amp; Months</i>	Child		<i>Years &amp; Months</i>
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**6 How many times per month (including weekday services) do you / the child worship?**

Parent/ Carer		<i>X per month</i>	Child		<i>X per month</i>
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**7 Give details of any involvement in any church / faith activities, e.g. youth work, voluntary work, committees, any office or role, etc. (Providing this information to Q7 is optional)**

**8 If you have moved within the last two years, give details of previous place of worship and length / frequency of attendance.**

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**9 Name of your primary school.**

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**10 Name of Minister / Faith Leader of your current place of worship & contact details.**

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**11 Declaration – I certify that these details are, to the best of my knowledge, correct.**

Signed:	Date:
<b>Parent / Carer</b>	
<b>Also please print Parent/ Carer name here in BLOCK CAPITALS</b>	

Signed:	Date:
<b>Minister / Faith Leader</b>	

**This form must be signed by your faith leader and returned to the academy by 31 October at the latest.**

**PLEASE RETURN TO:-**

**Admissions Officer  
St Peter's CofE Academy  
Fenton Manor  
Fenton  
Stoke-on-Trent  
ST4 2RR**