

ASTON ALL SAINTS CHURCH OF ENGLAND PRIMARY SCHOOL

A school in the Diocese of Sheffield Academy Trust

IN PARTNERSHIP WITH ROTHERHAM LOCAL AUTHORITY

Headteacher: Mrs R Webster

Telephone 0114 2872100

ADMISSION POLICY FOR ENTRY TO SCHOOL 2025-26

INTRODUCTION

Aston All Saints Church of England Primary School is a Church of England voluntary aided primary school in the Diocese of Sheffield and is maintained by Rotherham Local Authority (LA.)

The school is a Voluntary Aided School in which the Governing Body is the Admission Authority and responsible for admissions. It is guided in that responsibility by the requirements of law, the school trust deed, by advice from the Diocesan Board of Education and its duty to the community and the Common Good.

This policy should be read in conjunction with the booklet "Admission to Primary Education" published by Rotherham Metropolitan Borough Council. (the Admissions Booklet),

The admission number for this year is 30 and all children will be admitted during the Autumn Term prior to their 5th birthday.

Children will usually be admitted during the autumn term following their 4th birthday. However, parents can request

- (a) that the date their child is admitted to school is deferred until later in the year or until the term in which the child reaches compulsory school age. (Please note that parents cannot apply for and accept a Reception place and then defer that place until the beginning of Year 1); and
- (b) parents can request that their child takes up the place part-time until the child reaches compulsory school age

PLEASE CONTACT US IF YOU NEED ANY HELP TO COMPLETE THE COMMON APPLICATION FORM OR THE SUPPLEMENTARY INFORMATION FORM

PARENTAL PREFERENCE

The local education authority Common Application Form provides the opportunity for parent(s) to express up to three choices of schools in rank order of preference. PLEASE NOTE HOWEVER that ALL applications will be considered by the admission authority of this school on an equal preference basis. This means that all applications for a place at this school will be assessed according to the admission criteria and no priority will be given according to the ranking.

Ranking by your preference will only be used in the final allocation of places within the LA's co-ordinated scheme where there is more than one potential offer.

CO-ORDINATED SCHEME FOR ADMISSION ARRANGEMENTS

The co-ordinated scheme for admissions is a mechanism that ensures that all parents who have expressed a preference for a Rotherham school before the closing date will receive a single offer of a school place on the same day from the Authority.

In order to provide every parent with an offer of one single place the Authority will be working with the Voluntary Aided primary schools within the Rotherham area, including Aston All Saints Church of England Primary School. Details of the co-ordinated scheme can be obtained from the Authority.

CRITERIA FOR ADMISSION

A small number of children will have an Education Health Care Plan that names this school and these children must be admitted to the school if named as part of that process.

The majority of children with special educational needs will not require an Education Health Care Plan. Applications for children who have special educational needs but no Education Health Care Plan, will be considered on the basis of the Admission Authority's published admissions criteria.

Where there are more applications for admission than the planned admission number stated, the Governing Body's Admissions Committee will apply the criteria in strict order of priority.

Tie-breaker – if the admission number is reached mid-category, applications within each of the numbered criteria will be prioritised as follows:

In the event of there being insufficient vacancies to admit all applications in any of the categories detailed, priority will be given to children whose parent/legal guardians' residential address is the shortest distance from the school entrance on Lodge Lane.

The drawing of lots will be undertaken by someone independent of the admissions authority.

Please note, A child's home address refers to the address where the child usually lives with a parent or carer. This will be the address provided in their application form. Where parents have a shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in their application form, provided that the child resides at that address for any part of the school week.

Criteria for Admission

1. Children in care / Looked after children and children who were previously in Care/ Looked after.
2. Children who have a brother/sister (see definition 6) attending the school at the time of anticipated admission. ^[1]_[SEP]
3. Children whose parents/carers reside in the ecclesiastical parish of Aston-cum-Aughton.
4. Children who regularly attend the parish church of Aston-cum-Aughton but reside outside the ecclesiastical parish of Aston-cum-Aughton*
5. Children whose parents/carers reside outside the ecclesiastical parish of Aston-cum-Aughton and regularly attend another Christian denomination participating in 'Churches Together in England' ^[1]_[SEP]
6. All other children.

* Church attendance, criteria 4

Regular attendance by parents/carers is defined as attendance at a Church of England church or another Christian denomination participating in 'Churches Together in England' for at least twice a month over the last 12 months.

For those who have moved into the area less than twelve months ago, the name of the vicar/priest, telephone and address details of the church attended prior to moving need to be provided, in addition to completing the supplementary form.

Definitions

Definition 1

"Children in public care" (Looked After Children) means a child that is looked after by a local authority in accordance with Section 22 of the Children's Act 1989 at the time an application for admission to a school is made and who the local authority has confirmed will still be looked after at the time of the child's admittance to school and Children who were previously in Care/Looked After. A previously looked after child is a child who was adopted or became subject to a residence or special guardianship order immediately following having been looked after.

Definition 2

"parent(s)" means the parent(s) or legal guardian/carers with whom the child normally lives.

Definition 3

“regularly attend” means has attended church services at least 24 times in the twelve months prior to the date on which the application is made. A minimum of twelve must be attendance at a Sunday service.

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.

Definition 4

“Parish” means the ecclesiastical parishes of All Saints, Aston-cum-Aughton and Holy Trinity, Ulley.

Definition 5

“Admission number” the number which has been calculated according to the net capacity of the school (which the law defines) and has been agreed with Rotherham Local Authority. This list has been amended to include amongst others – twins and children from multiple births when one of the siblings is the 30th child admitted.

Definition 6

“brother or sister” a brother or sister permanently living at the same address. This includes a step-brother, step-sister, half-brother or half-sister permanently living at the same address.

Definition 7

“Churches together in England”
The Christian denominations participating in ‘Churches Together in England’ can be found on the CTE web site <http://cte.org.uk/>

Definition 8

“Looked after children” this includes those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

WAITING LIST

The waiting list will be operated in accordance with the Rotherham LA Scheme

FALSE INFORMATION

Where the Governing Body has made an offer of a place on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim, the offer of a place will be withdrawn

Where a child starts attending the school on the basis of fraudulent and intentionally misleading information, the place may be withdrawn depending on the length of time that the child has been at the school. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused.

APPEALS AGAINST THE ADMISSIONS DECISION

If a place is not offered, parents have a right of appeal which will be heard by an Independent Appeals Panel formed in accordance with the DfES Code of Practice. Details of the appeals process will be made available to all unsuccessful applicants.

Appeals must be submitted in writing to the LA within 21 days of the date of the notification that the application for a place at the school was unsuccessful.

APPEALS should be sent to –

The Appeal Clerk, Legal and Democratic Services
Town Hall, The Crofts, Moorgate Street Rotherham S60 2TH

HOW TO APPLY FOR A PLACE FOR YOUR CHILD AT ASTON ALL SAINTS CHURCH OF ENGLAND PRIMARY SCHOOL

Early in the Autumn Term of the academic year prior to the one in which your child will start school, you should receive from the Local Authority an information booklet containing two forms:

- COMMON APPLICATION FORM FOR ENTRY TO PRIMARY SCHOOL
 - MINISTER OF RELIGION REFERENCE FORM TO MAKE AN APPLICATION FOR A CHURCH OF ENGLAND AIDED SCHOOL (Additional Information Form)

These forms should be returned to the Local Authority by the closing date.

The closing date for receiving applications by the Local Authority and the Offer Day will be as stated on the Common Application Form (15th January).

Documentation

1. The school requests additional information not contained on the Common Application Form. This additional information is needed to place your application in the correct priority of admission category.
2. The Supplementary Information Form should be completed, securely attached to the Common Application Form and returned to the LEA
3. Where regular attendance at a place of worship is to be taken into account, you should also fill in the “Minister of Religion Referral Form” (on the reverse of the Supplementary Information Form) and get it countersigned by your Minister of Religion.
4. The Supplementary Information Form is not an application for admission to the school and its return does not guarantee a place at the school. However, failure to complete and return the Additional Information Form may affect which priority of admission category your application is placed in.

Applications should be sent to:

Rotherham Metropolitan Borough Council
Children and Young People’s Services
School Planning, Admissions and Appeals Service
Riverside House, Second Floor, Wing C, Main Street, Rotherham, S60 1AE