Our School
St Mary’s School is a Church of England Voluntary Aided School. If a school is Voluntary Aided, it is owned by the Church of England, in trust vested in the Bath and Wells Diocesan Board of Finance. This gives the Governing Body responsibility for maintaining Religious Education using the Agreed Syllabus as recommended by the Diocese of Bath and Wells and also for the external upkeep of the building. They are also responsible for setting the school’s Admission Policy.

St Mary’s school has the capacity to have 105 pupils on roll aged between four and eleven years old. The school is organised into four classes as follows:

- Reception Class - 15 pupils
- Year 1 and 2 Class - 30 pupils
- Year 3 and 4 Class - 30 pupils
- Year 5 and 6 Class - 30 pupils

Admissions
North Somerset Education Authority currently offers admission to any child who has reached their fourth birthday before 1st September of the year of entry.

To ensure a happy start at school, we have a carefully planned programme of pre-school visits for parents and children during the summer term before the child begins school. We also liaise closely with any Preschool or Nursery a child has attended prior to their entry into Reception to ensure a smooth transition.

Admission Arrangements

1. This school’s admission arrangements for Reception Intake are in conjunction with the North Somerset Co-ordinated Admission Scheme for new intake primary admissions for 2014/15. To see a copy of the scheme contact North Somerset Council (see No.8 below for contact details).
2. St Mary’s Church of England VA Primary School’s Governing Body, in accordance with the School’s Voluntary Aided status, is responsible for admissions to the school.

3. It is the intention of the Governing Body to provide and develop Christian education in the Portbury area.

   The over-subscription criteria will be reviewed by the Governing Body and published after consultation with other local admission authorities including North Somerset Council.

4. The Admission Number for St Mary’s Church of England VA Primary School is 15 and this is the number of places available in each year group. The Governors are not in a position to breach their admissions number of 15 for Reception Class or Years 1 and 2. Exceptions to this are:

   - Multiple Births; if the 15th child offered a place at the school is a child of multiple birth, the remaining child/ren would also be offered a place at the school and in line with the Admissions Code would remain an exception to class size legislation.
   - Service Personnel; military personnel posted to the area after the due deadline and who have the correct documentation to confirm this.
   - Children of School Staff; children of school staff employed at the time of application.

5. If the school is not over-subscribed all new intake applicants will be offered a place. If the school receives more applications than the Admission Number the following criteria will be used to determine who will be allocated the places. All applications will be ranked in accordance with the criteria below given in order of priority:-

   (a) Children in Care and children who were previously in Care but immediately after being in Care became subject to an adoption, residence, or special guardianship order. Children who are considered by the local authority to be “Looked after”
   (b) Children with a brother or sister who will be attending the school at the time of admission.
   (c) Children who live within the ecclesiastical parish boundaries of St Mary’s, Portbury. (A map showing the boundaries is available at the school).
   (d) Children who or children with parent(s) who regularly attends a Church of England church.
   (e) Children who or children with parent(s) who regularly attends a church or place of Christian Worship of another Christian denomination.
   (f) Children living closest to the school. The distances will be measured in a direct line between the address points of the child’s home and main school entrance indicated on North Somerset Council’s computerised system(s).
For criteria (d) and (e) it will be **essential** for you to obtain a reference from your parish Priest/Minister/Religious Leader to confirm your regular attendance at your place of worship. All church references, whether paper or electronic must be submitted by the closing time and date in order to be considered in the first round of allocations. The Governing Body expect regular attendance to be at least once a month over the previous year. **The reference must confirm this.**

Priority within criteria (a) and (b) will be given by applying the **remaining** criteria in order of priority. Therefore when applicable, the reference **meeting either** criteria (d) or (e) should **also** be provided.

For criteria (c) to (e) priority within each criterion will be determined by applying criterion (f).

Where the direct line distances are equal, priority will be given to those living closest to the school, measured by the shortest route between the address points of the child’s home and the nearest entrance to the school site indicated on North Somerset Council’s computerised system(s). Should these distances also be equal the ranking of applications will be made by drawing lots.

6. Where a school is named in a child’s Statement of Special Educational Needs, the Admission Authority is legally required to admit the child to the school. Such children will therefore be allocated places before the over-subscription criteria are applied. Applications of this type will take priority over all other requests for places.

7. The school will hold a list of those Reception applicants still seeking a place at the school, until the last day of term 2 in 2014. All applications will be ranked in line with the school’s over-subscription criteria and allocations will be made in accordance with it. Priority will not be given on the basis simply of the date an application was added to the list. Children who are the subject of a direction by a Council to admit or who are allocated a school in accordance with a Fair Access Protocol for school places, will take precedence over those on the waiting list.

8. Reception Intake only:
   i) Applications can be made online or on paper and should be submitted to your home council. If you live in North Somerset you should apply to:

   North Somerset Council, Children and Young People’s Services
   School Admissions and Transport Team, Town Hall
   Walliscote Grove Road, Weston super Mare, BS23 1UJ

   Email: cyps.schooladmissionsandtransport@n-somerset.gov.uk
   Website: www.n-somerset.gov.uk/admissions
   Tel No: 01275 884078   Fax No: 01275 882747
Applications must be submitted by the closing time and date of 23:59 on 15 January 2014 in order to be considered in the first round of school place allocations.

ii) Applications submitted after the closing time and date will be treated as a late application and so will not be considered in the first round of allocations except where both of the following are the case:

• Such late applications are received before North Somerset Council has sent details of applications to other councils;

• The applicant’s home council has accepted them as if they had been submitted by the closing time and date.

All other late applications will not be considered until after the first round of allocations; this may mean that all of the places have been allocated. On-time applicants will be informed of the outcome of their application on 19 April 2014.

ADDITIONAL INFORMATION:

9. In-Year applications
If there are more applicants than vacancies for any year group, In-Year applications will be considered in accordance with the above over-subscription criteria. An In-Year application form is available upon request from the school and/or North Somerset Council.

The school will, where appropriate, consider allocations for children identified as being from vulnerable groups in accordance with North Somerset Council’s Fair Access Protocol (full details available from North Somerset Council).

10. Children in Care
'Children in Care' are children who are (a) in the care of a local council or (b) being provided with accommodation by a local council in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

11. Brothers and sisters.
To be considered as a brother or sister, a child must be living at the same address for the majority of the time* as a full, half, step or adoptive brother or sister. Full and adoptive brothers/sisters are defined as children who have the same either biological or adoptive parents. Half brothers/sisters are defined as children who share only one either biological or adoptive parent. Step brothers/sisters are defined as children who are not necessarily related biologically (including Foster children) but are living in the same household for the majority of the time* at the address considered to be the address of the child for whom the application is made.

* A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time.
Except for a brother or sister within the same year group, a brother or sister must be attending (or is expected to be attending) the school at the time of admission.

12. Home address.
A child’s home address is considered to be the place where the child permanently and ordinarily resides for the majority of the time. This would normally be the same address as the person who has parental responsibility for the child as their main carer. Those moving should normally provide independent confirmation of the new address.

13. Parent.
Parent: This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989.

14. Right of Appeal
Parents whose school place application is refused have the legal right to appeal against this decision. Details concerning how to appeal will be explained in the decision letter.

15. Admissions of children outside their normal age group
The governors will consider applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group either side of the chronological age year group. The reasons for the request must be fully explained in writing and included with the school place application form.

16. Deferred Entry
Parents of children aged four, but who have not yet reached their fifth birthday have the right to apply for a deferred entry to school. In these circumstances, parents can request that their child start school in the Reception year group at a later stage in the academic year, however, must be in full time education by the start of the term (term 1, 3 or 5 as appropriate) following his/her fifth birthday.

Parents may also request that that their child takes up their place part time until the child reaches compulsory school age.

There is a different procedure for Children with a Statement of Special Educational Needs. Their parents should apply for a place via the service dealing with Special Education Needs in their home council.

18. Nearest School: For criterion (5f) the distances used to determine the nearest school will be measured in a direct line. If direct line distances are equal then distances will be measured by the shortest route. If shortest route distances are equal the nearest school will be determined by drawing lots. The nearest school is the nearest appropriate one i.e. a non independent mainstream school (excluding Catholic schools) that is appropriate to the child’s age.
19. All applications will be considered equally regardless of the ranking of a parent's preference for the school.

20. **Contact Details**
**St Mary's Church of England VA Primary School**
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Web site: www.gotoourschool.com/stmarysportbury
Telephone: 01275 372066
email: stmary's.pri@n-somerset.gov.uk