



St. Paul's C. of E. Primary School

Mission Statement

We aim to promote a love of learning within a safe and happy school in which every person matters. Christian values and spirituality are at the heart of all aspects of school life. We provide a creative and challenging curriculum in order to encourage children's confidence and self esteem. We work in partnership with governors, parents and our local parish community and celebrate success in all that we do.

The Governing Body is responsible for the admission of pupils to St Paul's C of E Primary School and admits 30 pupils to reception each September. This admission number has been agreed between the Governing Body and the Local Education Authority and applies to the year 2008.

Admissions Policy 2008/2009

1. Applicants to be ranked in the following order of priority:
 - a. Looked after children (children in public care according to the criteria set by the Royal Borough of Kingston)
 - b. Children with exceptional and professionally supported medical or social need for a place at St Paul's school. This must be supported by written evidence, eg, from a doctor, social worker, or educational psychologist which sets out the reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school
 - c. Those having full, step-, half or adopted brothers or sisters living in the same household in attendance at the school at the point of admission
 - d. Those having at least one parent (or person with parental responsibility) who is an active member of the worshipping community at St. Paul's Church, Hook. If you are applying under these criteria a supplementary form needs to be completed.
 - e. Those having at least one parent (or person with parental responsibility) who is a full and active member of the worshipping community of another Christian church, for whom St. Paul's is the nearest church school and where their application is supported by their minister. If you are applying under these criteria a supplementary form needs to be completed.
 - f. Those living nearest to the school, as measured using the shortest approved walking route. All distances will be measured using the Council's computerised Geographical Information System.
2. In the event of over subscription under criteria a – e above, applications will be ranked by walking distance from the children's entrance in Orchard Road, by public right of way.
3. In the event that a class is full, a waiting list will be kept ranked according to 1 above. Names will not be kept on the list beyond one year unless the school is advised in writing each term.

Note: An active member of a worshipping community is defined as an adult attending at least two acts of Parish worship each month over a period of at least one year, one of which shall be a communion service.

Initial Entry to Reception Class

The School is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the local authority. Parents must complete the Local Authority's Common Application Form (CAF) and return the form to the Authority; if applying for a place at this School, parents must name this School as one of the preferences on the CAF. Parents who wish to apply for a place under the church criteria must also complete the school's supplementary form and return this to the School. Failure to return the supplementary form will mean that the school cannot consider the application under the church criteria, in this case the application will be considered under the next most appropriate criteria based on the information on the CAF. The Local Education Authority will publish the closing date for applications. Allocations of places are made in the Spring Term preceding the School Year of admission. Further details are available in the Primary Schools Information Booklet published by the Royal Borough of Kingston.

All Classes

In accordance with local education authority policy and guidance, regulations require infant classes (5, 6, 7 year olds) to be a maximum of 30 pupils and governors are required to abide by this limit in these classes.

Reservations

- The Governors reserve the right to withdraw any school place offered should any child's personal details be found to be incorrect

Twins

Our policy is not to separate twins. In the event of twins applying the Governors will make a decision in accordance with the parents' preference whether to admit one twin only. In the event of neither twin accepting a place that place will automatically be offered to the next child on our admissions/waiting list.

Equal Opportunities

As far as possible the School will ensure that pupils with disabilities have access to the same opportunities as other pupils.

Late Applications

Applications for admission to reception class for the beginning of the Autumn term received after the closing date as set by Royal Borough of Kingston will be considered only after all applications have been considered.

Appeals

Parents or those with parental responsibility have the right to appeal against a decision by the governing body not to offer your child a place. Such appeals are heard by an independent appeal panel appointed by the Church of England. The decision of the panel is binding on the governing body of the school.

Agreed by Governors: Sept 07