



# Admissions Policy

2022/2023

Admissions Policy for St Martin's Multi Academy Trust  
Schools

## St Martin's Multi Academy Trust Admissions Policy 2022-2023

St Martin's is a Multi Academy Trust (MAT) and the Directors of the Trust are its own admissions authority.

The schools in the MAT are:

St Martin's CE Primary School  
Field View Primary School  
Grove Primary School

The MAT and its schools will comply with the provisions within the Schools Admissions Code and the School Appeals Code, which is available at <https://www.gov.uk/guidance/academy-admissions>

Wolverhampton Local Authority will co-ordinate admissions on behalf of our schools in the MAT. Details surrounding The City of Wolverhampton Council's co-ordinated primary admissions scheme are available from [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions)

St Martin's MAT ensures that all of its schools are inclusive. We welcome children from all backgrounds and abilities. The only restriction for entry to any of our schools is on number. If the number of applications received exceeds the places available, allocations are made in accordance with the respective oversubscription criteria.

Our PAN for 2022/2023 is:

School	R	Y1	Y2	Y3	Y4	Y5	Y6
St Martin's CE Primary	30	30	30	30	30	30	60
Field View Primary	60	60	60	60	60	60	60
Grove Primary	60	60	60	60	60	60	60

### Reception Admissions

The admission arrangements outlined in this section apply to children starting Reception for the first time in 2022 / 2023. The City of Wolverhampton Council will co-ordinate admissions on behalf of St Martin's Multi Academy Trust. The closing date for admissions will be 23:59 on 15 January 2022. Allocation results will be notified on 19 April 2022 by The City of Wolverhampton Council.

All applicants must:

1. Complete the Common Application Form by applying online to the Local Authority where they reside.
2. In addition, **where relevant** (as detailed in the oversubscription criteria) applicants must complete the Supplementary Information Form and return it direct to the School Admissions Team, City of Wolverhampton Council

Parents who would like their child to be admitted during the year their child is five should ensure they complete all the necessary application forms. Admission to nursery **does not** mean automatic entry to the primary school.

## Admission Criteria for the schools in our MAT for Reception

A child with an Educational Health and Care Plan (EHCP) which names the school will be admitted. Remaining places are allocated as detailed below.

Where there are less applicants than the PAN, all children will be admitted. In the event the school is oversubscribed, the admission authority will apply the following oversubscription criteria in order of priority

### **1. Children and Young People in Care and previous Children and Young People in Care**

Children and young people in care are children who are in (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of the social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time the application is made to school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

#### **Supporting evidence**

If the child is in the care of a local authority or provided with accommodation by that authority, this must be indicated on the common application form and evidence (e.g. evidence of child in care from the placement authority) to support this claim must be submitted with the common application form. If the child has previously been in the care of a local authority or provided with accommodation by them and has subsequently been adopted, or is subject to a child arrangements order or special guardianship order this must be indicated on the common application form and evidence (e.g. adoption certificate/copy of court order) to support this claim must be submitted with the common application form. For children in state care outside of England who ceased to be in state care as a result of being adopted, the relevant legal document(s) must be supplied.

**2. Children whose parent/carer is a member of staff employed at the MAT for two or more years at the point at which the application for admission to the school is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.** To support applications made under this criterion the relevant supplementary information form should be completed.

### **3. Children with a sibling already attending the school at the time of admission.**

For admission purposes, a sibling is a child who resides permanently at the same address as the child for whom a place is being requested, and is one of the following:-

- brother/sister
- half-brother/sister (i.e. share one common parent)
- or stepbrother/sister (i.e. related by a parent's marriage)
- any other child for whom it can be demonstrated that s/he is residing permanently at the same address (e.g. under the terms of a residence order).

The sibling connection only applies where the child concerned has a sibling attending the school at the time of the application as well as at the time of admission, (i.e. for normal year of entry applications siblings are expected to be attending the same school in September 2022). A sibling connection will not be accepted if the original place was obtained by using fraudulent or false information.

### **4. Religious Reasons (St Martin's Church of England Primary only)**

To a child and family who has religious reasons for attending St Martin's Church of England Primary School and for whom it can be demonstrated by the faith leader that s/he has current strong religious connections. This reason will **only** be taken into consideration if the preferred school is the nearest Church of England school to the child's home address (measured by a straight line from the home address to the school).

### **Supporting Evidence**

A Supporting Evidence form will be provided for parents and your faith leader to complete, to enable them to demonstrate your child and family's current strong religious connections.

#### **5. Children who live closest to our schools**

The distance from the applicant's home and school is taken in a straight line between the respective school and the child's home address. The distance is measured using the Local Authority's software, with those living closest to the school receiving the highest priority.

### **Late Applications**

Late applications will be dealt with in accordance with the City of Wolverhampton Council coordinated admissions scheme.

### **Waiting lists**

The Authority will maintain the waiting lists until 31 December 2022.

A child's position on a waiting list is not fixed. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

### **In Year Fair Access Protocol**

The Directors of St Martin's MAT are committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

### **Fraudulent or Misleading Applications**

The City of Wolverhampton Council will follow up any reports they receive that allege that a fraudulent or misleading application has been made.

### **Multiple Births**

We understand that parent/carers would like to keep twins, triples and other children of multiple births together. In the event that there is an insufficient number of places to allocate to twins, triplets, etc. all children will be allocated together.

### **In-Year Admissions**

An in-year admission is any entry to school other than at the normal point in Reception, for example, transferring school due to a move of house or personal reasons. Requests for places in Reception after the normal round of admissions or request for places in other year groups should be made directly to the City of Wolverhampton Council.

With the exception of a child with an Education, Health and Care Plan (EHCP), applications should be made at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions) following The City of Wolverhampton Council's co-ordinated in-year admissions in conjunction with St Martin's MAT Schools Admission Policy.

All applicants must:

1. Complete the Common Application Form and return to the City of Wolverhampton Council
2. In addition, **where relevant** (as detailed in the oversubscription criteria) applicants must complete the Supplementary Information Form and return it direct to the School Admissions Team, City of Wolverhampton Council

### **Applications for children to be admitted outside their normal age group**

For parents who wish for their child to be considered for admission to a class outside of their normal age group, applications will be dealt with in accordance with the City of Wolverhampton Council coordinated admissions scheme.

This will include Parents of a “summer born child” that may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

### **Deferred Entry**

A child’s parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the first day of the summer term 2023. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reached compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child’s entry to the school or take up a part-time place.

### **Admission Appeals**

In the event that an applicant is denied a place at the school, the parent/carer will have the right to appeal to an Independent appeal panel. Information relating to this can be found at [www.wolverhampton.gov.uk/admissions](http://www.wolverhampton.gov.uk/admissions).

### **Withdrawing Offer Places**

Any allegations received by the admissions authority of people providing false accommodation addresses when applying for school places shall be fully investigated and, if found to be true, allocated places may be withdrawn, as appropriate. Our schools have been advised by City of Wolverhampton Council to ask parent/carer to provide proof of residence (for example utility bill) before admitting a child. A child’s home address is defined as the address at which a child normally resides or, where the child lives at more than one address, the address at which the child lives for the majority of the time. Where the home address is unclear parents will be required to provide documentary proof of the child’s residence.

### **Financial Implications**

There is no charge or cost related to the admission of a child to St Martin’s Multi Academy Trust.

## SUPPLEMENTARY INFORMATION FORM 2022/2023

Only complete this form if you are:

A member of staff employed by the school for two or more years at the time at which the application for admission to the school is made, or a member of staff recruited to fill a vacant post for which there is a demonstrable shortage.

Please note this is a supplementary form for administration purposes only and is not an application form. It will be used to rank a submitted application according to the published admission criteria.

Only complete this form if you are:

- a) A member of staff employed by the school for two or more years at the time at which the application for admission to the school is made;
- b) A member of staff for or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If you are applying under a) or b) above, complete this form and return it to School Admissions Team, Wolverhampton City Council

To be completed by the parent/carer

Full Name of the Child:	Date of Birth:
Name of the member of staff employed by the school:	
Name of the School:	
Name of the Parent/Carer:	Relation to child:
Signature:	Date: