

The Governing Body of St Thomas' C E School is the admission authority and two sub- committees of the governing body are responsible for admissions and appeals. The Governing Body also sets the number of children who may attend the main school. The current number is set at 80.

Whilst numbers are below 80, the authority is delegated to the Headteacher who can approve applications to attend the school; which will then be brought to the Governing body for information.

*Once the capacity of the school reaches 80, the following admissions criteria will come in to effect to determine whether a child can attend:*

**Admission requests (Reception)**

Any parent who would like their child to attend the school in the year he/she turns five may ask for a reception application form. The Childs details will then be kept by the school for the Admissions Panel to consider at their meeting in March or April. All requests **must be received by the end of February** in the year prior to admission.

**Admission requests (KS1/KS2)**

No admission requests are usually accepted unless places are available. If the school receives a formal request in writing, then it will be considered by the Admissions Panel at the earliest opportunity.

**Allocation of places**

In the first instance, places are allocated to children who have siblings in the school and/or whose parents/carers are faithful and regular worshippers at an Anglican Church within the Diocese of Sodor and Man, (or in the case of families who have recently relocated to the Isle of Man, an Anglican Church in a Diocese that is in communion with the See of Canterbury).

Other places are allocated to children with the most points, which are cumulative if several criteria are satisfied. The School Governors expect that all children are baptised members of their church (with the exception of children referred to in the first item below) however all applications will be considered.

The points criteria are as follows:

**10 points (Reception/KS1/KS2)**

Children whose families are faithful and regular worshippers (on the electoral roll for a period of more than 12 months from the date of the application) at an Anglican church on the island; or children of regular worshippers (on their official church roll) of another Christian denomination and who have been baptised or dedicated according to the custom of their denomination whose church is affiliated to CAiM (Churches Alive in Man); this includes, the Church of England, The Methodist Church, The Elim Churches, Living Hope, The United Reformed Church, Churches affiliated to the Baptist Union of Great Britain, The Salvation Army and the Roman Catholic Church:

\* full details (contact name **and** address) of the church concerned must be provided on the application form.

**3 points (Reception/KS1/KS2)** Children with special educational, medical or social needs who the School Governors believe would benefit from a place at the school. *NB In addition to the above, Children who have a Statement of Special Education Needs, will be offered a place at the school if the statement specifies St Thomas' as the preferred school.*

**2 points (Reception/KS1/KS2)** Children of other religious faiths who live on the Isle of Man and whose parents would like them to attend the school because of its Christian and Anglican traditions.

**1 point (Reception/KS1/KS2)** The proximity of the Child's home to the school.

**Please note:** The admissions panel makes their decision based on the evidence submitted:

The application form;

Original Birth Certificate (long version);

Original Baptism / Dedication Certificate (where applicable); and

A reference, which should provide evidence of the parent's / guardians commitment to the church.

In certain circumstances parents / guardians may also be required to provide their passports together with their child's passport.

The following factors **will not** be taken into consideration:

Historical connections with the school or church;

Connections with staff members, parents or church members, and

How soon an application is made after the birth of a child

## **References**

The governors reserve the right to follow up references with the appropriate church minister(s) stated on the application form, in order to ascertain the parents level of involvement in and commitment to, the church or faith group. The school will request and obtain the reference from the church indicated.

## **Late Applications (Reception)**

Any applications received after the closing date will be accepted but considered only after those which were received before the closing date.

## **Notification**

After the Admissions Panel has met, the school will write to all the applicants and will inform them of the decision that has been made.

Successful applicants must reply in writing to accept the offer of a place **within 21 days** from the date of the letter.

## **Appeals**

Parents who are not offered a place in Reception have the right of appeal to the Appeals Panel. This must be done **within 21 days** from date of the letter from the school. If no request for an appeal is received after the 21 days have expired, the child's name will be removed from the school's records.

The parents are able to attend the appeal meeting in person or send a representative to the appeal meeting. They are also invited to submit further evidence which could help their case. The child may also attend the appeal meeting.

## **DESC Appeal Hearing**

If the initial appeal is unsuccessful, parents may then apply to the DEC for an Appeal Hearing. The parents are able to attend in person or send a representative to the appeal hearing. The child may also attend the appeal hearing.

**Please Note: The school follows the Isle of Man Department of Education and Children's policy for appeals.**

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Approved by the Governing Body February 2022