

**CHARLTON HORETHORNE
CHURCH OF ENGLAND PRIMARY SCHOOL**

**ADMISSIONS POLICY
For 2012**

Revised October 2010

Charlton Horethorne Church of England Primary School

Admissions Policy

Charlton Horethorne Church of England Primary School is a voluntary aided school and the Governing Body of the school is the admissions authority. The school was established to serve all within its community, those of all faiths and of none, and strives to offer a high quality education underpinned by a distinctively Christian ethos.

All applications for admission, and any supplementary information forms, must be submitted to your home Local Authority by the closing date of 15th January 2012 and will be considered under the Equal Preference with Ranking system of allocation. The LA will forward all applications to the school and the governing body will rank them against the oversubscription criteria set out below. This list will then be returned to the LA under the co-ordinated admissions scheme and they will make a single offer of a place on 26th April 2012.

Pupils are admitted to the school at the beginning of the school year in which their fifth birthday falls. However, in order to enable pupils to become acquainted with one another and the school they are also invited into the school regularly during the preceding term.

The school's catchment area is defined as 'the Civil Parish of Charlton Horethorne which includes the village of Stowell'. A map showing the catchment area is available for inspection at the school.

1 Over Subscription Criteria

Places will be ranked and allocated in strict priority order up to the published admission numbers using the following over-subscription criteria.

The school is required to admit children with a statement of Special Educational Needs (SEN) which names the school, then:

1. Children In Care (children in the care of the Local Authority).
2. Children without a Statement of Special Educational Needs whose school placement has been identified by a multi-agency professional team which is supported by written evidence at the time of application.
3. Children living in the catchment area with an older sibling at the school at the time of admission and who live at the same address.

4. Children who themselves or a parent/care(s) are practising members of the founding religious body of the school and who live within the LA catchment area.
5. Children living in the LA catchment area.
6. Children living outside the LA catchment area with an older sibling at the school at the time of admission and who live at the same address.
7. Children who themselves or a parent/carer(s) are practising members of the founding religious body of the school and who live outside the LA catchment area.
8. Children living outside the LA catchment area but nearest to the school as measured by a straight line on a map.

2 Admission Number (AN) and Infant Class Size Legislation

The AN for September 2012 has been set to make sure that Key Stage 1 class sizes will not exceed 30 whilst maximising the available accommodation.

The proposed AN for September 2012 is 12.

3 Central Coordination of Admissions

The School Admissions Code requires authorities to coordinate the allocation of places. In Somerset, in agreement with VA schools, the LA takes on this role and the School Governors work in partnership with the LA. It is proposed that this continues.

4 Appeals Procedure

If a place is unable to be offered, parents have a legal right of appeal to an Independent Appeals Panel. The Appeal Panel is provided and conducted as laid out in the Statutory Admissions Appeals Code. Appeal details are available from the headteacher/school office.

5 Waiting Lists

Where an application for a school place is unsuccessful, the application will be kept on a waiting (refusal) list until the end of the term to which the application refers (based on a six-term year). Should a place become available, it will be offered to the highest ranked application on the list at that time.

6 Admissions of Pupils to School for the First Time

Early Admission Policy

Statutory School Age – A child has a legal right to be admitted to school full-time at the start of the school term following their fifth birthday.

Admission of 4 Year Olds – In line with Somerset LA's policy, our policy is to admit children to school in the academic year they become 5, ie children whose 5th birthday falls between 1 September 2012 and 31 August 2013 will be able to start school in September 2012.

For September 2012 it is proposed that early admission to school (in advance of the policy outlined above) will continue to be considered only in the most exceptional circumstances. Grounds such as a child's birthday falling just outside the 31 August cut off, or parents regarding their child as exceptionally able, are not considered exceptional. Professional advice will always be sought.

Deferred Entry

Some parents may wish to defer their child's entry to school until later in the academic year they are able to start school. The Local Authority has a deferred entry policy which the school subscribes to, allowing children born from April 1st onwards to defer entry until the start of the Spring Term (January).

Delayed Entry

Some parents of summer born children may wish to delay their child's entry to school until the September after their child's fifth birthday.

It is not the school's policy to reserve places for parents of summer born children whose parents wish to delay their entry to school until the September after their fifth birthday. If children's entry is delayed until this time, in line with current DfES guidance, these children join their chronological year group, ie Year 1 and not Reception, if these groups are organised in separate classes.

Staggered Entry

As a small village school we do not have a "staggered entry" into school. This is where children entering reception start at different dates in the Autumn term.

However, individual cases for "staggered entry" are considered if the parent or teachers feel it would be in the best interest of the child.

7 In Year Admissions

From September 2010 all in-year admissions will be co-ordinated by the LA and as such, all requests for school places should be made

directly to the LA's School Admissions Team, using the Common Application Form (CAF). The CAF is available on the website at www.somerset.gov.uk or by calling Customer Contact on 0845 4564038 or by writing to:

School Admissions Team
Children and Young People's Directorate
County Hall
Taunton
Somerset
TA1 4DY

All in-year applications will be considered against the same over-subscription criteria as for new intake admissions.

8 The Age of Pupils Transferring to the Next Phase of Education

Normal Age of Transfer

Children transfer to the next phase of education at 11. Children will transfer to the next school if the appropriate age is reached between 1 September and 31 August (both dates inclusive). For example a child due to transfer to secondary school in September 2012 should have had their 11th birthday between 1 September 2011 and 31 August 2012.

Early Transfer

There may be instances when the Head Teacher is of the opinion that a child is outstanding in every respect and is sufficiently emotionally, physically and intellectually mature to transfer to the next school a year early and where retention in the present school for a further year would not be in the child's best interest.

Any requests for early transfer will be carefully considered and advice taken from the appropriate Educational Psychologist and the Advisory teacher for exceptionally able (gifted and talented) learners.

Any applications for early transfer in September 2012 must be made by the Head Teacher prior to December of the year of transfer.

9 Supplementary information form (SIF)

In order for applications to be considered against criteria 4 and 7 applicants will need to use the attached SIF in order to demonstrate their ability to meet the criteria. The SIF will need to be completed and signed by a member of the clergy and submitted along with the school place application.

..... Head Teacher

.....Chair of Governors

ADMISSIONS: DEFINITIONS AND FREQUENTLY USED TERMS OF REFERENCE

Siblings

For the purposes of Admissions, a sibling is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister or children of the same household. Older siblings in year 6 at the time of application will not be considered siblings for admissions purposes as they will not be in attendance at the school the following academic year.

Parent or parent/carer

Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

Home Address

The home address is important as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child.

Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. The Admissions Authority reserves the right to seek further documentary evidence to support your claim to residence.

Please note that the AA is unable to allocate a place to anyone moving into the country from abroad prior to their arrival in the county. We would then require proof of residency as stated above. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats).

It should also be noted that an address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

You must notify The School Admissions Team, County Hall, Taunton of any change of address during the admissions procedure.

Issues relating to shared residency arrangements

Difficulties in the application process can occur where shared residence arrangements are in place and parents/carers of the child submit 2 separate applications for different schools. In this situation the LA would ask parents to try to resolve matters between themselves, and then inform the LA which

application should be processed. Where possible the LA should not be involved in private disputes.

The LA does recognise however, that there may be situations where parents cannot reach an agreement between themselves and it is necessary for the LA to reach a decision. Where this is the case the LA will try to establish the child's permanent address, as set out above.

Each parent will be required to write to the LA and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the LA may ask for additional information including who is in receipt of child benefit. Once the LA has received all the necessary information from both parents a decision will be reached based on the evidence provided.

Distance Measurements

For the purpose of measuring home to school distance, all calculations will be measured using a straight-line measurement from the address point of the home to the address point of the school using the LA's GIS mapping system. (Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail). In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

Equal Preference with Ranking allocation method

This approach requires the Local Authority to rank all applications against the published over-subscription criteria for the school concerned and where schools are over subscribed, places will be allocated up to the published admission number in strict priority order. Where more than one school can be offered, the highest ranked preference will be allocated.

Tie-Breaker

If there are not enough places to satisfy all the applications under any one criterion, the following will apply:

- For all children whose home is in the catchment area: priority will be given to those who have a longer (straight line measurement) journey, to an alternative school.
- For children whose home is outside the catchment area: priority will be given to those living nearest the school (straight line measurement).

Practicing

Practising is defined as attendance at church by at least once a month for the six months prior to the time of application by at least one parent and/or child.

Church of England Voluntary Aided and Foundation Schools in the Diocese of Bath & Wells

School Admission Supplementary Information Forms

Notes for those applying for places at Church of England Voluntary Aided or Foundation Schools

If you wish for your application to be considered under any criteria relating to church attendance, you must ensure the following:

1. That the attached form is completed by you and signed by the relevant church representative (vicar, priest, minister, pastor, church warden)
2. That the information on the form matches and fulfils the requirements set out in the specific admissions arrangements of the school for which you are applying.
3. That the completed form, signed by both you and the clergy, reaches your home Local Authority by the closing date for submission of applications. This is 15th January 2012 for first admission or 31st October 2011 for secondary transfer.
4. That a separate supplementary form be submitted for each church school for which you are applying as each is likely to have differing admissions criteria.
5. If you have recently, or are about to move to a different area, that you ensure that the appropriate church representative of the church where you have been regularly worshipping signs the supplementary information form for your application. **Please ensure that they have seen the admissions requirements for the school/s for which you are applying and are satisfied that you meet the necessary criterion/criteria.**

Please Note:

- Failure to send the correctly completed supplementary information form to your home Local Authority by the closing date will mean that your application cannot be considered under any church attendance criterion.
- The need to obtain the signature from a previous member of clergy/church after moving house cannot be considered as a reason for a late application to be accepted.

School Admissions

Supplementary Information Form for Admission to Charlton Horethorne CofE VA Primary School 2012

PART A

In the event of oversubscription, priority will be given in Criterion 4 and 7 of the oversubscription criteria (as published) to children who themselves, or whose parent(s)/carer(s) regularly attend (minimum of once a month for at least 6 months before the date of application) the church(es) named within the school's admissions arrangements.

Please only complete this form if you believe that you meet Criterion 4 or 7

Please complete Part A, and give this form to your clergy leader (priest/minister/pastor), who will complete Part B and return it to your home local authority. The relevant clergy must return this form to the LA by the deadline for admissions application for the 2012 academic year, which is 15 January 2012.

Details of Child/Children

Surname:

First Name/s:

Address:

Tel:

Details of Church/Clergy

Name of Church:

Name of Clergy:

Address of Clergy:

Tel:

Signed:

Relationship to child/children:

Date:

PART B

To be completed by clergy.

The parent/carer identified in Part A has applied for a place for their child/children at Charlton Horethorne CofE VA Primary School for the academic year 2012. We ask that you confirm that either the child or the parent(s)/carer(s) regularly attends your church – at least once per month and has done for a minimum of 6 months prior to the date of application.

Please return this form to the home Local Authority by the deadline for admission applications, which is 15 January 2012.

Thank you for your assistance in completing this supplementary form.

Please note

If this form is not completed or does not reach the LA by the prescribed date, the applicant cannot be considered as eligible for consideration under any church attendance criterion.

.....
.....

I.....(insert name of clergy) confirm that the child or parent(s)/carer(s) identified in Part A has attended(name of church) at least once a month for not less than 6 months prior to the date of application.

Signed:

Date:

Church of England Voluntary Aided and Foundation Schools in the Diocese of Bath & Wells

School Admission Supplementary Information Forms

Notes for clergy or those responsible and authorised to sign supplementary information forms for those applying to church schools under a church attendance criterion

Please note that the recommendation of the Bath & Wells DBE is that clergy do not work in isolation when looking at school admission supplementary information form requests. The DBE strongly recommends that it is best practice to have a sub-committee of at least three members, including clergy, church wardens and those with responsibility for Sunday school to consider these requests and be authorised to sign the form if it is agreed appropriate.

Please also note that the completion of this form and its return in time to meet the admission application deadlines is critical for the applicant, and without it the child cannot be considered eligible under any church attendance criteria, even if they are regular attendees at church.

In order for the application to be considered under any church attendance criteria within the school's admissions arrangements, the following must be ensured:

6. That the attached form is completed by the applicant and signed by the relevant church representative (vicar, priest, minister, pastor, church warden)
7. That the information on the form matches and fulfils the requirements set out in the specific admissions arrangements of the school to which the application is being made. **Clergy must be clear that the specific criterion for each school is being met by the applicant and should see the admissions criteria so that they can check.**
8. The DBE recommends that schools use the criterion that either the child or at least one parent has attended worship at the church at least once a month for a minimum of 6 months prior to the time of the application. **Please note that this does vary from school to school, with some having far more rigorous requirements.**
9. **The DBE does recommend that the child or a parent has attended actual worship and that attendance at toddler groups or other activities that are held at the church does NOT meet the requirements.**
10. That the completed form, signed by both applicant and the clergy, reaches the applicant's home Local Authority by the closing date for submission of applications. This is 15th January 2012 for first admission or 31st October 2011 for secondary transfer.

11. That a separate supplementary form be completed for each VA or Foundation church school for which the applicant is applying as each is likely to have differing admissions criteria.
12. For applicants who have recently, or are about to move to a different area, the supplementary information form should be completed by the clergy at the church where they have been regularly worshipping. It is the responsibility of the applicant to organise this and ensure that the SIF is completed and sent in on time.

Please Note:

The application process is a legal one and every effort **MUST** be made to ensure that applications and any supplementary forms are completed accurately and on time. If applicants are unsuccessful, they have the right to appeal, and the information provided by clergy can be critical to the outcome of both the application and appeal, particularly where a school is very popular and oversubscribed. Competition for places at some schools can be fierce and it is vital that information supplied is accurate. **Clergy should not be pressured into signing a form if they know that the applicant does not, or are in doubt as to whether the applicant does, meet the criteria laid down by the school. This is one reason why a committee should consider every application. It is also particularly helpful where there is an inter-regnum or where clergy have been in post less than 6 months.**