

**CHARLTON HORETHORNE
CHURCH OF ENGLAND PRIMARY SCHOOL**

**Admission Arrangements for Starting
School in September 2013 and Admission
during the 2013/14 Academic Year (in-year)**

Revised October 2011

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 to start school in September 2013 must be submitted to your home Local Authority by the closing date of 15th January 2013. The Local Authority will forward all September 2013 applications to the Governing Body for decisions.

Decisions will be returned to Somerset Local Authority for co-ordination of the decision letters. If there are more applications than places available, the governors will rank them against the published Oversubscription Criteria set out below.

Applications for a place during the academic year must be made directly to the school office, by completing the governors' in-year application form. A copy can be downloaded from the school website or collected/sent from the school office, or from Somerset Local Authority offices.

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.

Children with a Statement of Special Educational Needs (SEN)

Children with a SEN statement naming the school will be admitted within Published Admission Number before any other children are considered.

1 Over Subscription Criteria

Places will be ranked and allocated in strict priority order up to the Published Admission Number using the following over-subscription criteria:

1. Looked After Children – Children who are in the care of a Local Authority, or have previously been and are now formally adopted
2. Children living in the designated school catchment area with an older sibling at the school at the time of admission and who live at the same address
3. Children who themselves or a parent/carer(s) are practising members of the founding religious body of the school and who live within the designated school catchment area.
4. Children living in the designated school catchment area.
5. Children living outside the designated school catchment area with an older sibling at the school at the time of admission and who live at the same address.
6. Children who themselves or a parent/carer(s) are practising members of the founding religious body of the school and who live outside the designated school catchment area.
7. Children living outside the designated school catchment area but nearest to the school as measured by a straight line on a map.

2 **Published Admission Number (PAN)**

The AN for September 2013 has been set to make sure that Key Stage 1 class sizes will not exceed 30 whilst maximising the available accommodation. The PAN for Reception year group and the admission limit for all other year groups is **12**.

3 **Appeals Procedure**

If a place is unable to be offered, parents have a legal right of appeal to an Independent Appeals Panel. Appeal hearings will be organised by the Governing Body in accordance with the Statutory Admissions Appeals Code. Appeal details will be notified in the application decision letter.

4 **Waiting Lists**

Where an application for a school place is unsuccessful, the application will be kept on a waiting 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.

- 5 **Admissions of Pupils to School for the First Time**
A child must be receiving full time education at the start of the school term following their fifth birthday.

Parents of 'summer born' children can choose to defer their child's entry to school until later in the academic year when the child will join their chronological age year group. The wish to defer must be made clear on the school place application form.

Staggered Entry

In normal circumstances, the governors do not operate staggered entry arrangements at this school. However, individual cases will be considered if the parents or teachers feel it would be in the best interest of the child.

- 6 **In Year Admissions**

Applications to start school during the academic year must be submitted directly to the school office. The governors Admissions Committee will meet weekly to consider applications and decisions will be notified to applicants in writing within 10 school days. In-year applications will be considered against the same over-subscription criteria as for new intake admissions.

- 7 **Retained or Accelerated Entry**

The governors will consider applications for retained or accelerated entry in cases where parents would like their child to be admitted to a year group either side of their child's chronological year group. The reasons for the request must be fully explained on the appropriate SIF and included with the school place application form.

- 8 **Supplementary information form (SIF)**

In order for applications to be considered against criteria 3 and 6 applicants will need to use the appropriate SIF. The SIF will need to be completed and signed by a member of the clergy and submitted along with the school place application.

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

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 governors are 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.

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 a Geographical Information System (GIS) method of calculation. (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.

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).

Practising

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.

Waiting Lists

Where an application has been refused, the child will be placed on a waiting list. This will be held in ranked order by the Governing Body, and will be maintained until the end of the academic year to which the application applies.

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 2013 for first admission or 31st October 2012 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.

Charlton Horethorne CofE VA Primary School

Supplementary Information Form

PART A

Admission in 2013

To be completed by the parent/guardian

Charlton Horethorne Primary is a Voluntary Aided school/Church of England Foundation school. The governing body of these categories of school is the admission authority and has responsibility for setting admission arrangements.

If there are more applications than there are places, the governing body will prioritise applications where evidence can be provided that one of criteria 3 or criterion 6 has been met. If you wish your child to be considered under the religious grounds of criteria 3 / criterion 6, please complete this form and return it to the local authority closing date of **15th January 2013 (primary) 31st October 2012 (secondary)**. If you do **not** wish your child to be considered under the above criteria, this form is **not** necessary (but see below about a Local Authority Common Application Form).

For the purposes of assessing eligibility to education transport on faith grounds, information on this form may be used to confirm that your application for a place at the school was on religious grounds.

Once you have completed Part A, please pass the form to your priest, minister, faith leader or church official. It is the responsibility of the parent/carer to return the SIF to the LA by the closing date for submissions. Only where both parts are returned by the closing date of 15 January 2013 can this information be considered as on time by the governing body and your application prioritised accordingly. Failure to return this form will result in any application being considered under the “non church” criteria.

You must, in all instances, complete a Local Authority Common Application Form and return that to the Local Authority by 15 January 2013 for it to be considered as on time. It is entirely the responsibility of the applicant to ensure that any Supplementary Information Form is returned on time to the home Local Authority.

Name of Child:

Surname **First Names**

Date of Birth **Boy** **Girl**

Name of parent/guardian

Address:

Post code

Home Tel:..... **Contact Number**

If you are applying to this school on faith grounds, please complete the following sections:

Place of worship where one of parents / guardians / child regularly attends

Name of place of worship

Address

Name of vicar / priest / minister / faith leader / church officer

.....

Address

Postcode Telephone

Please place a tick in the box which describes your circumstances	
Criterion 3 <input type="checkbox"/>	Children who themselves or a parent / carer are practising members of the founding religious body of the school and who live within the LA catchment area
Criterion 6 <input type="checkbox"/>	Children who themselves or a parent / carer are practising members of the founding religious body of the school and who live outside the LA catchment area

Please take or send this form to your vicar, priest, minister, faith leader or church officer so that they can complete Part B by way of verification of the information you have provided.

Charlton Horethorne CofE VA Primary School

Supplementary Information Form

PART B

Admission in 2013

To be completed by vicar / priest / minister / faith leader / church officer

The parent/guardian whose details appear in Part A of this form has given your name as a reference for his/her commitment to your church / place of worship. We ask that you confirm your knowledge of this child or family in relation to the faith criterion/criteria below.

Please place a tick in the box which describes the child's circumstances	
Criterion 3 <input type="checkbox"/>	Children who themselves or a parent / carer are practising members of the founding religious body of the school and who live within the LA catchment area
Criterion 6 <input type="checkbox"/>	Children who themselves or a parent / carer are practising members of the founding religious body of the school and who live outside the LA catchment area

Signed

Name Date

Position

Church / place of worship

It is entirely the responsibility of the applicant to ensure that this form is returned to the home Local Authority by the submission date below:

Please return this form to your home Local Authority by 15 Jan 2013 for primary / 31 October 2012 for secondary.

Thank you for your assistance in completing this Supplementary Information Form.

NB: If a family is refused a place at the school and appeals against the governors' decision, this form may be used as evidence at the appeal.

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:

1. That the attached form is completed by the applicant 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 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.**
3. 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.**
4. **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.**
5. 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 2013 for first admission or 31st October 2012 for secondary transfer.

NB This is clearly the responsibility of the applicant, not the church representative.

6. 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.
7. 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.**