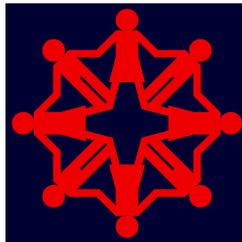


All Saints' C of E Primary School



Admissions Policy

Reviewed: February 2017

Next review: February 2018

All Saints Church of England Primary School has a distinctive Christian ethos which is at the heart of this School and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to our community.

The Governing Body is responsible for the admission of pupils to the School and admits 60 pupils to the reception class each year. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds) i.e. 30 pupils per class.

Foundation Places

The Governing Body will designate 12 places to be offered to pupils whose parent/carer is a faithful and regular worshipper At All Saints Church with Saint Margaret, Beulah Hill, Upper Norwood. Written evidence of applicants' commitment to All Saints Church will be required at the time of application on the School's Supplementary Information Form which must be returned to the School by the closing date; this evidence must be endorsed by the parish priest (see note 1). If there are more than 12 applicants who qualify for a foundation place, places will be allocated according to the following criteria. These are stated in order of priority

1. Looked after children or previously looked after children-see note 2
2. Children with an exceptional and professionally supported medical or social need-see note 4
3. Siblings at the school at the time of admission-see note 3
4. Children in order of nearness of home to the school-see note 6.

If there are fewer than 12 foundation applications, the remaining places will be offered to open applicants in order of the open criteria set out in the paragraph below.

Open Places

The Governing Body has designated 48 places each year as open places, to be offered to pupils who do not qualify for a foundation place, but whose parents have chosen the school for the type of education it provides. Parents applying for an open place do so knowing that the school aims to provide an education based on Christian principles and, therefore, the Governing Body hopes that all pupils will take part in the Christian worship of the school and attend religious education lessons.

If there are more than 48 applicants, places will be allocated according to the following criteria. These are stated in order of priority;

1. Looked after children or previously looked after children-see note 2
2. Children with an exceptional and professionally supported medical or social need for a place at this school,-see note 4.
3. Children who will have a brother or sister (see note 3) at the school at the time of application
4. Children in order of nearness of the home to the school-see note 6

In the event of over subscription in any of the above criteria in either foundation and open places distance (see note 5) will be used to determine between the applicants. In the event

that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by drawing lots-see note 6

Note 1. "Faithful and regular worshipper" is defined as attendance of parents/carer at worship at least fortnightly at least for one year prior to application at All Saints with Saint Margaret, Beulah Hill, Upper Norwood. Those who have recently moved to the area and worshipped previously at a different church will be asked to supply a reference from that church so that the one year period is covered.

Note 2. Looked after children are defined as children in public care at the date on which the application is made. Previously looked after children are children who are looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order, immediately, after being looked after. If an application is made under the "looked after" criterion, it must be supported by a letter from the relevant Local Authority Children's Service Department and/or relevant documents.

Note 3. A sibling is defined as a brother or sister, half brother or sister, foster brother or sister or adopted brother or sister whose main residence is the same address.

Note 4. This must be supported by written evidence at the time of application, e.g. from a specialist health professional, social worker or other care professional. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.

Note 5. "Home" is defined as the address where the child normally resides as their only or principal residence. Addresses of child minders, business or relatives cannot be considered. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The school should be notified of changes of addresses immediately. Failure to do so could result in the child being denied a place.

Note 6. Distance will be measured in a straight line from the centre of the pupil's main home to the school's main entrance, being the one that gains immediate access to the School Office in Upper Beulah Hill using the LA's computerised measuring system with those living closer to the school receiving higher priority. For shared properties e.g. flats, the centre will be taken from the centre of the building.

Tiebreaker. Distance will be used as a tiebreaker for each oversubscription criterion. Where distance is the same for pupils the governors will draw lots.

Co-ordination.

The school is part of the locally agreed co-ordination scheme and the timescale for applications for reception to be received and processed are those agreed with the local authority. Parents must complete their home Local Authority's Common Application Form (CAF) and return the form to that Authority; if applying for a place at this School, parents must name this School as one of their preferences on the CAF. Parents who wish to apply for a foundation place 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 foundation criteria, in this case the application will be considered under open places criteria based on the information on the CAF.

Special educational needs

Parents of pupils who have a statement of special educational needs are required to apply for school places separately through the local authority from which advice is available. If a child with a statement is placed in the school by the local authority before the normal admission round, the number of places to other applicants will be reduced.

Late applications

The Governors will consider late applications in accordance with the procedure in the local authority's admission booklet. In essence this means that late applicants will be considered after the initial round of offers is made; where the school is oversubscribed this is likely to reduce considerably your chance of gaining a place.

Waiting List

The School operates a waiting list which is in accordance with the admission criteria. The waiting list is held until (DATE-at least up to the end of the autumn term). Parents may request in writing to join the waiting list.

Deferred entry.

The school admits children to the reception class in the September of the school year following their fourth birthday. Parents/carers may request to defer entry to the reception class until the beginning of the term in which their child is five years old, but cannot defer entry beyond the end of the school year. Parents/carers may also request that their child attends part-time until their child reaches the age of five.

Fair Access

The school is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.

Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Clerk of the Appeal panel, c/ the School, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

Deferred and part time entry. The school admits children to the Reception Class in the September of the school year in which a child attains the age of 5 years. The school year runs from 1 September to the 31 August. All parents/carers are entitled to a full time place for their child in reception class from September, but may defer entry until the beginning of

the term after their child is five years old (i.e. when the child reaches compulsory school age) or until the beginning of the summer term whichever is the earlier. Children may attend part-time until their child reaches compulsory school age. Parents/carers who have been offered a place at the school and wish to defer entry for their child and/or attend part time must put in writing to the head teacher at the earliest opportunity and before the start of the autumn term.

Admission of children outside their normal age group.

Parents may request that their child is exceptionally admitted outside their normal age group. The governing body of All Saints Primary School will decide whether or not the individual child's circumstances make this appropriate on educational grounds.

It is the expectation of the governing body that a child is educated alongside his/her age equivalent peers, in almost all cases. We would strongly advise that all children enter into their normal year group. The responsibility for addressing individual educational needs lies with the school through an appropriately differentiated and enriched curriculum.

All requests to educate a child outside their normal year group must include written explanation of why this necessary and where applicable, evidence of the child's educational need which makes education outside the normal age group necessary.

Decisions are made on the basis of the circumstances of each case and in the best interest of the child. This includes taking account of the following;

- Parents views
- information relating to the child's academic, social and emotional development where relevant
- Medical history and the views of a medical professional
- Any previous history of being educated outside of their normal age group
- If child may naturally have fallen into a lower age group if it were not for being born prematurely
- View of the headteacher of All Saints CE Primary School

Entrance to the Nursery.

Entrance to the Nursery must be made on a separate form. Admission to the Nursery follows the similar criteria for the school with details on the application form. Note that entry to the Nursery does not guarantee a school place. Nursery parents must make a separate application for the school.