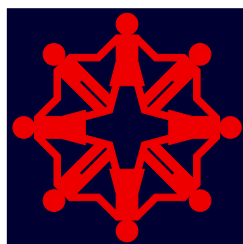


**All Saints' C of E Primary School**



# **Admissions Policy**

## **2022-2023**

**Reviewed: January 2021**

**Next review: January 2021**

*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 will admit 60 pupils to the reception class this 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 6 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 oversubscription 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 6 qualifying foundation place applications, the remaining places will be offered to open applicants in order of the open oversubscription criteria set out below.

### Open Places

The Governing Body has designated 24 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 24 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 (for either foundation or open places), distance (see note 5) will be used to decide 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, supervised by someone independent of the school.

Note 1. 'Faithful and regular worshipper' is defined as attendance of a parent/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. In exceptional cases a parent/carer for whom unavoidable circumstances has prevented their attendance at worship at least fortnightly for at least one year prior to application may be considered to be a faithful and regular worshipper; the relevant Minister will determine whether, or not, there were unavoidable circumstances.

Note 2. Looked after children are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order. The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.

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 child's home address to the designated entrance(s) of the school using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority. If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.

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 an Educational Health Care Plan are required to apply for school places separately through the local authority from which advice is available. If a child with an Educational Health Care Plan 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 held until **31 December** of each school year. It is not a chronological list; whenever a child is added to the list it will be ranked again in line with the published oversubscription criteria. 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 compulsory school age.

### 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 seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

If you wish to make such a request please first contact the school to make an appointment with the headteacher to visit the school and to discuss your request. The headteacher will be able to explain the provision on offer to children in the reception class and how it is tailored to meet the needs of the youngest pupils. If after your visit you decide that you wish to request education out of normal age group for your child, you should nonetheless apply to the school for a place in your child's normal age group at the usual time using your home local authority's common application form (and any supplementary information form, if applicable). (This will allow you the opportunity to accept a place for your child's normal age group should the governors decide not to allow your request.) At the same time you must submit your request for education out of normal age group to the school office.

The Governors' Admission Committee will meet to consider your request and make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, The Governing Body will set out clearly the reasons for their decision.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **Entrance to the Nursery.**

Entrance to the Nursery must be made on a separate form. Admission to the Nursery follows the similar oversubscription criteria for the school with details on the application

form. Note that entry to the Nursery does not guarantee a school place in Reception. Nursery parents must make a separate application for the school.