



Ragged Appleshaw, Andover, SP11 9HR

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www.appleshawschool.com

Headteacher: Mr Ian Hickman

Admissions Policy from September 2019

Admissions to Year R

This policy will apply to all admissions from 1 September 2019, including in-year admissions. It will be used during 2018-2019 for allocating places for September 2019 as part of the normal admission round for Year R.

The Governing Body of Appleshaw St Peter's Church of England Primary School is the admission authority for The School. The admission arrangements are determined by the Governing Body, after statutory consultation.

The Published Admission Number (PAN) for Appleshaw St Peter's Church of England Primary School (**The School**) is 15. The PAN is the number of places available for children in Year R.

A guiding principle of admissions to **The School** is that **The School** should serve its local community and the ecclesiastical parish of Appleshaw. The Local Authority Catchment Area is defined below. This policy aims to be clear, fair and objective and to comply with all relevant legislation.

Outside the normal admissions round, the Local Authority's Fair Access protocol will be applied alongside this policy to secure the admission of vulnerable pupils from specific groups.

The governors will admit any pupil whose Education Health and Care Plan names **The School**. Where possible such children will be admitted within the PAN.

If **The School** is oversubscribed, places will be offered to applicants whose applications are received by the deadline which is **midnight on 15 January 2019** in the following priority order:

Admission Criteria

1. **Looked after children or children who were previously looked after.** (see Definition A)
2. **(For applicants in the normal admission round only)** Children or family members who have a **serious medical, physical or psychological condition** which makes it essential that the child attends the preferred school rather than any other. (Appropriate medical or psychological evidence must be provided in support.) (see Definition B)
3. Children **living in the Catchment Area** of The School: (see Definition C) in this order:





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- (i) Children who at the time of application have a sibling (see Definition D) on the roll of The School.
- (ii) Children with a parent who is an active member of a Christian church (see Definition E) which is included in the list of Christian Churches in Definition F and who requests admission on denominational grounds and provides relevant evidence.
- (iii) Other children living in the Catchment Area of The School.

4. Children living out of the Catchment Area of The School in this order

- (i) Children who at the time of application have a **sibling** (see Definition D) on the roll of the school.
- (ii) Children with a parent who is an active member of a Christian church (see Definition E) which is included in the list of Christian Churches in Definition F and who requests admission on denominational grounds and provides relevant evidence.
- (iii) Other children.

Definitions

A. Looked after children or children who were previously looked after

This criterion provides a priority for children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989). It can also be used for children who were previously looked after but immediately after being looked after became subject to an Adoption, Child Arrangement or special guardianship order. An Adoption Order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A Child Arrangement Order' is as an order settling the arrangements to be made as to the person with whom the child is to live and is defined under section 8 of the Children Act 1989 as amended by section 12 of the Children and Families Act 2014. A Special Guardianship Order is defined by Section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian (or special guardians).

B. Serious medical, physical or psychological condition

Where a place is requested for a child or family who have a serious medical, physical or psychological condition, you must supply supporting independent evidence at the time of application confirming the reason(s) why attendance at The School is essential rather than any other school. You must also describe the difficulties that would be caused if the child had to attend another school. The evidence should be provided by a suitably qualified medical professional. The evidence will be considered carefully in confidence by the admissions committee of The Governing Body, who will endeavor to reach a fair and equitable decision.





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C. The Catchment Area

The catchment area for Appleshaw St Peter's Church of England Primary School is the area within the boundary line shown in the map on page 8. The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

Moving Home

Places can only be offered on the basis of future moves as evidenced by:

- a letter from the parent's solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application; or
- a tenancy agreement confirming the renting of a specific property relevant to the application; or
- a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application; or in the case of UK service personnel and Crown servants, an official government letter (MOD, FCO or GCHQ) declaring a relocation date and a unit postal address or quartering address

To be considered, all evidence must be submitted at the time of application.

D. Siblings

'Sibling' refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, step brother or step sister, and includes foster siblings and children living as siblings in the same family unit. Categories 3(i) and 4(i) include children who at the time of application have a sibling for whom the offer of a place at The School has been accepted, even if the sibling is not yet attending.

E. Active member of a Christian Church

'Active member of a Christian church' is defined as attending worship at a church in the list of Churches in Definition F at least twice a month for the previous two years before the deadline for admissions of **midnight on 15 January 2019**. Parents applying under Admission Criteria 3(ii) and 4(ii) above are required to complete a Supplementary Information Form (SIF), which asks for a declaration and verification of your active membership. The SIF, which is available from the County website www.hants.gov.uk/admissions or The School website www.appleshawschool.com, must be completed and returned to The School by **midnight on 15 January 2019**. In order to ensure that you have the required church attendance you may need to complete two or more forms. This is normally more applicable to those who have moved into the area and attended church at their previous address.





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Note that the SIF is a paper form that has to be signed. It is not available for completion online.

F. List of Christian Churches used for admission to The School

Antiochian Orthodox Church, Apostolic Congress, Armenian Orthodox Church, Assemblies of God, Baptist Union of Great Britain, Catholic Bishops' Conference of England and Wales, Cherubim and Seraphim Council of Churches, Church of England, Church of God of Prophecy, Church of Scotland (Presbytery of England), Churches in Communities International, Congregational Federation, Coptic Orthodox Church, Council of African and Caribbean Churches UK, Council of Lutheran Churches, Council of Oriental Orthodox Christian Churches, Elim Pentecostal Church, Evangelical Lutheran Church of England, Evangelische Synode Deutscher Sprache in Großbritannien, Exarchate of Orthodox Parishes of the Russian Tradition (Ecumenical Patriarchate), Free Church of England, Ground Level, Ichthus Christian Fellowship, Independent Methodist Churches, International Ministerial Council of Great Britain, Joint Council for Anglo-Caribbean Churches, Malankara Orthodox Syrian Church, Indian Orthodox Church), Mar Thoma Church, Methodist Church, Moravian Church, New Testament Assembly, New Testament Church of God, Oecumenical Patriarchate, Pioneer, Redeemed Christian Church of God, Religious Society of Friends, Roman Catholic Church, Ruach Network of Churches, Russian Orthodox Church (Moscow Patriarchate), Salvation Army, Transatlantic Pacific Alliance of Churches, United Reformed Church, Wesleyan Holiness Church.

Additional Information

Tie-breaker

If The School is oversubscribed from within any of the above Admissions Criteria or sub-criteria, straight line distance will be used to prioritise applications; applicants living nearer The School have priority. Hampshire County Council's Geographic Information Systems (GIS) will be used to determine distances (normally from the Ordnance Survey home address point to Ordnance Survey point of The School office). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. If it is still not possible to decide between two applicants who are equidistant then a random allocation will be made to allocate the final place. An explanation of the method of making random allocations is on the Local Authority's website. This method of prioritising admissions will also apply to any 'school specific' criterion.

Who can apply

Only a parent can apply for a place at a school. A parent is any person who has parental responsibility for or is the legal guardian of the child, as set out in the Children Act 1989.

How to apply





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You must complete a Local Authority Application Form available from the website www.hants.gov.uk/admissions. Paper forms are also available on request to the Local Authority and at The School. If you wish to use the "Active member of a Christian church" criterion to support your application you must also complete a Supplementary Information Form (SIF). This form is also available from the Local Authority website www.hants.gov.uk/admissions or The School website www.appleshawschool.com, or as a paper copy from The School office. As stated above the SIF is not available for completion online. It must be signed and returned to The School office by midnight on 15 January 2019.

Offering places

The Governing Body will consider first all those applications received by the published deadline of **midnight on 15 January 2019**. Notifications to parents offering a school place will be sent by the Local Authority on **16 April 2019**.

Applications made after **midnight on 15 January 2019** will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on time preferences will be considered simultaneously and ranked in accordance with the Admission Criteria. If more than one school can offer a place, the parents' highest stated available preference will be allocated.

Pupils with a statement of special educational needs

The governors will admit any pupil whose education, health and care plan (previously a final statement of special educational needs) names **The School**. Where possible these children will be admitted within the PAN.

Multiple births

Where a twin or child from a multiple birth is admitted to The School under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above The School's PAN.

In-year applications (ordinary)

The allocation of any places which may become available during the year will be made on the basis of the current Admissions Criteria. There are no deadline dates for in-year applications. Applications must be made using the Local Authority Admission Form. Any parent can apply for a place for their child at any time to any school. The Governing Body will decide whether a place can be offered at this school.

In-Year Fair Access placements by the local authority





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The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting

list for admission. Such placements will be made in accordance with the provisions of the local authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

Waiting lists

When all available places have been allocated, a waiting list will be operated by The School. Any places that become available will be allocated according to the criteria of the Admissions Policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The School's waiting list will be reviewed and revised –

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;
- periodically, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

At the time of offers of a school place parents will be advised of the process for adding their child's name to The School's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

The waiting list will be maintained until 31 December 2019, at which point all names will be removed. Should parents wish their child to be considered for a place at The School in the following school year they should complete and submit a fresh in-year application in the August preceding the new school year. Schools will send a decision letter within the first 10 days of the new term.

Starting school in Year R

The School will provide for the admission of all children in the September following their fourth birthday. Places in the reception year will be provided from the beginning of the academic year (1 September) in which a child will reach the age of five years.

Deferred entry into Year R

Parents should discuss their plans with the school.





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Part time places in Year R

Parents can also request that their child attends part-time until the child reaches compulsory school age.

Parents of children with birthdays between 1 April and 31 August 2015 (inclusive), whose child has not started in a Year R class during the 2019-2020 school year may request admission to Year R in September 2020 rather than admission to Year 1. In these circumstances, all relevant factors will be considered in assessing the request. Parents will be expected to state clearly why they felt admission to Year R was in their child's best interests. It is recommended that parents considering such a request contact the school in the autumn term 2018 to ensure that an informed decision is made.

Notes on compulsory school age

A child is not required to start school until they have reached compulsory school age following their fifth birthday. Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his fifth birthday (or on his fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Admission of children outside their normal age group

Parents who have a summer born or of a gifted and talented child or a child who has experienced problems or missed part of a year, for example due to ill health, can request a place outside the normal age group. The Governing Body will make a decision on the basis of the circumstances of each case. Parents do not have a right to appeal if they have been offered a place and it is not in the year group they would like.

Admission Appeals

If you are unsuccessful in gaining a place for your child at The School you will be informed by The Local Authority in writing, be given reasons for the refusal and informed of your right to an independent appeal against the decision.

Warning

Places are withdrawn every year because parents give a false 'home address' on application forms. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to the Governing Body's attention will be investigated. The Governing Body reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

Legislation





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This policy takes account of all relevant legislation including the legislation on sex discrimination, race relations, and disability, together with all relevant regulations and the School Admissions Code (published by the DfE in 2014).

Revisions

Once this Admissions Policy has been determined for the year from September 2019 it cannot be revised by The School unless such revision is necessary to give effect to a mandatory requirement of the School Admission Code, admissions law, a determination of the Schools Adjudicator or any misprint in this Admissions Policy.

Further Information

If you require further information about applying for a place at Appleshaw St Peter's Church of England Primary School, please contact The School:

Appleshaw St Peter's Church of England Primary School, Ragged Appleshaw, Andover,
Hampshire SP11 9HR

Telephone: 01264 772210

Fax: 01264 771957

Email: adminoffice@appleshaw.hants.sch.

Determined by the Whole Governing Body on 7th March 2018

Signed: _____
Chair

Review Date: Autumn 2018





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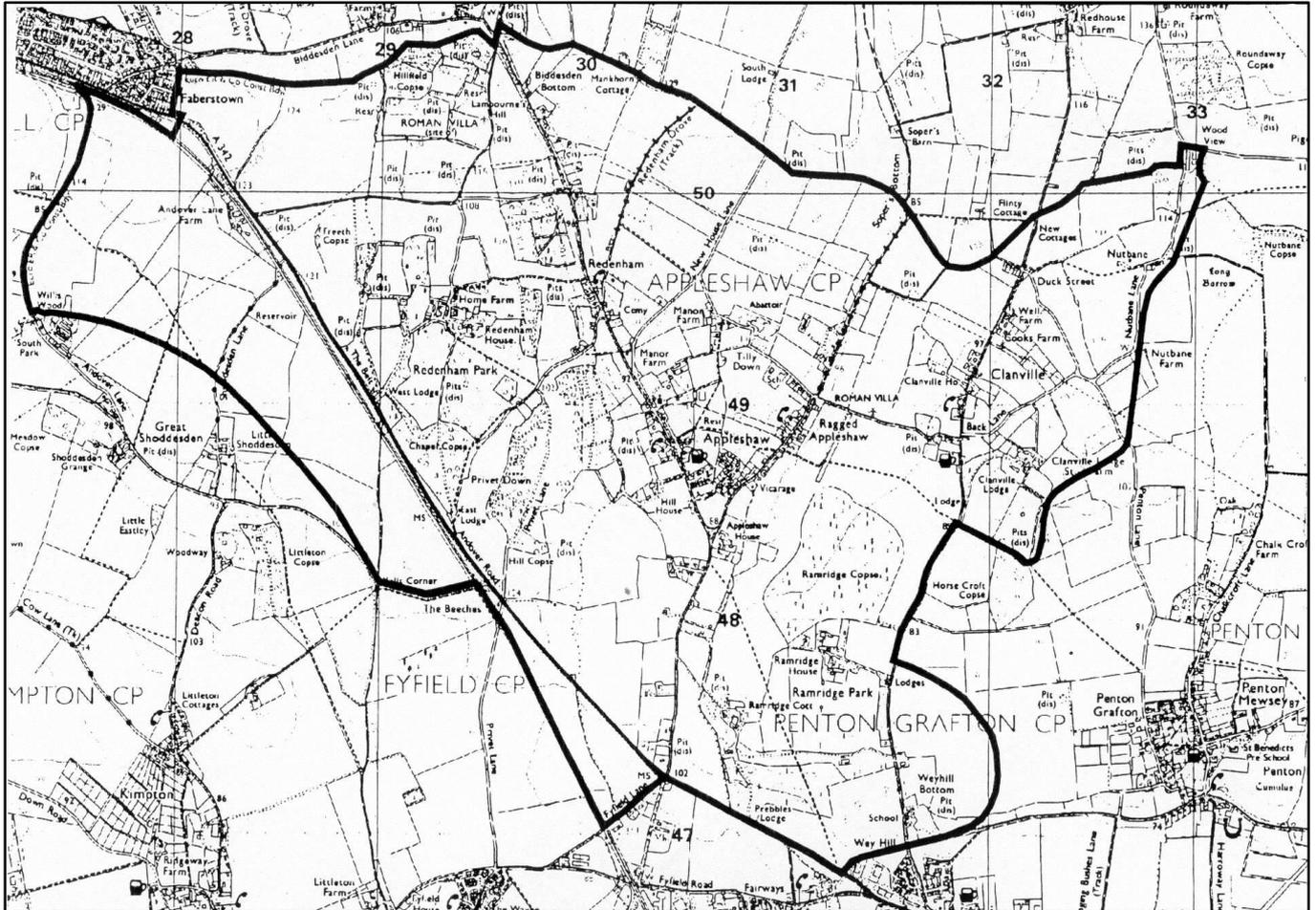
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Appleshaw St Peter's Church of England Primary School. Catchment Area





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SUPPLEMENTARY INFORMATION FORM

Only for use to support admission applications using the 'Active member of a Christian church' criteria.

The purpose of the Supplementary Information Form is to declare and have verified that one parent is an 'Active member of a Christian church'. You must complete this form, have it signed by an authorised church official, and return it to The School as soon as possible but before the deadline of **midnight on 15 January 2019**.

(The authorised church official is usually the priest of your church or if there is none, a person authorised to do so by your church. Should there be an interregnum the SIF may be verified by a churchwarden or other suitably qualified official on behalf of the parish. Please ask at your church, or the church school you are applying to, who has been authorised to verify your declaration)

Of		(Parent Name)
Being the Parent of		(Address)
.....		(Child's Name)
.....		(Child's Date of Birth)
applying for a place at Appleshaw St Peter's Church of England Primary School		
I declare that I have attended worship at a church in the list of Churches Together in England at least twice a month for the previous two years before the deadline for admissions of midnight on 15 January 2019 .		please tick
Please give the name of the church you attend in the space below. Thank you.		
Name of Church:		
Parental signature (Please sign below)	Please print your name below.	
Date:		

PLEASE GET THIS FORM SIGNED BY THE PERSON VERIFYING YOUR DECLARATION

I verify that the information given above is correct.			
Signature			
Please print your name			
Status within the church (Vicar / Priest in Charge etc)			
Date			
Your contact address / telephone			
The information you give may be processed electronically and stored on computer for administrative purposes in accordance with the Data Protection Act 1998.			
When completed and signed by the church official please return to Appleshaw St Peter's Church of England Primary School as soon as possible and not later the closing date of midnight on 15 January 2019.			
<i>For School Use Only</i>			
Accepted by The School as a verified 'Active member of a Christian church' declaration and signed on behalf of the Governing Body by			
Name of person signing on behalf of the Governing Body.	Name	Signature	Date

