



Appleshaw St Peter's Church of England Primary School

Admissions Policy from September 2020

Admissions to Year R

This policy will be used during 2019/2020 for allocating places in the main admission round for entry to Year R in September 2020. It will also apply to in-year admissions during 2020/21. Outside the main admissions round, the Local Authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

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 this school is that, as a church school, it should serve its local community, defined in the trust deed, and the ecclesiastical parish of Appleshaw. The School's Catchment Area is defined below. This policy aims to be clear, fair and objective and to comply with all relevant legislation.

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 firstly be offered to applicants whose applications are received by the deadline in the following priority order. Places for applications received after the deadline will be allocated using the same criteria.

Admission Criteria

1. Looked after children or children who were previously looked after. (see Definition A)

2. (For applicants in the main admission round only) Children or families with an exceptional medical, psychological or social need. Evidence must be provided, from a medical specialist or social worker, of the child or family's need and why those needs make it essential that the child attends this school rather than any other. If evidence is not submitted by the application deadline, the medical or social needs cannot be considered. (see Definition B)

3. A child living in the catchment area of The School: (see Definition C) 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 or children with a parent who is an active member of a Christian church (see Definition E) and who requests admission on denominational grounds and provides relevant evidence on the school's Supplementary Information Form.

(iii) Other children living in the Catchment Area of The School.

4. A child living outside 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 or children with a parent who is an active member of a Christian church (see Definition E) and who requests admission on denominational grounds and provides relevant evidence on the school's Supplementary Information Form.

(iii) Other children living outside the Catchment Area of The School.

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) at the time of making an application. Previously looked after children are those who were previously looked after but immediately after being looked after became subject to an adoption order, child arrangement order or a 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. Child Arrangement Orders are defined by section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement order. Section 14A of the Children Act 1989 defines a special guardianship order as an order appointing one or more individuals to be a child's special guardian (or special guardians).

B. Exceptional medical, psychological or social need

Where a place is requested for a child or family who have an exceptional medical, psychological or social need, parents 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. Parents 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 endeavour to reach a fair and equitable decision.

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 normally live, 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

For house moves after the application deadline an exchange of contracts or a signed tenancy agreement (usually for a 12 month duration) will be accepted as proof of address, but parents may subsequently be asked to demonstrate that the child is resident at the new address and any place offered may be withdrawn if this evidence cannot be provided.

- As a result of a house move notified to the County Admissions Team by 14 February 2020 parents may, at the same time, change the schools named in their original on-time application. Additionally, where a house move has been notified to the County Admissions Team by the above date, the application will be considered in relation to the new address unless the applicant specifically requests that the child's address on the relevant closing date is used instead.
- A new address resulting from a house move notified after 14 February 2020 will be used to communicate the outcome of the application but cannot be used to determine the outcome of an on-time application made from the previous address.

Overseas residents, with a planned relocation to Hampshire will be asked to provide exchange of contracts, signed tenancy agreement (usually of 12 month duration) or other evidence to substantiate ownership of the property. If this cannot be provided, the applicant's current (overseas) address will be used in the application.

For UK service families with official proof of posting to Hampshire and of a relocation date, a Unit postal address, quartering area address or future home address will be accepted as the address for the application, in accordance with the School Admissions Code.

D. Siblings

'Sibling' refers to brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, step brother or step sister, foster brother or foster sister living as one family unit at the same address. Categories 3(i) and 4(i) includes 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 at least twice a month for the previous two years before the deadline for admissions. Parents applying under Admission Criteria 3(ii) and 4(ii) above are required to complete a Supplementary Information Form (SIF), which asks for declaration and verification of your child's or 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 2020.

If a disability or other 'special needs' circumstance prevents regular attendance (as defined above) at a specific place of worship but the person concerned is recognised by the church leaders as a 'regular worshipper', then this can be taken into consideration in your declaration and verification of your "Active membership of a Christian Church". A recent adjudication stated that in order to ensure that the parents who are applying under this criterion are correctly informed, the churches named must display the Admissions Policy and notify those attending that it is available.

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

Additional Information

Tie-breaker

When The School is oversubscribed from within any of the above Admissions Criteria or sub-criteria, Hampshire County Council's admissions policies for Community and Controlled schools use a distance measure to prioritise applications. Hampshire County Council's Geographic Information Systems (GIS) will be used to determine distances (normally from the Ordnance Survey home address point to 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. In the situation that two or more applications measure the same distance to the school, random allocation will be used, as explained on Hampshire's website. The use of this is rare but the situations that random allocation would be required are:

- Same cohort siblings (this does not include twins or multiple births, who are an exception to Infant Class Size regulation)
- Unrelated applicants who live equidistant from the school
- House of multiple occupation (where living accommodation is shared but not bedrooms. Eg not a block of flats)
- Forces families applying with a posting order and for admission purposes the unit address is used as there is no allocated housing order.

Each random allocation event is only valid for the allocation of the available school place.

On any waiting list the remaining applicants will remain equally ranked and any further place offered will be the result of a further random allocation.

In making a random allocation it is important that there is scrutiny from a person who is not involved in the allocation process. The roles involved with the random allocation are:

- Independent Adjudicator (IA) - this is a person who ensures the process is carried out in a correct and transparent way. The IA must be independent of the school for which the allocation is to be made and must also be independent of the County Admissions Team.

- Senior Admissions Officer (SAO) - this is an officer from the County Admissions Team who is responsible for carrying out the administration of the random allocation procedure and recording the results, under the scrutiny of the IA.
- Person who makes the draw (P) - this must be a person independent of the school for which the allocation is to be made and must be a person who is not part of the Admissions Team.

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

The Local Authority operates a Co-ordinated Admissions scheme which processes all main round (ordinary) admission applications. They also publish a composite prospectus which details all admission arrangements for schools within the Local Authority. Please see www.hants.gov.uk/educationandlearning/admissions for the prospectus and details of the scheme.

You must complete a Local Authority Application Form available from the website www.hants.gov.uk/educationandlearning/admissions/ad-applyonline. Paper forms are also available, on request, from the Local Authority and 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 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 2020.

Offering places

The Governing Body will consider first all those applications received by the published deadline of midnight on 15 January 2020. Notifications to parents offering a school place will be sent by the Local Authority on 16 April 2020.

Applications made after midnight on 15 January 2020 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the main 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 parent's highest stated available preference will be allocated.

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

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 (form available as stated above). Any parent with parental responsibility 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

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 specific 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.

School Closures

In the event of a school closure, pupils from the closing school may be given priority for any school nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with the School Admissions Code and will be published at the time for the specific school affected.

Waiting lists

When all available places have been allocated, a waiting list will be operated by The School.

All children not being offered a place will automatically be placed on the waiting list for 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 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 receiving an offer of a school place parents will be advised of the process for adding their child's name to a 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.

Starting school and deferred entry to Year R

The School will provide for the admission of all children in the September following their fourth birthday. Pupils born between 1 September 2015 and 31 August 2016 (inclusive) are entitled to full-time schooling from September 2020. Parents can request that their child's admission is deferred until later in the school year (usually at the start of a school term and before the end of the academic year), but not beyond the point at which they reach compulsory school age, at the beginning of the term following their fifth birthday. Parents can request that their child attends part-time until compulsory school age is reached.

Exceptionally, parents of children with birthdays between 1st April and 31st August (inclusive) may wish to consider deferring admission until the following September. See below for the admission of children outside their normal year group.

It is recommended that parents considering such a request contact The School as early as possible to ensure that an informed decision is made.

Notes on compulsory school age and summer born children

A child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted. 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.

All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday. It is likely that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely.

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. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. The Governing Body will make a decision on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the views of the parents, medical professionals, the headteacher of the school and all relevant information about the child's development. 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 being offered 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 false information on application forms eg. a false home address. 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

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admissions Code (published by the DfE in 2014).

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 9771957

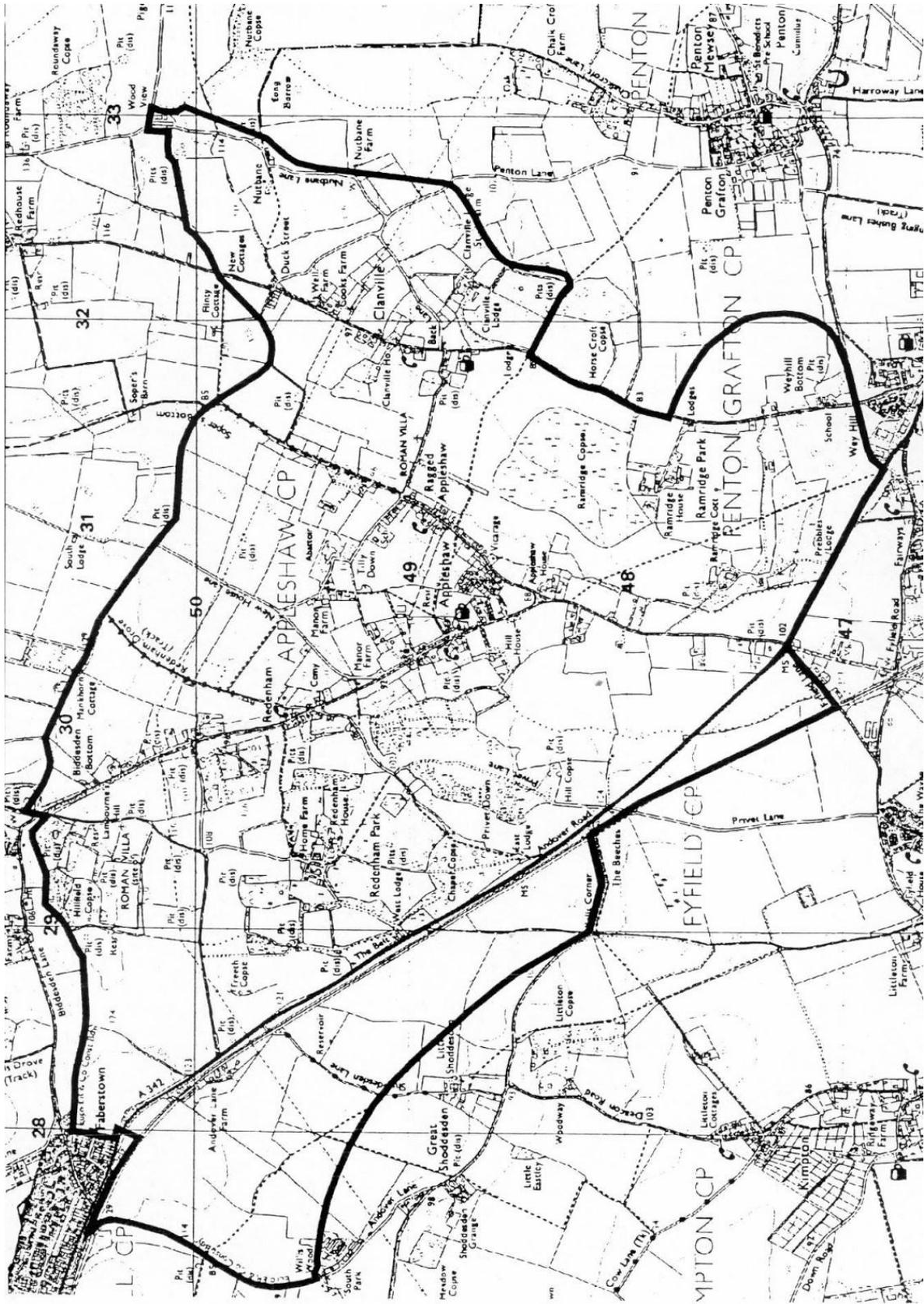
Email: adminoffice@appleshaw.hants.sch.

Determined by the Whole Governing Body on _____

Signed: _____ (Chair)

Review Date: Autumn 2019

Map of the Catchment Area of Appleshaw St. Peter's CofE Primary School



Appleshaw St Peter's Church of England Primary School

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 2020**.

(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.)

	I	(Parent Name)
	Of	(Address)
	
	
Being the Parent of	
	(Child's Name)	(Child's Date of Birth)
applying for a place at	Appleshaw St Peter's Church of England Primary School	

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 15th January 2020 .	<small>please tick</small>
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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 [date] January 2018.

For School Use Only

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
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