

Brighstone Church of England Aided Primary School Admissions Policy from September 2013

Revision Record

Revision No.	Date Ratified	Prepared By	Approved	Comments
1	21 st February 2012	AJ	GB	New Policy taking into account new Government Guidance

INTRODUCTION

The name of the school is Brighstone Church of England Aided Primary School (***The School***). *The School* is a Voluntary Aided School.

The Governing Body of Brighstone Church of England Aided Primary School (***The Governing Body***) is the admissions authority.

The School's trust deed of 1836 states that *The School* was established to provide education for poor children living in the parish of Brixton (now known as Brighstone) and the adjoining parish of Mottistone. This parish and the *Local Authority* catchment area for *The School* (including the parishes/areas of Limerstone, Shorwell, Hulverstone, Brook, Kingston, Yafford, Atherfield and Chale) are referred to as (***The Area Served by The School***). A map of this area and a list of roads form part of this policy document.

This policy has been made in accordance with the Equality Act 2010 and the Public Sector Equality Duty, The Human Rights Act 1998, School Standards Framework Act 1998,

This policy will be administered fairly and impartially. The decision to admit, or otherwise, is the responsibility of *The Governing Body*.

The information given below is correct for the school year shown above, but it could be altered for future years. *Parents* should check with *The School* that no changes have occurred. All applications are made by *Parents* for their child / children.

THE ADMISSIONS TIMETABLE

The ***Local Authority*** operates a timetabled co-ordinated admissions procedure for all Schools in line with Government legislation.

The *Local Authority* will manage the process on behalf of *The School* according to the scheme which they will publish in their Admissions Booklet for that year but it is still *The Governing Body*, as the Admission Authority for this school who will offer the available places in line with this policy.

The closing date for admission application forms to be received by the *Local Authority* will be as published in the *Local Authority's* Admissions Booklet for that year. Also contained in that booklet will be information on how to complete their application form on-line, dates for notification to parents of admissions decision and the closing dates for accepting places or lodging appeals. In case of any doubt on these dates, please contact the *Local Authority* or *The School*.

Parents applying who wish to use the Christian Commitment criteria will be asked to complete a Supplementary Information Form (SIF), which must be obtained from *The School* or from the *Local Authority* website, completed and returned to *The School* not later than the closing date set by the *Local Authority* for school applications to be received. (As it is a paper form that needs to be signed, the SIF is not available for completion on-line.)

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FURTHER INFORMATION

If you require further information about applying for a place at Brighstone Church of England (Aided) Primary School, please contact *The School*.

SCHOOL ADDRESS – New Road, Brighstone, Isle of Wight, PO30 4BB

t: 01983 740285
w: www.brighstoneprimary.org.uk
e: brighstonepri@lineone.net

ADMISSIONS

When the school is oversubscribed, after the admission of pupils with Statements of Special Educational Needs where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in order:

OVERSUBSCRIPTION CRITERIA

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (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)
2. Children or an immediate family member who have a serious social or medical condition which make it essential that the child attends the preferred school rather than any other. (Appropriate social or medical evidence must be provided in support)
3. Children *Living Inside **The Area Served by The School*** who at the time of application have a sibling on the roll of ***The School***
4. Children of families *Living Inside **The Area Served by The School***.
5. Children *Living Outside **The Area Served by The School*** who at the time of application have a sibling on the roll of ***The School***
6. Children *Living Outside **The Area Served by The School*** and who can or whose parent can show "Christian Commitment". (*Parents applying under this criterion must complete a Supplementary Information Form.*)
7. Other children *Living Outside **The Area Served by The School***.

IN ALL CASES ABOVE

Where there are not enough places for applicants within a criterion listed above, distance measurement will be used with those living closer to the school receiving higher priority.

Distance will be measured in a straight line by the *Local Authority's* geographical measuring system from the front door of the child's home address to the main entrance of the school (as designated by the school). If distances are equal (for example within a block of flats), lots will be drawn by a person independent of *The Governing Body* to determine the allocation.

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NOTES AND DEFINITIONS

CHILDREN WITH STATEMENTS - NAMING THE SCHOOL

The School will admit children with statements of Special Educational Needs (SEN) in which *The School* is named. Where places, required by pupils with statements that name *The School*, are known before the governors admissions committee meets to allocate places, these places will count towards the PAN for *The School*.

APPLICATIONS TO RECEPTION CLASSES

The Governing Body will admit **30** children to the reception class.

'Deferred Admission'. All Year R will be offered a full time place from the beginning of the Autumn term. Where a child, under statutory school age (before their fifth birthday), is offered a place in *The School* from September, the parent has the option of asking for part time attendance or deferring their child's entry until later in that school year. The child must be in school full time from their fifth birthday.

Deferred Admission should be discussed with *The School* and is not part of the determined admissions policy for *The School*.

APPLICATIONS TO CLASSES

The Governing Body will admit **30** children into all classes.

IN YEAR APPLICATIONS

The allocation of any places which may become available during the year will be made on the basis of the current Oversubscription Criteria. There are no deadline dates for in year applications.

If a place is available and there is only 1 applicant, the Admissions Panel will not meet – the place will automatically be offered. If however, there is only 1 place and more than 1 child applying for the place, the Admissions Committee will be emailed and asked for their decision within 5 working days.

From September 2013 it is anticipated that In Year Admissions will be managed by *The School*. *The Governing Body* will decide whether a place can be offered. The offer letter will be issued by the *Local Authority*. 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.

Parents applying under any Christian Commitment criteria must complete a Supplementary Information Form (SIF), which must be obtained from *The School* or the *Local Authority*, completed and returned to *The School*. (As it is a paper form that needs to be signed, the SIF is not available for completion on-line.)

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* 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.

DEADLINES

Make sure your *Local Authority* Application Form is returned on time to: School Admissions. Isle of Wight Council, County Hall, Newport, Isle of Wight, PO30 1UD. Details of dates are in the *Local Authority* Admissions Booklet.

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APPLICATION FORMS

For this school you must complete the *Local Authority* Application form. The *Local Authority* Form may be completed on-line. Please refer to the *Local Authority's* information on admissions in their booklet.

SUPPLEMENTARY INFORMATION FORM

Parents applying under any of the Christian Commitment criteria will be asked to complete a Supplementary Information Form (SIF), which must be obtained from *The School* or the *Local Authority Website*, completed and returned to *The School* not later than the closing date set by the *Local Authority* for school applications to be received. (As it is a paper form that needs to be signed, the SIF is not available for completion on-line.)

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. You can also request to be placed on a 'waiting list'.

DEFINITIONS

1 'Parents'

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.

2 'Home Address'

The 'home address' means the address where the child usually lives.

Where parents have shared residence of a child and the child lives for part of the week with each parent *The Governing Body* will take the home address to be the address at which the child lives most of a school week.

Moving Home and UK service personnel and Crown servants

Places cannot be offered on the basis of a possible move in the future. Places can only be offered on the basis of future moves if:

- i. a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- ii. a tenancy agreement confirming the renting of a specific property relevant to the application;
- iii. a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application; or
- iv. in the case of UK service personnel and Crown servants, an official government letter (MOD, FCO or GCHQ) letter declaring a relocation date to the relevant parish or priority area of *The School* (or to establish distance from *The School*) is received.

3 'Serious social or medical condition'

Where a place is requested for a child or a parent who has a serious social or medical 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 and describing 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 based upon the Local Authority's definition of a 'serious social or medical definition'.

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4 'Siblings'

'Sibling' refers to a brother or sister, a half brother or sister, an adopted brother or sister, a step brother or sister, or the child of the parent/carer's partner and in every case the child must be living permanently in the same family unit at the same address.

If the last pupil offered a place in an infant class within the Published Admission Number is from a multiple birth or has sibling in the same year group, a place will be offered to the other twin/multiple birth child/ren, as this will not contravene the Infant Class size legislation.

5 'Christian Commitment'

Parents applying under any of the Christian Commitment criteria will be asked to complete a Supplementary Information Form (SIF), which must be obtained from *The School*, completed and returned to *The School* not later than the closing date set by the *Local Authority* for school applications to be received. (As it is a paper form that needs to be signed, the SIF is not available for completion on-line.)

In the SIF, you will be asked to declare that a parent or the child has a Christian commitment to an Anglican Church OR a Christian church listed in Churches together in England for the previous 24 months at the time of application.

Christian commitment means you have worshipped at least twice a month at a church included in the list of Churches Together in England for 24 months before the time of making this application.

Your declaration must be verified by the incumbent of your parish or previous parish. Should there be an interregnum the SIF may be verified by a churchwarden or other suitably qualified official on behalf of the parish.

If you have recently moved you may ask the priest, or authorised church official, from your previous church to verify your Christian Commitment.

6 'Churches Together in England'

Includes:

Antiochian Orthodox Church, Baptist Union of Great Britain, 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 Oriental Orthodox Christian Churches, Elim Pentecostal Church, Evangelische Synode Deutscher Sprache in Großbritannien, Exarchate of Orthodox Parishes of the Russian Tradition (Ecumenical Patriarchate), Free Church of England, Ichthus Christian Fellowship, Independent Methodist Churches, International Ministerial Council of Great Britain, Joint Council for Anglo-Caribbean Churches, Lutheran Council of Great Britain, Mar Thoma Church, Methodist Church, Moravian Church, New Testament Assembly, New Testament Church of God, Oecumenical Patriarchate, Redeemed Christian Church of God, Religious Society of Friends, Roman Catholic Church, Russian Orthodox Church (Moscow Patriarchate), Salvation Army, Transatlantic Pacific Alliance of Churches, United Reformed Church, Wesleyan Holiness Church.

List correct at 04-10-11, please check for up to date list at www.cte.org.uk

7 'Waiting List'

When all available places have been allocated, *The School* will operate a waiting list. Parents should confirm with the school that their child's name is included on the list or if they want their child's name removed from the waiting list.

Any places that become available will be allocated by *The Governing Body* 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. Looked after and previously looked after

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children and those allocated a place within the Fair Access Protocol will take precedence over other children on 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 will affect their priority;
- at the end of each school year, 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.

The Admissions Committee will sign off any changes to the 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.

8 'Right of Appeal'

Parents whose children are refused admission to *The School* have a right of appeal by an independent appeals panel. Parents will be notified in the refusal letter from the *Local Authority* of how an appeal can be lodged.

9 '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 particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of any protocol approved by the Admission Forum, based on legislation and government guidance. If an admission through In-Year Fair Access raises the number on roll above the PAN, no further pupil will be admitted from the waiting list until a place becomes available within the PAN.

Brighstone CE Primary School - SUPPLEMENTARY INFORMATION FORM

Only for use to support admission applications using the Christian Commitment criteria.

The purpose of the Supplementary Information Form is to declare and have verified the Church Commitment of you or your child.

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 for school admissions set by the *Local Authority*.

(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 validate your declaration.)

I		Parent Name
Of		Address
Being the Parent of		
	Child's Name	Child's Date of Birth
applying for a place at Brighstone Church of England (Aided) Primary School		
Declare that I have attended worship at least twice a month at a church included in the list of Churches Together in England for 24 months before the time of making this application.		please tick <input type="checkbox"/>
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>I verify that the information given above is correct.</i>		
Signature		
Please print your name		
Status within the church (Vicar / Priest in Charge etc)		
Date		
Your contact address / telephone		
For School Use Only		
Accepted by <i>The School</i> as a validated Christian commitment declaration and signed on behalf of <i>the Governing Body</i> by		
Name of person signing on behalf of <i>the Governing Body</i> .	Name	Signature
When completed and signed by the church official please return to Brighstone CE Aided Primary School as soon as possible and not later the closing date for admissions set by the <i>Local Authority</i>.		

Christian Churches

Church of England Voluntary Aided Schools in the Anglican Dioceses of Portsmouth and Winchester use the "Churches Together in England" list of Christian Churches.

'Churches Together in England'

Includes:

Antiochian Orthodox Church, Baptist Union of Great Britain, 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 Oriental Orthodox Christian Churches, Elim Pentecostal Church, Evangelische Synode Deutscher Sprache in Großbritannien, Exarchate of Orthodox Parishes of the Russian Tradition (Ecumenical Patriarchate), Free Church of England, Ichthus Christian Fellowship, Independent Methodist Churches, International Ministerial Council of Great Britain, Joint Council for Anglo-Caribbean Churches, Lutheran Council of Great Britain, Mar Thoma Church, Methodist Church, Moravian Church, New Testament Assembly, New Testament Church of God, Oecumenical Patriarchate, Redeemed Christian Church of God, Religious Society of Friends, Roman Catholic Church, Russian Orthodox Church (Moscow Patriarchate), Salvation Army, Transatlantic Pacific Alliance of Churches, United Reformed Church, Wesleyan Holiness Church

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