

Together in the sight of God



ADMISSIONS A STATEMENT OF POLICY

Yarmouth Voluntary Aided
Shalfleet Voluntary Controlled

Yarmouth CE Primary School

A Voluntary Aided School

INTRODUCTION

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

The Governing Body of Yarmouth England Primary School (*The Governing Body*) is the admissions authority.

The School's trust deed of 1854 states that *The School* was established to provide education for children living in the parish of Yarmouth St James . This parish and the *Local Authority* catchment area for *The School* 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 School Standards Framework Act 1998, The Human Rights Act 1998. The Equality Act 2010 and the Public Sector Equality Duty.

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.)

FURTHER INFORMATION

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

Yarmouth CE Primary School
Mill Road
Yarmouth
PO41 0RA

t: 01983 760345
f: 01983 760345
e: admin.yarmouthcep@lineone.net

ADMISSIONS

Places will be offered up to the Published Admission Number (PAN) i.e. 15 pupils, regardless of preference. If the number of applications exceeds the PAN, the following criteria will be used to allocate places:

OVERSUBSCRIPTION CRITERIA

1. 'Looked after children' 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 families who have a serious social or medical condition which makes 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* who will still be on roll at the time of the sibling's admission.
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* who will still be on roll at the time of the sibling's admission.
6. Children *Living Outside The Area Served by The School* and who can or whose parent can show "Christian Commitment". (*A Supplementary Information Form must be completed by parents applying under this criterion.*)
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* computerised 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.

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 15 children to the reception class.

'Deferred Admission'. All Year R will be offered 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 on their fifth birthday.

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

Applications for children outside their normal school year group will be considered on an individual basis.

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.

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.)

Applications for children outside their normal school year group will be considered on an individual basis.

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 and sent to the right place. Details of dates are in the *Local Authority* Admissions Booklet.

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.

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.

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', used for the term 'living inside' with regard to the area served by The School, 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;

or, where the child lives at each address for equal parts of a school week, then

the address nearest to The School as determined by the Local Authority distance measuring system.

Moving Home and UK service personnel and Crown servants

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

- a. a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- b. a tenancy agreement confirming the renting of a specific property relevant to the application;
- c. a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application; or

- d. 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*).

3 'Serious social or medical condition'

Where a place is requested for a child or family who have 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.

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.

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 the name of the church you worship at.

Your declaration will need to be verified by the priest of your church or if there is no priest an authorised church official. 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. In-year fair access will take priority over the waiting list.

The waiting list will be reviewed and revised

- a. each time a child is added to, or removed from, the waiting list;
- b. when a child's changed circumstances will affect their priority;
- c. 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.

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.

Yarmouth 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. 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 <i>Yarmouth Church of England (Aided) Primary School</i>	
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	

For School Use Only

Accepted by The School as a validated Christian commitment 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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When completed and signed by the church official please return to Yarmouth CE Primary School as soon as possible and not later the closing date for admissions set by the *Local Authority*.

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

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

Admissions Policy 2012-2013

SHALFLEET C.E. PRIMARY SCHOOL

A Voluntary Controlled School

Introduction

The Federation of Church schools of Shalfleet and Yarmouth School's Governing body applies the Local Authority regulations on admissions fairly and equally to all those who wish to attend Shalfleet C.E. Primary School.

The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

Aims and objectives

We are an inclusive school that welcomes children from all backgrounds and abilities.

The only restriction placed on entry by the LA is that of number. It is our wish to allow parents the right to have a place at this school, however this is not always possible, due to the excess demand on the places available. Applications are made directly to the LA.

The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

The school has a Christian foundation, but factors such as church attendance play no part in the admissions process.

How parents can apply for their child to be admitted to our school

As our school is a Voluntary Controlled school, the school determines the admission arrangements in agreement with the LA. The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the Education Department of the LA and should be completed by the date stipulated on the forms and returned to the LA. The LA notifies parents about the school place as soon as all the applications have been considered. For admissions during the school year, parents seeking a school place should contact School Admissions at County Hall.

In this area, children enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by the stated date of the previous school year to register

their child. Once registered with the school it is possible however to vary the date of actual admission according to need and in agreement with our on site Pre-School.

Admission appeals

If a child is not offered a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase in an uncontrolled manner.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeal panel's decision is binding for all parties concerned. If the appeal panel decides that we should admit a child to our school, then this decision will be accepted by the school and adjustments made accordingly. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999)

The standard number

The standard number is the number of children the school can accommodate. Our standard number is currently 24 per year group. This number is kept under review by both the Local authority and the governors who can apply to change the number if circumstances allow.

Review

This policy will be reviewed annually with the Admissions Authority in the light of any change in circumstances in our school or the local area.

Ratified by the Governors:

Date: **Review Date:**