

PROMOTING POSITIVE OPPORTUNITIES FOR ALL

BRIGHSTONE C.E. PRIMARY SCHOOL



ADMISSIONS POLICY

Date Agreed:

Review Date

Signed: _____

Chair Board of Governors

Introduction:

Admissions to Year R

This policy will apply to all admissions from 1 September 2015, including in-year admissions. It will be used during 2014-15 for allocating places for September 2015 as part of the normal admission round for Year R.

The Governing Body of Brighstone Church of England (Aided) 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 Brighstone Church of England (Aided) Primary School (The School) is 30. The PAN is the number of places for children available in the year group above.

A guiding principle of admissions to this school is that the school should serve its local community, defined in the trust deed of 1836 as the ecclesiastical parish of St Mary's, Brighstone. The current parish area and the current Local Authority area for the school are referred to as (The area served by the school, i.e. Brighstone, Brook, Hulverstone, Military Road, Chale, Kingston, Atherfield, Yafford, Limerstone and Shorwell). If you wish to know if you live within the current Parish of St Mary's please contact the School. The policy aims to be clear, fair and objective and to comply with all relevant legislation.

This policy has been developed in accordance with the Equality Act 2010 (EA 10) and the Public Sector Equality Duty contained within the EA10, The Human Rights Act 1998 and the 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.

Outside the normal 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 Governors will admit any pupil whose final statement of special educational needs names the School. Where possible such children will be admitted within the PAN.

The information given below is correct for the School year shown above, but it could be subject to alteration 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, 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.)

If the School is oversubscribed, places will be offered in the following priority order. Places for applications received after the deadline will be allocated using the same criteria:

Admission Criteria

Admissions

Places will be offered up to the Published Admission Number (PAN) i.e. 30 pupils, regardless of preference. If the number of applications exceeds the PAN, after admission of pupils with Statements of Special Educational Needs (SEN) where the School is named in the statement, the following criteria will be used to allocate places:

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 families 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 Definitions C)
 - (i) *Children who at the time of application have a **sibling** (see Definitions D) on the roll of the School.*
 - (ii) *Other children living in the catchment area of the School.*
4. **Children living out of the catchment area of the School:**
 - (i) *Children who at the time of application have a **sibling** (see Definitions D) on the roll of the School.*
 - (ii) *Children with a parent who is an active member of a Christian Church included in the list of Churches Together in England and who requests admission on denominational grounds and provides relevant evidence. (see Definition F)*
 - (iii) *Other children.*
1. *Children who are in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989, or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. (A letter from the Children's Services Department confirming the child's status must be provided.)*
2. *Children with a Specific Medical Condition, confirmed by a consultant paediatrician or similar consultant, which makes attendance at the particular School essential. (This must be supported by independent evidence supplied at the time of application, confirming the reason(s) why attendance at The School is essential and describing the difficulties that would be caused if the child had to attend another School. The evidence will be considered carefully by The Governing Body, who will reach a fair and equitable decision.)*
3. *Children 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** and whose families "Worship at St. Mary's Church"*
5. *Children Living Inside **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.)*

6. *Children living inside **The Area Served by The School**.*
7. *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.)*
8. *Other children Living Outside **The Area Served by The School**.*

IN ALL CASES ABOVE

Where there are insufficient places for applicants from within a particular criterion, children living closest to The School (measured by straight line by the Local Authority’s Geographical Information system (GIS) from the centre of the building of the home address to the centre of The School Building) will have priority. If distances are equal (for example with a block of flats), lots will be drawn by an independent person to determine the allocation.

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, residence, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A ‘residence order’ is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. 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 Serious medical, physical or psychological 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. 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 endeavour to reach a fair and equitable decision.

C The Catchment Area

The catchment area for Brighstone Church of England (Aided) Primary School is the Ecclesiastical Parish of St Mary. 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 and UK service personnel and crown servants

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

- a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- a tenancy agreement confirming the renting of a specific property relevant to the application;
- 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) letter declaring a relocation date to the relevant parish or priority area of The School (or to establish distance from The School).

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 children living as siblings in the same family unit. 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 preferred 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 Together in England at least twice a month for the previous two years before the deadline for admissions of **midnight on Thursday 15 January 2015**. Parents applying under criterion 4(iii) are required to complete a Supplementary Information Form (SIF), which asks for declaration and verification of your active membership. The SIF which can be downloaded from the school website www.brighstoneprimary.org, must be completed and returned to the school by **midnight on Thursday 15 January 2015**. (As it is a paper form that needs to be signed, the SIF is not available for completion online.)

Additional Information

Tie-breaker

If the School is oversubscribed from within any of the above criteria or sub-criteria, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Local Authority'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. This method of prioritising admissions will also apply to any 'school specific' criterion unless otherwise stated in the school's brochure.

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

You must complete a Local Authority Application Form available from website www.iwight.com/school admissions. If you wish to use the "Active member of a Christian Church" criteria to support your application you must also complete a Supplementary Information Form (SIF). This form is available from the school website www.brighstoneprimary.org.uk or ask for a paper copy from The School office.

Offering places

The Governing Body will consider first all those applications received by the published deadline of **midnight on Thursday 15 January 2015**. Notifications to parents offering a junior school place will be sent by the Local Authority on **Thursday 16 April 2015**.

Applications made after **midnight on Thursday 15 January 2015** 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 parent's highest stated available preference will be allocated.

Pupils with a statement of special educational needs

The governors will admit any pupil whose final statement of special educational needs names the school. Where possible such children will be admitted within the PAN. The Governing Body will support the school

in its aspiration to support all pupils within the catchment area across the curriculum, including supporting those with a range of abilities.

However, agreement needs to be reached that teaching and learning supports achievement across each year group and is not heavily weighted to taking in children from outside the area who have been excluded purely on the basis of either their academic ability or behavioural issues – all schools need to do their best for their pupils with regard to the inclusion agenda. Therefore the Governing Body agree to that up to 50% of those children who have a statement of educational need will be admitted as part of the published PAN.

Multiple births

Where a twin or child from a multiple birth is admitted to a 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

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, waiting lists will be operated by schools on behalf of the local authority. Any places that become available will be allocated according to the criteria of the admission 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 in Year R Only in Primary Schools

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, the September, in which a child will reach the age of five years.

Deferred entry into Year R Only in Primary Schools

Parents can request that the date their child is admitted to school is deferred until later in the school year but not beyond the point they reach compulsory school age, at the beginning of the term following their fifth birthday.

Part time places in Year R Only in Primary Schools

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

Exceptionally, parents of children with birthdays between 1 April and 31 August (inclusive) may wish to defer admission until the following September. In these circumstances, an application under the following year's admissions policy and procedures will be required and the admission will normally be considered for Year 1. See below for the Admission of children outside their normal age group.

Please discuss these arrangements with The School as soon as possible.

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 who have deferred entry into Year R 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.

Churches Together in England

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

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 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 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 2012).

Further Information

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

Brighstone CE (Aided) Primary School
New Road
Brighstone
Isle of Wight
PO30 4BB

Tel: 01983 740285

email: brighstonepri@lineone.net

Brighstone Church of England (Aided) 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, return it to The School as soon as possible but before the deadline of **4.30pm on 15 January 2015**.

(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 **Brighstone Church of England (Aided) 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 twelve months before the deadline for admissions of **midnight on Thursday 15 January 2015.**

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 Brighstone CE (A) Infant Primary School as soon as possible and not later the closing date of midnight on Thursday 15 January 2015.

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