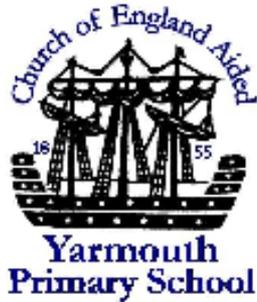


Together in the sight of God



ADMISSIONS

A STATEMENT OF POLICY

Yarmouth Voluntary Aided

Yarmouth CE Primary School

A Voluntary Aided School

1 ADMISSION TO YEAR R / YEAR 3 if a junior school

The Published Admission Number (PAN) for Yarmouth CE Primary School (The School) is 15.

The PAN is the number of places for children available in the year group above.

Children with a Statement of Special Educational Needs, where The School is named in the Statement, will be allocated a place.

Whenever decisions are being made, after the statemented children above are allocated a place, if there are more applicants than places then the admission criteria below will be used to decide which applicants will be offered a place. If there are fewer applicants than places, all applicants will be offered a place.

2 ADMISSION CRITERIA

- a. 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).
- b. Children living inside The Area Served by The School, (A map of this area and a list of roads form part of this policy document) who at the time of application have a sibling on the roll of The School.
- c. Children living inside The Area Served by The School who at the time of application have a Christian commitment.
- d. 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.)
- e. Children of families living inside The Area Served by The School.
- f. Children living Outside The Area Served by The School, (A map of this area and a list of roads form part of this policy document) who at the time of application have a sibling on the roll of The School.
- g. 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.)

3 IN ALL CASES ABOVE

If there are not enough places within a criterion above, distance will be used to decide which children will be offered a place, with those living closer to The School receiving higher priority.

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.

4 HOW TO APPLY

You must complete a Local Authority Application Form available from the School Office

If you wish to use the Christian Commitment Admission Criteria to support your application you must also complete a Supplementary Information Form (SIF). This form is available from the Local Authority Website www.iwight.com/schooladmissions.

The School's Website www.yarmouthceprimary.co.uk and as a paper copy from The School office.

5 WHEN TO APPLY

You must apply before the deadline for applications provided by the Local Authority. Please check with the Local Authority or The School for the deadline date for the year you are applying for.

6 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.

7 MAKING A DECISION

If you do not know The School, before making a decision you should visit The School. You will often meet and be shown round by the headteacher. The headteacher will tell you about what makes The School distinctive and you will be in a better position to know whether The School is the right school for you and your child.

8 THE AREA SERVED BY THE SCHOOL

The School's trust deed of 1854 states that The School was established to provide education for children living in the ecclesiastical parish of Yarmouth St James. This ecclesiastical parish is referred to as (The Area Served by The School).

A map of this area and or a list of the roads served by The School form part of this policy document.

9 THE ADMISSION AUTHORITY

The Governing Body of Yarmouth Church of England Primary School (The Governing Body) is the admissions authority for The School. Only the governing body can decide, using the Admission Criteria above, which children can be offered a place at The School.

10 FURTHER INFORMATION

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

11 SCHOOL ADDRESS

Yarmouth CE Primary School
Mill Road
Yarmouth
PO41 0RA

t: 01983 760345

f: 01983 760345

e: admin.yarmouthcep@lineone.net

12 LEGAL STATEMENTS

This policy has been made in accordance with the 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.

13 DISTANCE FROM SCHOOL

Distance will be measured in a straight line by the Local Authority's computerised measuring system from the designated point of the child's home address to the designated point of The School (as designated by the Local Authority measuring system). The designated measuring point will be the Front Door.

14 HOME ADDRESS

The home address, used for the term 'living inside' and 'living outside', 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.

19 MOVING HOME & UK SERVICE PERSONNEL & CROWN SERVANTS

- a. Places can not be allocated on a future address, the address used for allocation will be the address you are residing at on the 15 January 2014.**
- b. If you are moving to the Island from the mainland, under Inter-Authority working you will need to apply for a place at an Island school via your current local authority. They will inform our local authority who will inform us of the application.**
- c. For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live within the area. The application will be considered if it is accompanied by an official letter i.e. MOD, FCO or GCHQ, that declares you will be posted to live within the parish area served by the school.**

15 THE LOCAL AUTHORITY AND ADMISSIONS

The Local Authority operates a timetabled co-ordinated admissions scheme 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. The Governing Body, as the Admission Authority for this school, decide, using the Admission Criteria above, which children can be offered a place at The School.

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.

16 CHILDREN OR FAMILIES WHO HAVE A 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. 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.

17 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.

18 MULTIPLE BIRTH SIBLINGS

If the last pupil offered a place in a class within the PAN is from a multiple birth, a place will be offered to each of the siblings concerned.

This may result in an admission number over the PAN and or exceeding the Infant Class Size Limit. This is in line with the 'excepted pupils' requirements of the Admissions Code 2012.

20 CHRISTIAN COMMITMENT

Parents applying under any of the Christian Commitment criteria must complete a Supplementary Information Form (SIF), which can be obtained from the Local Authority website, The School's website or The School.

It must be 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.)

On the SIF, you will be asked to declare the Christian Commitment of a parent or the child.

Christian Commitment is defined as: A regular attendance to church at least once a month by the child and Family Member(s) / Carer.

The duration of commitment is defined as a regular attendance for a sustained period.

Your declaration on the SIF 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.

Please ask at your church or at The School who is qualified to sign the form.

21 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

22 DEFERRED ENTRY INTO YEAR R

The School will provide for the admission of all children in the September following their fourth birthday.

Parents can request that the date their child is admitted to school is deferred until later in the school year up to the start of the summer term of Year R.

Parents can also request that their child takes up the place part-time until later in the school year up to the start of the summer term of Year R.

These arrangements should be discussed with The School.

23 ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Parents 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, informing parents of their statutory right to appeal. This right of appeal does not apply if The School has offered a place in another year group at The School.

24 ADMISSION TO KEY STAGE 2 CLASSES

The governing body is prepared to admit more children than the PAN for Key Stage 2.

25 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 Oversubscription 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.

26 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.

27 WAITING LIST

When all available places have been allocated, The School will operate a waiting list for at least the first term of the academic year of admission. 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 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.

28 ADMISSION APPEALS

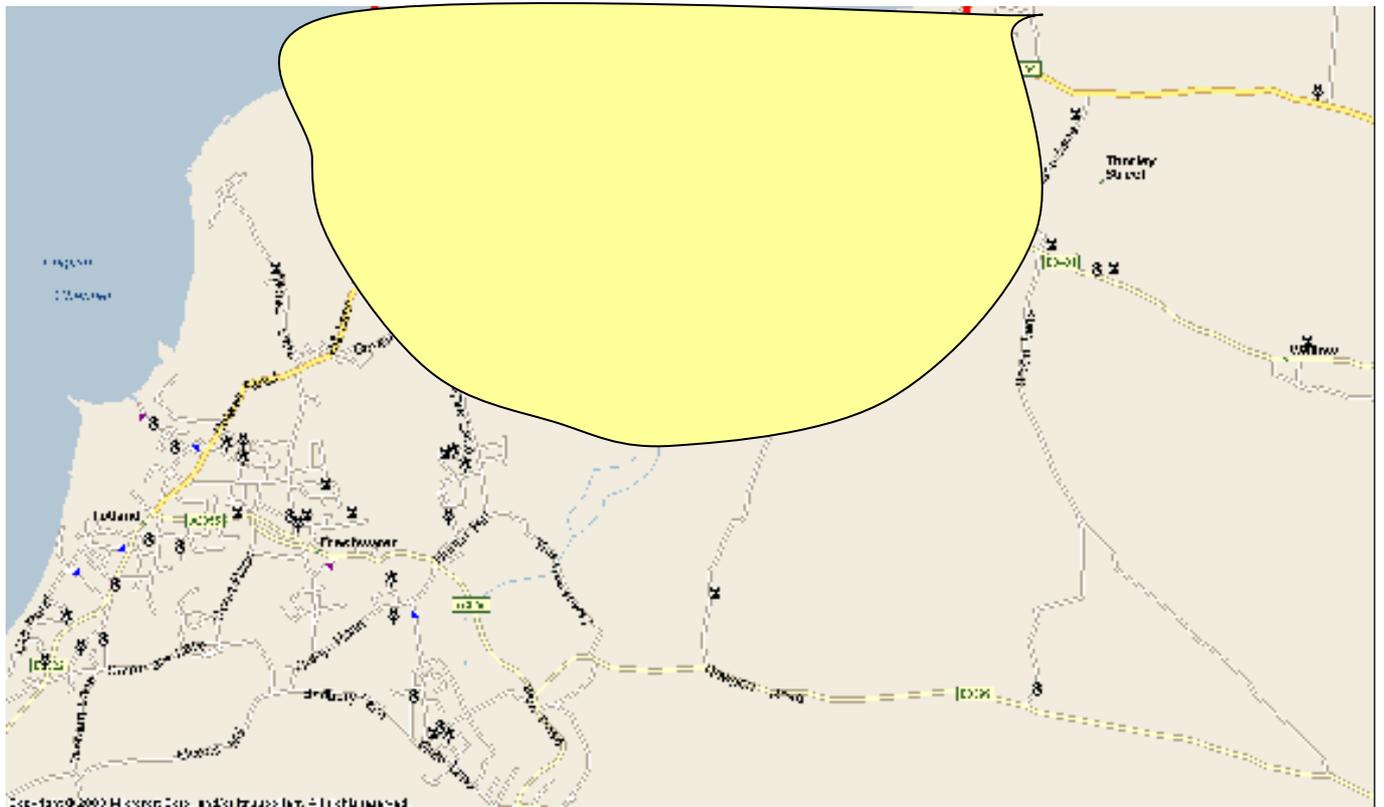
If you are unsuccessful in gaining a place for your child at The School you will be informed by The Local Authority in writing, be given reasons for the refusal and informed of your right to an independent appeal against the decision.

29 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.

30 MAP OF AREA SERVED BY THE SCHOOL



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*.