St Martin's East Woodhay CE Aided Primary School
Admissions Policy from September 2017

ADMISSIONS TO YEAR R

This policy will apply to all admissions from 1 September 2017, including in-year admissions. It will be used during 2016-17 for allocating places for September 2017 as part of the normal admission round for Year R.

The Governing Body of St Martin's East Woodhay CE 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 St Martin's East Woodhay CE Aided Primary School (The School) is 20. The PAN is the number of places for children available in the year group above.

A guiding principle of admissions to The School is that the school should serve its local community, defined in the trust deed of 1857 as the ecclesiastical parish of East Woodhay, which is part of the wider East Woodhay civil parish. A map of the Local Authority catchment area for The School forms part of the policy document. The policy aims to be clear, fair and objective and to comply with all relevant legislation.

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 or Education, Health and Care Plan (EHCP) names The School. Where possible such children will be admitted within the PAN.

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

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 at the time of application.) (See Definition B.)
3. Children **living in the catchment area** of the school (see Definition C) who at the time of application have a **sibling** (see Definition D) on the roll of the school.
4. Children **living out of the catchment** area of the school who at the time of application have a **sibling** (see Definition D) on the roll of the school.
5. Children **living in the catchment area** of the school. (See Definition C.)
6. Children **living out of the catchment area** of the school with a parent who is an **active member of a Christian Church** included in the list of Christian Churches (see Definition F) and who requests admission on denominational grounds and provides relevant evidence. (See Definition E.) (A Supplementary Information Form (SIF) must be completed by parents applying under this criterion.)

   Applicants in this criterion will be ranked into one of the categories listed below and places will be prioritised as follows:
   - ✞ **A - 'At the heart of the church'** You are a regular worshipper. This means you worship at least twice a month.
   - ✞ **B - 'Attached to the church'** You are a regular but not frequent worshipper, a person who usually attends a monthly family or church service or who is regularly involved in a weekday church activity including an element of worship.
   - ✞ **C - 'Known to the church'** You are a person who is not a frequent but an occasional worshipper, you are someone who is known through a family connection, or one or more of whose family would be involved in some church activity, such as a uniformed or other church organisation.
7. Other children.

DEFINITIONS

A Looked after children or children who were previously looked after

This criterion provides 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 order, child arrangements order, or 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 arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements 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 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 St Martin's East Woodhay CE Aided Primary School is the ecclesiastical parish of East Woodhay, which is part of the wider East Woodhay civil parish, and may in addition include the Local Authority defined catchment area. A map of the Local Authority catchment area for The School forms part of the policy document. 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 & UK service personnel & 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 and a Unit postal address or quartering area address.

To be considered all evidence must be submitted at the time of application.

D Siblings

'Sibling' refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, foster brother or sister, step brother or step sister, and includes children living as siblings in the same family unit. It will also be applied to situations where a full or half brother or sister are living at separate addresses. Categories 3 and 4 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 an Anglican Church OR a recognised Christian Church OR a Church listed in Christians Together in Newbury (see Definition F) for the previous 12 months before the deadline for admissions of **midnight on 15 January 2017**.

Parents applying under criterion 6 are required to complete a Supplementary Information Form (SIF), which asks for declaration and verification of your active membership. The SIF, which is available from the Local Authority website www.hants.gov.uk, the school website www.st-martins.hants.sch.uk or as a paper copy from the school office, must be completed and returned to the school by **midnight on 15 January 2017**. (As it is a paper form that needs to be signed, the SIF is not available for completion online.)

The form must be verified by an authorised church official. If you have recently moved you may ask the authorised church official from your previous church to verify your declaration.

If a disability or other 'special needs' circumstances 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 the verification of your 'Active membership of a Christian Church'.

F An Anglican Church OR a recognised Christian Church OR a Church listed in Christians Together in Newbury. The full list of Churches in 'Christians Together in Newbury' can be found at:
http://ctnablog.wordpress.com/members/churches/
The School holds a full list of recognised Christian Churches. Please contact the school for this information if required.

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. The 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. If it is still not possible to decide between two applicants who are equidistant then a random allocation will be made to allocate the final place. An explanation of the method of making random allocations is on the Local Authority website.

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 admission applications. They also publish a Composite Prospectus which details all admission arrangements for schools within the Local Authority. Information on how to apply, accessing the online application form and the closing dates for accepting places or lodging appeals can be found on the Local Authority website, www.hants.gov.uk/admissions. An admissions brochure is available upon request via tel: 0300 555 1377.
You must complete a Local Authority Application Form available to complete online at www.hants.gov.uk/admissions, or as a paper copy available to download from the school website www.st-martins.sch.uk or to collect from the school office. The closing date for application forms is **Sunday 15 January 2017.**
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 Local Authority website www.hants.gov.uk, the school website www.st-martins.hants.sch.uk or as a paper copy from the school office. (As it is a paper form that needs to be signed, the SIF is not available for completion online.) The SIF must be completed and returned to the school by **Sunday 15 January 2015.**

Offering places

The Governing Body will consider first all those applications received by the published deadline of **midnight on 15 January 2017**. Notifications to parents offering a primary school place will be sent by the Local Authority on **16 April 2017**.

Applications made after **midnight on 15 January 2017** 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 Education, Health and Care Plan (EHCP) (previously a final statement of special educational needs) names The School. Where possible such children will be admitted within the 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 available on line at www.hants.gov.uk/admissions or as a paper copy from the school office. 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 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. 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 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;

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.

The waiting list will be maintained until 31 August 2018, at which point all names will be removed. Should parents wish their child to be considered for a place at the school in the following school year they should complete and submit a fresh in-year application in the August preceding the new school year. Schools will send a decision letter within the first 10 days of the new term.

Starting school in Year R
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
Parents can request that the date their child is admitted to school is deferred until later in the school year (usually at the start of a school term), 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
Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

Parents of children with birthdays between 1 April and 31 August 2013 (inclusive), whose child has not started in a Year R class during the 2017-18 school year, may wish to request admission to Year R in September 2018 rather than admission to Year 1. In these exceptional circumstances, all relevant factors will be considered in assessing the request; parents would be expected to state clearly why they felt admission to Year R was in their child's best interests. It is recommended that parents considering such a request contact The School in the autumn term 2016 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.

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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 of children who were admitted to Year R later in the school year 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.

Admission to Key Stage 2 classes
The Governing Body may admit more children than the PAN for The School into Key Stage 2 classes in exceptional circumstances. The Governing Body will make a decision on the basis of the circumstances of each case, informing parents of their statutory right to appeal.

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.

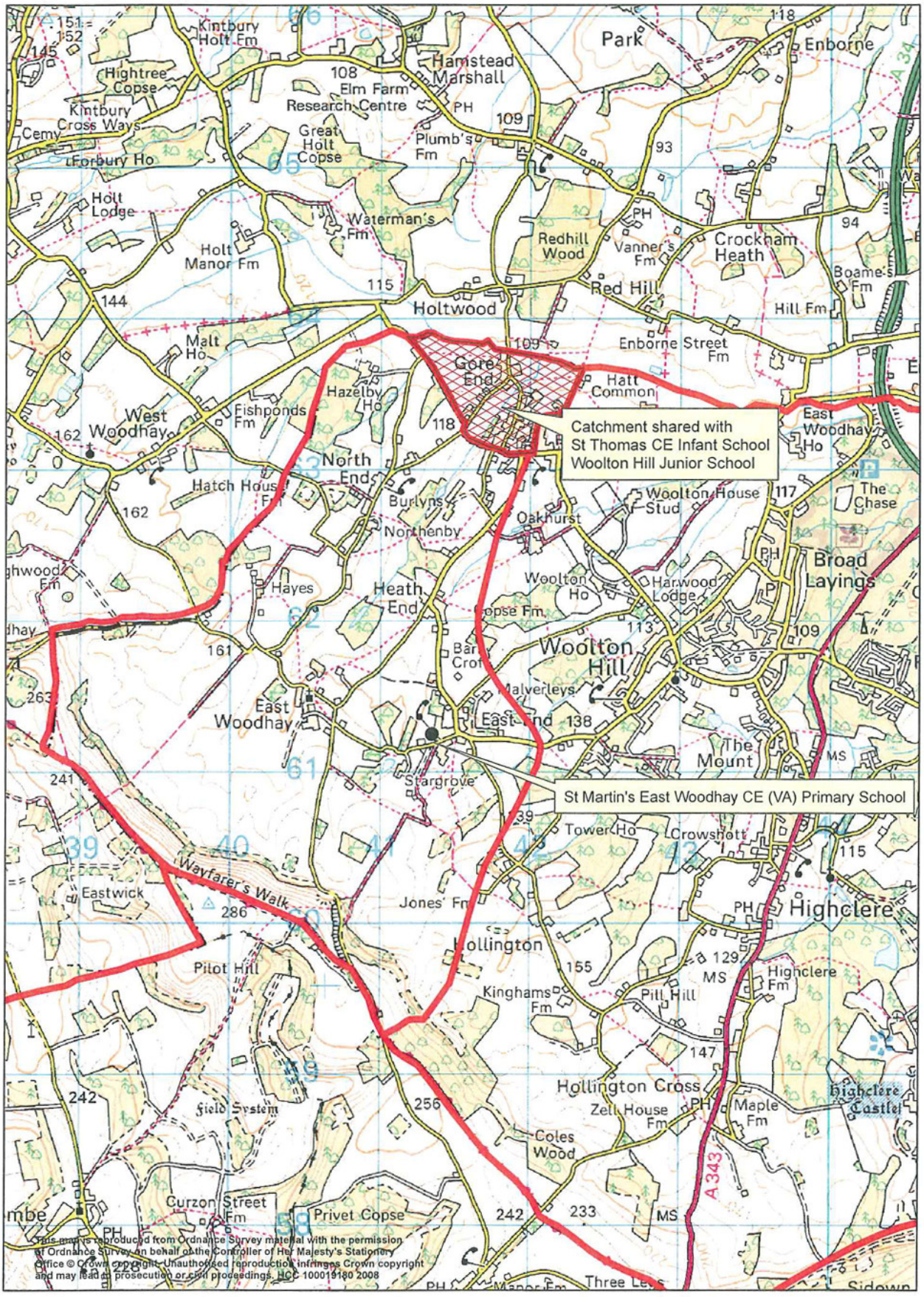
Warning
Places are withdrawn every year because parents give false information on application forms, e.g. a false 'home address'. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to The Governing Body 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 2014).

Further Information
If you require further information about applying for a place at St Martin's East Woodhay CE Aided Primary School, please contact The School.
St Martin's East Woodhay CE Aided Primary School, East End, Newbury, Berkshire, RG20 0AF
Tel: 01635 253489
Email: adminoffice@st-martins.hants.sch.uk
Web: www.st-martins.hants.sch.uk

Map of the Area Served by the School

ST MARTIN'S EAST WOODHAY CE (VA) PRIMARY SCHOOL CATCHMENT AREA



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St Martin's East Woodhay CE Aided 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 your child or one or both parents. The three categories of church involvement will be taken in order with A – 'At the heart of the church' taking priority over B – 'Attached to the church' over C – 'Known to the 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 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 verify your declaration.)

I / We ---------- Parent Name(s)

Of ---------- Address

Being the Parent(s) of ---------- Child's Name | ---------- Child's Date of Birth

applying for a place at ***St Martin's East Woodhay Church of England (Aided) Primary School***

declare that my / our Christian Commitment, for at least the previous **12 MONTHS** before the time of making this application is described as:

A - 'At the heart of the church' - *You are a regular worshipper. This means you worship at least twice a month. The worshipper could be one or both parents.*	please tick
B - 'Attached to the church' - *You are a regular but not frequent worshipper, a person who usually attends a monthly family or church service or who is regularly involved in a weekday church activity including an element of worship.*	please tick
C - 'Known to the church'. - *You are a person who is not a frequent but an occasional worshipper, you are someone who is known through a family connection, or one or more of whose family would be involved in some church activity, such as a uniformed or other church organiser.*	please tick

Please give the name of the church you attend in the space below. Thank you.

Name of Church:

Parental signature(s)	Please print your name(s)
1st signatory	
2nd signatory (if appropriate)	
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.

For School Use Only

Accepted by The School as a verified 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

When completed and signed by the church official please return to St Martin's East Woodhay CE Primary School as soon as possible and not later than the closing date for admissions set by the Local Authority.