

Christ Church C of E Primary School

Learning, developing and growing together into the people that God intends us to become.
All are welcome, all are loved, and all have dignity before God

Love Courage Honesty Faith Forgiveness

ADMISSIONS POLICY 2018/19

Christ Church Church of England Primary School has a distinctive Christian ethos which is at the heart of this School and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents/carers to respect the Christian ethos of our school and its importance to our community.

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) Children who become 5 years old during the school year are admitted to the Reception Class. Children becoming 5 years old between 1 September 2018 and 31 August 2019 will be admitted in September 2018. All parents/carers are entitled to a full-time place for their child in the reception class from September, but may defer entry until the beginning of the term after their child is five years old (ie, when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Parents/carers who have been offered a place at the School and wish to defer entry for their child and/or attend part-time must put this in writing to the headteacher at the earliest opportunity and before the start of the autumn term.

The Governing Body is responsible for the admission of pupils to the School and admits 60 pupils to the reception class each year.

The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), ie, 30 pupils per class.

Application procedure and timetable

The school is part of a locally agreed co-ordination scheme and the timescale is set out in the Local Authority guidance on admission to primary school. The closing date for the school to receive the supplementary form is the same as that set by the Local Authority for receipt of the Common Application Form.

Late applicants will be considered in accordance with the procedure in the Local Authority's co-ordinated scheme. This is explained in the Local Authority admission brochure.

In the event of over subscription, places are offered according to the following eight criteria (in the order in which they appear below).

1. Looked after children or previously looked after children.
2. Siblings of children on the roll of Christ Church School in September 2018, priority being given in the following order:
 - 2.1 Children who together with their parent/s or legal guardian/s live within one of the parishes listed in Appendix 1 and whose parent/s or legal guardian/s have normally attended Christ Church, Purley on a weekly basis for at least the two years before the closing date of this application.

- 2.2 Children who together with their parent/s or legal guardian/s live within one of the parishes listed in Appendix 1 and whose parent/s or legal guardian/s have normally attended one of the churches listed within Appendix 1 on a weekly basis for at least the two years before the closing date of this application.
 - 2.3 Children who together with their parent/s or legal guardian/s live within one of the parishes listed in Appendix 1 and whose parent/s or legal guardian/s have normally attended a church within Appendix 2 on a weekly basis for at least the two years before the closing date of this application.
 - 2.4 Children who together with their parent/s or legal guardian/s live within one of the parishes listed in Appendix 1 and whose parent/s or legal guardian/s have normally attended a church within Appendix 1 or Appendix 2 on a monthly basis for at least the two years before the closing date of this application.
 - 2.5 Children, who together with their parent/s or legal guardian/s live within one of the parishes listed in Appendix 1 living nearest the school, including those who have not completed a Supplementary Information Form for this school.
 - 2.6 Any other children in order of nearness of home to the school, including those who have not completed a Supplementary Information Form for this school.
3. Children who together with their parent/s or legal guardian/s live within one of the parishes listed in Appendix 1 and whose parent/s or legal guardian/s have normally attended Christ Church, Purley on a weekly basis for at least the two years before the closing date of this application.
 4. Children who together with their parent/s or legal guardian/s live within one of the parishes listed in Appendix 1 and whose parent/s or legal guardian/s have normally attended one of the churches listed within Appendix 1 on a weekly basis for at least the two years before the closing date of this application.
 5. Children who together with their parent/s or legal guardian/s live within one of the parishes listed in Appendix 1 and whose parent/s or legal guardian/s have normally attended a church within Appendix 2 on a weekly basis for at least the two years before the closing date of this application.
 6. Children who together with their parent/s or legal guardian/s live within one of the parishes listed in Appendix 1 and whose parent/s or legal guardian/s have normally attended a church within Appendix 1 or Appendix 2 on a monthly basis for at least the two years before the closing date of this application.
 7. Children of staff employed by the school for at least two years at the time of application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
 8. Children, who together with their parent/s or legal guardian/s live within one of the parishes listed in Appendix 1 living nearest the school, including those who have not completed a Supplementary Information Form for this school.
 9. Any other children in order of nearness of home to the school, including those who have not completed a Supplementary Information Form for this school.

In-year admission

When dealing with requests for admission to classes in the School (other than the Reception Class) the Governors will offer any vacant places according to the oversubscription criteria for admission to the Reception Class.

Accordingly in the case of children whose families have recently moved into the defined area, priority will be given to those whose parent/s or legal guardian/s, before their move, normally attended church on a weekly basis, for at least the 2 years before this application. In the event of there being

two or more such applicants, preference will be given to the applicant living nearest the school, as defined below. Children of non-church parent/s or legal guardian/s will be considered according to criterion 8 or 9 above

Notes:

Clergy references

Clergy references will be sought by the school for categories 3, 4, 5, 6 and will be sought for Category 2 if required. If church attendance is less than two years due to moving house, previous church attendance will be taken into account as long as the church is listed within Appendix 1 or Appendix 2, and attendance is continuous.

Supplementary Information Forms

The supplementary form is available directly from the school and seeks information which is not collected on the LA application form but which is needed by the school to enable us to reach a decision on your application. Completion of a Supplementary Information Form is not mandatory; however, if one is not received the school will not be able to fully apply the admission criteria. Without this form the application will be considered under criteria 2.6, 7, 8 or 9 above.

Tie-breaker

If the number of places runs out in any particular category, preference will be given to those children in the category (or sub category), in the first instance, living nearest the school. The distance will be measured in a straight line from the child's home address to the designated entrance(s) of the school using the Local Authority's computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority.

If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.

'Home' is defined as the address where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The Authority must be notified of changes of address immediately. Failure to do so could result in the child being denied a place at a preferred school.

In the event that two or more applications have the same ranking within any of the above categories, drawing lots will be used to decide between applications.

Education out of normal (chronological) age group

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

Parents of summer-born children (i.e. between 1st April and 31st August) who wish their child to be admitted to reception rather than year one at the age of five should make such a request to the school. Parents must be able to demonstrate why it would be in the child's best interests to be admitted to reception rather than year one and they may have professional evidence to accompany their request, but it cannot be required. Further details of how to make such a request are available from the school.

Deferred entry to reception class/part-time entry (infant schools and primary schools only)

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the reception class from September, but may defer entry until the beginning of the term after their child is five years old (ie, when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Parents/carers who have been offered a place at the School and wish to defer entry for their child and/or attend part-time must put this in writing to the headteacher at the earliest opportunity and before the start of the autumn term.

Waiting List

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The school will hold its waiting list for two years, during this time the pupil must remain on the roll of another school. When a place becomes available, all current applications for a place in the year group will be considered in accordance with the oversubscription criteria of this policy.

The school will not, therefore, maintain a chronologically ordered waiting list. Information can be provided to parents about the order of priority of applications being held at a particular time but no guarantee can be given that higher priority applications will not be received by the time a place becomes available.

Special educational needs

Parents/carers of pupils who have a statement of special educational needs, or Education, Health and Care (EHC) Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement, or EHC Plan, is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will admit all those pupils whose statement, or EHC Plan, names the School*.

** NB: All schools are consulted by the LA prior to the school being named.*

Appeals

Parents who are unsuccessful in gaining admission for their child have, subject to conditions laid down in the new Education Act, the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Clerk to the Appeal panel, c/o the School, within 20 days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes to their circumstances. See appendix 4 for the appeals timetable.

In-year admissions

The Governing Body is responsible for in-year admission to this School. Parents/carers wishing to apply in-year must complete an application form and return this to the School. The governors will use the same oversubscription criteria to rank the application as that listed above. In the event of the governors deciding that a place cannot be offered parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Fair Access Protocol.

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with Appendix A of the School Admission Code 2010. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

Process and Deadline for accepting a place

In the case of any parent/carer who has been offered a place but not accepted it by 30 April, the school will contact them and given them a further 30 days to respond. If there is no response the offer will be withdrawn.

Definitions for the purpose of the admissions criteria are as follows:

"Looked after children or previously looked after children" – Looked after children are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order. The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.

Siblings - Siblings are defined as blood relations, step-siblings, half-siblings, adopted and foster siblings living at the same address. NB Siblings must still be in school at the time the new sibling is admitted.

Parent/Legal Guardian – refers to the adult(s) with whom the child lives on a permanent basis

Weekly – means at least 3 times per month

Monthly – refers to one or more times a month

Appendix 1

The following are the C of E churches to whose parish boundaries categories 3 - 7 apply

Christ Church, Purley	St James, Riddlesdown	St John the Divine, Selsdon
St Augustine, South Croydon	St Mark, Purley	St Francis, Selsdon
St Barnabas, Purley	St Mary, Sanderstead	All Saints, Sanderstead
St Edmund, Riddlesdown	St Swithun, Purley	All Saints, Kenley
Emmanuel, South Croydon	St Anthony, Hamsey Green	

Appendix 2

To qualify under this appendix the church attended must be a current full member of Churches Together in England (except Roman Catholic churches), a full member of the Evangelical Alliance or a member of the World Wide Anglican Communion. Details of member churches can be found at:

Churches Together in England:	www.cte.org.uk
Evangelical Alliance:	www.eauk.org

Appendix 3

Christ Church C of E Primary School, Purley

SUPPLEMENTARY INFORMATION FORM

Child's Surname:	Christian (First) Names:	Date of Birth:
		Gender: Male / Female

1. Family details

Parents / Legal Guardian: Name: Address: Postcode: Telephone No:
If appropriate please state details of the sibling(s) who will be in attendance at the school at the time of enrolment of the new pupil. Child's name: _____ Date of birth: _____
If you are applying for an in-year admission, please state details of your child's current school. School name: Address / Telephone number:

2. Church attended by the family. **Please inform your minister before** using his/her name in support of your application.

Name of church:	
Minister: Name: Address:	
Minister: Email address: Telephone Number:	
Is this church a full member of Churches Together in England? (See Appendix 2 of Admissions Policy) If YES, please state which one	YES / NO
Is this church a full member of The Evangelical Alliance	YES / NO

Continued overleaf

3. Church attendance. How often does the family attend church services - please tick the appropriate boxes.

	Parent
Normally weekly (ie 3 or more times a month)	
Normally monthly (ie once or twice a month)	

How long have you attended this church

_____ Years _____ Months

If **less than two years**, which church did you previously attend?

Previous Minister:
Name, address, email address
and telephone number

Is this church a full member of Churches Together in England? (See Appendix 2 of Admissions Policy)
If YES, please state which one

YES / NO

Is this church a full member of The Evangelical Alliance

YES / NO

I confirm that the information on this form is correct in every detail, and that I wish the Governing Body to consider the admission of the named child to Christ Church C of E Primary School in September 2018.

Signature of Parent/Guardian _____

Date: _____

**Please return this form to:
The School Business Manager, Christ Church C of E Primary School,
Montpelier Road, Purley, Surrey CR8 2QE by**

15th January 2018

Clergy references must be received by noon 25th February 2018 to be considered for categories 3,4,5 and 6

Please note that a Croydon Council application form **must be** completed **separately** to London Borough of Croydon before 15th January 2018

APPENDIX 4

ADMISSION APPEALS - TIMETABLE

The Appeals Code 2012 requires all admission authorities to set out a timetable for appeals and to publish this on the school's website by 28th February in each school year. The following table sets out the timelines within which appeals must be heard.

For applications made in the normal admissions round, appeals must be heard within **40 school days** of the deadline for lodging appeals.

For in-year and late applications, appeals must be heard within **30 school days** of the appeal being lodged.

ACTION	DEADLINE
Date by which an appeal must be submitted	At least 20 school days from the date of notification to parent of the refusal of a place
Notice of the date of the appeal hearing	At least 10 school days before the hearing
Evidence and papers for the hearing (i) Date by which evidence must be submitted by appellants; (ii) Date by which evidence must be submitted by the admission authority (iii) Date by which the Clerk sends appeal papers to the parents, the panel and the admission authority	At least 10 school days before the appeal hearing
Additional evidence from the appellants Sometimes appellants wish to provide additional information after seeing all the papers	At least 5 school days before the appeal hearing
Decision Decision letters sent to the Appellants. (The letter that informs the appellant if their appeal has been upheld or refused.)	Within 5 school days of the appeal hearing (whenever possible)