The Governing Body of <insert name of school> is the admissions authority for the school.

The planned admissions number for admission to the reception class in the school year commencing <insert date September 20..> will be a maximum of <insert PAN>.

The school will admit children with statements of Special Educational Need or an Education and Health Care Plan in which the school is named on the Statement.

Making an application for entry to Reception year
Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of <insert date .. .... 20..>.

By law, no infant class may normally contain more than thirty children. The Governing Body will not place any restrictions on admissions to the reception class unless the number of children for whom admission is sought exceeds this number.

Admission procedures
The Local Authority operates a co-ordinated admissions scheme and administers a system of equal preferences under which all applications are considered equally and the Governing Body allocates the available places in accordance with its published admissions policy. In the event that there are more applications than places available, the Governing Body will allocate places using the criteria on page 2, which are listed in order of priority.

If you wish to apply under a Christian commitment criteria you must complete the Supplementary Information Form (SIF) and return it to the school by <insert date .. .... 20..> It is a parental responsibility to return this completed form to the school. If you do not do so the school will not be able to rank the application against any of the Christian commitment criteria.

The Local Authority will inform parents of the offer of a place on behalf of the governors on the national offer date <.... April 20..>.

Over subscription criteria
Where the number of applications received exceeds the planned admission number of the school the Governing Body will apply the following criteria in strict order of priority:

1. Children who are ‘looked after’ by the Local Authority in accordance with section 22 of the Children Act 1989 (i.e. a child who is in the care of the Local Authority or provided with accommodation by that Authority) and children who were ‘looked after’ but have been adopted or have become subject to a residency or child arrangement order or special guardianship order.

2. A child who, or whose parent(s)/guardian(s), reside(s) within the parish of <insert name of Parish> and who are:
3. A child who has a sibling (including a half-, step- or adoptive brother or sister) who will be attending the school at the proposed date of admission.

4. A child whose parent(s)/guardian(s), reside(s) within the parish of <insert name of Parish>, who are members of another Christian Church recognised by Churches Together in Britain and Ireland or one which fully subscribes to a Trinitarian creed and who are:
   a) ‘At the heart of the church’ see note 5a, 5c, 5d
   b) ‘Attached to the church’ see note 5b, 5c, 5d

5. A child who resides within the parish of <insert name of Parish>

6. Other children

*For definitions and additional explanations, please see Notes section at the end of the policy*

**Tie Breaker**
Where there are more applications than available within any one of the above criteria applications will be allocated to those living closest to the school.

Where two or more applicants live equidistant from the school, as measured by the Local Authority, the remaining places will be allocated by random allocation; this process will be independently supervised.

**Waiting Lists**
Where an application has been unsuccessful parents/guardians may request that the child’s name is added to the waiting list. The waiting list will be maintained until the end of the autumn term. Any places that become available will be allocated according to the published oversubscription criteria of the admission policy with no account being taken of the length of time on the waiting list.

In accordance with the School Admissions Code as soon as school places become vacant the Governing Body must fill the vacancies from any waiting list, even if this is before admission appeals have been heard. Placing a child’s name on a waiting list does not affect a parent’s/guardian’s right of appeal against an unsuccessful application.

It should be noted that children, who are subject of direction by a Local Authority to admit or who are allocated in accordance with an In-Year Fair Access Protocol (The School Admission Code), must take precedence over those on a waiting list.

**Appeals**
Where governors are unable to offer a place because the school is oversubscribed, parents have the right to appeal to an independent admission appeal panel, set up under the School Standards and Framework Act 1998, as amended by the Education Act, 2002.
Parents who intend to make an appeal against the Governing Body’s decision to refuse admission must submit a notice of appeal in writing within 20 days of receiving the offer letter to <insert name and contact details of Appeals Clerk or Chair of Governors>.

Please note the right of appeal against the governors’ decision does not prevent you from making an appeal in respect of any other school.

**In-year admissions**
Parents/carers seeking to transfer a child to the school/academy during the school year should make an application by completing the In-Year Admissions Form which is available from ................................ Forms should be returned to ........................................
Following receipt Governors will inform parents/carers whether a place has been offered within ................................ days.

Where more applications are received than places available the over-subscription criteria will be used to support the decision.

Parents/carers making an application under the faith criteria should complete a Supplementary Information Form and return to the school at the same time as the in-year common application form.

**Children below statutory school age**
- Parents may request that the date their child is admitted to the school is deferred until later in the same school year or until the child reaches compulsory school age.
- Parents may request that their child attends part-time until the child reaches compulsory school age.
- Requests for a child to start their schooling on a part-time basis or to defer the start until they reach compulsory school-age should be addressed to the Headteacher.
- Compulsory school age is the beginning of the term following the child’s fifth birthday.
- Parents of children who are offered a place at the school before they are of compulsory school age may defer their child’s entry until later in the school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year for which the application was made. It should be noted, however, that such children will only be allowed to start at the beginning of a term.
- Parents may not defer entry beyond the beginning of the term after the child’s fifth birthday, nor beyond the beginning of the summer term of the school year for which the original application was accepted.

**Summer born children (children born between 1st April and 31st August)**
The majority of parents/carers apply and take up a reception place in the school year in which their child will reach the age of five. However, there may be exceptions where parents feel this is not in the best interest of the child and request that the child’s place is deferred. The non-statutory guidance issued by the Department for Education (DfE July 2013) states:
• School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school at this point.

• School admission authorities are responsible for making the decision on which year group a child should be admitted to, but are required to make a decision based on the circumstances of the case.

• There is no statutory barrier to children being admitted outside their normal year group.

Applications need to be made under the normal round expressing the wish that the child be admitted the following year. This will be discussed through a joint agency meeting.
Notes
1. A map showing the ecclesiastical parish boundary(ies) is available <at the school/on the school website/attached to this policy>. If there are more applications in a particular category than the number of places available, the remaining places will be offered to the children whose permanent address is nearest to school – the distance being calculated (in a straight line) from the school to the child’s permanent address using the Local Authority electronic mapping system.

2. Parents
‘Parents’ include all those people who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility for a child is ‘shared’, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms.

4. The home address and residing in
The address must be where the child lives permanently. If the residency is split between two parents the address must be where the child lives for the majority of the time. If the residency is split equally between two parents they can nominate the address they wish to use for the allocation of a school place.

Families who are due to move house should provide
i) a Solicitor’s letter confirming that exchange of contracts has taken place on the purchase of a property; or
ii) a copy of the current Rental Agreement, signed by both the tenants and the landlords, showing the address of the property; or
iii) in the case of Serving H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

5a. At the heart of the church
‘At the heart of the church’ refers to a regular worshipper. This means a person who worships at least twice per month and has done so for the <12/24> months prior to the closing date for applications. The worshipper could be the child or one or more parent(s)/guardian(s).

5b. Attached to the church
‘Attached to the church’ refers to a regular but not frequent worshipper. This means a person who usually attends a monthly service or is regularly involved in a weekday church activity including an element of worship and has done so for the <12/24> months prior to the closing date for applications. The worshipper could be the child or one or more parents/guardians.

5c. A Supplementary Information Form (SIF) to provide confirmation of Christian commitment is attached to this policy. The 2 part form should be completed and signed by the parent/guardian and Minister of the Church or during a vacancy by the Church Warden.

5d. Where the child, or parent(s)/guardian(s) have recently moved into the parish evidence of attendance/involvement at the previous parish church will be required and taken into consideration upon completion of the 2 part Supplementary Information Form (SIF). The form should be completed and signed by the parent/guardian and the Minister of the previous parish.
Please note that it is the parent’s/guardian’s responsibility to return both sections of this form to the school (please ask the Minister to complete section B). If you do not do so the school will not be able to rank the application against any of the faith commitment criteria.

Part A (to be completed by parent/guardian)

The school to which you are applying is a voluntary aided Church of England school. The school is designated as a school with a religious character and as such the Governing Body is permitted to give priority to applicants who are of the faith of the school.

The Supplementary Information Form is to verify the Christian commitment of the parent(s)/guardian(s) applying for a place at a voluntary aided Church of England school. This form should be completed if you want your application to be considered using the Christian commitment oversubscription criteria of the school Admissions Policy. Please read the school’s Admissions Policy before completing this form.

Child’s Full Name
_____________________________________________________________________________

Date of Birth ____________________________

Address
______________________________________________________________________________

Postcode _________________________________

Parent/Guardian Name ________________________________ Tel. No.  _________________

Declaration of Christian commitment for at least the previous <12/24> months prior to the closing date for applications

Do you regularly worship in an Anglican Church or any other Christian Church?
   Yes / No

If yes do you consider yourself to be:
At the heart of the church
(please see Admission Policy notes)   Yes/No

Attached to the church
(please see Admission Policy notes)   Yes/No

Name and address of church:
_____________________________________________________________________________
_____________________________________________________________________________
Part B (to be completed by Minister)

Please ask the Minister of your church to complete the section below:

The parent(s)/Guardian(s) have given your name as a referee to support the Admissions Application for their child to be admitted to <insert name of school>.

Please confirm the following:

To the best of my knowledge the above child, parent(s)/guardian(s) worship at this church at least twice per month and have done so for the last <12/24> months

Yes/No

or

To the best of my knowledge the above child, parent(s)/guardian(s) have attended a monthly service and/or are regularly involved in a weekday church activity including an element of worship and have done so for the last <12/24> months.

Yes/No

Minister’s supporting comments:

Name ___________________________(signed)

__________________________________ (printed) Date_________________________

Church/Parish ____________________________________________________________________

Tel No: __________________________________________________________________________

Email: ___________________________________________________________________________

THE COMPLETED SUPPLEMENTARY INFORMATION FORM SHOULD BE RETURNED TO THE SCHOOL NO LATER THAN <insert date>