School Vision/Ethos Statement
<Insert school vision/values/ethos statement>
We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

Admissions
<insert school name> is a Church of England voluntary aided primary school and as a voluntary aided school, the Governing Body is the admissions authority. The school has a planned admission number of <insert PAN> places per year group.

Children with a statement of Special Educational Need or an Education and Health Care Plan which names this school will be admitted to the school without reference to the oversubscription criteria below.

Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of <insert date>.

Children are admitted into school at two stages; either into the Nursery unit or into the main school. The arrangements in this policy are for admission to the main school and do not apply to those being admitted for nursery provision.

Attendance at the nursery does not guarantee a place in the main school and parents must apply for a place in the reception class using the Local Authority common preference form.

Children will enter school on a full time basis during the academic year (September to August) in which they will be five. All children will be admitted in September, with a phased entry during the early weeks, based upon date of birth.

Notes.
• 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 in that school year.
• 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.

Deferred entry to primary schools
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 application was made.
It should be noted, however, that such children will only be allowed to start at the beginning of a term.
**Summer born children**

Parents or guardians may request that their child:

(i) defer entry until the next academic year but remain within the same chronological year group, entering in Year 1

(ii) defer entry until the next academic year, out of their normal age group, to Reception rather than Year 1. (parents should still apply in the normal admissions round and indicate this on the preference form). Such requests should be addressed to the headteacher. Evidence will be requested from appropriate professionals for (ii) above to be considered.

Applicants to the school under the Church proportion must complete the school supplementary information form, in addition to the Local Authority application form. The supplementary information form must be submitted to the school at the same time as the Local Authority application form is submitted.

Children with a statement of special educational needs or Education and Health Care Plan that names the School, will be admitted without reference to the oversubscription criteria below.

The Governors have agreed that the following criteria shall apply to all applications for admission to main school (not Nursery):

**Section 1. The Church Proportion shall be 50% (15 children)**

If within the Church Proportion there are more applicants than places available, the remaining places will be allocated to those qualifying applicants in the following priority order. Applications for places in this category should be supported by a written reference from the relevant vicar / minister (categories 2-5) or a copy of a Baptism or Dedication Certificate (category 6).

1. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order whose guardian(s)/carer(s) are practising members of the Church of England or other Christian churches.
2. The child has a brother or sister (including stepbrother/sister living at the same address) already attending the school who will continue at the school in the year for which the applicant is applying.
3. Family and/or child involvement in the work and worship of the parishes of <name of parish(es)>.
4. Family and/or child involvement in the work and worship of other Church of England Parishes which have no Church School and for whom this is the nearest Church of England Primary School.
5. Family and/or child involvement in the work and worship of congregations of any other Christian Church for whom this is the nearest Church of England Primary School.
6. Children who have been baptised or dedicated within a Christian Church and for whom this is the nearest Church of England Primary School.

**NOTES.**

- In the event of oversubscription tie breakers will be used, in the order published, to determine fair allocation:
  - A) Those children whose permanent home address is nearest to the school. (Nearest means a direct line between the child’s permanent home address and the main entrance of the school building, as defined by the computer software used by the Local Authority)
B) In the unlikely event of two or more applicants still being equal random allocation will be used.

- Multiple siblings—Where one or more of the siblings would meet a place under normal criteria, it is expected that all remaining multiple birth siblings will be admitted as excepted pupils.

- If the church concerned is NOT a member of the Council of Churches of Britain and Ireland or its national bodies, the minister will be asked to confirm that the church (1) accepts the doctrine of the Holy Trinity as commonly understood and (2) is in sympathy with the basis of Churches Together in England.

- ‘Nearest Church of England Primary School’ is determined by a direct line measurement between the child’s home and the school including C of E schools in neighbouring authorities.

- Family and/or child involvement in the work and worship is judged against the following criteria:
  - Priority a) – Parent(s) and/or children who are **At the heart of the church**, (worship at least twice a month or more frequently)
  - Priority b) – Parent(s) and/or children who are **Attached to the church**, (worship monthly)
  - Priority c) – Parent(s) and/or children who are **Known to the church**, (infrequent worshippers)

  The qualifying period is a minimum of 24 months prior to the closing date for applications.

Any places not allocated within this proportion will be added to the percentage allocated under the Non-Church Proportion.

**Section 2. The Non-Church Proportion shall be 50% (15 children)**

*If within the Non-Church Proportion there are more applicants than places available, the remaining places will be allocated to those qualifying applicants in the following priority order:*

1. Looked after children or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order.
2. The child has a brother or sister (including stepbrother/sister living at the same address) already attending the school who will continue at the school in the year for which the applicant is applying.
3. Those children whose permanent home address is nearest to the school. (Nearest means a direct line between the child’s permanent home address and the main entrance of the school building, as defined by the computer software used by the Local Authority)

**NOTES.**

- In the event of oversubscription tie breakers will be used to determine fair allocation:
  - A) Those children whose permanent home address is nearest to the school. (Nearest means a direct line between the child’s permanent home address and the main entrance of the school building, as defined by the computer software used by the Local Authority)
  - B) In the unlikely event of two or more applicants still being equal random allocation will be used.
- Multiple siblings—Where one or more of the siblings would meet a place under normal criteria, it is expected that all remaining multiple birth siblings will be admitted as excepted pupils.
- Any places not allocated within this proportion will be added to the percentage allocated under the Church Proportion.
**Appeals and Waiting List**
If parents receive notice that a place has not been offered to their child they may, if they wish, appeal, in writing, within 20 days to <name of Chair of Governors / Clerk / Local authority Appeals>. In addition to their right of appeal, unsuccessful applicants can apply to be placed on a waiting list. This waiting list will follow the order of the oversubscription criteria and will be maintained to the end of the year for which the application was made.

**In year applications** are made directly to the school, in line with nationally agreed admissions practices. All in year applicants should, in the first instance, contact <name of school> on <telephone number>. Please refer to the school’s waiting list policy for further clarification.

Signed:_________________________________________ Chair of Governors.

Date :____________________________________________ This policy is reviewed annually.
Applications for a Church place **MUST COMPLETE THIS FORM.**

If you are applying for a community place it would be very helpful to us if you would complete sections 1 and 2. Everyone filling in the form should complete section 5.

**EVERYONE TO COMPLETE**

1. **YOUR CHILD**

Full name..............................................................................................................................................................................................................................
Sex (M/F)............................................

Date of birth ..............................................

Parent(s) names
..............................................................................................................................................................................................................................
..................................................................

Permanent address
..............................................................................................................................................................................................................................
..................................................................

......................................................................................................................... Post code .......................................................... Tel
.................................................................................................................................

.................................................................................................................................

2. **BROTHERS OR SISTERS ALREADY AT <name of school>**

Do you have a child already attending the school? YES / NO
Will they be there in September <year> YES / NO

Name (s)
................................................................................................................................................................................................................. Class ....
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**IF APPLYING FOR A CHURCH PLACE** - **PLEASE COMPLETE SECTIONS 3 & 4 IF NOT GO TO SECTION 5 AND SIGN & DATE.**
3. **CHURCH PLACE APPLICATIONS**

**LINKS WITH CHURCH**

This section MUST be completed (if applicable)

Your religious denomination

.................................................................................................................................

Your Church’s name (e.g. St Philip’s)

.................................................................................................................................

What are your / your child’s links with this Church?

.................................................................................................................................

.................................................................................................................................

Has your child been baptised or dedicated as a Christian. YES / NO  (Copy of Certificate or written Reference Attached)

.................................................................................................................................

4. **CHURCH REFERENCE**

This section MUST be completed (if applicable)

Name of Vicar / Minister / Pastor

.................................................................................................................................

Address

.................................................................................................................................

.................................................................................................................................Post code ....................................................

Tel .......................................................

We will contact the name you have given as a Church reference. We will also ask to see proof of dedication/baptism. It is advisable to contact the Vicar/Minister/Pastor in advance to inform them that you have named them as a Referee.

.................................................................................................................................

5. I wish to apply for my child to be admitted to <Name> Primary School in the Academic Year beginning September <year>

Signed ................................................................................................................................. Parent / Guardian

Date .................................................

.................................................................................................................................

YOU MUST RETURN THIS FORM TO <name of school> BY <date>: 
