

# St. Faith's Church of England (Aided) Primary School

## Admissions Policy from September 2019



### Admissions to Year R

This policy will apply to all admissions from 1 September 2019, including in-year admissions. It will be used during 2018-19 for allocating places for September 2019 as part of the normal admission round for Year R.

The Governing Body of St Faith's Church of England (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 Faith's Church of England (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 this school is that the school should serve its local community, defined in the trust deed of 6<sup>th</sup> March 1860 as the ecclesiastical parish of St Faith. 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.

Children with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) naming the school, will be allocated a place.

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. 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.) (see Definition B)
3. **Siblings of children living in the area served by the school** attending St. Faith's Church of England (Aided) Primary School, (see Definitions C)
4. Children **living in the area served by the school:** (see Definitions D).
5. **Siblings living out of the area served by the school.** If your first child has entered the school on or after 1<sup>st</sup> September 2019.
6. Children **living out of the area served by the school.**

### Definitions

#### A **Looked after children or children who were previously looked after**

This criterion provides a 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, residence, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002, to include children adopted under the 1976 act (in addition to the 2000 act). A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. 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).]

Applications under this criterion should be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order)

**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 St. Faith's Church of England (Aided) Primary 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 Siblings**

'Sibling' refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, foster brother or foster sister, step brother or step sister, and includes children living as siblings in the same family unit at the same address

**D The Area served by the School**

The School's trust deed of 1860, states that The School was established to provide education for children living in the ecclesiastical parish of St. Faith's. This ecclesiastical parish is referred to as The Area served by The School.

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.

## Additional Information

### 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.

Maps of the parish area form part of this policy document and can also be found on our web-site, [www.st-faithsprimary.co.uk](http://www.st-faithsprimary.co.uk) This is for guidance only. For the definitive parish boundary parents must check with the map displayed in the school office.

### 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) declaring a relocation date and a unit postal address or quartering area address.

### 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. Hampshire County Council'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 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 council 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**

You must complete a Local Authority Application Form available from [www.hants.gov.uk/admissions](http://www.hants.gov.uk/admissions) or as a paper copy from The School office.

### **When to apply**

The Local Authority operates a timetabled co-ordinated admissions scheme for all Schools in line with Government legislation.

The national closing date for admission application forms to be received by the Local Authority will be published in the Local Authority's Admissions Booklet for that year. An admissions brochure is available upon request via Tel: 0845 603 5623 This will provide information on how to complete the 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.

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.

### **The Admission Authority**

The Local Authority will manage the process on behalf of The School according to the scheme, which they will publish on the School Admissions pages of the County website. 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 Governing Body will consider first all those applications received by the published deadline of midnight on 14 January 2019. Notifications to parents offering a place will be sent by the Local Authority on 15 April 2019.

Applications made after midnight on 14 January 2019 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 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. 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 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. 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.

### **Waiting lists**

When all available places have been allocated, waiting lists will be operated by schools on behalf of the local authority. 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 it.
- when a child's changed circumstances affect their priority;
- periodically, 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.

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.

### **Starting school in Year R Only in Primary Schools**

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 Only in Primary Schools**

Parents can request that the date their child is admitted to school is deferred until later in the school year 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 Only in Primary Schools**

Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

### **Deferred Entry until the following September**

Exceptionally, parents of children with birthdays between 1 April and 31 August (inclusive) may wish to defer admission until the following September. Parents have the right to apply for a Year R place in the September following the child's fifth birthday and the decision will be made in the best interests of the child by the governing body.

Please discuss these arrangements with The School as soon as possible.

### **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.*

*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 who have deferred entry into Year R 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 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 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.

**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 2012).

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.

**Further Information**

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

St Faith's Road, St. Cross, Winchester, Hampshire SO23 9QB

Telephone: 01962 854934  
Fax: 01962 854461  
Email: [adminoffice@st-faiths.hants.sch.uk](mailto:adminoffice@st-faiths.hants.sch.uk)

### Parish of St Faith's

A map of our surrounding area referred to as the area served by the school



This map provides only a general guideline. Anyone requiring formal confirmation of what is, or is not, within the Parish should contact the School.