

**CHARLTON HORETHORNE  
CHURCH OF ENGLAND PRIMARY SCHOOL**

**Admission Arrangements for Starting  
School in September 2018 and Admission  
during the 2018/19 Academic Year (in-year)**

Revised September 2016

## **Charlton Horethorne Church of England Primary School**

### **Admissions Policy**

Charlton Horethorne Church of England Primary School is a voluntary aided school and the Governing Body of the school is the admissions authority. The school was established to serve all within its community, those of all faiths and of none, and strives to offer a high quality education underpinned by a distinctively Christian ethos.

All applications for admission to start school in September 2018 must be received by your home Local Authority by the closing date of 15<sup>th</sup> January 2018. The Local Authority will forward all September 2016 applications to the Governing Body for decisions. Outcomes will be made by e-mail or second class post on 15<sup>th</sup> April 2018.

Decisions will be returned to Somerset Local Authority for co-ordination of the decision letters. If there are more applications than places available, the governors will rank them against the published Oversubscription Criteria set out below. Places will be strictly allocated in accordance with the National Equal Preference with Ranking allocation method.

Applications for a place during the academic year must be made directly to the school office, by completing the governors' in-year application form. Copies are available from the school website, the school office, or the Local Authority.

Pupils are admitted to the school at the beginning of the school year in which their fifth birthday falls. However, in order to enable pupils to become acquainted with one another and the school they are also invited into the school regularly during the preceding term.

The school's catchment area is defined as 'the Civil Parish of Charlton Horethorne which includes the village of Stowell'. A map showing the catchment area is available for inspection at the school.

## **Children with a Statement of Special Educational Needs (SEN)**

Children with a SEN statement naming the school will be admitted within Published Admission Number before any other children are considered.

### **1 Over Subscription Criteria**

Places will be ranked and allocated in strict priority order up to the Published Admission Number using the following over-subscription criteria:

1. Looked After Children – Children who are in the care of a Local Authority, or have previously been and are now formally adopted (see important note).
2. Children living in the designated school catchment area with an older sibling at the school at the time of admission and who live at the same address
3. Children who themselves or a parent/carer(s) are practising members of the founding religious body of the school and who live within the designated school catchment area.
4. Children living in the designated school catchment area.
5. Children living outside the designated school catchment area with an older sibling at the school at the time of admission and who live at the same address.
6. Children who themselves or a parent/carer(s) are practising members of the founding religious body of the school and who live outside the designated school catchment area.
7. Children living outside the designated school catchment area but nearest to the school as measured by a straight line measurement.

### **Important Note**

This means a “looked after” child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of the 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). Adoption is defined under the terms of the Adoption and Children Act 2002.

- 2     **Published Admission Number (PAN)**  
The AN for September 2018 has been set to make sure that Key Stage 1 class sizes will not exceed 30 whilst maximising the available accommodation. The PAN for Reception year group and the admission limit for all other year groups is **8**.
- 3     **Appeals Procedure**  
If a place is unable to be offered, parents have a legal right of appeal to an Independent Appeals Panel. Appeal hearings will be organised by the Governing Body in accordance with the Statutory Admissions Appeals Code. Appeal details will be notified in the application decision letter.
- 4     **Waiting Lists**  
Where an application for a school place is unsuccessful, the application will be kept on a waiting list, strictly in order of over-subscription criteria, until the end of the term to which the application refers. Should a place become available, it will be offered to the highest ranked application on the list at that time. Children who are the subject of a direction by a Local Authority to admit or who are allocated to the school in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.
- 5     **Admissions of Pupils to School for the First Time**  
A child must be receiving full time education at the start of the school term following their fifth birthday.  
The Department for Education (DfE) requires all Admission Authorities to offer parents the opportunity to defer their child's entry to school. This means rather than the usual September entry, you can choose for your child to start later in the year, usually in January at the beginning of the Spring Term but you can defer until later in the year if you wish.  
Please note, if your child is summer born (ie born between 1<sup>st</sup> April and 31<sup>st</sup> August) you can choose to defer your child's entry for the entire school year until the following September. However, your child would be admitted into the Year 1 class, in accordance with their chronological age. This is in line with the DfE requirements.

### **Staggered Entry**

In normal circumstances, the governors do not operate staggered entry arrangements at this school. However, individual cases will be considered if the parents or teachers feel it would be in the best interest of the child.

**6 In Year Admissions**

Applications to start school during the academic year must be submitted directly to the school office. The governors Admissions Committee will meet weekly to consider applications and decisions will be notified to applicants in writing within 10 school days. In-year applications will be considered against the same over-subscription criteria as for new intake admissions. Where a school place is offered it will be held open for 14 school days and applicants will need to confirm acceptance within this time.

**7 Retained or Accelerated Entry**

The governors will consider applications for retained or accelerated entry in cases where parents would like their child to be admitted to a year group either side of their child's chronological year group. The reasons for the request must be fully explained on the appropriate SIF and included with the school place application form.

**8 Supplementary information form (SIF)**

In order for applications to be considered against criteria 3 and 6 applicants will need to use the appropriate SIF. The SIF will need to be completed and signed by a member of the clergy and submitted along with the school place application.

**9 Children from Overseas**

The Governing Body will only allocate a place to anyone moving into the country from abroad if they have documentary evidence of a home address and copies of the passport and/or visa if required. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

**10 Multiple Birth Applications (for example twins)**

In the case of multiple birth applications, where it would only normally be possible to admit one child within Admission Number, a place will be allocated above Admission Number at the point of allocation. This will ensure that multiple birth siblings can be allocated places at the same school (sibling definition still applies).

This includes situations whereby admitting multiple birth siblings would breach the infant class size legislation of a statutory limit of 30 infants (Key stage 1 children) per qualified teacher.

## 11 **Issues Relating to Shared Residency Arrangements**

Legislation and guidance states that only one offer per child is made by the Local Authority. Therefore where separated parents issue separate applications for their child the Local Authority can only offer one place. In this situation the Governing Body requires parents to resolve matters between themselves. If an agreement cannot be reached parents may wish to seek legal advice. The Governing Body will not become involved in private disputes. The Governing Body does recognise that there may be situations where parents cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the Governing Body to take a decision. Where this is the case the Governing Body will try to establish where the child spends the majority of their time and prioritise the application made by the parent living at this address. Each parent will be required to write to the Governing Body and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Governing Body may ask for additional information including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered. When the Governing Body has received all the necessary information from both parents a decision will be reached based on the evidence provided.

## 12 **Children of UK Service Personnel**

The Admissions Authority endeavour to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel and other Crown servants where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided (an official government letter [eg MOD, FCO or GCHQ] declaring a relocation date and intended address).

Usually, an in year place may be allocated prior to actual residency only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel and other Crown servants. This means that, providing the application is accompanied by an official government letter (eg MOD, FCO or GCHQ) declaring a relocation date and intended address, the admission authority will process the application on that address. If a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

### 13 **Withdrawal of Places**

The Governing Body will consider withdrawing the offer of a place if:

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading.
- The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.
- A child has not started at the school within 21 days of an agreed in-year admission start date.

## **DEFINITIONS AND FREQUENTLY USED TERMS OF REFERENCE**

### **Siblings**

For the purposes of Admissions, a sibling is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister or children of the same household. Older siblings in year 6 at the time of application will not be considered siblings for admissions purposes as they will not be in attendance at the school the following academic year.

### **Parent**

Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

### **Home Address**

The home address is important as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child. Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. The Admissions Authority reserves the right to seek further documentary evidence to support your claim to residence.

Please note that the governors are unable to allocate a place to anyone moving into the country from abroad prior to their arrival in the county. We would then require proof of residency as stated above. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats).

It should also be noted that an address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

You must notify The Admissions and Entitlements Team, County Hall, Taunton of any change of address during the admissions procedure.

### **Distance Measurements**

For the purpose of measuring home to school distance, all calculations will be measured using a straight-line measurement from the address point of the home to the address point of the school using a Geographical Information System (GIS) method of calculation. (Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital



map databases with more than 27 million addresses recorded in the Royal Mail). In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

### **Tie-Breaker**

If there are not enough places to satisfy all the applications under any one criterion, the following will apply:

Preference will be given to applicants who live closest to the school, as measured in a straight line by a Geographical information System (GIS) method from the address point of the school site to the address point for the pupil's home. Where two distances are equal and it is therefore not possible to differentiate between them, priority will be determined by independent drawing of lots.

### **Practising**

Practising is defined as attendance at church for at least once a month for the six months prior to the time of application by at least one parent and/or child.

## **Church of England Voluntary Aided and Foundation Schools in the Diocese of Bath & Wells**

### **School Admission Supplementary Information Forms**

#### **Notes for those applying for places at Church of England Voluntary Aided or Foundation Schools**

**If you wish for your application to be considered under any criteria relating to church attendance, you must ensure the following:**

1. That the attached form is completed by you and signed by the relevant church representative (vicar, priest, minister, pastor, church warden)
2. That the information on the form matches and fulfils the requirements set out in the specific admissions arrangements of the school for which you are applying.
3. That the completed form, signed by both you and the clergy, reaches your home Local Authority by the closing date for applications. This is 15<sup>th</sup> January 2018 for first admission or 31<sup>st</sup> October 2017 for secondary transfer.
4. That a separate supplementary form be submitted for each church school for which you are applying as each is likely to have differing admissions criteria.
5. If you have recently, or are about to move to a different area, that you ensure that the appropriate church representative of the church where you have been regularly worshipping signs the supplementary information form for your application. **Please ensure that they have seen the admissions requirements for the school/s for which you are applying and are satisfied that you meet the necessary criterion/criteria.**

#### **Please Note:**

- Failure to send the correctly completed supplementary information form to your home Local Authority by the closing date will mean that your application cannot be considered under any church attendance criterion.
- The need to obtain the signature from a previous member of clergy/church after moving house cannot be considered as a reason for a late application to be accepted.

**Charlton Horethorne CofE VA Primary School**

**Supplementary Information Form**

**PART A**

**Admission in 2018**

**To be completed by the parent/guardian**

Charlton Horethorne Primary is a Voluntary Aided school/Church of England Foundation school. The governing body of these categories of school is the admission authority and has responsibility for setting admission arrangements.

If there are more applications than there are places, the governing body will prioritise applications where evidence can be provided that one of criteria 3 or criterion 6 has been met. If you wish your child to be considered under the religious grounds of criteria 3 / criterion 6, please complete this form and return it to the local authority closing date of **15<sup>th</sup> January 2018 (primary) 31<sup>st</sup> October 2017 (secondary)**. If you do **not** wish your child to be considered under the above criteria, this form is **not** necessary (but see below about a Local Authority Common Application Form).

For the purposes of assessing eligibility to education transport on faith grounds, information on this form may be used to confirm that your application for a place at the school was on religious grounds.

Once you have completed Part A, please pass the form to your priest, minister, faith leader or church official. It is the responsibility of the parent/carer to return the SIF to the LA by the closing date. Only where both parts are returned by the closing date of 15 January 2018 can this information be considered as on time by the governing body and your application prioritised accordingly. Failure to return this form will result in any application being considered under the “non church” criteria.

**You must, in all instances, complete a Local Authority Common Application Form and return that to the Local Authority by 15 January 2018 for it to be considered as on time. It is entirely the responsibility of the applicant to ensure that any Supplementary Information Form is returned on time to the home Local Authority.**

**Name of Child:**

**Surname** ..... **First Names** .....

**Date of Birth** ..... **Boy**  **Girl**

**Name of parent/guardian** .....

**Address:**

**Post code**

**Home Tel:**..... **Contact Number** .....

**If you are applying to this school on faith grounds, please complete the following sections:**

**Place of worship** where one of parents / guardians / child regularly attends

Name of place of worship .....

Address .....  
 .....

**Name of vicar / priest / minister / faith leader / church officer**

.....

Address .....  
 .....

Postcode ..... Telephone .....

Please place a tick in the box which describes your circumstances	
Criterion 3 <input type="checkbox"/>	Children who themselves or a parent / carer are practising members of the founding religious body of the school and who live within the designated school catchment area
Criterion 6 <input type="checkbox"/>	Children who themselves or a parent / carer are practising members of the founding religious body of the school and who live outside the designated school catchment area

**Please take or send this form to your vicar, priest, minister, faith leader or church officer so that they can complete Part B by way of verification of the information you have provided.**

**Charlton Horethorne CofE VA Primary School**

**Supplementary Information Form**

**PART B**

**Admission in 2018**

**To be completed by vicar / priest / minister / faith leader / church officer**

The parent/guardian whose details appear in Part A of this form has given your name as a reference for his/her commitment to your church / place of worship. We ask that you confirm your knowledge of this child or family in relation to the faith criterion/criteria below.

Please place a tick in the box which describes the child's circumstances	
Criterion 3 <input type="checkbox"/>	Children who themselves or a parent / carer are practising members of the founding religious body of the school and who live within the LA catchment area
Criterion 6 <input type="checkbox"/>	Children who themselves or a parent / carer are practising members of the founding religious body of the school and who live outside the LA catchment area

Signed .....

Name ..... Date .....

Position .....

Church / place of worship .....

**It is entirely the responsibility of the applicant to ensure that this form is returned to the home Local Authority by the submission date below:**

Please return this form to your home Local Authority by 15 Jan 2018 for primary / 31 October 2017 for secondary.

Thank you for your assistance in completing this Supplementary Information Form.

NB: If a family is refused a place at the school and appeals against the governors' decision, this form may be used as evidence at the appeal.

## **Church of England Voluntary Aided and Foundation Schools in the Diocese of Bath & Wells**

### **School Admission Supplementary Information Forms**

**Notes for clergy or those responsible and authorised to sign supplementary information forms for those applying to church schools under a church attendance criterion**

**Please note that the recommendation of the Bath & Wells DBE is that clergy do not work in isolation when looking at school admission supplementary information form requests. The DBE strongly recommends that it is best practice to have a sub-committee of at least three members, including clergy, church wardens and those with responsibility for Sunday school to consider these requests and be authorised to sign the form if it is agreed appropriate.**

**Please also note that the completion of this form and its return in time to meet the admission application deadlines is critical for the applicant, and without it the child cannot be considered eligible under any church attendance criteria, even if they are regular attendees at church.**

**In order for the application to be considered under any church attendance criteria within the school's admissions arrangements, the following must be ensured:**

1. That the attached form is completed by the applicant and signed by the relevant church representative (vicar, priest, minister, pastor, church warden)
2. That the information on the form matches and fulfils the requirements set out in the specific admissions arrangements of the school to which the application is being made. **Clergy must be clear that the specific criterion for each school is being met by the applicant and should see the admissions criteria so that they can check.**
3. The DBE recommends that schools use the criterion that either the child or at least one parent has attended worship at the church at least once a month for a minimum of 6 months prior to the time of the application. **Please note that this does vary from school to school, with some having far more rigorous requirements.**
4. **The DBE does recommend that the child or a parent has attended actual worship and that attendance at toddler groups or other activities that are held at the church does NOT meet the requirements.**
5. That the completed form, signed by both applicant and the clergy, reaches the applicant's home Local Authority by the closing date for receipt of applications. This is 15<sup>th</sup> January 2018 for first admission or 31<sup>st</sup> October 2017 for secondary transfer.

**NB This is clearly the responsibility of the applicant, not the church representative.**

6. That a separate supplementary form be completed for each VA or Foundation church school for which the applicant is applying as each is likely to have differing admissions criteria.
7. For applicants who have recently, or are about to move to a different area, the supplementary information form should be completed by the clergy at the church where they have been regularly worshipping. It is the responsibility of the applicant to organise this and ensure that the SIF is completed and sent in on time.

**Please Note:**

The application process is a legal one and every effort **MUST** be made to ensure that applications and any supplementary forms are completed accurately and on time. If applicants are unsuccessful, they have the right to appeal, and the information provided by clergy can be critical to the outcome of both the application and appeal, particularly where a school is very popular and oversubscribed. Competition for places at some schools can be fierce and it is vital that information supplied is accurate. **Clergy should not be pressured into signing a form if they know that the applicant does not, or are in doubt as to whether the applicant does, meet the criteria laid down by the school. This is one reason why a committee should consider every application. It is also particularly helpful where there is an inter-regnum or where clergy have been in post less than 6 months.**

## Acceleration Application Form

Please complete this form if you would like your child to be accelerated (educated in a year group ahead of his or her chronological age).

The view of the Department of Education (DfE) is that it is preferential to teach children in their chronological age group and that this should only be deviated from in extreme circumstances. A request for acceleration will be discussed with the relevant professionals and the Head Teacher and will be ultimately considered by the Governing Body. It is only granted in exceptional circumstances.

Child's Full Name			
Date of Birth			
Current Year Group		Chronological Year Group	
Home Address			
Child's Current School			

Have you already discussed this with your child's current Headteacher or pre-school?

Yes	
No	

Does your child have a Statement of Special Educational Needs?

Yes	
No	

Would you like to receive a copy of the completed form with your outcome letter?

Yes	
No	

Please use the next page to explain your reasons for this request. You may attach any medical information or psychological reports obtained independently or any other information you feel is relevant that you would like us to consider. Please ensure that any supporting evidence is clearly marked with your child's name.

If necessary your child's current school, pre-school or other professionals will be contacted for their views prior to a decision letter being sent to you.

Please return this form to: Accelerations and Retentions, Charlton Horethorne CofE Primary School, Charlton Horethorne, Sherborne, Dorset. DT9 4NL



**Reasons for Acceleration**

I understand that in signing this form I am requesting that my child is accelerated and that if the acceleration is agreed my child will need to remain in education until the statutory school leaving age.

Signed ..... Date .....

Please Print Name .....

Relationship to Child .....

## Retention Application Form

Please complete this form if you would like your child to be retained (educated in a year group behind his or her chronological age).

The view of the Department for Education (DfE) is that it is preferential to teach children in their chronological age group and that this should only be deviated from in extreme circumstances. A request for retention will be discussed with the relevant professionals and the Head Teacher and will be ultimately considered by the Governing Body. It is only granted in exceptional circumstances.

Child's Full Name			
Date of Birth			
Current Year Group		Chronological Year Group	
Home Address			
Child's Current School			

Have you already discussed this with your child's current Headteacher or pre-school?

Yes	
No	

Does your child have a Statement of Special Educational Needs?

Yes	
No	

Would you like to receive a copy of the completed form with your outcome letter?

Yes	
No	

Please use the next page to explain your reasons for this request. You may attach any medical information or psychological reports obtained independently or any other information you feel is relevant that you would like us to consider. Please ensure that any supporting evidence is clearly marked with your child's name.

If necessary your child's current school, pre-school or other professionals will be contacted for their views prior to a decision letter being sent to you.

Please return this form to: Accelerations and Retentions, Charlton Horethorne CofE Primary School, Charlton Horethorne, Sherborne, Dorset. DT9 4NL

**Reasons for Retention**

I understand that in signing this form I am requesting that my child is retained.

Signed ..... Date .....

Please Print Name .....

Relationship to Child .....