



**ALL SAINTS' CHURCH OF ENGLAND PRIMARY SCHOOL**  
**SUPPLIMENTARY INFORMATION FORM IF YOU WISH YOUR APPLICATION**  
**TO CONSIDERED UNDER FAITH CRITERIA**

**NAME OF CHILD: SURNAME**.....  
**FORENAME(S)**.....

**DATE OF BIRTH**...../...../.....

**BOY**

**GIRL**

(please tick)

**NAME OF PARENT(S)/LEGAL GUARDIAN(S)**.....

**ADDRESS** .....  
.....**POSTCODE**.....

**WILL YOUR CHILD HAVE A BROTHER/ SISTER IN ATTENDANCE AT THIS SCHOOL, AT THEIR PROPOSED TIME OF ADMISSION? YES/NO IF SO LIST BELOW**  
.....  
.....

**PLACE OF WORSHIP THAT ONE PARENT/CARER REGULARLY ATTENDS:**

**NAME OF PLACE OF WORSHIP**.....

**ADDRESS**.....  
.....

**NAME OF VICAR/ PRIEST/ MINISTER/ FAITH LEADER**.....

**ADDRESS**.....  
.....

**POST CODE**..... **TELEPHONE**.....

**HOW FREQUENTLY DO YOU ATTEND YOUR PLACE OF WORSHIP?**.....  
.....

**Signature of Parent/ Legal Guardian**.....

**Date**.....



# ALL SAINTS' CHURCH OF ENGLAND PRIMARY SCHOOL

## REFERENCE FROM FAITH LEADER

NAME OF CHILD: SURNAME.....  
FORENAME(S).....

NAME OF PARENT(S)/CARER(S).....

ADDRESS .....  
.....POSTCODE.....

PLACE OF WORSHIP OF THE PARENT/CARER WHO REGULARLY ATTENDS:

NAME OF PLACE OF WORSHIP.....

ADDRESS.....  
.....

NAME & DESIGNATION OF FAITH LEADER e.g. Vicar / Parish Priest

.....

ADDRESS & TELEPHONE NUMBER

.....  
.....

I confirm that the above child and one of the parents/ legal guardian named above have attended the place of worship named above approximately 12 times within the last 12 months preceding 1<sup>st</sup> September of the academic year. Please indicate the frequency of attendance.

Frequency of attendance: weekly/fortnightly/ monthly    Number of years attendance.....

Signed .....(Vicar/ Priest/ Minister/Faith Leader)

Date.....



# ALL SAINTS' CHURCH OF ENGLAND PRIMARY SCHOOL

## (VOLUNTARY AIDED)

### ADMISSIONS POLICY 2018

#### MISSION STATEMENT

**All Saints' is a community which seeks to develop the full potential of all its pupils within a framework of Christian teaching, values and attitudes.**

Admissions to an Aided School are the responsibility of the Governors, in agreement with the Diocesan Board of Education and the Local Authority.

The standard number agreed for the admission to the Reception Class is 30.  
Up to 52 children may be admitted to the Nursery, (26 children am and 26 children pm). Up to 15 of these places may be combined for those children entitled to 30 hours provision. Thirty hours places are subject to the receipt of the appropriate entitlement code.

Responsibility for admissions is delegated to the Governing Body Admissions Committee.

The school will admit all children having a statement of special educational needs in whose statement the school is named.

When applications are received, the decision on which children will be admitted will be based on the criteria below. The criteria will be applied where there are more applications received than there are places available. In the event of over subscription for the remaining places they will be allocated by means of the following criteria in the order shown.

1	"Children in public care," – looked after children and previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)
2	Children whose medical or social circumstances mean that their needs can only be met at this school.
3	Children who will have an older brother or sister attending the school at the time of their admission.
4	Three places will be allocated to children who do not meet the above criteria, but live in the closest proximity to the school using SCANA to calculate the distance.
5	Children who, together with one parent or legal guardian, are in regular attendance at All Saints Church. Priority will be given to those having the most frequent attendance for the longest period of time. (see note (d) below)
6	Children who, together with one parent or legal guardian, are in regular attendance at a church within the parish which is a member of Churches Together in Britain and Ireland, or a local Churches Together organisation. Priority will be given to those having the most frequent attendance for the longest period of time (see note (d) below. A map showing the Parish boundary is available from the School)
7	Children eligible for the service premium. (see note (e))
8	Children of school Staff (f)
9	Children who, together with one parent or legal guardian, are members of another faith group. (see note (g) below).
10	Any other children – allocated on distance from the school.

Notes:

- a) **Regular attendance.** This is defined as 12 times per year, prior to 1<sup>st</sup> September in the year before admission to the school.
- b) Evidence of regular attendance of one parent / legal guardian must be provided by a member of the clergy or other designated church officer/faith leader on the form provided.
- c) Evidence of infant baptism or dedication of the child, must be provided with the form (Photocopy/Letter from Clergy)
- d) The Governors will give priority to Christian applicants who fit one of the following categories, with the greater priority being given to those having the higher attendance level:
  - i) Those attending weekly over a minimum of four years prior to the application being made.
  - ii) Those attending fortnightly over a minimum of four years prior to application.
  - iii) Those attending monthly over a minimum of four years prior to application.
  - iv) Those attending weekly for a least one full year prior to the application being made.

Evidence of regular attendance of the parent/guardian and child must be provided by a member of the clergy or other designated church officer on the form provided.

- e) Children eligible for admission under this priority are those where:
  - One of their parents is serving in the regular armed forces;
  - One of their parents served in the regular armed forces in the last 3 years;
  - One of their parents died while serving in the armed forces and the pupil is in receipt of a pension under *the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)*.
- f) Where the member of staff has been employed at the school for two or more years at the time at which the 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.
- g) Applicants who are members of a faith group other than Christian must supply evidence from a recognised and authorised faith leader that they and the child are members of their faith group and both regularly attend a place of worship

**Proximity and Ease of Access.**

Walking distances are measured using SCANA, which is a computerised application that utilises Mapinfo Professional to calculate walking distances based on Ordnance Survey Maps. The 'normal' home of the child will be taken to be the home in which the child sleeps for the majority of the school week.

**Brothers and Sisters.**

'Brother' or 'Sister' includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.

**Waiting list**

Where we have more applications than places, the admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the school will be slotted into the order according to the extent to which they meet the criteria. Thus it is possible for a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the end of the autumn term only.

## **Appeals**

Where the governors are unable to offer a place because the school is over-subscribed, 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 should notify the clerk to governors at school within 14 days of receiving the letter to refusing a place. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will normally receive 14 days notice of the place and time of the hearing. Letters of appeal should be sent to: The Clerk to the Governors, All Saints' Church of England Primary School.

If your child was refused a place in Reception or Key Stage 1 because of Government limits on Infant class sizes, the grounds on which your appeal could be successful are limited. You would have to show that the decision was one in which no reasonable governing would have made, or that your child would have been offered a place if the governors' admissions arrangements had been properly implemented. Please note this right of appeal against the governors' decision does not prevent you from making an appeal in respect of any other school.

## **Twins**

Where there are children of multiple births wishing to be admitted and the sibling is the 30<sup>th</sup> child, the governors may admit over the infant class requirement if it is possible to do so.

## **Deferred admission**

Children are eligible for a reception place from the beginning of the school year in which they become 5 years old. However they do not become of compulsory school age until the start of the term after their fifth birthday. After a place has been allocated and accepted parents can request that the school place be deferred until later in the school year and if they do this the place will be held for the child. They cannot however defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Parents can also request that their child attends on a part time basis until the child reaches compulsory school age.

## **Nursery Admissions**

52 places are available in the Nursery, and the Governors shall determine the allocation of these places, depending on the number of applicants. A place in the Nursery does not guarantee a place in the Reception class the following year. A separate application must be made for a primary school place. The above criteria and procedures are followed for nursery admissions.

Notes:

- a) Children will be admitted to the Reception class at the beginning of the Autumn Term, before their 5<sup>th</sup> birthday, and to the Nursery Class at the beginning of the term after their 3<sup>rd</sup> birthday.
- b) Please give details of the points you wish to be taken into consideration regarding your child's qualifications for entry under the above criteria, either on the reverse of the application form or in a covering letter.

## **In-Year Admissions**

From September 2013 the Local Authority no longer has a duty to co-ordinate in-year admissions. Any parent is able to apply to any school at any time. The Local Authority will provide an appropriate in-year common application form and our school, which is its own admissions authority, has a duty to administrate the offer of a place (or refusal) and inform the Local Authority that an application has been received and the outcome of that application.

**Please keep this copy of the Admissions Policy for your own information.**