



## Admissions Policy 2019-20 & Supplementary form

The Governors, who are responsible for admissions to this Church of England Voluntary Aided Primary School, have agreed with the Local Authority to admit 60 pupils for each year group. This number has been agreed between the Governors and the LA and applies to those entering full-time school (Reception class) in the school year 2019/2020. These arrangements and the admissions criteria (below) are reviewed annually.

When there are more applications than there are places available the Governors will admit pupils according to the following criteria which are listed in order of priority.

- 1) A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or a special guardianship order.
- 2) Children living with parent(s)\*, at least one of whom attends worship at least **three times a month** in an Anglican Church or church or chapel of a Christian Denomination affiliated nationally to 'Churches Together in Britain and Ireland' or Evangelical Alliance and has done so for at least the past three years .\*\*
- 3) Children of Dr Triplett's Staff
  - a) Where the member of staff has been employed for two or more years at the time of application, and/or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
- 4) Children living with parent(s)\*, at least one of whom attends worship **monthly** in the tradition of a world faith, and has done so for at least the past (a) three years (b) two years\*\*\* who wish their children to have a Church of England education. Frequency of worship must be certified by the appropriate authority, and will be used to establish priority within this criterion.
- 5) Other applicants based on proximity of their home to school. Priority will be given to those children living with parent(s) who live closest to the school measured in a straight line from the point set by Ordnance Survey at the children's home address and the school front door.

### Important Note

Places will be offered in each criteria

Firstly to children **with siblings** who are attending the school at the time of admission

Secondly to children whose parent(s) attend an Anglican Church or Chapel who also live or worship in the Ancient Parish of Hayes. (St Mary's, St Anselm's, St Jerome's, St Edmund's, St Nicholas.)

Thirdly to children whose parent(s) attend an Anglican Church or Chapel elsewhere.

\* Parent(s) includes legal guardian or carers.

\*\* This regularity of worship to be certified by the parish priest or minister.

\*\*\* Children living with parent(s) who have attended worship for the last three years or more take priority over children living with parent(s) who have attended worship for the last two years.

When deciding between applicants who, ostensibly, have equal entitlement under the above criteria, the Governors will consider the proximity of the applicants' homes to the school and priority will be given to applicants who live closest to the school. In the event of a tie due to the exact same distance measurement, or for multiple applicants with the same date of birth (other than multiple births, please see below) when only one place is available, allocation will be made by random allocation i.e lottery. This will be done in the presence of an independent witness.

### **Multiple Births**

When only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, in accordance with the School Admissions Code, the Governors will admit the other multiple birth sibling(s). These children will remain 'exceptional admission pupils' for the time they are in an Infant class or until the class numbers fall back to the current Infant class size limit.

### **Deferred Entry**

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. The application should be made in the usual way and then the deferment is requested by the parent(s). The place will then be held until the first day of the spring/summer term. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application, therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2019.

### **Summer Born Children**

The term 'Summer Born' refers to children born between 1st April and 31st August. These children reach statutory school age on 31st August. Parent(s) of a 'summer born' child may request that their child delays entry to full-time school until the following academic year. The parent must still apply for a Reception place through the normal admissions process between September 2018 and January 2019. At the time of application, the parent(s) must make their intention known (to all of the schools included on their application form), and provide supporting information as to why they have made the request. The School will consider all evidence provided and make its decision based on the best interest of the child before the national offers day. If the request is agreed, then the application already made should be withdrawn, and the parent must make a new application for a Reception place the following year. A place will not be guaranteed, and must be applied for in-line with the London Borough of Hillingdon's Admission round and in accordance with the Admissions Policy for that academic year. If the child is currently attending the School's Nursery and wishes to remain there, then a place must be reapplied for. It is not automatically available. If the request is refused by the school, the parent must decide whether to accept a Reception place if offered, or to refuse it and apply for a Year 1 place for the following September, once the child has turned 5.

**Worship** here means committed affiliation to a recognised faith group and regular attendance or membership

**What is a Sibling?** Children who will have an older brother or sister, or step, half, adopted and foster child living in the same household with at least one parent in common and will still be attending the school at the beginning of the term in which the younger child starts full-time education. If a child attends Nursery, this child does not qualify as a sibling as they are not compulsory school age. 'Siblings' does not include cousins or childminder's children.

### **Nursery**

The Governors will admit 60 children into the nursery class, filling vacancies as they arise. In accordance with the Governors' admission policy set out above.

The offer and acceptance of a place in the nursery class **does not** give an automatic right of entry into the reception class. Parent(s) will need to apply for a full-time place.

### **In Year Admissions**

Applications for In-Year admission are made through the school. The schools will make available a suitable form for application but the Local Authority will also make available a form as required. Parent(s) are required to complete a Common Application Form from their home local authority; additionally applicants will be required to complete a supplementary form so that the Governing Body may consider the application fully. If a place is available and there is no waiting list then the school will communicate the governors' offer of a place to the family. If there are no places available this will be conveyed to the parent in writing with this information. The parent may ask us for the reason why a place cannot be offered and will be informed of their right to appeal. Parent(s) will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained by the Governing Body in

the order of the oversubscription criteria and not in the order in which the applications are received. Every year in July, we will write to every parent with a child on the waiting list requesting confirmation that the child's name should remain on the waiting list. If we do not receive a response within 10 school days, the child's name will be removed from the waiting list. When a place becomes available the school, on behalf of the Governing Body, will offer to the parent(s) of the child who is top of the list. The school will also inform the local authority of any offers made.

Own admission authority schools must, on receipt of an in-year application, notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area. The admission authority must also inform parent(s) of their right to appeal against the refusal of a place.

### **Admissions Appeal Committee**

Parent(s) who are not offered a place for their child are entitled to appeal to an independent committee under provisions of the Education Act 1980. Parent(s) wishing to appeal should submit a letter to the school. The letter should be sent to the Clerk to the Appeal Committee, via the school. Parent(s) can appeal at anytime, however for Reception class appeals the letter should be submitted within 20 days from the notification of the decision not to admit to guarantee the appeal being heard before the end of the summer term. Parent(s) do not have the right to appeal against a decision not to admit a child to a nursery class.

**Supplementary Information Form**



**Section 1 – to be completed by Parent(s)/Guardian(s)**

Child's Name: .....

Date of Birth: .....

Parent/Guardians Full Name (*who live with the child*): .....

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Address: .....

Does this child have a sibling in school? Y/N (*Please write sibling name*) .....

Post Code: ..... Telephone No: .....

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**Section 2 – to be completed by Religious Leader**

Please fill in and answer the following questions below, as frankly and accurately as you can. **Please note that any questions left blank will be taken as a 0 response**

Religious Leaders Full Name: .....

Church/Place of Worship Name: .....

Denomination: .....  
(*Religion*)

Church/Place of Worship Address: .....

..... Telephone No: .....

(*Please also include your stamp or letter head.*)

***Forms will not be accepted without this***

Is your Church affiliated to Churches Together in Britain and Ireland or the Evangelical Alliance? (Only applicable to Christian Churches)

Yes (Please provide details)	No

Parent/Guardian's name(s) who attends Church/Place of worship: .....

.....

How often do the above named parent(s) attend the Church/Place of Worship? At least:  
(*Please tick*)

At least three times a month	Monthly

The Parent(s)/Guardian(s) above have attended the Church/Place of Worship for

..... Years.....Months

I, .....(*Insert Religious Leaders Name*) hereby certify that the above is true and accurate to the best of my knowledge.

Signed: ..... Date: .....

Please return this form to: Admissions Department, Dr Triplett's CE Primary School, Hemmen Lane, UB3 2JQ