

ST. PAUL'S C. OF E. VA PRIMARY SCHOOL, CHIPPERFIELD

Reception Admissions Policy for 2018/19

St. Paul's is a one form entry Voluntary Aided Church School which serves the community of Chipperfield and beyond. It has a distinctive Christian ethos. The governors are able to admit 30 children to the Reception class each year. Information on completing the 'on line' application, deadlines for applications and notification dates of admission decisions are published in the LA admissions literature which is also available from their website. All applications **must** be made on the **home** LA common application form. Parents/carers are requested to complete our supplementary information form (SIF) and return it to the school office by the date given above. If a SIF is not completed, the Governing Body will apply their admission arrangements using the information submitted on the LA form only, which may result in your application being given a lower priority.

Where a child has a Statement for Special Educational Needs or an Education Health and Care Plan (EHCP) the governors have a legal duty to admit that child before all others if the school is named in the statement or plan. If there are more applications than there are places available, the governors will admit children in the priority order of the categories below. By agreement, and in co-operation with the Local Authority, the governors will apply their admissions policy criteria to all applications equally. The school does not have any specific facilities for pupils with physical disabilities but all classrooms may be entered without steps. As far as possible the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

Category 1

Children looked after (i.e. children in local authority care) and or previously looked after (adopted or those with special guardianship or child arrangement orders).

Category 2

Children who live within the Ecclesiastical Parish of Chipperfield (as marked on the plan on our website or available from the school) with a sibling at the school at the time of the admission

Category 3

Children who live within the Ecclesiastical Parish of Chipperfield who have a parent who is a practising Christian attending a church service at least once in every month for at least a year before the allocation of places:

- i. At St. Paul's Church, Chipperfield.
- ii. At any other Christian Church.

If applying under i. or ii. a letter confirming your attendance from your priest or minister is required and should be attached to the supplementary information form.

Category 4

Other children who live within the Ecclesiastical Parish of Chipperfield

Category 5

Children who live outside the Ecclesiastical Parish of Chipperfield with a sibling at the school at the time of the admission

Category 6

Children who live outside the Ecclesiastical Parish of Chipperfield who have a parent who is a practising Christian (see category 3)

Category 7

Any other children who live outside the Ecclesiastical Parish of Chipperfield

If over-subscription arises in any of the categories, then the deciding factor in that category will be straight line distance of home to school as explained in HCC admission literature and on their website. In the event of a decision being made if the last two children under the last rule lived the same distance from the school, the tie breaker would be names drawn from a hat by an independent party.

Definitions:

1. In respect of “children looked after” (Category 1) and “sibling” (Categories 2 and 5) the governors use the same definitions as those found in the HCC admission literature.
2. By “other Christian Church” the governors mean a church which is a member or is eligible for membership of Churches Together in England or the Evangelical Alliance.

Procedures, Reception continued.

- Parents who are considering applying for a place for their child are warmly invited to contact the school, by telephone, to make an appointment to see the school.
- Children who are offered a place start school in the September following their 4th birthday although parents might request that a start date is deferred until later in the Reception year. A part time arrangement can also be considered. Where a parent of a summer born child (1st April – 31st August) wishes their child to start school in the term following their fifth birthday, they would need to make an in-year application for a Year 1 place.
- The Governors are responsible for admissions and cooperate with the fair access policies of the Local Authority.
- Children are invited to make introductory visits to the school during the term before entrance.
- The address given should be the child’s current permanent address at the time of application. If a child regularly lives at more than one address Monday to Friday, the address provided should be the address where the child spends the majority of their time. If a child lives at 2 addresses equally, the address of the parent/carer that claims Child Benefit/ child Tax credit will be considered as the child’s main residence.
- Every effort will be made to accommodate twins and other multiple birth applications. Where the first twin or a multiple birth child is offered the last available place, the second twin or other sibling(s) will be offered places as exceptions to the Infant class size rule.
- Parents are reminded that there are occasionally slight changes to admissions policies and should make sure they have the most recent edition.

Appeals

Parents who have not been allocated a place for their child have the right of appeal to an independent panel. At transfer time parents wishing to appeal who applied on line should log into their online application and click on the link “register and appeal”. For those who did not apply online, please contact the Customer Service Centre on 0300 123 4043 to request an appeal pack. For in year applications, parents wishing to appeal should contact the school directly in the first instance.

Continuing interest

Parents who are not offered a place or who move to the Parish at a later date, may place their child’s name on a continuing interest list. Parents must be aware that as names are added to this list, subsequent applications may have a higher priority because they satisfy a higher criterion.

In the case of older children who apply to join the school, admission will be on the basis of places being available in the relevant class. If more applications for places are received than places available, then the above criteria will apply. Please contact the school directly for information regarding the in year admissions process.