

# Ashford CE Primary School



## Admissions Policy 2019/20

Approved by FGB: 22 February 2018

To be reviewed: Annually

Ashford Church of England Primary School has a distinctive Christian ethos which is at the heart of this School and provides an inclusive, caring and supportive environment where children can learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and ask all parents to respect the Christian ethos of our school and its importance to our community.

## **Arrangements for Entry to the School from 1st September 2019**

### **Published Admissions Number**

Admission arrangements to the School will allow a maximum total of 60 children to be admitted to the Reception Classes each year.

### **Admissions Procedure for Reception Entry**

- In the Autumn Term prior to the year of admission, parents/carers who approach the School will be directed to the School's website where parent tour dates are publicised and asked to call the School to reserve places.
- Applications for admission to the School must be made by completing the Local Authority's Common Application Form, naming the School. For those families living in Surrey this will be the Surrey County Council's Common Application Form. This can be done either on paper or online. The form must be completed in full and submitted as indicated on the form by the closing date given. Proof of address (council tax reference) must also be provided at the time of application.
- Those applying under Criteria 4 and 5 should complete the appropriate sections of the School's Supplementary Information Form, which provides the details required to prioritise the application. Copies can be obtained from the School direct, the school website or at the end of this policy. The Supplementary Form must be returned to the School by the same closing date.
- After the closing date, if the number of applications for admission to the School exceeds 60, the Governors will allocate places in order of the agreed criteria.
- 10% of the 60 places will be kept as "open places" i.e. will be reserved for children applying for a place who fall under criterion 6.
- In the event of a tie-break situation or oversubscription in any particular category, the place will be offered to the child whose home<sup>1</sup> is closest to the School. The child's home address will be taken as the address point, as set by ordinance survey and the school's address will be taken as the nearest gate the child could use. The distance is measured as the crow flies. This is calculated using the Surrey Admission and Transport Team's Geographical Information System.<sup>2</sup>
- The decision between two applications with the same distance will be made by drawing lots.

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<sup>1</sup> The home address which will apply is that at which the child is living on the closing date for applications

<sup>2</sup> <http://findaschool.surreycc.gov.uk/>

- In the case of formal equal shared custody, the parents must decide which address to use. In other cases it is where the child spends most of their time.
- The School should be notified of any change of address immediately, either before or after the decision date. Failure to do so could be viewed as fraudulent.
- A list of all applications in order of priority is sent to Surrey County Council, who in turn dispatch school allocation letters to all parents.
- On receipt of the allocation letter offering a place at the School, parents must sign the acceptance form and return to the Surrey County Council Admissions Team.
- Governors reserve the right to withdraw the offer of a place if the information contained in the application is found to be fraudulent or intentionally misleading or a response to an offer has not been made by the parents within a specified time. Lack of proper documentation may also invalidate the application.
- If parents wish to appeal against any decision made, further information can be obtained from Surrey Schools' Appeals Service.

### **Admissions Criteria**

The School follows an equal preference system with regard to admission arrangements. This means that in the event of over-subscription, places are offered in accordance with the published admissions criteria regardless of where an applicant ranks the school in their preference order, the Governors will offer places in accordance with the following criteria:

If a child has a Statement of Special Educational Needs or an Education Health and Care Plan (EHCP) which names Ashford C of E Primary School on the Statement as his/her preferred school, the law requires that the child takes priority over all applications.

#### **1. Looked After Children and Previously Looked After Children**

The Education (Admission of Looked After Children) (England) Regulations 2006 require all admission authorities in England to give priority in their admission arrangements to looked after children in public care. This priority was extended to include previously looked after children by The School Admissions Code, as issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998, which came into effect in 2014.

Looked after children are those who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with section 22 of the Children Act 1989(a) e.g. fostered or living in a children's home, at the time an application for a school is made.

Previously looked after children are those who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989)

## **2. Exceptional Medical and Social Needs**

Children for whom this is the nearest school and who have exceptional medical or social needs which make this school, rather than any other, the most suitable. In this case the Common Application Form must be accompanied by supporting medical evidence from an appropriate authority. A GP's report alone is not sufficient. Parents should supply at the time of application all documentation that they would wish to rely on in the event of any later appeal. Applicants are encouraged to supply as many relevant documents as possible.

## **3. Siblings**

Children who on starting attendance at the School will have a brother or sister already there. The term 'sibling' also includes a half-brother/sister, a stepbrother/sister, a foster brother/sister or adopted children, all of whom live at the same address as the child on the School roll.

## **4. Foundation Applications**

In the event that applications for Foundation places exceed those remaining (less 10% of the total number kept for "open places"), they will be offered in accordance with the following criteria:

- 4a Children, one or both of whose parents are members of The Church of England and worship at St Matthew's or St Hilda's church on a regular basis<sup>3</sup>
- 4b Children who live in the Parish of St Matthew's or St Hilda's, Ashford, one or both of whose parents are members of The Church of England and worship at church other than St Matthew's or St Hilda's on a regular basis<sup>3</sup>
- 4c Children who live in the Parish of St Matthew's or St Hilda's, Ashford, one or both of whose parents are members of other Christian denominations and worship at a church on a regular basis<sup>3</sup>.

## **5. Children of Staff at the School**

Children of staff at the school in either or both of the following circumstances:

- 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.

## **6. Open Places**

In the event that applications for the 10% reserved open places exceed those available, they will be offered in accordance with the following criteria:

- 6a Children who live within the Parish of St Matthew's and St Hilda's, Ashford.
- 6b Children who live outside the parish of St Matthews and St Hilda's.

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<sup>3</sup> Within criteria 4a to 4c we have stated worship at a church *on a regular basis*. By this we mean attending a church service at least twice a month for at least two years at the time of application. Verification will be sought by the Governing Body. A map showing the parish boundaries can be viewed in the School Office. Other Christian denominations are defined as those listed under Churches Together in Britain and Ireland (CTBI) and The Evangelical Alliance (EA).

## **Late Applications**

It is important that all applications are returned by Surrey County Council's closing date. Applications received later than this date will only be considered after "on time" applications have been processed.

## **Multiple Births**

**Infant Class sizes:** Current infant class legislation spells out that infant classes (Reception, Year 1 and Year 2) must not contain more than 30 pupils with a single school teacher. Additional children may only be admitted under very limited exceptional circumstances. One of these exceptions is where it is a child whose twin or sibling from a multiple birth is allocated the final place in an infant class. This school will allow this exception wherever logistically possible.

## **Part-time Placements**

Parents may choose to accept a place on a part time basis until the child reaches compulsory school age.

## **Deferred Admission**

Once a place has been offered and firmly accepted, parents may choose to defer their child's entry to the School until he/she is of compulsory school age (i.e. the start of the term following the child's fifth birthday). This can only be agreed up to the beginning of the final term of the academic year for which the offer has been made.

For children whose fifth birthday falls between 1 April 2014 and 31 August 2014, and parents do not wish them to start school in Reception, school year 2018/19, but to be admitted in Reception, for school year 2019/20, they should contact the school as soon as they receive an offer to discuss the matter. Decisions will be made on the circumstances of each case and the best interests of the child. Parental views, academic achievement, social and emotional development and where relevant medical views will be taken into consideration. The views of the head teacher will also be taken into account. The reasons for the decision will be clearly set out. Parents applying for a Reception Year place in September 2019 would need to provide strong supporting reasons for seeking a place outside the normal year group and apply via the protocol outlined above.

Parents may decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2019 but should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2018/19 Reception Year group.

## **Request for children to be educated outside of their chronological age group**

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

- Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the Headteacher, governors agree for the child to have a decelerated entry to the school the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort.

- Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the Headteacher, governors agree for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and, if they wish, provide what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

### **Waiting List**

Unsuccessful applications may be placed on a waiting list held by the School. All names on the list will be held in order of the Admissions Criteria and not the date of entry on to the waiting list. Should a place become available before the start of the academic year for which applications are being considered, it will be offered to the highest priority applicant. The waiting list will operate for the academic year of the entry. After this, parents must contact the School to request that they remain on the waiting list.

### **In Year Admissions**

All applications for other years in the School are made by applying direct to the school. An application form can be downloaded from the website or requested from the School by email or by post. If a vacancy is available and there is no waiting list the School will communicate the Governors' offer of a place to the parents. If more applications are received than there are places available then applications will be ranked by the Governing Body in accordance with the Admissions Criteria. If a place cannot be offered at this time then the School will provide the parents with the reason(s). There will be the opportunity of being placed on a waiting list. This waiting list will be maintained by the School as set out in the previous section. If a vacancy then becomes available the Governing Body will decide the highest priority applicant and the School will make the offer to the parents. Please note that children who are the subject of a direction by Surrey County Council will take legal precedence over those on the waiting list.

### **Governors' Admissions Committee**

It is the responsibility of the Admissions Committee to ensure that the admissions process of the School runs smoothly, conforms to this Policy and fulfils all legal and statutory requirements. Governors must make a Declaration of Interest if they personally know an applicant and will leave the room while that application is processed. The Admissions Committee meet annually to review the Admissions Policy. Reference is made to the Code of Practice on School Admissions and the Code of Practice on School Admissions Appeals. The Committee also seeks advice from the London Diocesan Board for Schools (LDBS), Pupil Services and the Surrey Appeals Service.

### **Admissions Appeals**

The school budget will include a contingency for appeals at a level agreed by the Governing Body, in line with Surrey County Council Appeals pricing. If a parent wishes to register an appeal against the Admissions Committee decision to not offer a place to their child(ren) they

may register their appeal through Surrey County Council (see advice and timescales at the following link:

<http://new.surreycc.gov.uk/schools-and-learning/schools/school-admissions/school-admission-appeals>)



## Ashford Church of England Primary School Supplementary Information Form

### Details of Child

Forename (s):	Surname:
Date of Birth:	Gender:
Home Address:	
Postcode:	

### Details of Parent/Carer

Title:	Forename:	Surname:
Home Address (if different from above, for communication purposes only):		
Postcode:		
Daytime Contact No:		Evening Contact No:
Signature:		Date:

Please only complete the section below and arrange for the incumbent's signature if you wish to register a church connection with your application for Criteria 4a-4c. Verification will be sought by the Governors' Admissions Committee.

### Parish/Church or Place of Worship

Church/Place of Worship attended by Parent:	Address:
Do you attend at least twice a month    YES/NO	Have you been attending this church for at least 2 years prior to this application?    YES/NO
<b>If No, please complete a further form with details of the church you were attending.</b>	
Name of Vicar/Minister/Priest: .....	<b>Official Church Stamp</b>
Signature of Vicar/Minister/Priest: .....	

Please only complete the section below and arrange for the Headteacher's signature if you wish to register as a qualifying member of staff with your application for Criteria 5. Verification will be sought by the Governors' Admissions Committee.

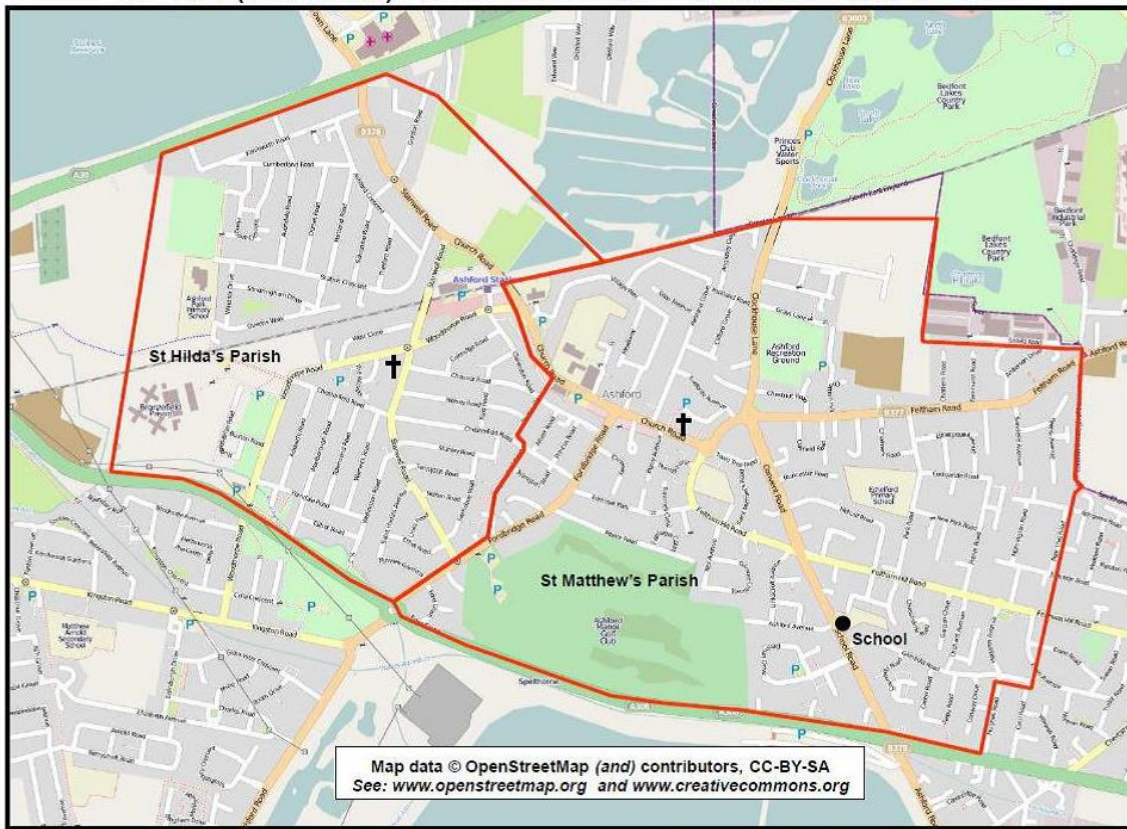
### Children of Staff

I have worked at Ashford CE Primary School since ..... (Date)
I am joining Ashford CE Primary to fill a vacancy for which there is a demonstrable skills shortage <input style="float: right;" type="checkbox"/>
Name: .....      Signature:.....
Headteacher's Signature



# Ashford Church of England Primary School

## Ashford (Middlesex) Parish Boundaries – St Matthew and St Hilda



Details of partially included streets are available from the school and at [www.ashford-primary.surrey.sch.uk](http://www.ashford-primary.surrey.sch.uk)

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