



## **Admission Policy for the School Year 2016/17**

**The ethos of our school is embedded in our key Christian values**

**Honesty**

**Forgiveness**

**Love for all**

**Celebration**

**Fairness**

**Being Thankful**

**This school is committed to safeguarding and promoting the welfare of children and this policy supports this commitment.**

*Policy approved: FGB 23 April 2015      Review Date: annual*

## **Christ Church CE Primary School - Admission Policy for the School Year 2016/17**

### ***Applying for Admission***

#### **Ethos Statement**

Christ Church, Church of England School has a distinctive Christian ethos which is at the heart of the 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 we ask parents to respect the Christian ethos of our school and its importance to our community.

#### **Reception Class entry in September**

The Governing Body admits sixty pupils to the Reception Class each September. This admission limit has been agreed between the Governing Body and the Local Authority. All primary applications for entry into Reception will be co-ordinated by the Local Authority. In September 2016 the school will have an additional class of 30 pupils making the intake for this year 90 children.

Christ Church School is part of a shared form of entry strategy that groups schools to provide additional forms of entry between them. The 30 additional children admitted each year stay with the school for the full seven years of their primary education and do not move. Each year the school taking the additional form of entry is published in the Kingston's Primary Schools Admission Booklet.

The school currently provides some special facilities to assist access by disabled pupils. There is a disabled toilet. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

#### **Allocation of Places**

Places will be allocated according to the following admission criteria. All applications would be considered on an equal preference basis.

1. Children who are looked after or previously looked after by a local authority (i.e. are in public care), in order of proximity.
2. Children with an exceptional and professionally supported medical or social need for a place at this school (see note on exceptional circumstances) in order of proximity.
3. Children with a brother or sister attending the school at the time of admission, in order of proximity.
4. Children whose parents/guardians are committed members of the church family at Christ Church, Surbiton Hill or Emmanuel Church, Tolworth, in order of proximity.
5. Children in order of proximity from the school to their home.

In connection with the above, the following definitions apply:

**Children who are looked after:** A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by the local authority in the exercise of their social services functions in accordance with Section 22 of the

Children Act 1989 at the time an application for a school is made. A previously looked after child is a child who was looked after by the local authority, but ceased to be so because he/she was adopted, subject to a residence order, (now termed child arrangement order under the Child and Families Act 2014) or a special guardianship order (in accordance with Section 14A of the Children Act 1989). Applications made under this criterion must be accompanied by:

- an Adoption Order; or
- a Child Arrangement Order settling the arrangements to be made as to the person with whom the child is to live with under the Child and Families Act 2014; or
- a Special Guardianship Order appointing one or more individuals to be a child's Special Guardian(s), under section 14A of the Children Act 1989.

### **Exceptional circumstances**

Exceptional circumstances are children with an exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence, e.g. from a doctor, social worker or educational psychologist which sets out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school. Parents wishing to put forward such reasons must do so on their application form and must supply written supporting evidence at the time of application. Consideration cannot be given to exceptional circumstances disclosed after the *allocation* of places has been made. Information disclosed after the allocation of places will be reviewed by the Governing Body (according to the published admission's criteria) and if priority is given under this higher criterion 2, may affect the child's position on the waiting list.

**Proximity:** All home to school distances will be measured by Kingston Council's School Admission system using a straight line to a centre point on the Christ Church School site defined and generated by the Kingston Council's Geographical Information System. This single defined central point is used to ensure that no application/applicant is disadvantaged over other applicants by measurement to individual entrance gates.

In the event that two or more applicants live equidistant from the school the governing body will draw lots to decide between applicants.

**Brother or sister** includes, half-brothers and sisters, step-brothers and sisters and adopted or foster children living at the same address at the time of admission. This also includes children whose parents have separated and who have chosen to live with different parents so that siblings can stay together regardless of where they live.

**Home** means the address, which, to the satisfaction of the Governors, is the child's only or main weekday residence at the **date of application** to the school. If you change your address before the closing date for applications, you should inform your Home Council, in writing and they will inform the school.

**Committed members of the church family at Christ Church, Surbiton Hill or Emmanuel Church, Tolworth** are those parents/guardians (one or both) who

submit with their application form the completed form for clergy which confirms that they have been and are attending a service on Sunday or other occasion for worship (including a home group) at least twice a month for at least a year prior to the application closing date as indicated in the Primary Schools Admissions Booklet 2015. The form is to be completed by the Vicar or equivalent of Christ Church, Surbiton Hill or Emmanuel Church, Tolworth. In the absence of the vicar at Christ Church, Surbiton Hill or Emmanuel Church, Tolworth, the churchwarden of the church concerned should complete the form.

It is recommended that parents/carers who intend to apply for a place using this criterion check with the Vicar, before the allocation of places is made, that their application will be supported.

Where parents/guardians (one or both) have been committed members of the church family at Christ Church, Surbiton Hill or Emmanuel Church, Tolworth within the above definition for at least three months but for less than a year, or have moved into the area within three months and have been unable to attend church as described, having previously attended another church of a Christian denomination so that the total attendance at church is for at least a year, they must provide the form for clergy completed by the minister of that church, which confirms that they were attending a service on Sunday or other occasion of worship (including a home group) twice a month for the required period. This form is to be provided in addition to the form relating to their attendance at Christ Church, Surbiton Hill or Emmanuel Church, Tolworth.

Once the admission criteria has been applied, should a family with multiple births be allocated only one place, the other sibling(s) will then be placed on the waiting list in accordance with the published admission criteria, in the same way as for other children.

Where there is one school place available and there is more than one sibling who is eligible for the place under the published admission criteria, the parent will be asked to decide which child will take the available place.

In the event that two or more applicants live equidistant from the school the governing body will draw lots to decide between applicants.

### **Special Educational Needs**

Parents/Guardians of children who have a statement of special educational needs, or Education, Health and Care Plan (EHC Plan) are required to apply for a school place separately through the local authority from whom advice is available. If a child with a statement or EHC Plan is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will admit all those pupils whose statement or EHC Plan, names the school. All schools are consulted by the Local Authority prior to the school being named.

## **Full-time or part-time attendance**

### **Admission of children below compulsory school age and deferred entry to primary schools**

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents/guardians are entitled to a full-time place for their child in the reception class from September, but may defer entry until the beginning of the term after their child is five years old (i.e., when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Parents/guardians who have been offered a place at the School and wish to defer entry for their child and/or attend part-time must put this in writing to the headteacher at the earliest opportunity and before the start of the autumn term.

### **Education out of normal (chronological) age group**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/guardians may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/guardians must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school/local authority.

### **Waiting Lists**

Applicants who cannot be offered a place as a result of the above procedure will, on request, be included on the waiting list which will be held until the last day of the autumn term.

### **What happens after that?**

The order on this list will be determined by the criteria stated above. If any places become available in the Reception Class due to start in the autumn term, prior to the start of that term, they will be offered to those on the waiting list, in order. An application for a place for a child moving into the area after the closing date for applications will be placed on the waiting list in accordance with the above criteria.

### ***Making Applications for Admission***

***Please also refer to Kingston's Primary School Admissions Booklet 2016/17.***

Parents must complete a Common Application Form and return this to the Local Authority (LA) by the national closing date for primary admissions as indicated in Kingston's Primary School Admissions Booklet 2016/17.

Parent applying for places under "church" criteria must complete the clergy/parents form.

### **Appeals**

Parents will be informed whether their application has been successful in accordance with the guidelines in the LA booklet. Details on the appeals procedure

are included in this document and also available from the school office and on the website.

### **Late Applications**

Any late applications will be considered in accordance with the Home Local Authority's primary school admissions scheme. For further details on late applications please refer to Kingston's Primary Schools Admission Booklet 2016/17.

### ***In Year Applications***

For various reasons, in particular the movement of families out of the area, places may arise at the school at any time during the school year. Applications after 1<sup>st</sup> September 2016 and applications for places in the year group other than the normal year of entry to primary school will be treated as casual admissions. These applications should be made to **Kingston** Local Authority using Kingston's [In Year Application Form](#) available from Kingston School Admissions tel 020 8547 4610 or email [school.admissions@rbk.kingston.gov.uk](mailto:school.admissions@rbk.kingston.gov.uk) to ask for a copy or download a copy from [www.kingston.gov.uk/inyearpricaf5.pdf](http://www.kingston.gov.uk/inyearpricaf5.pdf) ensuring that you include the name of the school on the form as one of your preferences.

Applications for such places must be for the class year appropriate to the child's age and will be allocated on the basis of the admission criteria. When there are no places available a waiting list will be maintained according to the published admission criteria for the school.