



Admission Policy for the School Year 2017/18

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 19.11.15 Review Date: annually

CHRIST CHURCH CE PRIMARY SCHOOL - ADMISSION POLICY FOR THE SCHOOL YEAR 2017/18

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 pupils into the Reception Class each September. This admission limit has been agreed between the Governing Body and the Local Authority. In September 2017 the school will have places for 60 children. All primary applications for entry into Reception will be co-ordinated by the Local Authority.

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

Oversubscription Criteria

Places will be allocated according to the following oversubscription 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).
2. Children with an exceptional and professionally supported medical or social need for a place at this school (see note on exceptional circumstances).
3. Children with a brother or sister attending the school at the time of admission.
4. Children whose parents/guardians are committed members of the church family at Christ Church, Surbiton Hill or Emmanuel Church, Tolworth.
5. Children in order of proximity from the school to their home.

Tie breaker

In the event that two or more applicants have equal right to a place under any of the above criteria, and there are insufficient places, the Governing Body will use distance, in the first instance, to decide between applicants. If applicants live equidistant from the school, the Governing Body will draw lots to decide between applicants.

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, (under the Adoption Act 1976 or Adoption and

Children's Act 2002), 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.
- Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker).

Social/medical: 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.

Brother or sister: This 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: This 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.

Fair Access: The school is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted

under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.

Committed members of the church family at Christ Church, Surbiton Hill or Emmanuel Church, Tolworth: This relates to those parents/guardians (one or both), and the child, who submit with their application form the completed form for clergy which confirms that they have been and are attending a service on Sunday at least twice a month for at least one year prior to the application closing date as indicated in the Primary Schools Admissions Booklet 2017. 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.

PLEASE NOTE THAT FOR ENTRY INTO RECEPTION FROM SEPTEMBER 2018 THE CHURCH COMMITMENT WILL BE ATTENDING A SERVICE ON SUNDAY AT LEAST TWICE A MONTH FOR AT LEAST TWO YEARS PRIOR TO THE APPLICATION CLOSING DATE.

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 (for September 2018, at least two years), they must provide the form for clergy completed by the minister of that church, which confirms that they were attending a service on Sunday 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.

Oversubscription

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 which 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

Deferred or part-time entry to the reception class

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 chronological (normal) age group

Children are normally educated in school with others of their age group; however, in very limited circumstances parents/guardians may seek a place outside of their child's normal age group.

Decisions will be made:

- In the best interests of the child;
- 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.

The following will be taken into account when determining the request:

- The parents views;
- Information about the child's academic, social and emotional developments;
- Where relevant the child's medical history and views of a medical professional;
- Whether a child has recently been educated out of their normal age group;
- Where the child may have naturally have fallen into a lower age group if it were not for being born prematurely;
- The views of the headteacher.

Summer-born children

Where a child is summer-born (i.e. between 1st April and 31st August) and a parent wishes the child to be admitted into reception rather than year one at the age of five, slightly different circumstances apply since the child is being admitted into school for the first time. Parents must be able to demonstrate why it would be in the child's best interest to be admitted to reception rather than year one and they **may** have professional evidence to accompany their request, but it cannot be required.

Parents should apply for a place for their child's normal age group during the normal admission round and at the same time submit a request for education out of the normal age group. The Headteacher will meet with the parent to discuss the advantages/disadvantages and in particular the differentiated curriculum on offer.

The Governors' Admission Committee will make the decision in two separate stages:

- (i) Decide on the age group the child should be admitted to. Parents will be told the decision of the governors before the deadline for applications for their child's normal age group so that they can make an informed decision about whether their child will start school before compulsory school age;
- (ii) Decide on the application in accordance with the over-subscription criteria.

If governors agree to the request for education out of normal age group, the parent should withdraw their application for reception in the normal age group. If the governors refuse the request, the parents can decide whether to accept the offer of a place for the normal age group (assuming their application is among the offers made), or reject the offer and make an in-year application for admission to year one for the September following the child's fifth birthday. There can of course be no guarantee of a place in year one, and the parent may not be top of any waiting list – the danger for the parent is that their child must be in school by 1 September and they might be without an offer of a school place.

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. If an application is received and a child is added to the waiting list, the list will be re-ranked in accordance with the oversubscription criteria.

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 2017/18.

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 2017/18.

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 2017/18.

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 1st September 2017 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 Kingston.admissions@achievingforchildren.org.uk to ask for a copy or download a copy from www.kingston.gov.uk/download/file/415/apply-for-an-in-year-primary-school-place 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.