

All Saints' & St Richard's Church of England Primary School  
Admissions Policy for 2018-19



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Committee stage September 2016 agreed by Governing Body

Implemented from September 2018

All Saints' and St Richard's Church of England Primary School  
Governors' Admissions Policy

## **INTRODUCTION**

All Saints' and St Richard's is a Church of England Voluntary Aided Primary School for children from the age of 4+ to 11. It is in the village of Old Heathfield, approximately one mile east of the market town of Heathfield in the High Weald.

The school was founded in 1817 and the school buildings date from 1863, when the building was commissioned by Earl de la Warr and the Vicar and Church Wardens of The Parish of Heathfield. The original building was extended during the 19<sup>th</sup> and 20<sup>th</sup> Century and has been modernised to provide good accommodation for four classes.

Our School Motto is: To know to love to share. This reflects the prayer of St Richard.

### **The vision and values of this school are:**

**Our school is a family.**

**We educate and support each child to realise his or her potential, within a caring Christian setting.**

**We inspire creativity, independence and respect in a positive environment nurturing responsible members of the community.**

**All that we do is informed by our Christian values.**

We are a faith school and our vision and values inform and underpin all that we do. We welcome all children whether their families regularly attend church or are of other faiths or have no faith.

Children come into the school from a range of nurseries and playgroups in the Heathfield area, the majority of children when they leave the school continue their education at Heathfield Community College.

## **2) ADMISSION AT 4+**

The Governors have agreed with the Local Authority to admit 20 pupils to Reception Class. The Governing Body has also decided that this will be the maximum number that it will admit to the school. These arrangements and the oversubscription criteria, below, are reviewed annually by the Governing Body.

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

All children who have been offered a place in the Reception Class, and which has been accepted by the parents, will be admitted in the September of the school year in which the child reaches five years of age. All children have the option to attend full time from September, through negotiation and agreement with parents.

## **3) IN-YEAR ADMISSIONS (APPLYING FOR A PLACE DURING THE SCHOOL YEAR).**

When a parent wishes to apply for a place for their child during the school year, then the parent must apply for a place using either the East Sussex online application form or paper copy available from the school. The Local Authority will then send the details of the applicant to the school.

## **4) WHAT HAPPENS IF THERE ARE MORE APPLICANTS THAN PLACES?**

If there are more applicants than places The Admissions Committee of the Governors will consider all applications against the oversubscription criteria. If the school is unable to offer a place to any applicant the decision will be taken by the Admissions Committee and no one individual.

## **5) THE OVERSUBSCRIPTION CRITERIA**

These criteria are only ever applied if there are more than 20 children in any one year applying to the school for a place. If less than 20 children apply there is no need for school to implement these.

The Admission Committee will give priority in its oversubscription criteria to:

1. Looked after children including previously looked after children. (Looked after children are children who are in the care of the local authority. Previously looked after children are children who were looked after but ceased to be so because they were adopted, or became the subject of a residence order or a special guardianship order. You may need to copies of orders and certificates in support of your application.)
2. Children who will have a sibling at the school at the time of admission. Children are 'siblings' if they are full, half, adoptive or foster brother or sister living in the same household.
3. Children with an exceptional medical or social need for whom attendance at any other school would be inappropriate. Parents must submit at the time of application, supporting evidence, such as a letter from a doctor or social worker, which clearly demonstrates that the needs of the child can only be met by attending a particular school.

The Admissions committee will decide whether or not the evidence provided is sufficient to allocate a place under this admission priority. This may include seeking our own professional advice or seeking further information. The evidence must conclusively show that no other school than the preferred school can meet the child's needs.

4. Children who have the shortest route from home to school using surfaced, passable routes. A child's home is where the child normally permanently lives. Using the East Sussex County Council Geographical Information System (GIS) distances are measured from the child's home to the nearest gate used by pupils at the school. The routes taken for admissions purposes recognise the ones most parents and their children would take between home and school. We do not include unmade footpaths and there must be a public right of way.

When deciding between applicants who appear to have an equal entitlement under criteria 1,2 and 3 above, the Governors will have regard to the proximity of the applicants' homes to the School, using the same method as set out in paragraph 4 above.

Reference to parents includes legal guardians and applies to either or both parents, or a sole parent.

If an application for a place is refused because there are not enough places, then a child can be put on a waiting list. Priority will be given to children on the same basis as the oversubscription criteria. Children are kept on this list for a maximum of 12 months.

Late applications are considered after all those applications received by the specified deadline.

## **6) WAITING LISTS**

The Governors will operate a waiting list so that it is clear which child will be offered any place, which becomes vacant. The waiting list will reflect the oversubscription criteria.

The Local Authority will be notified by the Governors of places which are subsequently allocated from the waiting list. It remains for the Governors to offer places to parents when places become available.

A waiting list will operate until the end of the 2017/18 school year in respect of reception admissions. Placing a child's name on a waiting list does not affect the applicant's right of appeal against an unsuccessful application.

## **7) WHAT HAPPENS IF YOU ARE NOT SUCCESSFUL IN APPLYING FOR A PLACE**

Parents who are not offered a place for their child/children are entitled to appeal to an independent panel. The panel shall be constituted as set out in the School Admission Appeals Code published by the Department for Education February 2012 available

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/275897/school\\_admission\\_appeals\\_code\\_1\\_february\\_2012.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/275897/school_admission_appeals_code_1_february_2012.pdf)

Parents wishing to appeal should do so in writing to the Clerk to the Governors within 14 days from the notification of the decision not to admit.

**See below for information about applying for a place for a child to be admitted in a different year to their normal year group.**

## **Admission of children outside their normal age group.**

1. Pursuant to section 2.17 of the school admission code

<https://www.gov.uk/government/publications/school-admissions-code--2>

Parents may seek a place for their child outside their normal age group if

a) the child is gifted and talented

or

b) the child has experienced problems such as ill health

or

c) parents of a Summer Born Child (see below for definition) may choose not to send that child to school until the September following their fifth birthday, and may request that their child is admitted to the reception year.

2. If you wish to make a request for your child to be admitted into a year group which would not be his or her normal year group you must do this by **filling out the form at the bottom of this policy and sending it to the school office.**

3. Applications must be made prior to the commencement of the applications round for admissions and no later than start of the 1<sup>st</sup> November before the admissions round begins, so that the Admissions authority has time to process the application for admission to different year group prior to the admissions round beginning. Save for in year admissions which are out of the normal round.

4. If the Admissions authority agrees to the request for a child to be admitted in a different year, the application must be then made as part of the normal admissions round and will be determined according to the oversubscription criteria.

5. a. In addition in the case of making the application on the basis that your child is talented and gifted you must provide at the time of making the application additional evidence in support of your application from the place where your child attends nursery or preschool, or if attending another school outside his or her normal year group, evidence from that school that the child is in that year and that his or her achievement is consistent with the standards of that year group and expert evidence from an educational psychologist in support of your application.

b. In the case of making the application on the grounds of ill health you must support your application with expert medical evidence from the child's doctor

c. In the case of making the request for a summer born child on the basis that the child was premature you must provide medical evidence of this together with other supporting evidence as to the child's needs.

d. Parents making requests are asked to provide as much information as possible so as to enable the admissions authority to make a proper decision.

6. The Admissions authority (governors) will make the decision on the basis of the evidence put before them and will take into account:

- i. The parents' views;
- ii. Information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional;
- iii. Whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely;



iv. The views of the head teacher of the school concerned.

7. The Admissions authority will make the decision to accede to or refuse the parent's request for admission for a child outside the normal year within 21 days of the request. In the event of there being insufficient evidence in support of the request the admissions authority may either refuse the application or request the supply of additional evidence.

8. In the event refusing the request the Admissions authority must supply written reasons to the parent making the application.

The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).

**Form Requesting the agreement to admit a child in a different year group  
from his or her age group.**

**Name of Parents** \_\_\_\_\_

**Address(es)** \_\_\_\_\_

\_\_\_\_\_

**Full Name of Child** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Address of child if different from parents** \_\_\_\_\_

\_\_\_\_\_

**State here the year that you would like you child to join the school, for  
instance "Reception in 2017"** \_\_\_\_\_

**Which request are you making? Delete all those which do not apply:**

a. I/We would like my/our child to join the school in a year group above his/  
her year group because he/she is talented and gifted.

b. I/We would like my/our child to join a lower year group because he/ she  
of his her health needs

c. I/ We would like my/our child to join a lower year group because he/ she  
was born prematurely and was due to be born on \_\_\_\_\_  
(state date)

d. I /we would like my/ our child to join year below his / her normal  
admission year because he/ she is was born in the summer.

**Please give details of which school/ nursery/ preschool/ your child attends**

**Address** \_\_\_\_\_

\_\_\_\_\_

**Contact number** \_\_\_\_\_ **Key worker's Name** \_\_\_\_\_



**school. Any information that you provide will be kept confidential to staff at the school and members of the governing body who will make the decision.**