



ST GILES CHURCH OF ENGLAND PRIMARY SCHOOL HORSTED KEYNES



ADMISSIONS POLICY

For applications for September 2018

The governors, who are responsible for admissions to St Giles Church of England Voluntary Aided Primary School, have agreed to admit 22 pupils to Reception in September 2018. All applications will be welcome. These arrangements and the oversubscription criteria (below) are reviewed annually.

Children with statements of special educational needs will always be admitted where the school is named on the statement.

When there are more applications than there are places available, the Governors will admit pupils according to the following criteria, which are listed in order of priority. In that event, parents may be asked to provide evidence to support their application. All applications will be considered at the same time.

1. Children in public care, or looked after children, or children who were previously looked after, but immediately after being looked after became subject to an adoption, residence, or special guardianship order, will have priority for places.
2. Children whose parents (parent includes legal guardian) are regular* worshippers in the parish church of St Giles, Horsted Keynes (or their former parish church if they have recently moved) and who reside in the parish**.
3. Children whose parents are regular* worshippers of another Christian[▲] denomination and who live within the parish**.
4. Children who reside in the parish** of Horsted Keynes and who, at the time of proposed entry, already have a sibling or siblings attending the school.
5. Children who are residents of the parish** of Horsted Keynes.
6. Children who live outside the parish** of Horsted Keynes and who, at the time of proposed entry, already have siblings attending the school.
7. Children whose parents are regular* worshippers in the parish church of St Giles, Horsted Keynes who live outside the parish**.

8. Children whose parents are regular* worshippers in a neighbouring parish church and for whom this is the nearest church school.
9. Children with special needs but without a statement for whom the above categories do not apply and for whom it can be demonstrated, with written specialist evidence (for example a letter of explanation from the family's doctor), that this school will be the most appropriate.
10. Any other child.

**at least once a month over a period of a year*

***a map can be viewed at the school*

^a Church that is a full member of Churches Together in Britain and Ireland, or the Evangelical Alliance.

In the event of any category being over-subscribed, priority will be given to those children who live nearest to the school; distances are measured in a straight line on the Local Authority's geographical information system, from the home to the school using a central point in the building.

ADMISSIONS PROCEDURE

Admissions to the school are made by the Governors in accordance with arrangements agreed with West Sussex County Council. All offers of school places, with the exception of in-year transfers (where a place may be offered by St Giles CE Primary School), are made through the local authority.

Children can be admitted at the beginning of the academic year in which they attain their fifth birthday. Children must, by law, be in full-time education by the start of the term which follows their fifth birthday. Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age, and parents can request that their child takes up the place part-time until the child reaches compulsory school age.

Parents applying under faith criteria should obtain a Supplementary Information Form from the school and are encouraged to register their children as early as possible. Parents should be aware that the West Sussex Admissions form must also be returned following their procedures.

Admission applications received after the specified date will not be considered until after all other applications have been considered.

WAITING LISTS

In the event that there are more applications than there are places, parents may request that their child's name be added to a waiting list. Should a place become available, applicants on the waiting list will be considered in accordance to the criteria above, and

not according to the length of time on the waiting list. Applications will only be held on a waiting list for the academic year for which admission is sought

ADMISSIONS APPEAL PANEL

Parents who are not offered a place for their child are entitled to appeal to an independent panel under provisions of the Schools Standards and Framework Act 1998. Parents wishing to appeal should do so in writing. The letter should be sent to the Clerk to the Appeal Committee, via the school, within 20 school days from the notification of the decision not to admit. Appellants will be given at least 10 school days notice of their appeal hearing and will be informed of the Panel's decision within 5 school days of the hearing wherever possible.

PRELIMINARY VISITS

Parents of eligible children are invited to, but under no obligation to attend, an information session in the Autumn term preceding the September start. General information about the school is made available at the meeting and parents have the opportunity to observe the school in session and discuss matters of interest with the Headteacher. Once places have been offered, meetings are then arranged during the Summer term. Attendance at any meeting will have no bearing on the admissions process. Prior to starting school children will be invited to meet their teacher and join in general activities for one or more sessions in the appropriate class.

TRANSFERS IN-YEAR

Parents seeking admission to the school for a child between the ages of five and eleven should contact the school in the first instance, and complete the in-year application form provided by the school.

No place can be offered unless a permanent local address can be supplied, with the exception of the children of UK service personnel (UK Armed Forces). In this case, a place can be allocated in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

Giving us the wrong information

If a parent/carer is found to have supplied false or incorrect information to gain a place at this school, the governing body reserves the right to withdraw any offer of a place even if the child has already started school. An example of false or incorrect information would be the use of an address that is not the child's normal residence

Notes (these form part of the admission arrangements)

Parents applying under categories 2, 3, 7 and 8 may be asked to complete a Clergy Reference Form giving the name of the priest or minister able to verify that the

requirements of a particular criterion have been met. Failure to complete this form will mean that this criterion cannot be taken into consideration.

Reference to parents includes legal guardians and Social Services approved foster parents and includes either or both parents, or a sole parent. Where only one of the two parents satisfies the criterion, the application will be treated equally with applications where the criterion is satisfied by both parents.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Siblings are defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.