

## ADMISSION POLICIES OF VOLUNTARY AIDED SCHOOLS

The following are the oversubscription criteria for the Voluntary Aided, Foundation and Academy schools within the County of Herefordshire. The decision on admissions is the responsibility of the Governors, not the Local Education Authority.

Parents are therefore advised to refer to the school prospectus, which may provide additional information about the admission arrangements.

### **St. Michael's Church of England Primary School Bodenham (PAN 17)**

#### **Introduction**

The governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. We seek to be an inclusive school, welcoming children from all backgrounds and abilities. All applications will be treated on merit, and in a sensitive manner. Up to 17 children are admitted each year to the Reception class.

#### **Our Policy**

St. Michael's School has Voluntary Aided status, and as a Church School the Governors determine admission arrangements. A copy of the entry regulations may be obtained from the Local Education Authority (LA) or from the School.

Children are entered in the September of the year of their fifth birthday, i.e. we operate a one entry system, but only if that child resides in the Bodenham catchment area. Outside catchment children can start on this basis if their designated school offers the same opportunity.

Prospective parents are invited to make an appointment to view the school and meet staff before their child begins his / her first term. Children are usually invited to spend some half-day sessions in the Reception class before starting full-time school.

#### **How parents can apply for their child to be admitted to St. Michael's School**

The LA's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school.

Applications should be made on a form which may be obtained from the LA and should be returned by the date stipulated on that form.

The only restriction placed on entry is that of number. It is our wish for parents to find a place for their child at the school of their choice. However this is not always possible, due to excess demand on the places available. If the number of children seeking admission is likely to exceed the published admission limit, preference will be given to:

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) A child residing in the School's catchment area
  - a) A child who will have a brother or sister attending the School at the same time of admission
  - b) A child who is a pupil at the School's Nursery, up to the proposed time of admission
- 2) A Church place for a genuine candidate, and then only on the recommendation of the Vicar of their Parish.

- 3) A child who lives nearest to the school by the shortest available walking route.
- 4) A child who may have Special Reason for admission. Parents claiming Special Reason should inform the Governors in writing at the time of application.
- 5) Children in the Looked After system will be given priority in each of the oversubscription criteria above.

Places will be allocated with the priority (1) to (6) above.

### **Appeals**

**If the School is unable to offer a place, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.**

If parents wish to appeal against the decision not to allocate their child a place, they can do so by applying to the School in writing. An independent panel considers all such appeals, and its decision is binding by all parties concerned. If the appeal panel decides that the School should admit a pupil previously refused a place, the School will endeavour to provide the best education for all children at the School.

The Published Admissions Number is the number of children the LA considers the school can accommodate. However the Governors keep this under review and can apply to the LA to amend this number should circumstances change.

## **Brampton Abbotts C.E. Primary School (PAN 20)**

Brampton Abbotts is a small (approx 120 on roll) welcoming C.E. Primary School on the outskirts of Ross on Wye town. The school serves children from both the schools historic catchment area which covers Brampton Abbotts Village, Greytrees and surrounding areas and the area around the school. Parents who are considering sending their children to the school are encouraged to visit with their children, during the day to see the school in action. Please phone the school office on 01989 562256 to make an appointment.

If more applications are made than places are available the following oversubscription criteria will be used.

### **OVERSUBSCRIPTION CRITERIA**

If there are too many applications for places, the Governors will decide which children would be offered places at Brampton Abbotts C E Primary School according to the following admissions criteria, taken in order.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) Children in the "Looked After" system.
- 2) Children whose home address is within the catchment area of the school as defined by the LA and have the shortest available walking route to school.
- 3) Children with siblings already at the school.
- 4) Children who request a Church (faith) place supported by the appropriate Vicar / Rector / Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
- 5) Pupils whose home address is outside the catchment area of the school as defined by the LA and who have the 'shortest available walking route to school'.

Please note that

**'Church'** is taken as meaning an organised body subscribing to the doctrine of the Trinity, which is either a member of the local Christian Council / Council of Churches or affiliated to 'Christians together in England'.

**'Shortest available walking route to school'** is determined by the LA using computer assisted OS maps and post codes to ensure accurate measurement. This measurement will simply be used to differentiate between candidates who fulfil these criteria in the event of oversubscription, rather than being a requirement under the criteria itself.

**'Parents'** include all those who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility is shared, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms and whose address will be used for admission purposes.

**'The Home Address'** will be the address used for correspondence related to where 'Child Benefit' is paid. In cases where there is doubt of the home address, or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.

**'Sibling' is defined as**

- A full or half brother or sister
- A step brother or step sister
- An adoptive brother or sister
- Children or parents who are married or cohabiting, where the parents and children live together in the same family household.

## **Bridstow CE Primary School (PAN 15)**

Bridstow CE Primary School is a Voluntary Aided School. This means that the Governing Body is responsible for the admission of pupils to the school.

The overall capacity of the school has been determined to be 105 places, which means that up to 15 children can be admitted into the reception class each year. This figure of 15 is known as the published admissions number and is formally published by Herefordshire Council in their Information for Parents' booklet, and in the school prospectus.

An admission information pack and PA1 application form is issued by the Education Authority during the Autumn Term prior to the year your child is due to start school. For the 2010/2011 school year the closing date for the applications is 15<sup>th</sup> January 2010. Based on applications received on or before 15<sup>th</sup> January 2010 the Governors will consider applications and places will be offered on 23<sup>rd</sup> March 2010 in line with the Local Education Authority's timetable.

If the number of applications received is above the published admissions number, the Governors have decided to follow the following convention in allocating places at the school.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) Children in the 'Looked after' system.
- 2) Those children living in the catchment area of the school, as defined by Herefordshire Council, will be considered next.
- 3) Those children who have a brother or sister on roll at Bridstow School at the time of admission are next to be allocated places.

- 4) Children of families who are actively involved in the worship, life and work of a Christian Church, supported by a statement from the parish priest or minister of that church are then considered.
- 5) Pupils who live nearest to the school to the shortest available walking route (NB – the Governing Body will use the policy of Herefordshire Council in determining such distances).

### Supplementary Notes

A child in the 'Looked After System' is defined as being one who is in the care of the local authority or is provided with accommodation by that authority, as defined in section 22 of the Children Act 1989.

Regular attendance at a service of worship will be defined as once per month. 'Active involvement' statements should indicate the contribution of the family to the work of the church or faith establishment.

The Christian nature of our school does not preclude applications from members of faiths other than the Christian Church. These will be considered based upon the same criteria as above.

If an application for admission is denied, it must be based upon the criteria above. Parents then have the right to appeal to the Governing Body in the first instance, and further to an independent panel, organised by the Diocesan Office. The school will be pleased to provide details if required.

Where it is clear that over-subscription is likely, the school will endeavour to inform parents as early as possible that this is the case, in order to allow all options to be considered early in the process.

### **Cradley C.E. Primary School (PAN 20)**

The oversubscription criteria applied where there are more applications than there are places available is as follows:

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) Pupils in the "Looked After" system and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child's needs.
- 2) Pupils whose principal address is within the catchment area of the school as defined by the LA and who have a sibling in school at the time of entry.
- 3) Pupils whose principal address is within the catchment area of the school as defined by the LA and who request a Church place supported by the appropriate Vicar/Rector/Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
- 4) Pupils whose principal address is within the catchment area of the school as defined by the LA and who have the shortest available walking route to school.
- 5) Pupils whose principal address is outside the catchment area of the school as defined by the LA and who have a sibling in school at the time of entry.
- 6) Pupils whose principal address is outside the catchment area of the school as defined by the LA, but who may be living within the parish boundaries of Churches within that catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar/Rector/Minister.
- 7) Pupils whose principal address is outside the catchment area of the school as defined by the LA, but who live nearest by the shortest available walking route as defined by the LA.

## ST MARY'S, FOWNHOPE C E PRIMARY SCHOOL (PAN 15)

If there are too many applications for places, the Governors will decide which children would be offered places at St Mary's C E Primary School according to the following admissions criteria, taken in order.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) Looked After children
- 2) Pupils whose home address is **within** the catchment area of the school as defined by the LA and who have a **sibling in school** at the time of entry.
- 3) Pupils whose home address is **within** the catchment area of the school as defined by the LA and who request a **Church (faith) place** supported by the appropriate Vicar / Rector / Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
- 4) Pupils whose home address is **within** the catchment area of the school as defined by the LA and who have the '**shortest available walking route to school**'.
- 5) Pupils whose home address is **outside** the catchment area of the school as defined by the LA and who have a sibling at the school
- 6) Pupils whose home address is **outside** the catchment area of the school as defined by the LA, but who are living within the parish boundaries of Churches within that catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar / Rector / Minister
- 7) Pupils whose home address is **outside** the catchment area of the school as defined by the LA but who live nearest by the 'shortest available walking route' as defined by the LA

*Please note that*

**Church** is taken as meaning an organised body subscribing to the doctrine of the Trinity, which is either a member of the local Christian Council / Council of Churches or affiliated to 'Christians together in England'.

**Shortest available walking route to school** is determined by the LA using computer assisted OS maps and post codes to ensure accurate measurement. This measurement will simply be used to differentiate between candidates who fulfil these criteria in the event of oversubscription, rather than being a requirement under the criteria itself.

**Parents** include all those who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility is shared, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms and whose address will be used for admission purposes.

**The Home Address** will be the address used for correspondence related to where 'Child Benefit' is paid. In cases where there is doubt of the home address, or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.

### **Sibling is defined as:**

- A full or half brother or sister
- A step brother or step sister
- An adoptive brother or sister
- Children or parents who are married or cohabiting, where the parents and children live together in the same family household.

## **Hereford, Lord Scudamore Foundation School (PAN 88)**

Criteria as per community schools refer to page 14

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) Pupils in the **looked after** system and children who are adopted where the approved agencies agree that the preferred school meets the child's social, pastoral and educational needs.
- 2) Pupils whose home address is **within the catchment** area of the school as defined by the LA and who have a **sibling in school** at the time of entry.
- 3) Pupils whose home address is **within the catchment** area of the school as defined by the LA.
- 4) Pupils whose home address is **outside the catchment** area of the school as defined by the LA and **who have a sibling** at the school.
- 5) Pupils with exceptional **medical, social or compassionate** grounds for admission and whose parents can show that entry to a particular school is necessary for the well being of their child. Parents are required to produce a medical certificate, or other appropriate information preferably from an independent source. The critical test applied is whether the school that is sought is the only one, which can meet the individual pupil's needs. The Director of Children's Services or her advisory panel will not consider applications on such grounds unless this supporting information is attached to your application form when you apply.
- 6) Pupils whose home address is **outside the catchment** area of the school as defined by the LA but who live nearest by the 'shortest available walking route' as defined by the LA ( see paragraph 7.1 for how walking distance is measured)

Where, at any community, foundation, academy or voluntary controlled school, applications exceed the number of places, the priorities will be applied in the sequence indicated above, i.e. after SEN and children in the 'looked after' system it will be catchment area children with siblings, catchment children, out of area with siblings, medical social reason, and out of area according to distance, each assessed as indicated above.

If the admission of the top 3 categories can be satisfied, but there are insufficient places for all out-area brothers and sisters, priorities will be decided first by reference to special reasons, then according to distance (as defined under paragraph 5.1.).

Following the allocation of the top 2 categories, there may be an occasion when it is not possible to offer places for all children living in the catchment area. In that situation, the places will be allocated in the sequence of the criteria listed above, i.e. first to children with brothers and sisters who would still be at the school in September 2010, next to pupils with validated medical, social or compassionate grounds, and finally according to distance from the school.

## **Hereford, Our Lady's R.C. Primary School (PAN 30)**

If any of the following criteria are over-subscribed the governors would admit pupils who live nearest to the school by the shortest available walking route.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

Priority for admissions will be given:

- 1) Baptised Catholic children in the “looked after” system, where the approved agencies agree that the school meets the child’s social, pastoral and educational needs.
- 2) Baptised Catholic children living within the parishes of Our Lady’s and who have a brother or sister at the school at the time of admission.
- 3) Baptised Catholic children living within the parishes of Our Lady’s.
- 4) Baptised Catholic children living outside the parishes of Our Lady’s, who have a brother or sister at the school at the time of admission.
- 5) Baptised Catholic children living outside the parishes of Our Lady’s.
- 6) Non-Catholic children in the “looked after” system, where the approved agencies agree that the school meets the child’s social, pastoral and educational needs.
- 7) Non-Catholic children who have a brother or sister in the school at the time of admission.
- 8) Non-Catholic children who live nearest by the shortest available walking route as defined by the Local Authority.

### **Hereford, St. Francis Xavier’s R.C. Primary School (PAN 30)**

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) Children in the “looked after” system, where the approved agencies agree that the school meets the child’s social, pastoral, educational and religious beliefs of the carers.
- 2) Baptised children being brought up as Catholics living or worshipping in the parish of St Francis Xavier’s R.C. Primary School.
- 3) Baptised children being brought up as Catholics living or worshipping in other parishes in Herefordshire.
- 4) Siblings of children at the school at the time of admission.
- 5) Other children whose parents expressed a preference for an education in a faith school. Such applications will only be agreed where the Governors are satisfied that the religious and moral atmosphere of the school, are of prime importance to those applying.

### **Hereford, St James CE Primary School, Hereford (PAN 30)**

The Governors of the school are the admissions authority for the school and they determine their admissions policy after consultation with the Diocese and the Local Authority.

#### **Policy**

Each class and year group is restricted to a maximum of 30 pupils throughout the school.

That number can only be exceeded, or admissions refused before that number is reached, by a unanimous vote of those governors attending a properly constituted and quorate meeting of the governing body.

This is a Church of England Aided School and the Admissions Committee may allocate up to two of the thirty places in any class on successful completion of the church place application process. (See below)

### **Admission of Pupils**

The admissions limit for the 2010/2011 academic year has been established at 30. Children are admitted to the reception class at the beginning of the year in which they reach their 5th birthday. Children whose 5th birthday falls between 1st September and the end of the following February will join the reception class full time at the start of the autumn term. Children whose birthday falls between 1<sup>st</sup> March and 31<sup>st</sup> August will have the choice of attending full or part time until half term.

Prospective parents are warmly invited to visit the school. Appointments can be made by contacting the school administrator or headteacher on 01432 273961. A school prospectus is available from the school office or from the school web site at [www.sjps.org.uk](http://www.sjps.org.uk).

Applications for a place at St James for admission in the school year September 2010 to August 2011 must be received by the Admissions Office, PO Box 185, Blackfriars Street, Hereford HR4 9ZR by 15th January 2010.

All offers of places will be made by the Pupil Admissions Office on 23<sup>rd</sup> March 2010.

We hope that all new entrants will be able to visit the school at least twice in the term before they are due to start. After a short preliminary visit accompanied by parents, the children spend a whole afternoon in the reception class where they are introduced to the routine of the school. Further visits can be made, accompanied by parents, on Friday afternoons after the initial visit.

There can be significant pressure for places at the school and in response to this the governors have decided upon the following criteria for admission to the school.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) Looked after children at the request of the Local Authority.
- 2) All children living within the catchment area of the school have an automatic right to a place at the school up to the year group size of 30.
- 3) Children from outside the catchment area who have siblings in the school will receive favourable consideration in their application providing there are places available.
- 4) Two places will be reserved for children whose parents wish them to attend the school through a 'church' place providing that the number of in- catchment children permits.
- 5) Exceptional medical or social need. (Supporting evidence setting out the particular reasons why St James is the most suitable school and the difficulties that would arise if the child had to attend another school will be required. This could be in a letter from a registered health professional such as a doctor or social worker).
- 6) Any other applications received from parents who live outside the catchment area will be considered by the governors who will take into account the distance from home to school and ease of travel to and from school.

Parents who wish to apply for a 'church' place at the school should do so in writing to the Chairman of Governors. An application form can be obtained from the school office for this purpose. The applicant's own minister will be contacted with respect to the application.



When necessary a committee of the Governors meets in January of the year previous to admission of children to the reception class to consider all applications. Parents of those children to be admitted are offered the place by the Local Authority Pupil Admissions Office in writing in late March.

Parents who disagree with a decision made by the Governors have the right to appeal. The Diocesan Director of Education is responsible for organising the appeals procedure.

The address of the Diocesan Director of Education is:

The Diocesan Office, Units 8 & 9, The Business Quarter, Ludlow Eco Park, Sheet Road, Ludlow, Shropshire, SY88 1FD.

When a year group is deemed full, the governors may hold a register expressing an interest should a vacancy occur as a 'waiting list' for that year group.

Please note that

- **'Church'** is taken as meaning an organised body subscribing to the doctrine of the Trinity, which is either a member of the local Christian Council / Council of Churches or affiliated to 'Christians together in England'.
- **'shortest available walking route to school'** is determined by the LA using computer assisted OS maps and post codes to ensure accurate measurement. This measurement will simply be used to differentiate between candidates who fulfil these criteria in the event of oversubscription, rather than being a requirement under the criteria itself.
- **'Parents'** include all those who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility is shared, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms and whose address will be used for admission purposes.
- **'The Home Address'** will be the address used for correspondence related to where 'Child Benefit' is paid. In cases where there is doubt of the home address, or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.
- **'sibling' is defined as:**
  - A full or half brother or sister
  - A step brother or step sister
  - An adoptive brother or sister
  - Children or parents who are married or cohabiting, where the parents and children live together in the same family household.

## **Hereford, St. Paul's C.E. Primary School (PAN 60)**

Oversubscription criteria to be applied in order where there are more applications than there are places available.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) Pupils in the "Looked After" system and children who are adopted, where the approved agencies, in consultation with the Governors, agree that St Paul's C E Primary school is the most appropriate school to meet the child's needs.
- 2) Pupils whose principal address is within the ecclesiastical parish of St. Paul's Church, Tupsley and who have a sibling in school at the time of entry.
- 3) Pupils whose principal address is within the ecclesiastical parish of St. Paul's Church, Tupsley and who request a 'church place' supported by the appropriate church minister. Faith in this context is defined as being an adherent to the Christian Trinity.
- 4) Pupils whose principal address is within the ecclesiastical parish of St. Paul's Church, Tupsley and who have the shortest available walking route to school as measured by the LA.
- 5) Pupils whose principal address is outside the ecclesiastical parish of St. Paul's Church, Tupsley and who have a sibling in school at the time of entry.
- 6) Pupils whose principal address is outside the ecclesiastical parish of St. Paul's Church, Tupsley and whose family is actively involved in the worship, life and work of a Christian faith church. This application must be supported by the appropriate church minister.
- 7) Pupils whose principal address is outside the ecclesiastical parish of St. Paul's Church, Tupsley and who have the shortest available route to school as measured by the LA.

## **Hereford St. Thomas Cantilupe C.E. Primary School (PAN 30)**

### **Admission Arrangements for the School Year 2010 / 2011**

Children whose 5th birthday is between 1<sup>st</sup> September and 31<sup>st</sup> December will usually be admitted full time from September.

Children whose 5<sup>th</sup> birthday is between 1<sup>st</sup> January and 30<sup>th</sup> April inclusive may be admitted full time from September, but parents can choose whether to send their children mornings only or full time. From January these children usually attend full time.

Children whose 5th birthday is between 1<sup>st</sup> May and 31<sup>st</sup> August inclusive may be admitted full time from September, but parents can choose whether to send their children mornings only or full time. From April these children usually attend full time.

### **Induction Arrangements**

We always aim to help our children settle into school as well as possible and therefore over the first two weeks of the autumn term the children will be in school for the morning only. Further details will be available from the school during the summer term before admission.

### **Admissions and Oversubscription Criteria**

The following statements for admission to St Thomas Cantilupe CE Primary School have been used for a number of years. However, in line with the recommendations of the new Code of Practice, the Governing Body, as Admissions Authority for the school, will now operate an equal

ranking system under which **all** preferences will be given equal consideration and the resulting admissions / oversubscription criteria applied to all applications.

In line with our published Pupil Admission Number (PAN), the number of children admitted to the School during the School year 2010 / 2011 will be 30. Admission for Reception children will now be ranked according to the following criteria:

Children with a Statement of Special Educational Need which names the school and those pupils in receipt of banded funding where the LA believes, in consultation with the Governors, that a particular school should be named.

- 1) Children in the 'Looked After' system (children in the care of the Local Authority) and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child's needs.
- 2) Children whose principal address is within the catchment area of the school (Millbrook Street forms the boundary to the west, St. Owen's Street to the East and Penn Grove Road to the North) as defined by the LA and who have a SIBLING IN SCHOOL at time of entry. Principal address is defined as the address where the child usually resides with the primary carer within the catchment area. Sibling is defined as full or half brother or sister, adoptive brother or sister residing in the same household at the principal address.
- 3) Children whose principal address is within the catchment area of the school as defined by the LA and who request a CHURCH PLACE. Appendix A contains Diocese definitions of faith and requirements of parents in terms of Church attendance which must be supported by the appropriate parish priest or minister. Appendix B is the form that parents are required to complete to apply for a Church place.
- 4) Children whose principal address is within the catchment area of the school as defined by the LA and who have the 'shortest available walking route to school'. Note: 'shortest walking route to school' will simply be used to differentiate between applicants who both fulfil these criteria and to rank them accordingly in the case of oversubscription rather than being a requirement of the oversubscription criteria itself.
- 5) Children whose principal address is outside the catchment area of the school as defined by the LA and who have a sibling at the school both at the time of application for a place and when the younger child is due to commence school.
- 6) Children whose principal address is outside the catchment area of the school as defined by the LA, and who request a Church place as outlined in point 3 above.
- 7) Children who have attended St. Thomas Cantilupe Playgroup for at least the last two terms prior to entry in Reception.
- 8) Children whose principal address is outside the catchment area of the school as defined by the LA but who live nearest by the 'shortest available walking route' as defined by the LA.

### **Definitions**

**Church** is taken as meaning an organised body subscribing to the doctrine of the Trinity, which is either a member of the local Christian Council /Council of Churches or affiliated to 'Christians together in England'.

**Shortest available walking route to school'** is determined by the LA using computer assisted OS maps and post codes to ensure accurate measurement. This measurement will simply be used to differentiate between candidates who fulfil these criteria in the event of oversubscription, rather than being a requirement, under the criteria itself.

**Parents** include all those who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility is shared, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms and whose address becomes the principal address used for admission purposes.

**Principal address is also the home address** - the address where the child resides for the majority of the week with the parent who has parental responsibility for that child. It is the address used for correspondence related to where 'child Benefit' is paid. In cases where there is doubt about the home address, or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address on the application form. The principal or home address will be the address which complies with the above at the closing date for applications set by the Local Authority.

**Sibling is defined as a full brother or sister**

A half brother or sister  
A step brother or sister  
An adoptive brother or sister  
Children of parents who are married or cohabiting, where the parents and children live together in the same family household

**Note:** To fulfil admission criteria 2 and 5, siblings must be residing in the same household at the principal address.

**Governing Body of St Thomas Cantilupe (Voluntary Aided) CE Primary School**

In the event of the school's Pupil Admission Number (PAN) being reached for admission into Reception, children's names will be entered on a waiting list, ranked according to the criteria above.

For Key Stage 2 classes, the Governors will decide whether to admit above PAN on an individual basis. It is preferred policy to maintain a maximum class size of 30.

Pupils completing their Primary education in this School transfer to a High School at the beginning of the Autumn Term following their eleventh birthday.

**Christian commitment – "faith priority" places**

- (i) **Baptism** is the basic criterion for the identification of the children of practising Christian families. **Thanksgiving for the Gift of a Child** could also be taken into account for those Christians who do not practise infant Baptism. However, that will not normally be enough on its own, if over-subscribed schools are going to be able to distinguish those most clearly admissible on faith grounds. There needs also to be some evidence of Christian commitment and practice for those seeking admission on the basis that they are of the faith of the school.
- (ii) We operate, therefore, a three-tier stratification for faith-based places:
  - at the heart of the church
  - attached to the church and
  - known to the church
- (iii) Applicants for a faith priority place will be asked to identify themselves as being: known to the church; or attached to the church; or at the heart of the church. The period in question will normally be the past two years. Applicants new to the area would need to provide evidence from a previous church or churches.
- (iv) An applicant '**at the heart of the church**' will be a regular worshipper. This might normally mean one who worships usually twice a month. To accommodate difficult patterns of work and family relationships account will be taken of week-day worship. **The worshipper could be the child** for whom application is made or one or both parents.
- (v) An applicant '**attached to the church**' will be a regular but not frequent worshipper, by which is meant (for example) one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.

- (vi) An applicant '**known to the church**' will not be a frequent but probably an occasional worshipper, someone who is perhaps known through a family connection, or one or more of whose family would be involved in some church activity, such as a uniformed or other church organisation.

### **Application form and church reference**

- (vii) Applicants for faith priority places will need an application form (available from the school office) to give evidence of their Christian (or other faith) commitment.
- (viii) Christian applicants should give evidence that the child for whom a place is sought has been baptised or had a service of Thanksgiving for the Gift of a Child. A copy of a certificate of Baptism or of a service of Thanksgiving should be included if possible with the application.
- (ix) There needs to be confirmation through a worship community reference of applicants' claims, where they are applying on a faith priority basis. This reference will simply confirm or reject the objective facts as proposed by the family: this family is known to the church; this family is attached to the church; this family is at the heart of the church.
- (x) Once the reference is available to the governing body of the school it becomes objective evidence for the admissions committee in forming their judgement on the application. The same will apply in the case of any subsequent appeal or adjudication.

## **The Steiner Academy Hereford 4-16 Provision (PAN 26)**

### **Process of application**

Applications for places at the Academy will be made in accordance with LA's co-ordinated admission arrangements for pupils at "rising 5" age only. All other applications will be treated as 'in-year' transfers.

In September the Steiner Academy Hereford will publish information about the admission arrangements, including over-subscription criteria, for the following September (e.g. in September 2009 for admission in September 2010). This will include details of open days or evenings and other opportunities for prospective parents to visit the school.

Procedures where the Steiner Academy Hereford is oversubscribed, where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs, where the Steiner Academy Hereford is named on the statement, the criteria will be applied in the order in which they are set out below:

- 1) children in public care;
- 2) admission of pupils whose siblings currently attend the school and who will continue to do so on the date of admission;
- 3) admission of pupils on the basis of closest proximity to the school; proximity meaning, the distance which is the shortest walking route from the child's home to the school that the Steiner Academy Hereford considers practical and safe.

### **Operation of waiting lists**

Where, in any year, the Steiner Academy Hereford receives more applications for places than there are places available, a waiting list will operate until a year after the date of admission. The waiting list will be maintained by the Steiner Academy Hereford and it will be open to any parent

to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for admission of pupils as the Steiner Academy Hereford, builds to its full capacity

The Steiner Academy Hereford will operate from 1 September 2009 with a Published Admission Number relating solely to pupils in Year R. Pupils in subsequent Years were transferred automatically from the predecessor school, Hereford Waldorf School, which closed on 31 August 2008.

Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in the Steiner Academy Hereford and the efficient use of resources.

## **KIMBOLTON ST JAMES C.E. PRIMARY SCHOOL(PAN 15)**

### **Standard Admission Dates**

Admission into the Reception class is determined by the following standard dates.

Autumn Term - 5<sup>th</sup> birthday between 1<sup>st</sup> September and 31<sup>st</sup> December inclusive;

Spring Term - 5<sup>th</sup> birthday between 1<sup>st</sup> January and 30<sup>th</sup> August inclusive;

Where the number of children seeking admission is likely to exceed the published admission limit the policy of the Governors is to admit children to the school in the following order of priority.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) Pupils in the "Looked After" system and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child's needs
- 2) Children resident within the catchment area
- 3) children who would have a brother or sister attending the school at the time of admission
- 4) Children of committed Christian families
- 5) Children who live nearest to the school by the shortest available route

If any parent is not offered a place for their child and wants to press their case, they have a right of appeal.

## **Kingsland C.E. Primary School (PAN 18)**

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority.

If there are too many applications for places, the Governors will decide which children would be offered places at Kingsland C E Primary School according to the following admissions criteria, taken in order.

- 1) Looked After children
- 2) Pupils whose home address is within the catchment area of the school as defined by the LA and who have a sibling in school at the time of entry.
- 3) Pupils whose home address is within the catchment area of the school as defined by the LA and who request a Church (faith) place supported by the appropriate Vicar / Rector / Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
- 4) Pupils whose home address is within the catchment area of the school as defined by the LA and who have the 'shortest available walking route to school'.
- 5) Pupils whose home address is outside the catchment area of the school as defined by the LA and who have a sibling at the school
- 6) Pupils whose home address is outside the catchment area of the school as defined by the LA, but who are living within the parish boundaries of Churches within that catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar / Rector / Minister
- 7) Pupils whose home address is outside the catchment area of the school as defined by the LA but who live nearest by the 'shortest available walking route' as defined by the LA

**Please note that**

**'Church'** is taken as meaning an organised body subscribing to the doctrine of the Trinity, which is either a member of the local Christian Council / Council of Churches or affiliated to 'Christians together in England'.

**'shortest available walking route to school'** is determined by the LA using computer assisted OS maps and post codes to ensure accurate measurement. This measurement will simply be used to differentiate between candidates who fulfil these criteria in the event of oversubscription, rather than being a requirement under the criteria itself.

**'Parents'** include all those who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility is shared, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms and whose address will be used for admission purposes.

**'The Home Address'** will be the address used for correspondence related to where 'Child Benefit' is paid. In cases where there is doubt of the home address, or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.

**'sibling' is defined as**

A full or half brother or sister

A step brother or step sister

An adoptive brother or sister

Children or parents who are married or cohabiting, where the parents and children live together in the same family household.

**Lea C.E. Primary School (PAN 15)**

The oversubscription criteria applied where there are more applications than there are places available is as follows:

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) Pupils in the “Looked After” system and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child’s needs.
- 2) Pupils whose principal address is within the catchment area of the school as defined by the LA and who have a sibling in school at the time of entry.
- 3) Pupils whose principal address is within the catchment area of the school as defined by the LA and who request a Church place supported by the appropriate Vicar/Rector/Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
- 4) Pupils whose principal address is within the catchment area of the school as defined by the LA and who have the shortest available walking route to school.
- 5) Pupils whose principal address is outside the catchment area of the school as defined by the LA and who have a sibling in school at the time of entry.
- 6) Pupils whose principal address is outside the catchment area of the school as defined by the LA, but who may be living within the parish boundaries of Churches within that catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar/Rector/Minister.
- 7) Pupils whose principal address is outside the catchment area of the school as defined by the LA, but who live nearest by the shortest available walking route as defined by the LA.

## **Leintwardine Endowed Primary School (PAN 15)**

Leintwardine Endowed Church of England Primary School is a Voluntary Aided school provided for the children in the Parish of Wigmore Abbey in the Diocese of Hereford, serving Leintwardine, Brampton Bryan, Buckton, Downton, Newton and Walford. The provided school for a child is the one regarded by the Local Authority as serving the area in which he or she resides (often referred to as the Catchment Area.). The school catchment area is shown clearly on the coloured map accompanying this document.

As Leintwardine Primary is a Voluntary Aided School, it means that the Governing Body is the Admissions Authority, and must publish a policy setting out all the arrangements for admissions. The Governing Body works with the Local Authority and the Diocese adhering to their statutory arrangements and criteria.

This policy has been made in accordance with the Sex Discrimination Act, the Race Relations Act, the Human Rights Act 1995 and 2006, and the Equality Act 2006. The implementation of this policy will be administered fairly and impartially. The decision to admit, or otherwise, is the sole responsibility of the Governing Body.

The information following is correct for the academic year 2009/2010 onwards, but could be altered for future years. All applications are made by parents or carers for their child or children.

### **ADMISSIONS POLICY**

Every school has a limit set for admissions during the year in accordance with the Education Reform Act 1988. This is called the planned admissions number (PAN). For Leintwardine Endowed C of E Primary School a limit of 15 places has been set for the Reception group and the school must admit all eligible pupils until that particular year group has reached its PAN. Our recent practice over the last three years has been to offer Reception children whose birthdays fall between 1<sup>st</sup> September and 31<sup>st</sup> August admission in September of that year on either a full time or a mornings-only basis depending on their birth date. This has proved highly



effective since all children therefore receive three terms of education during their Reception year.

Autumn Term - your child will start full time school in September if their birthday is between 1<sup>st</sup> September and 31<sup>st</sup> December inclusive.

Autumn term – your child may start full time school in September if their birthday is between 1<sup>st</sup> January and 31<sup>st</sup> August if this is your wish and you feel that your child is ‘ready’.

Autumn term – your child may start part-time school (mornings only) in September if their birthday is between 1<sup>st</sup> January and 31<sup>st</sup> August if this is your wish and you feel that your child is not quite ‘ready’ for full time admission.

The LA and the Governors are required to admit eligible pupils a place on demand up at least the published admission limit. The duty to comply with any preference expressed by a parent DOES NOT apply in a situation where the PAN has been reached for a particular age group. The Local Authority operates a timetabled co-ordinated admissions procedure for all primary schools in line with Government legislation. The LA manages the admissions process on behalf of the school according to the scheme published in their Admissions Booklet for that year – but it is still the Governing Body for this school which will allocate the available places in line with this policy.

The parents of each child approaching school age and living in the catchment area will receive an admissions pack from the Local Authority which will contain information about the admission process and the forms that are required to be completed. The information booklet will help you complete the application form and will provide the dates for notification to parents of admission decisions and the closing date for accepting places or for lodging any appeals.

#### **OVERSUBSCRIPTION CRITERIA**

If there are too many applications for places, the Governors will decide which children would be offered places at Leintwardine Primary School according to the following admissions criteria, taken in order.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) Looked After children
- 2) Pupils whose home address is within the catchment area of the school as defined by the LA and who have a sibling in school at the time of entry.
- 3) Pupils whose home address is within the catchment area of the school as defined by the LA and who request a Church (faith) place supported by the appropriate Vicar / Rector / Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
- 4) Pupils whose home address is within the catchment area of the school as defined by the LA
- 5) Pupils whose home address is outside the catchment area of the school as defined by the LA and who have a sibling at the school
- 6) Pupils whose home address is outside the catchment area of the school as defined by the LA, but who are living within the parish boundaries of Churches within that catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar / Rector / Minister
- 7) Pupils whose home address is outside the catchment area of the school as defined by the LA but who live nearest by the ‘shortest available walking route’ as defined by the LA

Please note that

**'Church'** is taken as meaning an organised body subscribing to the doctrine of the Trinity, which is either a member of the local Christian Council / Council of Churches or affiliated to 'Christians together in England'.

**'shortest available walking route to school'** is determined by the LA using computer assisted OS maps and post codes to ensure accurate measurement. This measurement will simply be used to differentiate between candidates who fulfil these criteria in the event of oversubscription, rather than being a requirement under the criteria itself.

**'Parents'** include all those who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility is shared, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms and whose address will be used for admission purposes.

**'The Home Address'** will be the address used for correspondence related to where 'Child Benefit' is paid. In cases where there is doubt of the home address, or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.

**'sibling' is defined as:**

- A full or half brother or sister
- A step brother or step sister
- An adoptive brother or sister
- Children or parents who are married or cohabiting, where the parents and children live together in the same family household.

The closing date for applications, set by the LA, is in January preceding the relevant academic year. Subsequent to this date the Governors will allocate places in accordance with the admission policy. If a place is refused, then under the 1996 Education Act, a parent has the right of appeal, for which application should be made in writing to the Diocesan Director of Education, The Diocesan Office, The Palace, Hereford GR4 9BL.

## **IN YEAR APPLICATIONS**

Within the school's admission limits of 15 pupils per year group, the allocation of places which become available during the year will be made on the basis of the Oversubscription Criteria but bearing in mind that this is a mixed age class and it may be possible to be flexible if a particular year group only has a very few children.

## **ADMISSION DECISION**

Reception parents will be notified of the Governors' decision on the date published in the Local Authority's Booklet.

If you are offered a place at Leintwardine Endowed Church of England Primary School, you will be given more information and your child will be invited to visit the school during the latter part of the summer term. There is a regular, annual meeting set up for parents to meet Reception staff and the Head Teacher in July.

## **APPEALS**

Currently, and in recent years there have been no appeals made regarding admission arrangements – but the procedure and process is outlined in the Local Authority's Admission Booklet 'Information for Parents – Admissions and Transfer to Schools'.

## **Addendum: Church Places Criteria**

The following extract adapted from the National Society's admissions advice is an additional explanation that the DBE (Diocesan Board of Education) would like highlighted to Governors and prospective parents of how Church places are defined and determined:

National context: On 14 March 2006, the Archbishop of Canterbury asked the Church to find “some simple objective criteria, applicable across the country, for admissions; and, to avoid misunderstanding, some clear public commitment in the whole sector to guarantee places for local children and for children of other faith backgrounds”. The Hereford Diocesan Board of Education has responded by recommending the following criteria and understandings which have been adopted by this school’s Governing Body.

### **Christian commitment – “faith priority” places**

- (xi) **Baptism** is the basic criterion for the identification of the children of practising Christian families. **Thanksgiving for the Gift of a Child** could also be taken into account for those Christians who do not practise infant Baptism. However, that will not normally be enough on its own, if over-subscribed schools are going to be able to distinguish those most clearly admissible on faith grounds. There needs also to be some evidence of Christian commitment and practice for those seeking admission on the basis that they are of the faith of the school.
- (xii) We operate, therefore, a three-tier stratification for faith-based places:
  - o known to the church
  - o attached to the church and
  - o at the heart of the church.
- (xiii) Applicants for a faith priority place will be asked to identify themselves as being: known to the church; or attached to the church; or at the heart of the church. The period in question will normally be the past two years. Applicants new to the area would need to provide evidence from a previous church or churches.
- (xiv) An applicant **‘known to the church’** will not be a frequent but probably an occasional worshipper, someone who is perhaps known through a family connection, or one or more of whose family would be involved in some church activity, such as a uniformed or other church organisation.
- (xv) An applicant **‘attached to the church’** will be a regular but not frequent worshipper, by which is meant (for example) one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.
- (xvi) An applicant **‘at the heart of the church’** will be a regular worshipper. This might normally mean one who worships usually twice a month. To accommodate difficult patterns of work and family relationships account will be taken of week-day worship. **The worshipper could be the child** for whom application is made or one or both parents.

### ***Application form and church reference***

- (xvii) Applicants for faith priority places will need an application form (available from the Governors) to give evidence of their Christian (or other faith) commitment.
- (xviii) Christian applicants should give evidence that the child for whom a place is sought has been baptised or had a service of Thanksgiving for the Gift of a Child. A copy of a certificate of Baptism or of a service of Thanksgiving should be included if possible with the application.
- (xix) There needs to be confirmation through a worship community reference of applicants’ claims, where they are applying on a faith priority basis. This reference will simply confirm or reject the objective facts as proposed by the family: this family is known to the church; this family is attached to the church; this family is at the heart of the church.
- (xx) Once the reference is available to the governing body of the school it becomes objective evidence for the admissions committee in forming their judgement on the application. The same will apply in the case of any subsequent appeal or adjudication.

## Leominster, Ivington C.E. Primary School (PAN 15)

The school operates a single-intake system with all Reception pupils admitted in September. Children with birthdays from 1<sup>st</sup> January-31<sup>st</sup> August can initially attend for mornings only should parents prefer – arrangements for each child are agreed with the reception teacher.

The school's Planned Admission Number (PAN) is 15. All Governing Bodies are required by section 324 of the EA 1996 to admit to the school a child with a Statement of Special Educational Needs (SEN) that names the school. This is not an oversubscription criterion.

After automatic allocation of SEN places, if more parents have expressed a preference for the school than the published number of places for new admissions, the Governors will use the following **Oversubscription Criteria (taken in order)**:

- 1) Looked After children
- 2) Pupils whose home address is **within** the catchment area of the school as defined by the LA and who have a **sibling in school** at the time of entry.
- 3) Pupils whose home address is **within** the catchment area of the school as defined by the LA and who request a **Church (faith) place** supported by the appropriate Vicar / Rector / Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
- 4) Pupils whose home address is **within** the catchment area of the school as defined by the LA and who have the '**shortest available walking route to school**'.
- 5) Pupils whose home address is **outside** the catchment area of the school as defined by the LA and who have a sibling at the school.
- 6) Pupils whose home address is **outside** the catchment area of the school as defined by the LA, but who are living within the parish boundaries of Churches within that catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar / Rector / Minister.
- 7) Pupils whose home address is **outside** the catchment area of the school as defined by the LA but who live nearest by the 'shortest available walking route' as defined by the LA.

Please note that:

'**Church**' is taken as meaning an organised body subscribing to the doctrine of the Trinity, which is either a member of the local Christian Council / Council of Churches or affiliated to 'Christians together in England'.

'**Shortest available walking route to school**' is determined by the LA using computer assisted OS maps and post codes to ensure accurate measurement. This measurement will simply be used to differentiate between candidates who fulfil these criteria in the event of oversubscription, rather than being a requirement under the criteria itself.

'**Parents**' include all those who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility is shared, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms and whose address will be used for admission purposes.

'**The Home Address**' will be the address used for correspondence related to where 'Child Benefit' is paid. In cases where there is doubt of the home address, or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.

'**Sibling**' is defined as:

- A full or half brother or sister
- A step brother or step sister
- An adoptive brother or sister

Children of parents who are married or cohabiting, where the parents and children live together in the same family household.

### **Llangrove C.E. Primary School (PAN 15)**

The school has developed its over-subscription criteria which has been approved by the school Governors. The criteria for the admission of children to the school to be applied in the event of over-subscription, is in the following order of priority:

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) Pupils in the 'Looked After' system and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child's needs.
- 2) Pupils whose principal address is within the catchment area of the school as defined by the LA and who have a sibling in school at the time of entry.
- 3) Pupils whose principal address is within the catchment area of the school as defined by the LA and who request a Church place supported by the appropriate Vicar/Rector/Minister. Faith in this context is defined as being adherent to the Christian Trinity.
- 4) Pupils whose principal address is within the catchment area of the school as defined by the LA and who have the shortest available walking route to school.
- 5) Pupils whose principal address is outside the catchment area of the school as defined by the LA and who have a sibling in school at the time of entry.
- 6) Pupils with special medical or social needs. Production of a medical certificate or other appropriate information is required.
- 7) Pupils whose principal address is outside the catchment area of the school as defined by the LA but who may be living within the parish boundaries of Churches within the catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar/Rector/Minister. Faith in this context is defined as being adherent to the Christian Trinity.
- 8) Pupils whose principal address is outside the catchment area of the school as defined by the LA, but who live nearest by the shortest available walking route as defined by the LA.

### **Mordiford Church of England Primary, Foundation School (PAN 19)**

Children with a Statement of Special Education Needs which names Mordiford school will be allocated places.

Where the number of children seeking admission exceeds the Published admission number of 19, the Governors of Mordiford Church of England Primary School will apply the following criteria in order of priority:

- 1) A child who has been designated as a Looked After Child, where the approved agencies, in consultation with the Governors, agree that Mordiford is the most appropriate to meet the child's needs.
- 2) A child who lives within the school's catchment area

- 3) A child whose brother(s) or sister(s) attend the school at the time of admission
- 4) A child with unique circumstances which prevent them from attending their designated school (additional evidence is required for this)
- 5) A child whose family are active members of the Church of England who are committed to the practice of the Christian Religion (This application must be supported by a letter from the appropriate Vicar/Rector/Minister)
- 6) A child who attends Mordiford Dragons Playgroup
- 7) A child living outside the school's catchment area and who does not qualify on any of the above statements will be considered in relation to the distance from school using the most likely route of travel.

### **Much Marcle C.E. Primary School (PAN 17)**

If there are too many applications for places, the Governors will decide which children would be offered places at Much Marcle C E Primary School according to the following admissions criteria, taken in order.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

- 1) Looked After children
- 2) Pupils whose home address is **within** the catchment area of the school as defined by the LA and who have a **sibling in school** at the time of entry.
- 3) Children who are **currently attending** Much Marcle Nursery School.
- 4) Pupils whose home address is **within** the catchment area of the school as defined by the LA and who request a **Church (faith) place** supported by the appropriate Vicar / Rector / Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
- 5) Pupils whose home address is **within** the catchment area of the school as defined by the LA and who have the '**shortest available walking route to school**'.
- 6) Pupils whose home address is **outside** the catchment area of the school as defined by the LA and who have a sibling at the school
- 7) Pupils whose home address is **outside** the catchment area of the school as defined by the LA, but who are living within the parish boundaries of Churches within that catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar / Rector / Minister
- 8) Pupils whose home address is **outside** the catchment area of the school as defined by the LA but who live nearest by the 'shortest available walking route' as defined by the LA

Please note that

**'Church'** is taken as meaning an organised body subscribing to the doctrine of the Trinity, which is either a member of the local Christian Council / Council of Churches or affiliated to 'Christians together in England'.

**'shortest available walking route to school'** is determined by the LA using computer assisted OS maps and post codes to ensure accurate measurement. This measurement will simply be used to differentiate between candidates who fulfil these criteria in the event of oversubscription, rather than being a requirement under the criteria itself.

**'Parents'** include all those who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility is shared, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms and whose address will be used for admission purposes.

**'The Home Address'** will be the address used for correspondence related to where 'Child Benefit' is paid. In cases where there is doubt of the home address, or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address on the application form. Home address will be the address that complies with the above at the closing date for applications set by the Local Authority.

**'sibling' is defined as**

A full or half brother or sister

A step brother or step sister

An adoptive brother or sister

Children or parents who are married or cohabiting, where the parents and children live together in the same family household.

## **Pembridge C.E. Primary School (PAN 13)**

The oversubscription criteria applied where there are more applications than there are places available is as follows:

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

### **Over subscription Criteria**

Where the number of children seeking admission is likely to exceed the planned admission limit, the priority for admission will be as follows:

- 1) Pupils in the 'Looked after' system, and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child's needs.
- 2) Children for whom Pembridge is the designated school.
- 3) Siblings
- 4) Church Places
- 5) Social/medical reasons

### **Church Places**

When applying for a church place, the family will need to be reasonably regular and long standing church members, and the application will need to be supported by a letter from the local vicar/minister. Additional criteria for church places, as recommended by the Hereford Diocesan Board of Education, and taken from the National Society's admissions advice can be found in appendix (1).

## Medical reasons

Parents, who wish their children to be admitted on medical grounds will be required to produce a medical certificate, or other appropriate information, preferably from an independent source. The Governors acknowledge that occasionally there may be a very compelling medical/social reason for admission, and after consultation with the appropriate authorities (doctors, social worker etc.) such a need may be given a higher priority. Your application, on either religious or medical grounds, WILL NOT be considered unless this supporting evidence is attached with your application form.

## Siblings

The Governors definition of siblings is:

“brothers and sisters who are attending the school at the time of the applicants admission.”

## Over subscription within the second criteria

(children for whom Pembridge is the designated school)

If an over subscription situation arises within this area, priority for admission will be decided using the following criteria:

- 1) Siblings
- 2) Medical/social reasons (again, accompanied by appropriate information ie. From doctors, social workers etc.)
- 3) Walking distance - pupils who live nearest to the school by the shortest available walking route.

**Parents will be informed whether their child has secured a place for the following academic year initially by the LA.**

## Governing Body

A sub-committee of the governing body will meet annually, after the deadline, to consider applications. If it appears to the sub-committee that the number of applications will exceed the number of places available, recommendations will be made to the full governing body and a final decision will be taken at a full governing body meeting. Parents will be informed whether their child has secured a place for the following academic year within one month of the closing date.

As a Voluntary Aided school the governors can, in very exceptional circumstances, choose to admit more than the planned admission limit, but they must be able to ensure that doing so does not adversely affect the education of the children in the school. (For example, if the number admitted one year is very low, and groups need to be balanced).

Appendix (1).

Criteria for church places, as recommended by the Hereford Diocesan Board of Education, and taken from the National Society's admissions advice.

*National context: On 14 March 2006, the Archbishop of Canterbury asked the Church to find “some simple objective criteria, applicable across the country, for admissions; and, to avoid misunderstanding, some clear public commitment in the whole sector to guarantee places for local children and for children of other faith backgrounds”. The Hereford Diocesan Board of Education has responded by recommending the following criteria and understandings which have been adopted by this school’s Governing Body.*



## **Christian commitment – “faith priority” places**

- (xxi) **Baptism** is the basic criterion for the identification of the children of practising Christian families. **Thanksgiving for the Gift of a Child** could also be taken into account for those Christians who do not practise infant Baptism. However, that will not normally be enough on its own, if over-subscribed schools are going to be able to distinguish those most clearly admissible on faith grounds. There needs also to be some evidence of Christian commitment and practice for those seeking admission on the basis that they are of the faith of the school.
- (xxii) We operate, therefore, a three-tier stratification for faith-based places:
- known to the church
  - attached to the church and
  - at the heart of the church.
- (xxiii) Applicants for a faith priority place will be asked to identify themselves as being: known to the church; or attached to the church; or at the heart of the church. The period in question will normally be the past two years. Applicants new to the area would need to provide evidence from a previous church or churches.
- (xxiv) An applicant ‘**known to the church**’ will not be a frequent but probably an occasional worshipper, someone who is perhaps known through a family connection, or one or more of whose family would be involved in some church activity, such as a uniformed or other church organisation.
- (xxv) An applicant ‘**attached to the church**’ will be a regular but not frequent worshipper, by which is meant (for example) one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.
- (xxvi) An applicant ‘**at the heart of the church**’ will be a regular worshipper. This might normally mean one who worships usually twice a month. To accommodate difficult patterns of work and family relationships account will be taken of week-day worship. **The worshipper could be the child** for whom application is made or one or both parents.

## **Application form and church reference**

- (xxvii) Applicants for faith priority places will need an application form (available from the school) to give evidence of their Christian (or other faith) commitment.
- (xxviii) Christian applicants should give evidence that the child for whom a place is sought has been baptised or had a service of Thanksgiving for the Gift of a Child. A copy of a certificate of Baptism or of a service of Thanksgiving should be included if possible with the application.
- (xxix) There needs to be confirmation through a worship community reference of applicants’ claims, where they are applying on a faith priority basis. This reference will simply confirm or reject the objective facts as proposed by the family: this family is known to the church; this family is attached to the church; this family is at the heart of the church.
- (xxx) Once the reference is available to the governing body of the school it becomes objective evidence for the admissions committee in forming their judgement on the application. The same will apply in the case of any subsequent appeal or adjudication.

## Pencombe C.E. Primary School (PAN 8)

### Admission Arrangements

Soon after a child's third birthday parents are invited to make applications by form PA1 which they should receive from the LA for places at primary schools, including Pencombe CE. In the accompanying handbook dates will be set by the LA as to deadlines for applications and the time framework for notification of places allocated. Following LA allocation of places the governing body of this school will send out appropriate forms to the successful applicants at the end of the Spring Term.

Local Education Authority Regulations:

'.....the Council's standard admissions policy entitles parents to places for their children in one of the council maintained schools at the commencement of the term in which the child celebrates their 5<sup>th</sup> birthday'.

Certificate of Eligibility, Admissions and Pencombe School

The Education Authority states:

'The Council does not permit schools to admit children into LEA schools before the school year in which they become five years of age'.

This means that children whose fifth birthday occurs between 1<sup>st</sup> September and 31<sup>st</sup> December could therefore NOT start school until the Autumn term of the school year in which they will become five.

The Governing Bodies of Voluntary Aided Schools are able to decide their own admissions policy, however the Diocese Board of Education issued the following statement:

'Aided schools have the legal power to disregard County advice and policies for early admissions. For the sake of the four year olds, however, we beg that no church school should seek to evade County's quality check on its' nursery proposals. Besides this, in the interests of justice and neighbourly relations, every church school should think carefully before using its' privilege to steal a march on its neighbours.'

In Pencombe School, which is a Voluntary Aided school, the staff and governors have agreed a policy for twice yearly admissions.

This decision has been made with regard for:

- the developmental needs of the four year olds;
- the needs of other pupils in the class and school;
- the future viability of the Pre-School group and the children within it.

It was not an easy decision and we realize that some schools will be admitting those children with birthdays in the latter part of the school year earlier than us. However, I hope that everyone can appreciate the reasons for our decision and will consider

Pencombe School, as they always have done, as an excellent place for their children to learn and develop, even if they have to wait at playgroup or nursery for a few weeks longer. The children will however, have the opportunity to enjoy, and benefit from, our carefully structured induction programme of part-time attendance.

\*The Headteacher reserves the right to make changes to school procedures in exceptional circumstances.

Pencombe CE Voluntary Aided Primary School Admission Programme:

Child's 5<sup>th</sup> birthday falls 1<sup>st</sup> September – 29<sup>th</sup> February  
Fulltime admission September

Child's 5<sup>th</sup> birthday falls 1<sup>st</sup> March – 31<sup>st</sup> August  
Part-time attendance September- Fulltime attendance- January.

\* Part-time attendance is three mornings each week from September, increasing to three mornings and two afternoons each week from after the October half term break.

#### **Admission Arrangements for Pupils Over 5 Years of Age**

Parents wishing to transfer their children to this school from another setting outside of the admission age of 5 years may apply directly to the Governing Body through the Headteacher.

#### **Admission Support**

Our school book for new pupils, an illustrated book entitled Pencombe School is available for sharing prior to entry to the school.

#### **Information Evening for Parents**

Parents of pupils offered places at the school will be invited to an information evening at the school. The evening will be held in the second half of the summer term and will be used for sharing information, discussing concerns and familiarization with school routines, procedures and staff!

#### **Induction Visits**

Pupils accepted for admission will be offered two induction visits. These will be placed in the latter part of the summer term prior to full or part time admission.

#### **Home- School Packs**

Home-school packs containing a variety of books and activities are available to loan and exchange during visits and part-time attendance.

#### **Pencombe CE Primary School Admission Criteria**

The governors of Pencombe School have agreed to support and comply with the co-ordinated admission arrangements as defined by Herefordshire School Admission Forum, including the Oversubscription Policy criteria in the event of the school, class or year group having more applications than places.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

Criteria in rank order:

- 1) Pupils in the 'Looked After' system and children who are adopted, where the approved agencies, in consultation with the governors, agree that the school is the most appropriate to meet the child's needs.
- 2) Pupils whose principal address is within the catchment area of the school as defined by the LA and who have a sibling in the school at the time of entry.
- 3) Pupils whose principal address is within the catchment area of the school as defined by the LA and who request a church (faith) place supported by the appropriate Minister. Faith in this context is defined as being an adherent to the Christian Trinity.
- 4) Pupils whose principal address is within the catchment area as defined by the LA and who have the 'shortest available walking route to school'.
- 5) Pupils whose principal address is outside the catchment area of the school as defined by the LA and who have a sibling at the school both at the time of application for a place and when the younger child is due to commence school.
- 6) Pupils whose principal address is outside the catchment area of the scho as defined by the LA, but who may be living within the parish boundaries of churches within the catchment area, and whose family is actively involved in the worship, life and work of a Christian faith church. This application must be supported by the appropriate Minister.
- 7) Pupils whose principal address is outside the catchment area of the school as defined by the LA, but who live nearest by the 'shortest available route' as defined by the LA.

#### **RESOLUTION**

If there are too many places for each category, places will be awarded to the children who reside nearest the school.

All 'catchment', 'sibling' and 'church' places should be applied for by letter in the first instance stating reasons for choice.

Applications for 'church' places should be endorsed, or referenced by, the Parish Priest or other Minister.

A form is available from the school.

NB. The deadline for application is set annually by the LEA and families should refer to Herefordshire Council Information for Parents Booklet (Admission and Transfer to Schools) for the year in question.

To avoid confusion and disappointment Parents should ensure that they meet the criteria for admission.

Any parent wishing to view the school or discuss admission with the Headteacher should write or telephone for an appointment. School Prospectus are available from the school secretary.

## **Ross-on-Wye, St. Joseph's R.C. Primary School (PAN 20)**

The admissions process is part of the Herefordshire LA co-ordinated scheme.

The Admissions Policy of the Governors of St. Joseph's R. C. Primary School is as follows:

The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ.

The School's Admission Number for the school year beginning September 2010 is 20.

If the number of applications exceeds the admission number, governors will consider applications according to the following order of priority.

- 1) Baptised Catholic children who are in the care of the local authority (looked-after children) or provided with accommodation by them (eg. children with foster parents). (Section 22 of the Children Act 1989).
- 2) Baptised Catholic children (see Note 2 below) living within the Parish of St. Frances of Rome and Most Holy Trinity, Ledbury who have a brother or sister (see Note 3 below) in the school at the time of admission.
- 3) Baptised Catholic children living with the Parish of St. Frances of Rome and Most Holy Trinity, Ledbury.
- 4) Baptised Catholic children living outside the Parish of St. Frances of Rome and Most Holy Trinity, Ledbury who have a brother or sister in the school at the time of admission.
- 5) Baptised Catholic children living outside the Parish of St. Frances of Rome and Most Holy Trinity, Ledbury.
- 6) Non-catholic children who are in the care of the local authority (looked-after children) or provided with accommodation by the (eg. children with foster parents). Section 22 of the Children Act 1989).
- 7) Non-catholic children who have a brother or sister in the school at the time of admission.
- 8) Non-catholic children whose families are desirous of Christian based education.

### **OVER-SUBSCRIPTION**

If there is over-subscription within a category, the Governors will give priority to children living closest to the school determined by the shortest walking route measured from the front door of the child's home address (including flats) to the main entrance of the school, using the L A

computerised measuring system, with those living closer to the school receiving the higher priority .(see Note 4 below).

**Note 1**

Children with a Statement of Special Educational Needs that names the school must be admitted. This will reduce the number of places available to applicants.

**Note 2**

Evidence of Catholic Baptism or Reception into the Church will be required. For definition of Baptised see the Appendix. Those who face difficulties in producing written evidence of baptism should contact their Parish Priest.

**Note 3**

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Adopted or fostered children.

**Note 4**

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required.

**SCHOOL ENTRY**

Children must, by law, start school by the beginning of the term after their fifth birthday. A parent may defer a child's entry to the school. Parents may discuss this with the Headteacher.

**APPEALS**

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school may apply in writing to Chair of Governors.

**REPEAT APPLICATIONS**

Unless there are significant and material changes in the circumstances of a parent's application for their child or the school, the governors will not consider a repeat application in the same academic year.

**LATE APPLICATIONS**

Applications received after the closing date will only be considered alongside those received by the closing date under the following circumstances-

- The family were unable to complete an application form before the closing date because they moved into the school's parish area after the issue of application forms.  
OR
- The family were unable to comply with the admissions timetable because of exceptional circumstances which prevented the application form arriving on time – the circumstances must be given in writing and attached to the Application Form.

Applications received after the notification date (after places are offered) will be added to the school's waiting list in admission criteria order)

**WAITING LISTS**

Waiting lists for admission will remain open until the end of the 2010/2011 Autumn Term and will then be discarded.

## **Staunton-on-Wye Endowed Primary School (PAN 10)**

Children reach the age of compulsory school age at the beginning of the term following their 5<sup>th</sup> birthday. The Staunton-on-Wye School admits children twice a year, according to the timing of their birthday. Children who have their 5<sup>th</sup> birthday between 1<sup>st</sup> September and the start of the February ½ term holiday, are admitted full-time at the beginning of the autumn term. Those

children who reach the age of 5 after the start of the February ½ term holiday are admitted full-time at the start of the spring term. All children are given the opportunity to attend school on Thursday mornings for the term before they start full-time.

Over-subscription criteria are used when more parents have expressed a preference for a particular school in a particular year than it has available places.

Children are admitted according to the following order of priority. Children in the Looked After system will be given priority in each of the oversubscription criteria.

- 1) A child residing in the catchment area.
- 2) A child who has a sibling in the school.
- 3) Those children who are in walking distance of the school.
- 4) A child who has had a brother or sister in the school in the past.
- 5) A child with social and/or medical problems with written evidence.

When applications are considered in each category 1-3, if numbers of children seeking admission exceeds the places available, allocation will be made with preference being given to a child who lives the shortest walking distance.

#### **Definition of Place of Residence**

The home of a child is determined as where they live for the majority of the year, and does not include where they are minded or where members of their extended family reside.

#### **Pupils with special educational needs but without statements**

If the School is named in a statement of special educational needs, the admission authority has a duty to admit the child to the School. For non-statemented children with special educational needs or disabilities over-subscription criteria are applied as to other applicants.

Admission authorities may not refuse to admit a pupil because they consider themselves unable to cater for his or her special educational needs – the LEA should provide the School, the pupil and the family with all required aids and assistance.

#### **Disapplication of Parental Preference**

The duty to comply with parental preference does not apply:

- where to admit the child would prejudice the provision of efficient education or the efficient use of resources. N.B. A pupil must not be refused admission on the grounds of that child's difficult behaviour. However, the School may always consider disciplinary action, including temporary and permanent exclusion once a child is on role;

- where the admission would be incompatible with preserving the School's (generally religious) character. (See Section 91 School Standards and Framework Act 1998);

- where the child is of compulsory school age and has been permanently excluded from two or more schools and at least one of the exclusions took place after 1 September 1997. Disapplication is for a period of two years following the second exclusion.

N.B. A permanent exclusion is regarded as taking effect from the first school day the Headteacher has told the pupil not to attend school;

- where admission would be incompatible with co-ordinated admission arrangements covering two or more maintained schools and which have been approved by the Secretary of State; where admission would be incompatible with the duty to meet infant class size limits.

#### **Rights of Appeal**

All parents have a right to appeal against the decision made. Appeal panels consider appeals from parents against a decision by an LEA admission authority, or a decision by a school governing body to refuse admission to their child.

## **Weston-under-Penyard C.E. Primary School (PAN13)**

### **Which school will my child go to?**

Each school has a geographical area known as its Catchment Area. Children living within this area are normally offered a place at this school unless parents express a preference for a different school. Our Catchment Area lies within the following boundaries: Lea, Drybrook, Hope Mansell, Hildersley Roundabout and Bromsash. Parents considering sending their children to our school are encouraged to visit with their children during the school day to see the school within a working context. Appointments are made via the School Administrator.

Parents who live outside the catchment area can state a preference.

### **When will my child start school?**

Children do not legally have to start school until the term after their 5<sup>th</sup> birthday. However most schools within the area operate a one admission policy offering all children to commence school in the autumn term within the academic year in which their 5<sup>th</sup> birthday falls. This is known as the reception year within the framework of the Foundation stage of education. At our school all reception children start at the beginning of the Autumn Term on a full time basis but are allowed to be collected from the school following discussion about their individual needs with their Reception Teacher. All children are offered two Induction Days in the summer term preceding their entry, when parents will have the opportunity to meet members of staff and learn a little about school procedures, reading, school activities and how they can be involved in school. We also hold an information evening for parents at which we hand out the Information Booklet for New Parents.

### **How do we apply for a place?**

Parents are automatically sent a pack from the Local Authority when their child is 3 years old which includes PA1 form. Once completed the form is returned to the Local Authority who then allocate places. The school and parents are notified of places by mid March of the academic year before the autumn term the children are due to start school. Our school is fully inclusive and welcomes children of all abilities, regardless of race or religion.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

Our current admission limit is 13 per year group, and places are offered according to the following criteria:

1. Pupils in the 'Looked After' system, where the approved agencies agree that the preferred school meets the child's social, pastoral and educational needs.
2. Children from the catchment area.
3. Children with brothers and/or sisters already at the school.
4. Children whose parents are actively involved in the worship of a Christian Church and wish their children to be educated at a Christian Church School.
5. Children with particular medical, social or educational needs. Production of medical information may be required.
6. The location of the child's home in relation to the school, priority will be given to the nearest.

If the number of applications for places at our school is within the published admission number set for the school (13), we will allocate places to everyone who applies.

### **What happens if my child is not offered a place?**

If the number of applications for places at our school is higher than the published admission number set for the school (13), applications will be considered against the criteria set out above.

**In addition, please note that we will always give priority to those who have actually applied for places over those who fulfil any of the criteria but have not actually made an application.**

Parents have the right to appeal to the Governing Body against an admissions decision.

This should be sent via email to [admin@weston-under-penyard.hereford.sch.uk](mailto:admin@weston-under-penyard.hereford.sch.uk) or by post to:

Weston-under-Penyard CE Primary School  
School Lane  
Weston-under-Penyard  
Ross-on-Wye  
HR9 7PA

## **Whitchurch CE Primary School (PAN 17)**

The Education Act 1996 states that children must be admitted to school at the beginning of the term following their fifth birthday.

The Local Education Authority has delegated to school governors the power to admit children arising from the beginning of the academic year in which they will be five. In accordance with this delegation the school's policy is as follows

children will be admitted in the September of the academic year in which they will be five

children whose 5<sup>th</sup> birthdays fall between 1 May and 31 August will be admitted for morning sessions until the Autumn half term.

### **Application**

For children entering the Reception year, forms are sent directly from the Local Education Authority with guidance on the application procedure. Parents are warmly invited to visit the school prior to application. The school and parents will be notified of allocated places in the following March.

### **Number of places**

The maximum number for which the school can cater is 120. The maximum number of admissions to year R (reception) is 17.

The governors of Whitchurch School have agreed to support and comply with the co-ordinated admission arrangements as defined by Herefordshire School Admission Forum, including the following Oversubscription Policy criteria in the event of the school, a class or a year group having more applications than places.

### **Appeals**

A parent whose preference cannot be met may appeal against the decision. Details of the appeals procedure may be obtained from the school. All appeals must be submitted in writing within three weeks of the date of notification of the refusal of a place.

Children with a Statement of Special Education Needs which names the school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority, stated below

### **Oversubscription Policy**



### Criteria in rank order

- 1) Pupils in the 'Looked After' system and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child's needs.
- 2) Pupils whose principal address is **within** the catchment area of the school as defined by the LA and who have a **sibling in school** at the time of entry.
- 3) Pupils whose principal address is **within** the catchment area of the school as defined by the LA and who request a **Church (faith) place** supported by the appropriate Vicar/Rector/Minister. Faith in this context defined as being an adherent to the Christian Trinity.
- 4) Pupils whose principal address is **within** the catchment area of the school as defined by the LA and who have the '**shortest available walking route to school**'.
- 5) Pupils whose principal address is **outside** the catchment area of the school as defined by the LA and who have a sibling at the school both at the time of application for a place **and** when the younger child is due to commence school.
- 6) Pupils whose principal address is **outside** the catchment area of the school as defined by the LA, but who may be living within the parish boundaries of Churches within the catchment area, and whose family is actively involved in the worship, life and work of a Christian faith Church. This application must be supported by the appropriate Vicar/ Rector/Minister.
- 7) Pupils whose principal address is **outside** the catchment area of the school as defined by the LA but who live nearest by the 'shortest available walking route' as defined by the LA.

**Info here for the relevant form below for applicants to fill in if required**



## CHURCH PLACE INFORMATION FORM



<b>Full Name of Child</b>	<b>Christian Name(s)</b>	<b>Surname</b>	<b>M/F</b>	<b>Date of Birth</b>
<b>Address</b>		<b>Telephone No</b>		<b>No of Years at this address</b>
<b>Post Code</b>				
<b>Name of Parent(s) or other legal guardians</b>				<b>Date for which application is made</b>
<b>Names of brothers or sisters attending this school</b> - at present - in the past  <b>Number of younger brothers /sisters</b>				<b>Class</b>
<b>Primary school or present secondary school attended</b>				
<b>Church attended</b>				
<b>How long has your family attended this church?</b>				
<b>Name of Priest of Minister</b>				
<b>On how many Sundays in the year are services held in the Church you attend?</b>  <b>How many of these services does your family normally attend</b>		<b>What is your denomination? (please tick)</b> <input type="checkbox"/> Church of England <input type="checkbox"/> Baptist <input type="checkbox"/> Methodist <input type="checkbox"/> United Reform <input type="checkbox"/> Other.....		
<b>Information relating to your child:</b>				
<b>Has your child been baptized or dedicated? Please give details of the year and church.</b>          <b>Church..... Year.....</b>				
<b>Family Involvement with the Church</b> <i>Identification of your involvement with the Church. Please tick one of the appropriate definitions</i>				

**1. At the heart of the Church**

[A regular worshipper. At least twice a month (including weekdays). The worshipper could be the child for whom application is made, or one or both parents.]

**2. Attached to the Church**

[A regular but not frequent worshipper (eg once monthly at family service or Church parade) or is regularly involved in a weekday church activity including an element of worship.]

**3. Known to the Church**

[Not a frequent worshipper but attend occasionally, eg Christmas, Easter, Harvest Festival. Perhaps known to the Church through a family connection or where one or more of the family are involved in some church activity, such as uniformed or other church organization]

*Please add any comments which you wish to be considered:*

**Signature of Parent/Guardian.....Date.....**

**Clergy Reference:**

How many years have you been responsible for the church usually attended by the applicants?

How many years have the applicants been attending church since your appointment?

Please indicate **YES** in the box which most closely describes your level of support. (And **NO** in the other two boxes):

- 1. This applicant is at the heart of the church and I unreservedly recommend a church place
- 2. I fully support this application and can vouch that this applicant is attached to the church
- 3. I confirm that this applicant is known to the church and I support the application

*Clergy comments:*

**Signature of Priest/Minister.....Date.....**

