

ADMISSION POLICIES OF VOLUNTARY AIDED SCHOOLS

This section sets out the oversubscription criteria for 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 advised to refer to the school prospectus, which will provide information about the admission arrangements in more detail and additional information about the schools.

Please note that Children with a Statement of Special Educational Needs which names a school will be allocated a place, after which places are then allocated according to an agreed set of criteria, in order of criteria as stated in each of the listed schools below.

Appeals for Voluntary Aided Schools are to be sent to The Diocesan Office, Units 8 & 9, The Business Quarter, Ludlow Eco Park, Sheet Road, Ludlow, Shropshire, SY88 1FD.

For Catholic, Foundation and Academy schools to Chair of the Governors of the School

The closing date for applications is 15th January 2011, all applications and any additional information supporting your application should be returned to Admissions PO Box 185 Blackfriars Street Hereford HR4 9ZR **not the school**. Parents are informed by the LA on behalf of the Governing Body on the 18th April 2011 what school has been offered.

Please see below regarding the faith priority places

Christian commitment – ‘faith priority’ places

- **‘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 used for correspondence related to where ‘Child Benefit is paid. In cases where there is doubt of the home address, or where the 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 of 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.

1. 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 on the basis that they are of the faith of the school
2. 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
- 3 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
- 4 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
- 5 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
- 6 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
- 7 Applicants for faith priority places will need an application form (available from the Governors) to give evidence of their Christian (or other faith) commitment
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
- 8 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
- 9) 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.

St. Michael's Church of England Primary School Bodenham (PAN 15)

1. 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 15 children are admitted each year to the Reception class.

2. 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.

3. 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 or you can apply online www.herefordshire.gov.uk this 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:

- 1) Looked after Children
- 2) A child residing in the school's catchment area and who will have a brother or sister attending the school at the same time of admission.
- 3) A child 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) A child who lives within the catchment area of the school as defined by the LA and who has the shortest available walking route to school.
- 5) A child whose home address is outside the catchment area of the school as defined by the LA and who has a sibling at the school.
- 6) A child 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 work of a Christian faith Church. This application must be supported by the appropriate Vicar / Rector / Minister
- 7) A child 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.

- 8) A child who may have a Special Reason for admission. Parents claiming Special Reason should inform the governors in writing at the time of application.

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

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: How Caple crossroads to the north, Greytree to the south, Rudhall Farm to the east and the River Wye to the west. This means that at the moment we actually lie outside our own catchment area. 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. An appointment with the Head teacher can be made to organise this. Parents who live outside the catchment area can state a preference.

Our school is fully inclusive and welcomes children of all abilities, regardless of race or religion. Our current admissions limit is 20 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) Pupils with a statement of Special Educational Needs, which names the school or pupils in receipt of banded funding where the LA identifies a particular school.
- 3) Children from the catchment area.
- 4) Children with brothers and / or sisters already at the school.
- 5) Children who's parents are actively involved in the worship of a Christian Church and wish their children to be educated at a Christian Church School.
- 6) Children with a particular medical, social , or educational needs. Production of a medical information may be required.
- 7) The location of the child's home in relation to the school. Priority will be given to the nearest.

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.

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.

- 1) Places then be allocated to children who are in the ' Looked After ' system, where the approved agencies agree that Bridstow CE Primary School meets the child's social, pastoral and educational needs.

- 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.

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)

As St. Mary's 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 in adhering to their statutory arrangements and criteria.

St. Mary's CE Primary School has mostly mixed-year classes therefore classes may accommodate children over PAN if this would not adversely affect the provision for children in the class or in the school as a whole. A KS1 class will not exceed 30 at the beginning of an academic year.

The Local Authority operates a timetabled co-ordinated admissions procedure for all primary schools in line with Government legislation. The LA co-ordinates the admissions process on behalf of the school according to the scheme published in their Admissions Booklet for that year – however, it is still the Governing Body for this school which will allocate the available places in line with this policy.

The governing body ranks applicants by the following criteria

- 1) **Looked After** children/children in care
- 2) Children whose parents make an application on grounds of **faith** supported by the appropriate Vicar/Rector/Minister of a Church in the Diocese. Faith in this context is defined as being an adherent to the doctrine of the Christian Trinity.
- 3) Pupils whose home address is **within** the catchment area of the school as defined by the LA and who have **sibling/s in school** at the time of entry.
- 4) Children whose main address is **within** catchment as defined by the map provided by the LA Admissions section
- 5) Children with **sibling/s** who are in school at the time of the application
- 6) Children with **sibling/s** who previously attended St. Mary's
- 7) Children who attend Pre-school **Playgroup** on the school site.
- 8) Children who live **outside** catchment, ranked by distance /the shortest available walking route to school

Hereford, Lord Scudamore Foundation School (PAN 88)

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)

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

The Admissions process is part of the Herefordshire Local Authority Co-ordinated Scheme.

The Admission Policy of the Governors of Our Lady's School is as follows:

The School's Admission Number for the school year beginning in September 2011 is 30.

If the number of applications exceeds the admission number, the governors will give priority to applications in accordance with the criteria listed provided that the governors are made aware of that application before decisions on admissions are made (see Note 1 below). If there is oversubscription within a category, the governors will give priority to children living closest to the school determined by shortest distance

1. Baptised Catholic children who are in the care of a local authority (children in care) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989)
2. Baptised Catholic children living within the Parish of *Our Lady's and Belmont (St Michael's and All Angels)* who have a brother or sister in the school at the time of admission.
3. Baptised Catholic children living within the Parish of *Our Lady's and Belmont*.
4. Other Baptised Catholic children who have a brother or sister in the school at the time of admission
5. Other Baptised Catholic children
6. Non-Catholic children who are in the care of the local authority (children in care) or provided with accommodation by them (e.g. children in foster care) (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

Hereford, St. Francis Xavier's R.C. Primary School (PAN 30)

Children are normally admitted into Reception Class in the September after their fourth birthday. Those children born between May and August come to school for half days for the first month and generally, full time thereafter.

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 already at the school
- 5) Children of parents who have 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.

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)

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.

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.

- 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)

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 2011 / 2012 will be 30. Admission for Reception children will now be ranked according to the following criteria:

(1) 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

There is now a different procedure for the admission to school for children with Statements of Special Educational Needs: it is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing the Statement and consulting with the parents and the Governing Body of St Thomas Cantilupe School **before** the school is named in the statement. If the school is named in the Statement, the child will be admitted. This criteria, therefore, does not form part of the admissions/oversubscription policy of the school.

- 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.

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

ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

Arrangements for admission to 4-16 Provision

The admission arrangements for the Steiner Academy Hereford for the year 2011/2012 and, subject to any changes approved or required by the Secretary of State, for subsequent years are:

The Steiner Academy Hereford has an agreed admission number of 26 pupils. The Steiner Academy Hereford will accordingly admit 26 pupils in the relevant age group each year if sufficient applications are received.

Consideration of applications

The Steiner Academy Hereford will consider all applications for places. Where fewer than the published admission number for any relevant age group are received, the Steiner Academy Hereford will offer places to all those who have applied. Notwithstanding the preceding provisions of this paragraph 5, the Steiner Academy Hereford may refuse admission to particular applicants in cases where fewer than the Published Admission Number have applied. These are applicants (other than any applicant with a statement of special educational needs) who have been excluded from two or more other schools and the ability to refuse admissions runs for a period of two years from the last exclusion. One of the exclusions must have occurred after 1 September 1997. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose. Academies may also refuse admission to pupils (other than in the normal year of entry) in the specific and limited circumstances described in paragraph 3.13 of the statutory Code of Practice. In all the circumstances described in this paragraph, however, the Secretary of State may direct the Steiner Academy Hereford to admit such a pupil and that direction shall be binding on the Steiner Academy Hereford.

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. Siblings include not only natural brothers and sisters but also step-brothers/sisters, or brothers/sisters who have been legally adopted, so long as

they are living at the same address as the family unit. However, cousins or other relatives at the same address will not be given priority;

- 3 admission of pupils on the basis of enrolment in SAH's Early Childhood provision for rising 4 year olds;
- 4 admission of pupils on the basis of closest proximity to the school, proximity for this purpose being, for each child, 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

Subject to any provisions regarding waiting lists in the LA's coordinated admission scheme, the Steiner Academy Hereford will operate a waiting list. 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 set out in paragraph 6a - c above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

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

While the total capacity of the school and the first year intake are determined by the Local Education Authority, the Governors of the school (as a Voluntary Aided Church of England School) are in overall control of admissions.

The number of children that can be admitted to the First Year in accordance with the Education Act 1996 is calculated at 15. Where the number of children seeking admission is likely to exceed the number agreed with the Local Authority then preference, in order of priority, would be given to:

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. A child in the school's catchment area.
3. A child who would have a brother or sister attending the school at the time of admission
4. Places are available to children of families who are actively involved in the worship, life and work of their Christian Church*.

A parent or guardian may obtain a church place information form from the school which is to be completed with your parish priest or minister (or previous parish priest/minister if you have moved recently).

Together the family involvement will be defined as and will be endorsed by your priest/minister as:

- A. At the heart of the church
- B. Attached to the church
- C. Known to the church

* For the purpose of this policy a 'Christian church' is taken to mean an organised body subscribing to the doctrine of the Holy Trinity of which is a member of or affiliated to 'Christians Together in England and Wales'.

5. Other applications will be determined by those being nearest to the school by the shortest available route.

The closing date for applications, set by the LA, is 15th January 2011 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.

Kingsland C.E. Primary School (PAN 20)

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 Kingsland CE Primary School a limit of 20 places has been set for the Reception group.

Kingsland CE Primary School has mixed-year classes therefore year groups do not have fixed limits but are based on class sizes. A KS1 class will not exceed 30 at the beginning of an academic year.

The Local Authority operates a timetabled co-ordinated admissions procedure for all primary schools in line with Government legislation. The LA co-ordinates 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.

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 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

Lea C.E. Primary School (PAN 15)

The oversubscription criteria applied where there are more applications than there are places available is 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) 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.

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. 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.

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.

- 1) Looked After children
- 2) Children with a serious medical, physical or psychological condition which makes it essential that they attend rather than any other school, with medical or psychological evidence in support.
- 3) 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.
- 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 both at the time the application for a place and when the younger child is due to start.
- 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 maybe 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.
- 9) Pupils whose home address is outside the catchment area of the school as defined by the LA but live nearest by the shortest walking route available, as defined by the LA.

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

Ivington C of E Primary School operates a single intake system with all reception places offered from September. Most children attend fulltime from the beginning of the academic year, however, in accordance with current legislation, parents may request that their child's entry be deferred until later in the same school year. The parent cannot defer entry beyond the beginning of the term after the child's 5th birthday, nor beyond the academic year for which the original application was accepted. 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.

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. Schools MUST admit such children whether they have places or not.

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

- 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 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.

Llangrove C.E. Primary School (PAN 12)

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)

Parents are invited to make applications in the first instance, at any time prior to the closing date indicated by Herefordshire Council. The deadline for applications is set annually by the Council. Any parent wishing to view the school or discuss admission with the Head Teacher should write or telephone for an appointment.

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) 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

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 first 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.

Pencombe C.E. Primary School (PAN 8)

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 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 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.

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 2011 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 living within 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.
- 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

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

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.

- 1) Looked after - Children 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) Catchment with Sibling - A child residing in the catchment area who has a sibling who will still be at the school in the term of admission (Siblings include half and step siblings and adopted or fostered children in the same family.).
- 3) Catchment without sibling - A child residing in the catchment area without a sibling at the school (see above for definition of sibling).
- 4) Non-catchment with Sibling - A child residing outside the catchment area who has a sibling who will still be at the school in the term of admission (see above for definition of sibling).
- 5) Open place – exceptional grounds: A child with exceptional social and/or medical and/or compassionate grounds for admission with written evidence to show that this school is particularly placed to meet the child's needs.
- 6) Open place – feeder pre-school: A child who has attended Staunton-on-Wye pre-school for at least one term immediately prior to entry
- 7) Open place – closest to school: A child who lives closest to the school by the shortest appropriate route.
- 8) Open place – former sibling: A child who has had a brother or sister in the school in the past.

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 LA should provide the School, the pupil and the family with all required aids and assistance.

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.

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.

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.

Whitchurch CE Primary School (PAN 17)

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 April

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.

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.

Wigmore Primary Foundation School (PAN 30)

Children with a Statement of Special Education Needs which names a particular school will be allocated places, after which places are allocated according to an agreed set of criteria, in strict order of priority 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 (see footnote 1)
- 2) Pupils whose ordinary place of residence is **within the catchment** area of the school as defined by the LA and have a **sibling in school** at the time of entry. (see footnote 2)
- 3) Pupils whose ordinary place of residence is **within the catchment** area of the school as defined by the LA (see footnote 2)
- 4) Pupils whose ordinary place of residence is **outside the catchment** area of the school as defined by the LA and **who have a sibling** at the school (see footnote 3)
- 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 (see Footnote 4)
- 6) Pupils whose ordinary place of residence 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) (see footnote 5)

Application form that is required if applying for a Church of England Place



**CHURCH PLACE INFORMATION
FORM**



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

Family Involvement with the Church

Identification of your involvement with the Church. Please tick one of the appropriate definitions

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.....