



Admissions Policy from September 2020

Admissions to Year R

This policy will be used during 2019/20 for allocating places in the main admission round for entry to Year R in September 2020. It will also apply to in-year admissions during 2020/21. Outside the normal admissions round, the Local Authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

The Governing Body of Andrews' Endowed Church of England School is the admission authority for **The School**. The admission arrangements are determined by the Governing Body, after statutory consultation.

The Published Admission Number (PAN) for Andrews' Endowed Church of England School (**The School**) is 30. The PAN is the number of places for children available in the year groups above.

A guiding principle of admissions to this school is that a church school should serve its local community, defined in the trust deed of **1719** as the ecclesiastical parish of The Resurrection, Alton. The district of Holybourne (within the ecclesiastical Parish of The Resurrection, Alton) as shown on the Local Authority catchment area map for The School is referred to as The Catchment Area of the School.

Please see map in Appendix 1. The policy aims to be clear, fair and objective and to comply with all relevant legislation.

Outside the normal admissions round, the Local Authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups.

If **The School** is oversubscribed, places will be offered in the following priority order. Places for applications received after the deadline will be allocated using the same criteria.

Admission Criteria

1. Looked after children or children who were previously looked after. (see Definition A)
2. **(For applications in the normal admission round only)** Children or families with **serious medical, physical or psychological condition**. Evidence must be provided, from a medical specialist or social worker, of the child or family's need and why those needs make it essential that the child attends this school rather than any other. If evidence is not submitted by the application deadline, the medical or social needs cannot be considered (see Definition B)
3. Children **Living Inside The Catchment Area of The School** (see Definition C) who at the time of application have a **sibling** (see Definition D) on the roll of The School.
4. Children of families **Living Inside The Catchment Area of The School** (see Definition C).
5. Children **Living Outside The Catchment Area of The School** (see Definition C) who at the time of application have a **sibling** (see Definition D) on the roll of The School.
6. Children **Living Outside The Catchment Area of The School** (see Definition C) with a parent who is an active member of a Christian church included in the list of Christian Churches (see Definition F) and who requests admission on denominational grounds and provides relevant evidence. (see Definition E)
7. Other children **Living Outside The Catchment Area of The School** (see Definition C).

Definitions

A Looked after children or children who were previously looked after

This criterion provides a priority for children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services

functions (see the definition in section 22(1) of the Children Act 1989) at the time of making an application. Previously looked after children are those who were previously looked after but immediately after being looked after became subject to an adoption order, child arrangements order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangement orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

B Serious medical, physical or psychological condition

Where a place is requested for a child or family who have a serious medical, physical or psychological condition, you must supply supporting independent evidence at the time of application confirming the reason(s) why attendance at Andrews' Endowed Church of England Primary School is essential rather than any other school. You must also describe the difficulties that would be caused if the child had to attend another school. The evidence should be provided by a suitably qualified professional. The evidence will be considered carefully in confidence by the admissions committee of the Governing Body, who will endeavour to reach a fair and equitable decision.

C The Catchment Area

The catchment area for Andrews' Endowed Church of England Primary School is the district of Holybourne within the Ecclesiastical Parish of The Resurrection, Alton as defined by the Local Authority catchment area. (See attached map). The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

Moving home

For house moves after the application deadline an exchange of contracts or a signed tenancy agreement (usually for a 12 months duration) will be accepted as proof of address, but parents may subsequently be asked to demonstrate that the child is resident at the new address and any place offered may be withdrawn if this evidence cannot be provided.

- As a result of a house move notified to the County Admissions Team by **midnight on 15 January 2020** parents may, at the same time, change the schools named in their original on-time application. Additionally, where a house move has been notified to the County Admissions Team by the above date, the application will be considered in relation to the new address unless the applicant specifically requests that the child's address on the relevant closing date is used instead.
- A new address resulting from a house move notified after **15 January 2020** will be used to communicate the outcome of the application but cannot be used to determine the outcome of an on-time application made from the previous address.

Overseas residents, with a planned relocation to Hampshire will be asked to provide exchange of contracts, signed tenancy agreement (usually of 12 month duration) or other evidence to substantiate ownership of the property. If this cannot be provided, the applicant's current (overseas) address will be used in the application.

For UK service families with official proof of posting to Hampshire and of a relocation date, a Unit postal address, quartering area address or future home address will be accepted as the address for the application, in accordance with the School Admissions Code.

D Siblings

'Sibling' refers to a brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, step brother or step sister, foster brother or foster sister living as one family unit at the same address. It will also be applied to situations where a full, half or adopted brother or sister are living at separate addresses. Categories 3 and 5 include children who at the time of application have a sibling for whom the offer of a place at the preferred School has been accepted, even if the sibling is not yet attending.

E Active member of a Christian Church

'Active member of a Christian church' is defined as attending worship at a church under the definition given in this policy at least once a month for the previous two years before the deadline for admissions. Parents applying under criterion 6 are required to complete a Supplementary Information Form (SIF), which asks for declaration and verification of your child's or your active membership. The SIF, which is available from the County website www.hants.gov.uk or **The School** website www.andrewsendowed.co.uk must be completed and returned to **The School** by **midnight on 15 January 2020**. (As it is a paper form that needs to be signed, the SIF is not available for completion online.) In order to ensure that you have the required church attendance you may need to complete two or more forms. This is normally more applicable to those who have moved into the area but attended church at their previous address.

If a disability or other 'special needs' circumstance prevents regular attendance (as defined above) at a specific place of worship but the person concerned is recognised by the church leaders as a 'regular worshipper' then this can be taken into consideration in your declaration and the verification of your "Active membership of a Christian Church". A recent Adjudication stated that in order to ensure that the parents who are applying under this criterion are correctly consulted, the churches named must display the Admissions Policy and notify those attending that it is available.

F **List of Christian Churches used for admission to The School**

Antiochian Orthodox Church, Apostolic Congress, Armenian Orthodox Church, Assemblies of God, Baptist Union of Great Britain, The Butts Church (Alton), Catholic Bishops' Conference of England and Wales, Cherubim and Seraphim Council of Churches, Church of England, Church of God of Prophecy, Church of Scotland (Presbytery of England), Churches in Communities International, Congregational Federation, Coptic Orthodox Church, Council of African and Caribbean Churches UK, Council of Lutheran Churches, Council of Oriental Orthodox Christian Churches, Elim Pentecostal Church, Evangelical Lutheran Church of England, Evangelische Synode Deutscher Sprache in Großbritannien, Exarchate of Orthodox Parishes of the Russian Tradition (Ecumenical Patriarchate), Free Church of England, Ground Level, Ichthus Christian Fellowship, The Harvest Church (Alton), Independent Methodist Churches, International Ministerial Council of Great Britain, Joint Council for Anglo-Caribbean Churches, Malankara Orthodox Syrian Church (Indian Orthodox Church), Mar Thoma Church, Methodist Church, Moravian Church, New Testament Assembly, New Testament Church of God, Oecumenical Patriarchate, Pioneer, Redeemed Christian Church of God, Religious Society of Friends, Roman Catholic Church, Ruach Network of Churches, Russian Orthodox Church (Moscow Patriarchate), Salvation Army, Transatlantic Pacific Alliance of Churches, United Reformed Church, Wesleyan Holiness Church.

Additional Information

Tie-breaker

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Distances will be measured from the Ordnance Survey home address point to the school address point using Hampshire County Council's Geographic Information Systems (GIS). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. Where two or more

applicants are equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the County website.

Who can apply?

Only a parent can apply for a place at a school. A parent is any person who has parental responsibility for or is the legal guardian of the child, as set out in the Children Act 1989.

How to apply

The Local Authority operates a Co-ordinated Admissions scheme which processes all main round (ordinary) admission applications. They also publish a Composite Prospectus which details all admission arrangements for schools within the Local Authority. Please see <http://www3.hants.gov.uk/education/admissions.html> for the prospectus and details of the scheme.

You must complete a Local Authority Application Form available from website <http://www3.hants.gov.uk/education/admissions/ad-applyonline.html>. Should you wish to use a paper application, please contact the school office who will be pleased to issue you with one.

Offering places

The Local Governing Body will consider first all those applications received by the published deadline of **midnight on 15 January 2020**. Notifications to parents offering a place will be sent by the Local Authority on **16 April 2020**.

Applications made after **midnight on 15 January 2020** will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admission round, all on-time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

Pupils with an Education Health Care Plan

The Governing Body will admit any pupil whose Education Health Care Plan (EHCP) names **Andrews' Endowed Church of England Primary School**. Where possible these children will be admitted within the PAN.

Multiple births

Where a twin or child from a multiple birth is admitted to the school under this policy, then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the **Andrews' Endowed Church of England Primary School PAN**.

In-year applications (ordinary)

The allocation of any places which may become available during the year will be made on the basis of the current Admissions Criteria. There are no deadline dates for in year applications. Applications must be made using the Local Authority Admission Form available on line at <http://www3.hants.gov.uk/education/admissions/ad-applyonline.html> or via a paper form which can be collected from the school office. Any parent with parental responsibility can apply for a place for their child at any time to any school. The Local Governing Body will decide whether a place can be offered at **Andrews Endowed Church of England Primary School**.

In-Year Fair Access placements by the local authority

The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the local authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

School Closures

In the event of a school closure, pupils from the closing school may be given priority for any school nominated as the receiving school. Specific arrangements will be determined by the Local Authority in accordance with the School Admissions Code and will be published at the time for the specific school affected.

Waiting lists

When all available places have been allocated a waiting list will be operated by **Andrews' Endowed Church of England Primary School**.

All children not being offered a place will automatically be placed on the waiting list for **The School**. Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Fair Access admissions and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority; and
- periodically when parents, with a child on the waiting list, will be contacted and asked if they wish to remain on the list for the following school year.

At the time of receiving an offer of a school place parents will be advised of the process for adding their child's name to a school's waiting list. Parents may keep their child's name on the waiting list of as many schools or academies as they wish and for as long as they wish.

Starting school and deferred entry to Year R

Pupils born between 1 September 2015 and 31 August 2016 (inclusive) are entitled to full-time schooling from September 2020. Parents can choose to defer their child's admission until later in the school year (but not beyond the start of the term after they reach compulsory school age). Children can also attend part-time until they reach compulsory school age. Parents must discuss their child's starting arrangements with the school once an offer has been secured.

Children with birthdays between:

- 1 September and 31 December 2015 (inclusive) reach compulsory school age on 31 December 2020, at the start of the spring term 2021.
- 1 January and 31 March 2016 (inclusive) reach compulsory school age on 31 March 2021, at the start of the summer term 2021.
- 1 April and 31 August 2016 (inclusive) reach compulsory school age on 31 August 2021, at the start of the new school year in September 2021.

Parents of summer born children (those born between 1 April and 31 August) who are particularly concerned about their child's readiness for school can request to delay their child's entry to Year R for an entire school year until September 2021. In making such a request, parents would be expected to state clearly why they felt decelerated admission to Year R was in their child's best

interests. It is recommended that parents considering such a request contact the school in the autumn term 2019 to ensure that an informed decision is made.

Admission of children outside their normal age group

Parents who have deferred entry into Year R or of a gifted and talented child or a child who has experienced problems or missed part of a year, for example due to ill health, can request a place outside the normal age group. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than year 1. The Governing Body will make a decision on the basis of the circumstances of each case. Parents do not have a right to appeal if they have been offered a place and it is not in the year group they would like.

Admission Appeals

If you are unsuccessful in being offered a place for your child at **Andrews' Endowed Church of England Primary School** you will be informed by The Local Authority in writing, be given reasons for the refusal and informed of your right to an independent appeal against the decision.

Warning

Places are withdrawn every year because parents give false information on application forms, e.g. a false 'home address'. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there. In fairness to all parents, all allegations of fraudulent practice brought to the Governing Body's attention will be investigated. The Governing Body reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

Legislation

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admissions Code (published by the DfE in 2014).

Further Information

If you require further information about applying for a place at Andrews' Endowed Church of England Primary School please contact The School.

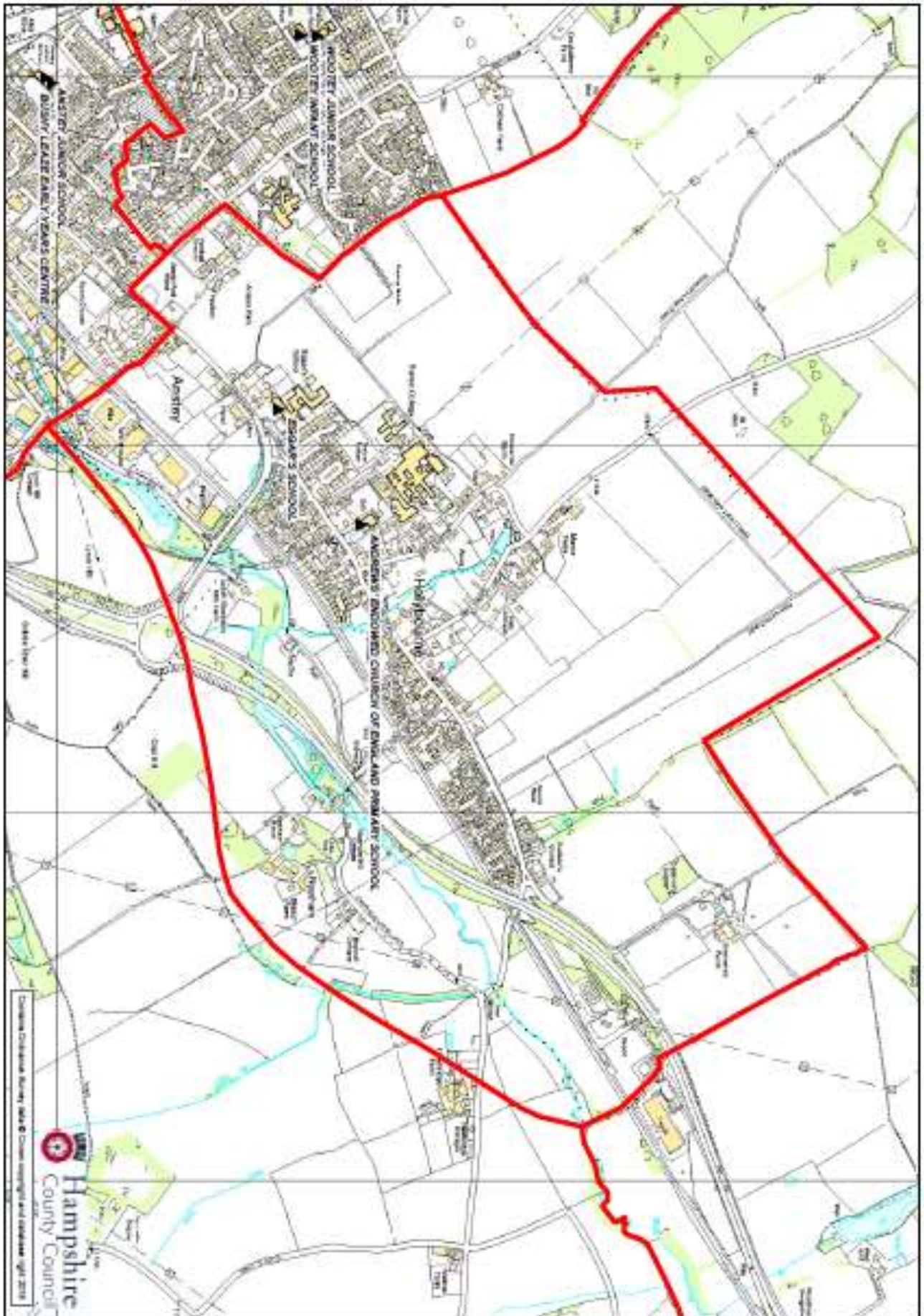
Andrews' Endowed Church of England Primary School
92 London Road, Holybourne, Alton, Hampshire GU34 4EL

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APPENDIX 1 - MAP OF THE CATCHMENT AREA OF THE SCHOOL



Andrews' Endowed Church of England (Aided) Primary School SUPPLEMENTARY INFORMATION FORM

Only for use to support admission applications using the 'Active member of a Christian church' criteria.

The purpose of the Supplementary Information Form is to declare and have verified that the child or a parent is an 'Active member of a Christian church'.

You must complete this form, have it signed by a suitable church official, and return it to **The School** as soon as possible but before the deadline of **midnight on 15th January 2020**.

(The suitable church official is usually the priest of your church or if there is none, a person authorised to do so by your church. Should there be an interregnum the SIF may be verified by a churchwarden or other suitable official on behalf of the parish. Please ask at your church, or the church school you are applying to, who is suitable to verify your declaration)

	I _____	(Parent or Child's Name)
	Of _____	(Address)

	Being the Parent of _____	
	(Child's Name)	(Child's Date of Birth)
applying for a place at	Andrews' Endowed Church of England (Aided) Primary School	
declare that I have attended worship at a church in the list of Christian Churches listed in the Admissions Policy at least once a month for the previous two years before the deadline for admissions of midnight on 15th January 2020 .		<small>please tick</small>
Please give the name of the church you attend in the space below. Thank you.		
Name of Church: _____		
Parental or Child's signature <small>(Please sign below)</small>	Please print your name below.	
Date: _____		

PLEASE GET THIS FORM SIGNED BY THE PERSON VERIFYING YOUR DECLARATION

I verify that the information given above is correct.	
Signature	
Please print your name	
Status within the church (Vicar / Priest in Charge etc)	
Date	
Your contact address / telephone	

The information you give may be processed electronically and stored on computer for administrative purposes in accordance with the Data Protection Act 1998.

When completed and signed by the church official please return to Andrews' Endowed CE(A) Primary School as soon as possible and not later the closing date of midnight on 15th January 2020.

For School Use Only

Accepted by **The School** as a verified 'Active member of a Christian church' declaration and signed on behalf of the Governing Body by

Name of person signing on behalf of the Governing Body.	Name	Signature	Date
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