



## **Arundel Church of England Primary School Admissions Arrangements 2019/20**

These Admission Arrangements reflect the statutory requirements of the Department for Education 2014 School Admissions Code and the 2012 School Admissions Appeals Code [www.education.gov.uk](http://www.education.gov.uk). The documents were compiled by the school governors and are published on the school website following a public consultation.

The administrative practices described in these arrangements are designed to be fair and reasonable and the information provided is intended to explain:

- How to apply for a place at Arundel Church of England Primary School (Voluntary Aided)
- How the Admissions Authority administers admission applications
- How to appeal against a decision to refuse admission

Please contact the school office if you would like to discuss these admission arrangements or your particular circumstances in more detail:

**School Website:** [www.arundelchurchofenglandschool.org.uk](http://www.arundelchurchofenglandschool.org.uk)

**Admissions contact:** Mrs Spencer, School Business Manager, telephone 01903 883149

**School Office Email:** [office@arundel.w-sussex.sch.uk](mailto:office@arundel.w-sussex.sch.uk)

### **Our Vision Statement**

Love of God, Love of Neighbour, Love of Learning

### **Our Mission Statement**

We view each child as a gift from God. We aim to inspire, striving for the highest academic standards. Our mission is to develop young people with active and creative minds, a sense of understanding and compassion for others, and the courage to act on their beliefs. We stress the development of each child as a unique person. We nurture them to become confident, caring, respectful and responsible members of our global society.

## **About our School 1.1**

Arundel Church of England Voluntary Aided Primary School is in the Diocese of Chichester and is maintained by West Sussex Local Authority. The school provides a distinctively Christian education for children aged 4+ to 11 years, with priority given to children who live and worship within the ecclesiastical parishes of Arundel and South Stoke (see catchment map). As an Anglican school we uphold the principals of the Chichester Diocesan aim of being "distinctively Christian" and "serving the local community" and as such welcome applications from all faiths and backgrounds.

Our school typically has about 200 pupils on roll between the ages of 4 and 11. Our school is organised into seven classes. The classes are arranged according to the year groups of the National Curriculum. Children enter the school at Year R (Reception) and progress through the school leaving our care at the end of Year 6 when they transfer onto secondary school. Each class has their own teacher but there are times when teachers exchange classes or teach small groups to provide the maximum benefit to the children.

Our school is well resourced; with well planned continued improvements. We have an area set aside for our Forest school provision, a full sized football field and The Circle garden for quite time. We have easy access to the town which has many enrichment opportunities e.g. a castle, church, cathedral, river, outdoor swimming lido, fire station and train station. We offer extended provision as well as a range of extra- curricular opportunities including school clubs and residential visits.

As Arundel Church of England Primary School is a Voluntary Aided School, the Governing Body is the Admissions Authority and responsible for admissions.

## **Visiting the School 1.2**

We encourage parents to visit our school in order to find out more about how we work and the education we offer. Parents are welcome to arrange a visit by contacting the school office. However, such visits do not form part of the process of allocating a school place.

## **The Published Admission Number (PAN) 1.3**

Our statutory Published Admission Number applies to the year of entry (year R). This indicates the minimum number of places that will be offered if sufficient applications are received. The governors will consider all applications for Year R in accordance with these admission arrangements and places will be offered until the Published Admission Number is reached, at which point the governors will consider whether the resources available at the time will enable additional places to be made available. If not, the decision will be to refuse all applications that would lead to admissions of a pupil above the PAN. (see 6.10)

The PAN set for 2019/20 academic year is 30

The same number has been set as a non-statutory admissions limit for all other year groups. This may be adjusted from time to time according to the level of resources available at the school and the preferred class organisation.

## **The Process for Applying for a School Place (Normal Admissions Round) 1.4**

- The Common Application Form (CAF) All applications for places must be made on the Common Application Form which is available either from the Local Authority (where the parent lives) or on that Local Authority's website. For a valid application, the CAF must be returned either online or in the paper form by 15 January 2019
- Requests for a place should also be made to Arundel Church of England Primary School, using a Supplementary Information Form (SIF).
- The Arundel Church of England Primary School Supplementary Information Form (SIF) are included below. They are also available on the school website and from the school in paper form. As an Aided School it is essential that these forms are completed and returned to the school office.
- Places will be allocated in the following April and you will be notified if your application has been successful by the Local Authority

## **Date of Admission to the School for 2019/20 1.5**

Children may enter the School at the beginning of the academic year following their 4th birthday.

### **Delayed Entry to School**

While a child is below statutory school age, the parent (see 6.4) may choose to defer his/her child's entry to school until later in the school year. However, parents cannot defer beyond the point at which the child reaches statutory school age, or beyond the start of the last term in the school year.

### **Full or Part Time Start**

A parent may apply for his/her to start school for the first time in the September following their fourth birthday. Where a place is offered, a parent may choose for the child to start full time from day one, or to attend on a part time basis until statutory school age is reached ( the start of the term after the child reached their fifth birthday).

### **Summer Born Children and Deferral of Entry into the Following Year**

Each application for such deferral is treated by the school on an individual basis, considering the evidence supplied, this will be from professionals who know the child and from parents. If parents wish to request this, they need to apply in the chronological year (i.e. the year in which the child would normally be entering school) and at the same time submit a request to the school for deferral for entry the following year. If this is agreed by the governors, after reviewing the evidence for the request and in consultation with the head and any others involved with the child, then the place cannot be held open and the parents **will need to apply again** the next year in the normal way. The school will then treat and rank the application according to the criteria published in the admission arrangements along with all

others received. Please be aware that although the deferral may be agreed, **there is no guarantee of a place being available at the school for the following year.**

Parents can request entrance to Reception or Year 1.

### **Admissions Criteria 2.1**

Priority is given to:-

- any child with a Statement of Special Educational Needs or an Education Health and Care Plan that names Arundel Church of England Primary School as the school the child must attend (see 6.9)

Then priority is given to:-

1. 'Looked after children or children who were previously looked after but immediately after being looked after became subject to a child arrangements order or special guardianship order (A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions. The definition in Section 22(1) of the Children Act 1989 applies)
2. Children of Parents whose home address is within the ecclesiastical parishes of Arundel and South Stoke and who worship regularly at either of the parish churches. (See 6.4 & 6.6 )
3. Children who have a sibling in the school at the time of admission or previously on the roll. (see 6.2)
4. Children of parents whose home address is within the ecclesiastical parishes of Arundel and South Stoke. (see 6.4)
5. Children of parents who regularly worship at either of the parish churches of Arundel and South Stoke. (see 6.4)
6. Children of parents who regularly worship at another Christian Church. (see 6.4)
7. Service or other premium children who must provide evidence of status, if not supplied from their pre-school setting.
8. Children of parents who desire a place in the school. (see 6.3 & 6.4)

Late applications are considered after all those applications received by the specified deadline. Where a waiting list exists, admissions criteria from these applications can re-rank the any existing waiting list.

### **Tie Breaker 2.2**

Where the Published Admission Number is reached part way through any criterion, a straight-line measurement between home (see 6.5) and the school will be calculated for

every child satisfying that criterion. The distance will be measured using a Geographic Information System method employing the use of electronic mapping software to calculate the distance 'between the front door of the child's permanent home and the main gate of the school'. Places will be offered for those children living nearest to the school until all available places have been allocated. Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two or more children's homes and the school are exactly the same. This process will involve the drawing of lots, which will be supervised by a person independent of the Admissions Authority.

### **Admission to any year group during the academic year (in-year admission) 3.1**

Applications can be submitted at any time during the academic year, by completing the governor's in year application and returning this directly to the school office. The governors will not consider any applications received during school holiday periods until school resumes. The application form is available to download from the school website, or a copy can be obtained from the school office. Where applicable, a separate Supplementary Information Form (SIF) may also be required with the application form and is available from the school office.

The governors Admissions Committee will take admissions decisions within five days in the order that application forms are received. Where the request is for the child's chronological age group and there is a place available, the decision will normally be to admit the child concerned and the applicants will be notified in writing.

Where the governors have more than one application to consider at any one time for the same year group, they may need to apply the published admissions criteria in order to determine a priority for admission where insufficient places exist (see admissions criteria).

Where the requested chronological age group is oversubscribed, the governors will carefully consider whether an additional child might be admitted to the school without impacting on the available resources or affecting the delivery of education. If refused admission, the applicants will be notified in writing of the reasons for refusal and about how to appeal against the governor's decision.

In-year decision letters are sent out from the Local Authority within five school days of the Admissions Committee decision being taken. Applicants will be expected to confirm their acceptance of any place offered within 21 school days.

**The school supports fair access to school for all children.** Therefore, subject to the information provided on the application form and the circumstances at the school, the Admissions Committee may decide to refer an application that has been refused to the Local Authority (LA) where one or more of the criteria set out in the authorities Fair Access Protocol is satisfied. A referral would be made where a child is deemed to require a higher level of support than can reasonably be provided at the school. The Fair Access Protocol enables the LA to engage directly with a family and so help identify an alternative educational placement as soon as possible. Applicants are advised to refer to the LA Fair Access Protocol before submitting an in-year application form.

## **Applications for Children to enter a Year Group Other than Chronological Age 4.1**

Parents may request a place for their child in a year group other than his/her chronological age year group. The Admissions Committee will consider requests on a 'case by case' basis according to the information submitted. This should clearly demonstrate the particular needs of the child. For example that: he/she requires some specific additional support while at school or conversely that there are overwhelming reasons for a gifted and talented child to be taught above his/her age range. If a place cannot be made available in the preferred year group, but can be provided for in the chronological age year group, there will be no right of appeal against the Admissions Authority's decision. If the request is refused and an alternative place cannot be made available in the chronological age year group, then the applicant will have the legal right to appeal against the decision to refuse.

Placements in year groups other than chronological age will be reviewed on a regular basis and, where appropriate, a decision taken in conjunction with the child's parents, teaching staff and other professionals as to whether the arrangements should continue or the child be returned to his/her chronological age year group.

### **Appeals Procedure 5.1**

Whenever an application for a school place is refused, the legal right to appeal against the decision will be offered to the applicant.

An appeal timetable is published annually on the school website by the 28th February. This sets out the timeframe for the various stages in the appeal process and includes statutory dates by which appeals must be heard.

An appeal form relating to an in-year application decision may be submitted directly to the school office at any time following the issue of the decision letter, during the academic year.

The Appeal Form is available to download from the school website or can be collected or sent out from the School Office. This form must be used for all appeals in connection with decisions issued by the Admissions Committee.

The Admissions Committee does not administer appeal hearings during school holidays. Appeal forms received when the school is closed will not be processed until the school resumes.

## **Definitions and Important Information**

### **Waiting Lists 6.1**

In accordance with statutory requirements the governors will maintain a waiting list for the Reception year group until the end of the Autumn school term each year ( 31st December). This will hold the names of all children refused admission to this school year

group, ranked according to the published admissions criteria. Each child added to the waiting list will require the waiting list to be re-ranked. Waiting lists are held for each year group. Waiting lists shut down and names are removed at the end of each academic year and a new application will need to be submitted for the following year.

### **Sibling 6.2**

For the purpose of school admission, sibling is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister, or children of the same household at the time of admission.

### **Children from Overseas 6.3**

Application will be considered for children living overseas who have who have European Economic Area (EEA) citizenship, are United Kingdom (UK) citizens living abroad, or who hold an appropriate Home Office Visa at the time of application. All overseas applications will be considered according to the child's home address at the time of submission unless proof of the child's future UK address is provided with the application. The only exceptions are children of UK Service personnel and other Crown Servants (including Diplomats) returning to the UK with a confirmed posting within the area.

### **Parent 6.4**

A 'parent' in educational law includes natural parents, whether they are married or not and a person other than the natural parent(s) who has parental responsibility or care of a child or young person. Having 'care' of a child or young person means that person who looks after the child and with whom the child lives, irrespective of what their relationship is with the child.

### **Home Address 6.5**

For the purposes of school admission, the school's definition of a child's home address is considered to be where the child spends the majority of their time with the person(s) who legally have care of the child. Documentary evidence of house ownership or a minimum six-month rental agreement maybe required, together with proof of the child's residence at the property concerned. Places will not be allocated on the basis of a future house move unless this can be confirmed through the exchange of contract or a signed formal lease agreement in place at the time of application, an address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. The governors may withdraw the offer.

### **Worship and Regular Attendance 6.6**

Christian in this context refers to "belief in God who is Father, Son (Jesus Christ) & Holy Spirit and is a member of the Churches Together in Britain and Ireland (CTBI). Practice is defined as a minimum of one day per month attendance at a service of Christian worship for a minimum of six months prior to application.

### **Supplementary Information Form (SIF) 6.7**

The governors SIF must be completed in order to provide the required evidence in connection with criterion 2, 5 & 6. Applicants must ensure that the vicar, priest, minister, pastor or warden of their Church also completes the relevant sections. A completed SIF may be submitted with the school place application form or separately to the school office before the relevant published application deadline.

### **Distance Measurements 6.8**

For the purpose of measuring home to school distance, all calculations will be based on a straight -line measurement between the main gate of the school and the front door of the child's home address (as previously defined) using Ordinance Survey mapping or a Geographical Information System (GIS) method.

Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two or more children's homes and the school are exactly the same. This process will involve the drawing of lots, which will be supervised by a person independent of the Admissions Authority.

### **Children with a Statement of Special Educational Needs or Education Health and Care Plan 6.9**

Children with a Statement of Special Educational Needs or an Education Health and Care Plan are admitted to school in accordance with a separate process administered by the Local Authority (LA) in whose area the child lives. The governors must always admit a child whose Statement or Plan names Arundel Church of England School Primary School.

### **Infant Class Size 6.10**

See School Admissions Code Sections 2.15 and 3.15

### **Withdrawing an Allocated Place 6.11**

The governors will expect parents to confirm by post or email within 21 school days, their acceptance of any place offered at the school. In the case of in-year applications, the child must then be attending the school within five weeks of the date of the original offer letter. The governors reserve the right to withdraw the offer of a place if these conditions are not met and to reallocate the place to the highest ranked child on the waiting list, or to a new applicant where no waiting list exists. The governors may also withdraw the offer of a school place if information supplied is false or it is subsequently found to be fraudulent e.g. the child's home address

### **Catchment Map 6.12**

Available online and to view in the school office