



COULSDON CHURCH OF ENGLAND PRIMARY SCHOOL

Bradmore Green, Old Coulsdon, Surrey, CR5 1ED

Tel: 01737 554789

ADMISSIONS POLICY 2011-2012

The ethos of this school is to enable every child to learn and develop in a Christian environment. We ask all parents of whatever faith applying for a place here to recognize and support this ethos and its importance to the school.

Parents are welcome to visit our school by arranging an appointment with the Headteacher, who will be pleased to show parents around the school, explain the curriculum and general procedures and answer queries. As well as completing the LA's Common Application Form (CAF) a supplementary application form, obtainable from the school, must be completed by those wishing to apply under criteria 3, 4 and 6. Where no supplementary form is received by the closing date, the application will be considered under the other criteria as appropriate.

Applications for Reception Class may be made during the Autumn Term 2010; the closing date for applications for Reception Class will be that set by the LA for new admissions in the following September.

The admission number for the school year will be 30.

An Admissions Committee will consist of a minimum of three governors who will consider applications for admission of a child to the school and their recommendations will be reported to the Governing Body. They will follow the order of the criteria set out below, including the sub-sections, in deciding to admit the child.

The Admissions Policy should be read and the forms completed with reference to the Explanatory Notes attached.

CRITERIA

1. Any looked after children.
2. Children who have exceptional and professionally supported social or medical needs. This must be supported by written evidence at the time of application, eg, from a specialist health professional, social worker or other care professional. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.
3. Children who worship with their parent at the parish Church of St John the Evangelist, Coulsdon and who :-
 - a) attend weekly and whose named parent is actively involved and committed in other aspects of church life.
Then those who b) attend fortnightly and whose named parent is actively involved and committed in other aspects of church life.
Then those who c) attend monthly or more and whose named parent is actively involved and committed in other aspects of church life.

When there are more applicants than places in any of the above categories a), b) and c), active involvement and commitment in church life will be evidenced by, for example whether the parent is a communicant member in the Church of England, whether the child is baptised; by participation in, for example, church committees, prayer groups, house groups, working parties or acting as sidesmen, lay readers or leaders of Alpha groups. Places will be offered to those children whose named parent is most involved in these activities; no greater weight will be given to any particular activity, but the number of activities will be taken into account. Evidence will be sought).

Should the governors be unable to differentiate between applicants on the basis of involvement in church life, the place will be given to the child who lives closest to the school as measured in Criterion 7.

4. Children who worship with their parent at some other Church of England Church, provided that they reside within the parish of St John the Evangelist, Coulsdon and who :-

a) attend weekly and whose named parent is actively involved and committed in other aspects of church life.

Then those who **b)** attend fortnightly and whose named parent is actively involved and committed in other aspects of church life.

Then those who **c)** attend monthly or more and whose named parent is actively involved and committed in other aspects of church life.

When there are more applicants than places in any of the above categories a), b) and c), active involvement and commitment in church life will be evidenced by, for example, whether the parent is a communicant member in the Church of England, whether the child is baptised; by participation in, for example, church committees, prayer groups, house groups, working parties or acting as sidesmen, lay readers or as leaders of Alpha groups.. Places will be offered to those children whose named parent is most involved in these activities; no greater weight will be given to any particular activity, but the number of activities will be taken into account. (Evidence will be sought).

Should the governors be unable to differentiate between applicants on the basis of involvement in church life, the place will be given to the child who lives closest to the school as measured in Criterion 7.

5. Children who are related as a sibling to a pupil who will still be at the school at the time of admission and who lives at the same address.

6. Children who worship with their parents at another Christian Church other than the Church of England, provided they reside within the parish of St John the Evangelist, Coulsdon and who :-

a) attend weekly and whose named parent is actively involved and committed in other aspects of church life.

Then those who **b)** attend fortnightly and whose named parent is actively involved and committed in other aspects of church life.

Then those who **c)** attend monthly or more and whose named parent is actively involved and committed in other aspects of church life.

When there are more applicants than places in any of the above categories a), b) and c), active involvement and commitment in church life will be evidenced by, for example, whether the parent has full adult membership of their church; by participation in, for example, church committees, prayer groups, house groups, working parties or acting as sidesmen or lay readers. Places will be offered to those children whose named parent is most involved and committed in these activities; no greater weight will be given to any particular activity, but the number of activities will be taken into account. (Evidence will be sought).

Should the governors be unable to differentiate between applicants on the basis of involvement in church life, the place will be given to the child who lives closest to the school as measured in Criterion 7.

7. Any remaining places will be allocated in order of nearness of child's home to the school, measured as the crow flies to the school gate in Bradmore Way. Distance measurements will be provided by the LA, or else the means to do this, or calculated using a ruler and a large scale map. The same method will be used for all applicants. If two applicants live equidistance from the school, admission will be determined by the drawing of lots by an independent person.

* **Parent** is defined in **3, 4** and **6** as the parent or carer (natural, adoptive or legal guardian), who is included in the application form, who lives at the same address as the child and who is nominated on the supplementary form as the one most actively involved in church life.

LA Coordinated Admissions

The school will be part of the local education authority's scheme for coordinated primary admissions and therefore the application procedure and timetable will match the LA's scheme. Applicants must complete both the Borough's Common Application Form (CAF) and the school's supplementary form, if they wish to be considered under the church criteria. The supplementary form must be completed and returned to the school by the LA's closing date for applications. It is important to ensure that you name the school as one of your preferences on the CAF, otherwise the governors will not be able to consider your application for a place. Any late applications will be considered in accordance with the procedure outlined in the coordinated scheme.

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POLICY FOR IN-YEAR /CASUAL ADMISSIONS (from September 2011)

The ethos of this school is to enable every child to learn and develop in a Christian environment. We ask all parents of whatever faith applying for a place here to recognize and support this ethos and its importance to the school.

Casual vacancies occur when a child is withdrawn from the school. A parent withdrawing a child must give notice in writing, with a definite date when the child will leave the school.
No offer will be made to anyone else more than two weeks before that date.

Applications to join the school should first be made by arranging an appointment with the headteacher. After a visit to school, parents will be given an application form to complete. All applications must be in writing, and that application will be acknowledged within a week. This acknowledgement will inform the parents of their right to appeal if no place is offered to their child.

Admissions will be decided by the Admissions Committee and reported to the Governing Body. No offer will be made which will take the class above 30 pupils.
If there are more applicants on the waiting list than there are vacancies available the school's admissions criteria will be applied at the time a vacancy becomes valid.

The Admissions Policy should be read and the form completed with reference to the Explanatory Notes attached.

**EXPLANATORY NOTES FOR ADMISSION TO RECEPTION
CLASS OR AS AN IN-YEAR/ CASUAL ADMISSION (from September 2011)**

- 1.** For criteria **3, 4** and **6** evidence will be sought from the Rector, Vicar, Minister or a senior church official where the living is vacant, of the church where the parent(s) and child regularly worship. The parent(s) and child should have attended church for at least a year prior to application. If a family has recently moved into the area or has attended their church for less than a year, evidence will be required from their previous minister (please give details), of previous attendance. All referees will be asked to provide a written statement, which must be received at the school by 25th January 2008 in the case of Reception Class. Please inform your Priest or Minister before using his or her name to support your application.
- 2.** Christian churches are defined as members of a recognized Christian body such as Churches Together in England.
- 3.** The term ‘looked after child’ has the same meaning as in Section 22 of the Children’s Act 1989 and means any child in the care of a local authority or provided with accommodation by them (for example, children with foster parents)
- 4.** If there are insufficient places for all applicants fulfilling criterion **3, 4** or **6**, then distance (as measured in Criterion **7**) will be used to differentiate between applicants.
- 5** When they prioritise children the Admissions Panel has no knowledge of the order of school preference expressed by the parent(s).
- 6.** Offers of places in Reception Class will be dispatched according to the date set by the LA (Usually by the end of March).
- 7.** Applicants who do not gain admission to either Reception or as a casual admission to any other class, have the right of appeal to an independent Appeals Panel. An Admission Appeals form should be obtained from the school. Any appeal should be received in writing within 14 days of the date of the letter notifying the decision.
An Appeal Panel consists of people who are independent of the school and their decision following the appeal is binding on both the parents and the school. A decision to appeal does not prejudice a child’s position on the waiting list.
- 8.** When a parent is refused a place in either Reception or as a casual admission to any other class, their child’s name will be placed on a waiting list. In the event of a place becoming available and there being more than one name on the waiting list for that class, the applications will be considered in accordance with the criteria of the Admissions Policy. The child’s name will stay on the list until the end of the Autumn Term 2011. Those parents who wish their child’s name to remain on the list after that will need to let the school know.
- 9.** Sibling refers to a blood brother or sister, a step brother or sister and a fostered brother or sister, living at the same address.