



**COULSDON CHURCH OF ENGLAND PRIMARY SCHOOL**  
Bradmore Green, Old Coulsdon, Surrey, CR5 1ED  
Telephone: 01737 554789

## **Admissions Policy 2024-25**

**Coulsdon Church of England Primary School** has a distinctive Christian ethos which is at the heart of this school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents/legal carers/ guardians to respect the Christian ethos of our school and its importance to our community.

**Parents / legal carers / guardians** are welcome to visit our school should they wish, by arrangements with the school office. An open day is held in October/November, when we will be pleased to show parents / legal carers / guardians around the school, explain the curriculum and answer any questions.

**The Governing Body** is responsible for the admission of pupils to the school and admits 30 pupils to the reception class each year. The school is part of the Local Education Authority's scheme for co-ordinated primary admissions and therefore the application procedure and timetable will match the LA's scheme. Applicants living in Croydon must complete both the Borough's Common Application Form (CAF) and return it to the LA and, if the applicant wishes to be considered for a Foundation place, the school's Supplementary Information Form (obtainable from the school). The Supplementary Information 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 Governors will not be able to consider the application for a Foundation place. 'Out of Borough' applicants should complete their home local authority's CAF. Offers of places in Reception Class will be dispatched by the LA according to the date set by the LA.

Any reference to church attendance must be put on the **Supplementary Information Form**.

Where no Supplementary Information Form is received at the school by the closing date, the application will be considered under the Open place criteria and not the Foundation place criteria.

Please note that an application may only be made for **either** a Foundation place **or** an Open place but not for both. **Note 5** should be read carefully if the application is regarding a **sibling**.

**Applications** for Reception class may be made during the Autumn Term 2023; the closing date for applications for Reception class will be 15 January 2024. The school admits children to the reception class in the September of the school year in which the child attains the age of 5 years. (The school year runs from September 1st to August 31st). All parents / legal carers / guardians are entitled to a full-time place for their child in the Reception class from September but may defer entry until the beginning of the term after their child is 5 years old (i.e. when the child reaches compulsory school age) or until the beginning of the summer term, whichever is earlier. Children may attend part-time until the child reaches compulsory school age. Parents/ legal carers/ guardians who have been offered a place at the school and wish to defer entry for their child and/or attend part-time must put this in writing to the head teacher at the earliest opportunity and before the start of the Autumn term.

The Governing Body is required to abide by the maximum limits for infant classes i.e. 30 pupils per class

**Fair Access Protocol** The school is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.

**Education out of normal (chronological) age group** Children are normally educated in school with others of their age group; however, in exceptional circumstances parents / legal carers / guardians may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents / legal carers / guardians must state clearly why they consider admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

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

### ***Over-subscription criteria***

#### **(A) Foundation Places**

The Governing Body has designated 20 places to be offered to pupils whose parent / legal carer / guardian is a faithful and regular worshipper at St John the Evangelist, another Anglican Church or other Christian Church (see note 1) (after the admission of any children with an Educational Health Care Plan which names this school). Written evidence of applicants' commitment to their place of worship will be required at the time of application on the school's **Supplementary Information Form** which must be returned to the school; this evidence must be endorsed by your priest. If there are more than 20 applicants who qualify for a Foundation place, places will be allocated according to the following criteria. These are stated in order of priority:

- (i) looked after children or previously looked after children (see note 2);
- (ii) children with an exceptional and professionally supported medical or social need for a place at this school (see note 3);
- (iii) children whose parent/ legal carer / guardian is a faithful and regular worshipper (see note 4) at St John the Evangelist Parish Church;
- (iv) children whose parent/ legal carer / guardian is a faithful and regular worshipper (see note 4) at another Anglican or other Christian Church and who will have a brother or sister (see note 5) in the school at the time of admission;
- (v) children whose parent/ legal carer / guardian is a faithful and regular worshipper (see note 4) at another Anglican Church, provided that they reside within the parish of St John the Evangelist, Coulsdon (see note 6);
- (vi) children whose parent/ legal carer / guardian is a faithful and regular worshipper (see note 4) at another Christian Church other than the Anglican Church, provided that they reside within the parish of St John the Evangelist, Coulsdon (see note 6) In the event of over-subscription in any of the above church criteria, priority will be determined in order of regularity of attendance. Firstly those who (a) attend weekly, then those who (b) attend fortnightly, and then those who (c) attend monthly (see note 4). In the event that two or more applicants have equal rights to a place and there are insufficient places to admit all applicants, the Governing Body will use the distance of the child's home address to the school, giving priority to those living nearer, and, if two or more applicants live equidistant from the school, places will be allocated by the drawing of lots by an independent person.

If there are fewer than 20 qualified applicants for foundation places, any unfilled places will become additional Open places. Unsuccessful qualified applicants for Foundation places will be considered for any Open places remaining unfilled at the end of the allocation procedure.

## **(B) Open Places**

The Governing Body has designated 10 places each year as Open places, to be offered to pupils who do not qualify for a Foundation place, but whose parents have chosen the school for the type of education it provides. Parents / legal carers / guardians applying for an Open place do so knowing that the school aims to provide an education based on Christian principles and, therefore, the Governing Body hopes that all pupils will take part in the Christian worship of the school and attend religious education lessons.

If there are more than 10 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

- (i) looked after children or previously looked after children (see note 2);
- (ii) children with an exceptional and professionally supported medical or social need for a place at this school (see note 3);
- (iii) children who will have a brother or sister (see note 5) in the school at the time of

admission;

(iv) children in order of nearness of the home to the school (see note 7).

In the event of over-subscription in any of the above criteria, distance (as measured in (iv) above) will be used to determine between applicants. In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by drawing lots.

#### Notes:

- 1 A Christian Church is one that is a full member of the following recognised Christian bodies - local Churches Together Group, Churches Together in England, or The Evangelical Alliance.
- 2 Looked after children are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order. The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.
- 3 This must be supported by written evidence **at the time of application**, e.g., 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. **This information needs to be provided to the Local Authority with the CAF and also provided to the school.**
- 4 Faithful and regular worshipper is defined as attendance of the parent / legal carer /guardian at worship weekly, fortnightly or monthly for at least two years prior to application (i.e. the closing date of 15 January 2024). Priority will be given to those whose attendance is weekly, followed by those whose attendance is fortnightly and finally by those whose attendance is monthly. Those who have recently moved to the area and who worshipped previously in a different church will be asked to supply a reference from that church so that the two-year period is covered. The Governors do not give a higher preference to families where both parents worship. All applicants applying for a Foundation place must complete a Supplementary Information Form; this form must be received by the school by the closing date (15 January 2024) in the case of an application for the Reception class. 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 / legal carer / guardian regularly worships. Please ask your Priest or Minister before using his or her name to support your application (this includes St John the Evangelist, Coulsdon). The term 'weekly' will apply to those attending at least 3 times a month, 'fortnightly' twice a month and 'monthly' once a month.

- 5 Qualifying siblings are brothers and sisters, half-brothers and sisters, step-brothers and sisters, foster and adopted brothers and sisters who share the same home who will be at the school at the time of admission.
- 6 The Parish Boundary can be seen by going to [www.achurchnearyou.com](http://www.achurchnearyou.com) searching using the school postcode (CR5 1ED) and clicking on the 'About the Parish' link on the St John the Evangelist page, or by visiting the school.
- 7 Distance is measured in a straight line using the local authority's computerised mapping system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). For shared properties, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.
- 8 Parent is defined as the parent or legal carer (natural, adoptive or legal guardian) who lives at the same address as the child. Where a child regularly lives at more than one address, the main address for admissions purposes will be the address of the person with parental responsibility and who receives child benefit and child tax credit. Where parents are separated and share custody, the parent with whom the child spends most of the week (which will be the address where child benefit is payable) should make application. Addresses involved in childminding (professional or relatives) are excluded.

## **Appeals**

Parents who are not offered a place for their child either in Reception class or as an in-year admission to any other class, have the right to appeal to an independent appeal panel. An admission appeal form should be obtained from the school. Any appeal should be received in writing within 20 school days of the date of the letter notifying the decision not to offer a place and should be addressed to the Admissions Appeal Clerk. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

## **Waiting List**

When a parent is not offered a place for their child in either the Reception class, or as an in-year 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 in the Admissions Policy. The child's name will stay on the list until the end of the autumn term. Those parents who wish their child's name to remain on the list after that will need to let the school know. If an application is received and a child is added to the waiting list, the list will be re-ranked in accordance with the over-subscription criteria. Waiting lists close at the end of each academic year.

## **Late Applications**

Applications received after the Local Authority's deadline for the normal admissions round, without good reason, will not be considered until after all of the on-time applications have been processed by the Local Authority.

## **Special Educational Needs**

Parents of pupils who have an Education, Health and Care (EHC) Plan are required to apply for school places separately through the Local Authority from whom advice is available. Children with EHC Plans which names Coulsdon C of E Primary School are admitted through a process handled by the Local Authority. Where the school admits such children to the Reception class during the normal admissions round, the places available to the other applicants will be reduced accordingly.

## **In Year Admissions**

In-year vacancies occur when a child is withdrawn from the school following a parent / legal carer / guardian giving written notice of a definite date of leaving. No offer will be made to any applicant more than two weeks before that date.

Parents / legal carers / guardians wishing to apply in-year must complete an application form available from the **Local Authority** and this should be returned directly to the Local Authority when completed. This applies to both Foundation and Open places.

If you are applying for a Foundation place, please also complete the **Supplementary Information Form**.

Supplementary Information Forms can be obtained from the school and must be returned to the **school**.

**Admissions will be decided by the Admissions Committee** and reported to the Governing Body.

If there are more applicants on the waiting list than there are vacancies, the school's admissions criteria will be applied at the time a vacancy becomes valid.

This Admission Policy should be read and the form(s) completed with reference to '**Notes**' above.