

## REIGATE PARISH CHURCH SCHOOL

### ADMISSION POLICY APRIL 2016 (FOR SEPTEMBER 2017 ENTRY)

Reigate Parish Church of England 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 expect all parents to respect the Christian ethos of our school and its importance to our community.

Reigate Parish Church School works with Surrey County Council using the equal preference admissions' procedure under their co-ordinated admissions' scheme.

ALL applicants **MUST** complete the Surrey County Council application form by the declared closing date which is available online at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions), a paper copy may be obtained from the Contact Centre on 0300 100 1004. The school has a planned admissions number of 60. This is split into two categories: **Open** Places (30) and **Foundation** Places (30). All applications will **initially** be considered for an Open Place, see criteria below. If parents wish to apply for a **Foundation Place** (see criteria below), **a Supplementary Information Form must also be completed (the form can be found attached to this policy) and returned directly to Reigate Parish Church School by the declared closing date.** If the application for a Foundation Place is successful, the applicant will be automatically removed from the Open Place list.

The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), ie 30 pupils per class.

#### EHCP

Children with a Statement of Special Educational Needs/an Education, Health and Care Plan (EHCP) will be allocated to the school before other applicants are considered and the number of places available will be reduced by the number of children with a statement / EHCP who have named the Reigate Parish Church School as their preferred school. Children with a Statement of Special Educational Needs/an Education, Health and Care Plan can apply to the school for an in-year admission.

#### Out of Chronological Year

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on the basis of the circumstances of each case and what is in the best interests of the child concerned.

- Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the headteacher, the admission authority agrees for the child to have a decelerated entry to the school, the place cannot be deferred and instead the applicant will be invited to apply again in the following year for the decelerated cohort
- Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place at the same time that other families are applying for that cohort. If, in liaison with the headteacher, the admission authority agrees for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the applicant will be invited to apply again in the following year for the correct cohort

Applicants must state clearly why they feel admission to a different year group is in their child's best interest and provide what evidence they have to support this. More information on educating children out of their chronological year group and the process for making such requests is available at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

### Deferred Entry

Where we offer a place to parents before their child is of compulsory school age, we must allow parents to request that the child's entry be deferred until the term after their child turns five years old or the start of the summer term in the academic year for which an application is made, whichever is the earlier. The effect is that the place is held for their child and is not available to be offered to another child.

Parents/carers who have been offered a place at the School and wish to defer entry for their child must put this in writing to the headteacher at the earliest opportunity and before the start of the autumn term.

### Part Time

Where parents wish, their child can start part-time in the Reception year until their child reaches compulsory school age (see definition below). Parents/carers who have been offered a place at the School and wish their child to attend part-time must put this in writing to the headteacher at the earliest opportunity and before the start of the autumn term.

### Waiting Lists

All children who have not been offered a place will go on the Open waiting list until the end of their Reception year in school. In addition, Children who have applied for a Foundation Place will also go on the Foundation waiting list until the end of their Reception year in school, subject to them meeting one of the criteria for a Foundation Place. If parents wish their child to remain on the waiting list after that time, then they need to put this request in writing to the school office before the end of the summer term of their child's Reception year. Each child added to the list will require the list to be ranked again in line with the oversubscription criteria

### In-Year admissions

The Governing Body is responsible for **in-year admissions** to this School. Parents/carers wishing to apply in-year must complete an application form (available from Surrey County Council) and return this to the School.

### In-Year Waiting Lists

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria for the school without regard to the date the application was received or when a child's name was added to the waiting list. Waiting lists will be maintained until the last day of the summer term when they will be cancelled. Applicants wishing to remain on the waiting lists after this date must write to the school before the end of the summer term, stating their wish and providing their child's name, date of birth and the name of their child's current school. At the end of the summer term, applicants whose children are not already on the waiting list but who wish them to be so must apply for an in-year admission. Waiting lists for all year groups will be cancelled at the end of each academic year.

### The Admissions Policy Relating to the Year the Child Started Reception

This admissions policy will relate to children starting Reception in September 2017. The policies for children starting in previous years are found on the school's website.

### Late Applicants

Late applicants will be considered in accordance with Surrey's coordinated admission scheme.

### Appeals

If a child is not offered a place, you have the right to appeal to the Schools Appeals' Service at: [www.surreycc.gov.uk/schoolappeals](http://www.surreycc.gov.uk/schoolappeals) or please contact the school office.

### Fair Access

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.

## **OPEN PLACES**

The Governing Body has designated 30 places each year as Open Places. Parents applying for an Open Place do so knowing that the school provides an education based on Christian principles.

The Governing Body hopes that all pupils will take part in the Christian worship and religious education. These places will be offered in the following order of priority:

- O1. **Looked After Children or Previously Looked After Children**
- O2. **Exceptional Needs**
- O3. **Brothers and sisters** of pupils attending the school at the time of the sibling's admission
- O4. Children whose homes are **Closest to the School**

If it becomes necessary to choose between children in a particular category, available places will be awarded to children whose homes are **Closest to the School**. Identical distances will be determined by the drawing of lots.

## **FOUNDATION PLACES**

The Governing Body has designated 30 places each year as Foundation Places. These places will be offered to children whose **Parents** are **Members** of and **Active Participants** in, a **Local Anglican Church** or other **Christian Churches** in the following order of priority:

- F1. **Looked After Children or Previously Looked After Children**
- F2. **Exceptional Needs**
- F3. **Brothers and Sisters** of pupils attending the school at the time of the sibling's admission whose **Parents** are **Members** of, and **Active Participants** in a **Local Anglican Church**
- F4. **Brothers and sisters** of pupils attending the school at the time of the sibling's admission whose **Parents** are **Members** of, and **Active Participants** in **Other Christian Churches**
- F5. Children whose **Parents** are **Members** of, and **Active Participants** in a **Local Anglican Church**
- F6. Children whose **Parents** are **Members** of, and **Active Participants** in **Other Christian Churches**

The school will seek a written reference from a member of the clergy of the Church you have recorded on the Foundation Supplementary Information Form for all the above churches. If the reference does not vouch that the parents are **Members** of and **Active Participants** in their named church, then a Foundation Place cannot be offered. The child will then remain on the Open Place list.

If it becomes necessary to choose between children in a particular category, available places will be awarded to children whose homes are **Closest to the School**. Identical distances will be determined by the drawing of lots.

If there are fewer than 60 applicants by the declared Surrey County Council closing date, any further applicants will be considered on an individual basis in accordance with the admissions' criteria, as set out in this policy.

If a Reception place becomes available at any point after initial allocation, then the next child on the appropriate waiting list will be offered a place.

## **Definitions used in this policy [PLEASE READ THESE CAREFULLY AS THEY ARE USED THROUGHOUT THE POLICY]**

- **Active Participant** - is taken to mean that the parents, who are '**Members**' of the church in question, regularly attend organised worship or spiritual gatherings (not necessarily on a Sunday but not including business or social events) a minimum of twice per month during the eighteen months preceding the date of application.

- **Brothers and Sisters** – are related brothers and sisters, step-siblings, foster and adopted siblings who share the family home.
- **Church Member** – is taken to mean those who are considered to be adult members of a church as usually understood within the tradition of that church (or being in recognised preparation for this).
- **Closest to the School** – is defined as the closest, as the crow flies. This distance is measured from the address point of the pupil's house, as set by Ordnance Survey, to the external south-western corner of the school dining hall building (where it meets the access slope to the playground). This is calculated using the Admission and Transport Team's geographical information system, based on the child's home address at the date of application as stated on the application form. The child's home address is his or her permanent address or, in cases of shared custody, where he or she spends most of the time. If your child does not live with you, you must tell us when filling in the application form and explain why this is the case. If you do not tell us about an arrangement like this or use a relative's address for your application, we may consider this to be an attempt to get a school place using false information and withdraw any place offered.
- **Exceptional Needs** – at the sole discretion of the Governing Body, children with a known Medical or Social Need (see below) to come to Reigate Parish Church School, will be considered in priority to other applicants, other than Looked After Children or Previously Looked After Children. This applies to both Open and Foundation applications. **Written evidence of Exceptional Needs should be submitted to the school at the parents' earliest convenience.**
- **Medical or Social Need** – is an exceptional medical or social need of a child, supported by written evidence from an appropriate professional, eg from a hospital consultant, social worker, or educational psychologist, which sets out (a) material reasons why the characteristics of Reigate Parish Church School make it the most suitable school for that child, and (b) the difficulties that would be caused to that child if he or she had to attend another school. Letters from parents or other relatives or connected persons would not normally be considered as suitable evidence.
- **In-year admissions** – any applications to the school after entry in the September of the Reception year.
- **Local Anglican Church** is taken to mean St Mary's Parish Church or one of the neighbouring Anglican (Church of England) Churches of St Mark's, St Luke's with St Peter's, Holy Trinity, St Philip's, St Matthew's and St John's.
- **Looked after children and previously looked after children**  
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.
- **Other Christian Churches** is taken to mean churches and chapels of any Trinitarian Christian denomination.
- **Parents** – in this policy means one or both parents, or at least one legal guardian.

**REIGATE PARISH CHURCH SCHOOL  
FOUNDATION PLACE SUPPLEMENTARY INFORMATION FORM – 2017 INTAKE**

**Please return this form to the School by 15<sup>th</sup> January 2017 if you wish to be considered for a  
Foundation Place**

Full Name: \_\_\_\_\_ Sex: Male/Female

Date of Birth: \_\_\_\_\_ Tel No: \_\_\_\_\_

Full Home Address: \_\_\_\_\_  
\_\_\_\_\_

**Parent 1/Carer:**

Full Name: \_\_\_\_\_ Contact No: \_\_\_\_\_

Email address: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Parent 2/Carer (optional):**

Full Name: \_\_\_\_\_ Contact No: \_\_\_\_\_

Email address: \_\_\_\_\_ Mobile: \_\_\_\_\_

**FOUNDATION PLACE APPLICANTS**

Please indicate which category of Foundation Place you are applying for, using admission policy criteria.  
**Only one category can be chosen.**

- F1. **Looked After Children or Previously Looked After Children**
- F2. **Exceptional Needs**
- F3. **Brothers and sisters** of pupils attending the school at the time of the sibling's admission whose **Parents** are **Members** of, and **Active Participants** in a **Local Anglican Church**
- F4. **Brothers and sisters** of pupils attending the school at the time of the sibling's admission whose **Parents** are **Members** of, and **Active Participants** in **Other Christian Churches**
- F5. Children whose **Parents** are **Members** of, and **Active Participants** in a **Local Anglican Church**.
- F6. Children whose **Parents** are **Members** of, and **Active Participants** in **Other Christian Churches**

**Please complete the church information below:**

Church regularly attended : \_\_\_\_\_ Clergy Name: \_\_\_\_\_

Church address: \_\_\_\_\_

I have discussed this application with the Clergy named above: YES/NO

I have read the current Admission Policy: YES/NO

Signed \_\_\_\_\_ Date \_\_\_\_\_