

**ST. ANDREW'S C.E. PRIMARY SCHOOL, HOVE**

'Learning together, praying together'

St Andrew's is a Church of England Voluntary Aided primary school that aims to provide an education based on Christian principles. We ask that all parents/carers applying for a place for their child acknowledge and respect the school's Christian ethos and values. We are proud that we are an inclusive school that welcomes children from a wide range of faiths or no faith, abilities and social backgrounds. The diversity of our school community is a strength and something we celebrate.

In order to maintain the inclusiveness of our school the governing body has allocated 45 places (50%) each year as **Foundation** places for children whose parents/carers regularly worship in an Anglican or other Christian church and 45 places (50%) as **Community** places to include children whose parents/ carers do not meet the Foundation criteria.

In the event there are fewer applicants than the designated number in either category, any unfilled places will become additional places in the other category. If it is not possible to allocate a Foundation place to anyone applying for a Foundation place, the application will be considered for a Community place according to the criteria for Community places.

Please note: Parents/carers applying for a place at our school for their child must complete a St Andrew's Governors' Supplementary Information form in addition to the Brighton & Hove preference form. An admission pack is available from the school. Both forms must be received by the closing date.

Before the application of the oversubscription criteria, children with a statement of special educational needs or an Education, Health and Care Plan (EHCP) which names the school will be allocated a place.

**OVERSUBSCRIPTION CRITERIA  
2017 - 2018**

1. A 'looked after child' or a child who was previously 'looked after', but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) (see xv)

**Foundation places (45)**

2. Children who are living in the ecclesiastical parish, whose parents/carers are \*regular worshippers at St. Andrew's (Old Church) Hove, and who will have a \*\*sibling in the school at the time of admission.
3. Children who are not living in the ecclesiastical parish, whose parents/carers are \*regular worshippers at St. Andrew's (Old Church) Hove, and who will have a \*\*sibling in the school at the time of admission.
4. Children whose parents/carers are \*regular worshippers at another Anglican Church or a Christian Church other than the Church of England and who will have a \*\*sibling in the school at the time of admission.
5. Children who are living in the ecclesiastical parish whose parents/carers are \*regular worshippers at St. Andrew's (Old Church) Hove,
6. Children who are not living in the ecclesiastical parish, whose parents/carers are \*regular worshippers at St. Andrew's (Old Church) Hove.
7. Children who are living in the ecclesiastical parish whose parents/carers are \*regular worshippers at one of the Hove Group Ministry churches (i.e. All Saints, St John the Baptist and St Barnabas).
8. Children who are not living in the ecclesiastical parish whose parents/carers are \*regular worshippers at one of the Hove Group Ministry churches (i.e. All Saints, St John the Baptist and St Barnabas).
9. Children who are living in the ecclesiastical parish whose parents/carers are \*regular worshippers at another Anglican church.

10. Children who are not living in the ecclesiastical parish whose parents/carers are \*regular worshippers at another Anglican church.
11. Children of parents/carers who are \*regular worshippers at a Christian Church other than the Church of England (see xiii).

### **Community places ((45))**

12. Children who will have a \*\*sibling in the school at the time of admission
13. All other children.

Please read these additional notes as they will help you in applying for a place at St Andrew's:

- (i) When there are more applications received for our school than places available we will use the above 13 criteria in order to rank applications in priority order.

45 places (50%) will be offered according to the criteria laid out in categories 2-11 (Foundation places) and 45 places (50%) will be offered to those children in categories 12 and 13 (community places).

#### Year 3 Additional Allocation: In-Year Admission

In Year 3 there will be 2 additional places allocated for each class. In 2017 there will be a total of 4 additional places allocated. Two places will be offered according to the criteria laid out in categories 2-11 (Foundation places) and 2 places will be offered according to the criteria in categories 12 and 13 (community places) to maintain the 50% / 50% ratio.

- (ii) If a place(s) is/are allocated to children under criteria 1 then the place(s) will be taken from which ever category they would be in if not in criteria 1 i.e. either a Foundation or Community category. This will therefore reduce either the number of Foundation and /or Community places accordingly. The proportion of foundation/community places as set out will be maintained.
- (iii) All applications for Foundation places (Criteria 2-11) must be accompanied by the Supplementary Information Form (yellow confidential reference form) which should be given to your minister / leader of worshipping community with a request that he/she completes it as soon as possible and returns it to St. Andrew's School.
- (iv) \*Regular worship is defined as at least twice a month for a minimum period of at least two years immediately prior to applying to St Andrew's. Applicants applying under these criteria will be required to provide a completed Supplementary Information Form ('Confidential Reference' form) from their minister / leader of worshipping community.

If the parent/carer has changed church/place of worship in that period, a completed Supplementary Information Form ('Confidential Reference' form) will be required from all churches/places of worship attended. Additional forms are available from the school.

- (v) \*\*Sibling applies if there will be another child living in the same household as your child attending St Andrew's at the time of admission. Sibling link is only taken into account if children live at the same address and the sibling has already been allocated a place at the school.
- (vi) Priority will be given under each admission criterion to children with exceptional medical or social circumstances where their needs make it essential for them to attend St Andrew's. Supporting evidence from a registered health professional e.g. a consultant or senior social worker must be submitted explaining why these needs can only be met at St Andrew's. The Admissions Panel may consult with the Local Authority's Admissions Team and/or the professionals named in the supporting evidence. Please note that if St Andrew's is not the child's closest school, the supporting evidence must make it clear why the nearest school is not appropriate.

- (vii) Multiple Birth Siblings

## ADMISSIONS ARRANGEMENTS 2017- 2018

Where it is possible to offer only one place at the school to one of the children because it is the last place remaining, both (or all) children will be offered a place. Please indicate clearly on each child's application if they have a twin/multiple birth siblings applying.

- (viii) When deciding between applicants who have equal entitlement under the above admission criteria, priority will be given to those children who live closest to the school as measured by the Local Authority. Details can be found in the Local Authority Composite Prospectus.
- (ix) In line with Brighton & Hove's admission procedures, St Andrew's operates an equal preference system. When ranking places, forms with St. Andrew's as first, second or third preference will initially be considered on an equal basis against the above oversubscription criteria. Where it is possible to offer a place for a child at more than one school, the highest ranked school will be offered by the Local Authority.
- (x) Late applications and changed preferences will be dealt with in line with Local Authority procedures as outlined in the Local Authority Composite Prospectus.
- (xi) If your child is refused admission to St Andrew's; their name will be placed on a waiting list for the year group concerned. If a place becomes available this will be offered for the child ranked highest on the waiting list at that time. Your position on the waiting list will be determined by the oversubscription criteria. Each time a name is added, the waiting list(s) will be re-ranked.
- (xii) Reference to parents/carers includes legal guardians and includes either or both parents/carers or a sole parent/carer. Where only one of two parents/carers satisfies the criterion the application will be treated equally with other applications where the criterion is satisfied by both parents/carers.
- (xiii) Christian denominations are defined as full members of "Churches Together in Britain and Ireland" or of "The Evangelical Alliance".
- (xiv) Child's home address is that at which the child lives at the time of application. If a child regularly lives at more than one address the guidelines as outlined in the Local Authority Composite Prospectus will be followed.
- (xv) 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. An "adopted child" includes those who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). "Child arrangements orders" are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. 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).

A map showing the ecclesiastical parish boundary is available on the school website and enclosed with our admission pack.

The Right of Appeal: All parents/carers whose child has been refused admission to the school will have the right of appeal to an independent panel against a decision of the governors. The decision letter will explain this right in more detail and an appeal pack can be obtained from the school office.

### Deferred Admission

Children are eligible to start school in the September following the fourth birthday. However they do not become of statutory school age until the term after their fifth birthday. After a place has been offered and accepted parents can request that entry to school be deferred until later in the school year and if they do this, the place will be held for the child. They cannot however defer entry beyond statutory school age or the start of the last term in the school year, whichever arrives first. Parents can also choose for their child to attend on a part time basis until the child reaches statutory school age.

### Admission of Children Outside of their Normal Age Group: In-Year Admissions

In relation to a request from a parent/carer for a child to be admitted outside their normal age group, decisions will be made on the basis of the circumstances of each case and in the best interests of the child.

### **Requests for Delayed Entry to Reception for Summer Born Children (Born Between 1 April and 31 August)**

You should make an application for your child's normal year group and include in writing your request for delayed entry to Reception the following year. Such requests will be considered in line with the revised School Admissions Code 2014, the Department for Education's Advice on the Admission of Summer Born Children and the Brighton and Hove Local Authority's Admissions Guidance.

Parents/carers should provide appropriate information and evidence. Evidence could include:

- ♣ Views of parent/carer
- ♣ Information relating to the child's academic/personal/social/emotional development
- ♣ Medical history and the views of a medical professional
- ♣ Any previous history of being educated outside of their normal age group
- ♣ If the child may naturally have fallen into a lower age group if it were not for being born prematurely
- ♣ Views of the Headteacher of the school.

Any parents/carers considering making such a request are encouraged to discuss this with the Headteacher.

The governing body will set out clearly for the parents/carers concerned the reasons for their decision in each case. If the school agrees that delayed entry to Reception is in the child's best interests, parents/carers will need to reapply for a reception place the following year. The application will then be considered alongside all other applications, in line with the school's oversubscription criteria. If the school refuses a request to delay entry but is able to offer a place in the child's normal age group, there is no right of appeal, however parents/carers could make a complaint through the school's complaints procedure.