

ST BARTHOLOMEW'S C.E. (AIDED) PRIMARY SCHOOL



Admissions Arrangements 2017 - 2018

Written by: The Governors

Date: Revised December 2017



Governors Admission Arrangements for St Bartholomew's C.E. (Aided) Primary School for the year 2017-18

St Bartholomew's is a Church of England Voluntary Aided primary school which admits children in the school year they become 5. They will leave in the July of the year in which they become 11.

These arrangements are designed to be fair and reasonable and the information provided is intended to explain:

- How to apply for a place at St Bartholomew's CE Primary School
- How the school governors (the admissions authority) will administer applications for admission to the school
- How to appeal against a decision to refuse admission.

We are an inclusive school that welcomes children from all backgrounds and abilities whilst promoting the values and ethos of a Christian community. We would expect families applying for a place at St Bartholomew's CE Primary School to support the Christian ethos and values of their school.

Before reading this document, please look at the School Admissions section of Brighton and Hove City Council's website, which can be found here:

Published Admission Number (PAN)

The school has a published admission number of 30 which applies to each age group. This means that 30 children will be admitted to the Reception class each September.

Oversubscription criteria

In the event of there being more than 30 applications the following criteria will apply:

- A. Children in the care of the Local Authority and looked after children or previously looked after children¹ (or became subject to a child arrangement order or residence order² or special guardianship order³).
- B. Children whose parents are regular* worshippers at St Bartholomew's Church**.

¹ 'Looked after children' are children who are in the care of the local authority (LA) as defined by section 22(1) of the Children's Act 1989. 'Previously looked after children' means children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

² Under the terms of the Children and Families Act 2014 a child arrangement order is defined as an order settling the arrangements to be made as to the person with whom the child is to live, formerly a 'residence order' under the terms of the Children Act 1989.

³ See section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- C. Children who will have a brother or sister, a half brother or half sister, or a step brother or step sister in the School at the time of admission.
- D. Children whose parents are regular* worshippers at other Church of England churches**.
- E. Children whose parents are regular* worshippers at other Christian churches (a church that is a full member of Churches Together in Britain and Ireland or the Evangelical Alliance).***
- F. Compelling medical or other exceptional reasons for attending the school.
- G. Other children.

Tie Breaker

When deciding between applicants who have equal entitlement under the above criteria, priority will be given to those children who live nearest to the school, by the shortest distance measured by the same method used by Brighton & Hove Local Authority.

How to apply

Parents wishing to apply for a place should first complete the local authority preference form, available on Brighton and Hove Council website, and return it to the Council. They should also complete the School Information Form (available on the school website or from the school office) and return it to the school. This will allow the Governors to consider whether priority should be given on the grounds specified in the information form. Both of these forms must be returned by the specified deadline.

Definitions

*regular is defined as at least monthly over a year.

** A letter from the Parish Priest should be attached.

*** A letter from the minister/pastor should be attached.

NB Reference to parents includes legal guardians and both or either parent. Where only one parent satisfies the criterion the application will be treated equally with applications where both parents do.

There is a right of appeal to an independent panel against a decision of the governors. Parents wishing to exercise this right should write to the clerk to the governors c/o the school within 14 days.

Late applications are considered after all those applications received by the specified deadline.

In-year Admissions

Applications can be submitted at any time during the academic year, by completing the Brighton and Hove City Council admissions form and returning it to school.admissions@brighton-hove.gov.uk Applicants may also wish to complete the School Information Form (available on the

school website or from the school office) and return it to the school. This will allow the Governors to consider whether priority should be given on the grounds specified in the information form.

If a place is available and there is no waiting list then the local authority will communicate the governors' offer of a place to the family. Where the governors have more than one application to consider at any one time for the same age group, they will apply the published over-subscription criteria above. If refused admission, applicants will be informed in writing by the local authority of the reasons for refusal and about how to appeal against the governors' decision.

Appeals Procedure

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 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 Governors' 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

In accordance with statutory requirement the governors will maintain a waiting list for the Reception year group until the end of the Autumn school term each year (the last school day of December) This will hold the names of all children refused admission to this year group, ranked according to the published oversubscription criteria. Each child added to the waiting list will require the waiting list to be re-ranked.

Waiting lists are held for other year groups using the same procedure as for Reception. Waiting lists shut down and names are removed at the end of each academic year.

Children from Overseas

The Governors will process admission applications for children living overseas 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 (see Home Address). 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

A 'parent' in education 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

For the purposes of school admission, the governors' 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 may be 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 of a school place if the child's home address is subsequently found to be fraudulent.

Children with a Statement of Special Educational Needs or an Education Health and Care Plan

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 St Bartholomew's CE Primary School.

Withdrawing an allocated place

The governors will expect parents to confirm by post or email within 21 school days, their acceptance of any place offered at the school by returning the pupil registration form. If parents do not respond within this timeframe, the governors will give parents a second opportunity to respond, with a clear deadline. The governors reserve the right to withdraw the offer of a place if parents have not accepted the place in writing or by email by returning the pupil registration form. The governors will then reallocate the place to the highest ranked child on a waiting list, or to a new applicant where no waiting list exists. The governors may also withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.