

Admissions Policy 2018



Written by: Admissions Committee
Approved by: Governing Body
Date: Autumn 2018

Next review date: Autumn 2019

The March Church of England Primary School has a vibrant Christian ethos. We value each child as God's unique creation and encourage them to develop their gifts into talents through our creative curriculum. We have historic links with the parishes of St Andrew's in Oving and St Peter's in Westhampnett and try to live out our Mission Statement each day.

Because of these links we give equal priority to children from our two catchment villages – Westhampnett and Oving. This is reflected in our oversubscription criteria. We give priority based on distance from **either** the March CE Primary School or St Andrew's Parish Church in Oving, whichever is closer. Distance should be from home to school, see changes below. This will need to be deleted.

The Governing Body is the Admissions authority of the March Church of England Primary School.

How do I apply?

Complete the on-line form on the West Sussex County Council website by the application deadline.

If you are supplying a church reference to support your application, please follow the above procedure then complete the church reference form available from the school office. The church reference form should be submitted to the school office by the application deadline. If the church reference form is not supplied by the closing date for receipt of applications the application cannot be considered under category 3 or 5.

Published admission Number

The school has a published admission number (PAN) of 30.

When the school receives more applications than there are places available, the Governors will admit pupils according to the following criteria, which are listed in order of priority below.

Oversubscription Criteria

A place will be provided for a child who has an Education Health and Care Plan (EHCP) (agreed at the time of application, which names The March as the education provider. This place will be allocated within the Published Admission Number (PAN) before the consideration of any other applications, or above the PAN if places have already been offered at that time.

If a child is the subject of an Education Health and Care Plan (EHCP), which names a particular school, his/her parents should consult the local authority that issued the EHCP before applying for the child to change school.

1. Looked after children or previously looked after children.
A 'looked after child' is a child who is in the care of a local authority or provided with accommodation by that authority. Previously looked after children are 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. Sibling: where the applicant has a sibling who will both be on roll in the forthcoming academic year and who lives permanently in the same household. (A sibling is a full, half or step brother or sister living permanently in the same household, including an adoptive or foster brother or sister.)
3. Children who live in our catchment area and who regularly and verifiably attend at least once a month for at least one year preceding date of application at the Parish Churches of St Peter's Westhampnett or St Andrew's Oving. *For families who have recently moved into the area, documented evidence of attendance is accepted from their previous church in addition to St Peter's or St Andrew's.*
4. Children living in our catchment area. (A map of our catchment area and boundary is attached to this policy).
5. Children living outside our catchment area and regularly and verifiably attend at least once a month for at least one year preceding the date of application at another Christian Church (being a full member of Churches Together in Britain and Ireland or of the Evangelical Alliance). This includes families attending St Peter's or St Andrew's who do not live in the catchment area. *For families who have recently moved into the area, documented evidence of attendance is accepted from their previous church in addition to any current local church.*
6. Other children.

Oversubscription in categories 3 and 5 will be settled by relative proximity from the home address to the school **or** St Andrew's Parish Church, Oving, whichever is shorter. The shortest distance by straight line, using Post Code address data from a central point in each building, will receive priority.

In the event of oversubscription within any other category, place allocation will be decided by prioritising applications on the basis of home to school distance measured in a straight line. It needs to state how, eg *using the local authority computerised measuring system*

Tiebreaker

In the event that applicants cannot be prioritised using distance above because the distance measurements are the same, the school will use random allocation to decide which children will be offered the remaining places. This will be overseen by a person independent of the school

Parents applying under categories 3 or 5 must complete a church reference form (available from school) giving the name of the church leader to verify that the requirements of this

particular category have been met and ensure the form is returned to the school by the closing date.

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 of the governors c/o the school within 20 school days of receiving notice for the appeal to be heard as on time.

Children refused a place, at their parents' request can be put on a waiting list where priorities will also be determined by the admissions criteria set out above. Children are kept on this list for a maximum of 12 months and at least until December 31st of the admission year. Parents need to contact the school after 12 months if they wish their child to remain on the list.

N.B. Reference to parents includes legal guardians and applies to either or both parents, or a sole parent. Where only one parent/guardian satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents.

Late applications

Late applications, i.e. those submitted after the closing date of 15 January, without good reason will be ranked using the oversubscription criteria but follow all those submitted on time.

If an application is submitted late

but (i) it is submitted before 15 March

and (ii) there is a good reason (e.g. an application from a family who have moved into the area)

the application will be considered as if on time assuming independent supporting evidence (e.g. in the case of a house move, a solicitor's letter confirming exchange of contracts, or a signed tenancy agreement clearly showing the move took place after the closing date) is provided to show why the application was submitted late. If there is no proof, or the Trust's Admissions Panel does not consider the reason valid, the application will be treated as late. There is no separate right of appeal against a decision which deems an application as on time or late.

Full or part time attendance

A parent may apply for his/her child to start school for the first time in the September following the fourth birthday and, where a place is offered, may choose for the child to start full time from day one, or to attend on a part time basis until statutory school age, which will occur during the term following the child's fifth birthday. If a parent wishes their child to attend on a part time basis they must meet first with the Headteacher to discuss their choice.

Deferred entry

While a child is below statutory school age, the parent may choose to defer his/her child's entry to school until later in the school year. However, parents cannot defer beyond the point at

which the child reaches statutory school age, or beyond the start of the last term in the school year. The school operates on the basis of a three-term year.

Applications submitted on behalf of summer born children (born 1 April – 31 August)

A parent of a 'summer born' child entitled to start school in September 2020, may choose to delay his/her entry to school until September 2021, where the parent considers this arrangement to be in the best educational interests of the child. The parent may also choose to apply for the reception year in September 2021 rather than year 1. This will require the parent to make an application to the home local authority during the 2021 'normal admission round' and the child will not be considered for September 2020. Please note: Although the Admission Authority will agree to a 'delayed entry' application being submitted for a reception place in September 2021, there can be no indication given as to whether a place will be available until the 2021 local authority 'normal admissions round' allocation exercise is complete. Parents are strongly advised to contact the school and their home local authority for further information if a delayed admission is being considered.

Church Reference Form

The March Church of England Primary School, Claypit Lane, Westhampnett, Chichester,
 PO18 0NU. Tel. 01243 783987 Fax: 01243 530680 E.mail: office@march.w-sussex.sch.uk
 Headteacher: Mrs Nicola Metcalfe BA Ed (Hons) NPQH

Childs Details	Surname:		
Please Print	Christian Name:	Date of Birth	
Address:			
Governors Criteria for admission to March CE Primary School			
	Yes	No	Office Use
Category 3 Children who live in our catchment area and who regularly and verifiably attend at least once a month for at least one year preceding date of application at the Parish Churches of St Peter’s Westhampnett or St Andrew’s Oving. <i>For families who have recently moved into the area, documented evidence of attendance is accepted from their previous church in addition to any current local church.</i>			
Category 5 Children living outside our catchment area and regularly and verifiably attend at least once a month for at least one year preceding the date of application at another Christian Church (being a full member of Churches Together in Britain and Ireland or of the Evangelical Alliance). This includes families attending St Peter’s or St Andrew’s who do not live in the catchment area. <i>For families who have recently moved into the area, documented evidence of attendance is accepted from their previous church in addition to any current local church.</i>			
For Church use			
Name of Church:.....			
I hereby certify That this family have attended this church for at least once a month for at least one year preceding the date of this application.			
Signature of church leader:.....			
Name(printed):.....			
Date:.....			

