



ADMISSIONS ARRANGEMENTS 2019-2020

Saltwood Church of England School is a Voluntary-Aided School and the Governing Body is the admissions authority for the school. Applications must be made by completing a RCAF on-line or by completing a paper version. If you wish to apply to the school on religious grounds you will need to complete the school's supplementary information form and return it to the school. The supplementary information form is used in the event of over-subscription.

The number of intended admissions is 30 at Key Stage 1 and 33 at Key Stage 2. Children reach statutory school age at the beginning of the term after their fifth birthday. Although parents may wish to defer their child's school place until the start of the term following their fifth birthday, we do have the facilities to admit these children at the beginning of the academic year in which their birthday falls.

Before the application of oversubscription criteria, children with a Statement of Special Educational Needs or an Education Health and Care Plan, which names the school, will be admitted. As a result of this the published admissions number will be reduced accordingly.

After a place has been offered, the school reserves the right to withdraw the place in the following circumstances:

- When a parent has failed to respond to an offer within a reasonable time; or
- When a parent has failed to notify the school of important changes to the application information; or
- The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

In the event of over-subscription, the Governors will consider the admission of children in accordance with the following criteria in order of priority (see footnotes):

1. In line with the School Admissions Code, Children in Local Authority Care will be given the highest priority. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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).
2. A brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother and sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. The sibling link is maintained as long as the family live at the same address as when the first child applied, or has moved closer to the school than when the first child was offered a place, or has moved to an address that is less than two miles from the school using the distance measured by the method outlined in the distance/nearness of children's home to school criterion.

3. Children whose parents live, or are about to live (e.g. have entered into a legally binding contract on a home by the application closing date, i.e. 15th January 2018), in the ecclesiastical parish of Saltwood, and who have worshiped at least twice a month for the last six months at services entered in the Service Register of Saltwood Parish Church.
4. Children whose parents live, or are about to live (e.g. have entered into a legally binding contract on a home by the application closing date, i.e. 15th January 2018), in the ecclesiastical parish of Saltwood, and who worship at least twice a month for the last six months at any other Christian Church. Please ask your Priest or Minister to sign the form to verify the regularity of worship; if you have moved in to the area within the last six months please ask your previous Priest or Minister to also sign the form.
5. Children whose parents live, or are about to live (e.g. have entered into a legally binding contract on a home by the application closing date, i.e. 15th January 2018), in the ecclesiastical parish of Saltwood.
6. Health and Special Access Reasons – Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
7. Children whose parents live outside the ecclesiastical parish of Saltwood, and who have worshiped at least twice a month for the last six months at services entered in the Service Register of Saltwood Parish Church.
8. Children whose parents live outside the ecclesiastical parish of Saltwood and who worship at least twice a month and have done for the last six months at any other Christian Church. The minister will be contacted to verify the regularity of worship.
9. Children whose parents live outside the ecclesiastical parish of Saltwood.

The following order of priorities will be applied when applications within any of the above categories exceed places available and it is necessary to decide between them.

1. **Nearness of children's homes to school** – we use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school.

*A pupil's home address is considered to be a residential property that is the **child's only or main residence** and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day you completed your application form and which is either:*

- *Owned by the child's parent, parents or guardian, OR*
- *Leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement.*
- *If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.*

A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

This order of priorities will be applied where a space becomes available and there is a waiting list in operation.

If in the event that more than one applicant has the same distance from home to school (as measured by the local authority), then a random selection will be applied.

Deferred Entry

Requests for admission outside of the normal age group should be made to the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date.

Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional; however, failure to provide this may impede a school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year.

Deferred applications must be made via paper CAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria.

SALTWOOD CHURCH OF ENGLAND PRIMARY SCHOOL



SUPPLEMENTARY INFORMATION FORM

To be completed in addition to the Local Authority's Common Application Form (RCAF)

As an 'aided' school, the Governors wish Saltwood School to reflect some of the essential features within the rich traditions of Anglican prayer and worship. Parents should be aware that acts of worship are central to the life of the school and they are not considered as an occasion for evangelism.

Parents should also note that enrolment of a child indicates that they are expected to support the policies operated by the school's Executive Headteacher and Governing Body.

CHILD	
Full name of child	
Gender	
Male <input type="checkbox"/> Female <input type="checkbox"/>	
Date of birth	
<i>Please note following the offer of a school place the school will check the birth certificate and proof of residency. If not forthcoming the offer may be withdrawn.</i>	
Child's permanent address	
Post Code	Telephone Number
Is the child in Local Authority Care	
Yes <input type="checkbox"/> No <input type="checkbox"/> If 'Yes' evidence of this must be provided	
Does the child have a sibling(s) who attends Saltwood School	
Yes <input type="checkbox"/> No <input type="checkbox"/> Name/s Year Group/s	

DETAILS OF THOSE WITH PARENTAL RESPONSIBILITY

Name(s)

Address (if different from above)

Contact Telephone Numbers

- 1.
- 2.
- 3.

CHURCH AFFILIATION

Church attended by parents/guardians

Name and address of Minister/Vicar/Rector who knows child

We have been attending our church for the last six months and have attended at least twice per month

Yes No

Signature of Minister/Vicar/Rector

Date

If you have moved in to the area less than six months ago please copy this form and obtain the signature of your previous Minister/Vicar/Rector to confirm your attendance at church at least twice per month at your previous church.

APPLICATION

I/We apply for the admission to Saltwood Church of England Primary School of:

Child's name

Parent/Guardian's signature

Date of application