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United in love and learning

Governors' Admission Policy - 2011

Signed Head Teacher Dated

Signed Chair of Governing Body Dated

This policy is reviewed annually by the Admissions Committee of the Governing Body of Christ Church New Malden C of E Primary School.

1. Introduction

Ethos Statement

Christ Church New Malden 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 ask all parents to respect the Christian ethos of our school and its importance to our community.

The Governing Body is responsible for the admission of pupils to Christ Church New Malden Church of England Primary School and admits 60 pupils to the Reception year each September. From Sept 2011 this number may be increased to 90 pupils subject to the expansion plans of the LA and the decision of the Governing Body of this school.

- Written application for admission to the school must be made to the Local Authority on the Common Application Form with a supplementary form only being used for families wanting to claim church priority criteria.
- The maximum size of each class is 30 pupils giving a maximum of 60 (90) pupils in each year group
- If the number of applications exceed the number of places available, the Governors will offer places on the basis of the ranked criteria in **Section 2**.
- The criteria described in **Section 2** will be applied in rank order to all applicants on the list. The criteria will be applied on the basis of information given by parents.
- In the event of a 'tie,' preference will be given to the child living closer to the school with the measurements determined, using the school Admissions geographical information system, from the applicant's home to the main entrance of the Lime Grove site.
- If two or more applicants live equidistant from the school, the governors will draw lots to determine which applicant is offered a place.

- For children currently attending a school nursery, parents/carers must complete an application form for entry into the Reception class even if the child attends the nursery class at the school. Priority is not given to children who attend the nursery class in the same school.
- It is emphasised that the *Governing Body* will consider all applications equally with due care and compassion. The *Governors* are also required to have regard to the efficient use of educational resources.
- In cases where the *Governors* are unable to offer a place to a child, the parents have right of appeal under the 1998 School Standards and Framework Act. The parents need to provide grounds for their appeal to the Appeals Co-ordinator. An appeals panel will then be appointed and a hearing arranged so that the parents and the *Governors* can each state their case.

2. Admissions Ranking Criteria

Priority will be given in the following ranked order :

1. Looked After Children i.e. children who are in the care of local authorities as defined by section 22 of the children Act 1989 will be given priority over all other applicants. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker).
2. Children with known social/or medical needs. Written supporting evidence should be supplied at the time of application from a relevant professional e.g. specialist health professional, social worker etc. The evidence must show why Christ Church is the most suitable school and the difficulties that would be caused if the child has to attend another school.
3. The child on the application form will have a brother or sister, living at the same address and attending the Christ Church New Malden C of E Primary School at the time of admission. (Brother or sister includes: half, step, adopted or foster - brother or sister).
4. The child's parent(s) or legal guardian(s) or family member e.g. grandparents or aunts and uncles, accompanying the child, worships at Christ Church or St. John's, at least twice a month and has done so for a period of **two years**** at the time of application.

5. The child's parent(s) or legal guardian(s) or family member e.g. grandparents or aunts and uncles, accompanying the child, worships at another church belonging to Churches Together in New Malden* at least twice a month and has done so for a period of **two years****

* These Churches are New Malden Baptist Church, New Malden Methodist Church, St. James's, St Joseph's and New Malden United Reformed Church.

**For category 4 or 5, if the family has been attending for less than two years, but previously attended another church belonging to Churches Together in Britain and Ireland, a form from the previous Church is also required.

Written evidence of the applicants' commitment to their place of worship will be needed and this school provides the appropriate supplementary form for completion by parents and the clergy. This form must accompany any application for a place where church criteria are being used; if no supplementary form is received the application cannot be considered under the church criteria and the other criteria will be used to determine the application

Any remaining places will be offered in order of proximity to the School. Distances will be determined using the School Admissions geographical information system from the applicant's home to the main entrance of the Lime Grove site.

In Year Admissions

For various reasons, places may arise in any year in the School throughout the School year. Application for such places must be made for the class year appropriate to the child's age via the child's Home Local Authority i.e. the borough where he/she lives. Where the number of applicants exceeds the number of places, the applicants will be allocated according to the admissions criteria at all times.

Waiting lists

Where there are no places, a waiting list will be maintained for a year, ranked according to the admissions criteria and applied at the time a place becomes available. After this time the school will write to you to enquire whether you still wish to remain on the waiting list.

3. Admission- Reception Class

Children may be admitted during the school year in which their fifth birthday occurs. From September 2011 the Governing Body will offer all children, including spring and summer born children, the opportunity to start school full time from September.

Parents can ask to delay their child's entry to school until later in the academic year of entry i.e. 2011/12. They should discuss their request with the Headteacher of the school once a place has been offered.

- Applications must be made to the Local Authority on the Common Application Form by 15th January 2011.
- If you are claiming priority under church criteria please collect a Supplementary Church form from the school and return to the school by 15th January 2011, at the same time as completing your Common Application Form.
- All parents are encouraged to visit the school prior to application.
- Initial offers of places in the school will be made by your Home Local Authority for September 2011 admission.
- The school will also write to successful applicants on behalf of the Governing Body giving details of meetings.
- Late applications. The Local Authority will consider late applications in accordance with the procedure in the local authority's primary admission booklet. In essence, this means that late applicants will be considered after the initial round of offers is made: where the school is oversubscribed this is likely to reduce considerably your chance of gaining a place. All late applications will be added to the waiting list in criteria order.



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Supplementary Form For Christ Church New Malden C of E Primary School

Family Name and Address (please complete before giving to Church Minister)

Name

Address
.....

Length of time you have attended your Church

If you have moved into the area and have worshipped at a church belonging to Churches Together in New Malden* for less than two years please have another form completed by your previous Church.

I attend church times per month

Signed Parents / Carer Date

To be signed by your minister or the person appointed by your church to validate school applications.

Dear Minister,

The above family has applied for a place for their child in the Reception class at our school for the September intake. As you know, we are a Church school and as such we aim to maintain the Christian ethos of the school by giving priority of admission to children from Christian families who belong to local churches. We wish to ensure fairness for all parents and in order to do this have a set of ranked criteria. Two of the higher ranked criteria include regular attendance over a period of at least two years at a church belonging to Churches Together in New Malden. * These churches are: Christ Church, St John's, New Malden Baptist Church, New Malden Methodist Church, St James's, St Joseph's and New Malden United Reformed Church.

As a minister of the above named family's church I would be very grateful if you would kindly fill in and sign the form overleaf, taking into account the statement that the family has made above. I have asked families to take responsibility for returning the form to the School.

Thank you for your help and support.

Yours sincerely,

Mrs. Brenda Mitchell
Head Teacher

Child's Name

The above family have attended Church **at least twice a month for a period of at least two years** - Yes / No (please delete one)

Signed **Church.**

Date

Address of Church

.....
.....
.....

When signed and completed, please return this form to Christ Church New Malden C of E Primary School at Lime Grove, New Malden, Surrey KT3 3TW

If the family has been attending your church for less than two years but previously attended another church belonging to *Churches Together in Britain and Ireland* then we will also require a form from the previous church.

This form does not constitute an application under the Local Authority's coordinated admission arrangements; parents applying under the church criteria must ensure that they have named Christ Church C of E Primary School as one of their preferences on the Common Application Form in addition to submitting this form to the school.