



Christ Church CE Primary School - Admission Policy for the School **Year 2011/12**

Applying for Admission

Ethos Statement

Christ Church, Church of England School has a distinctive Christian ethos which is at the heart of the School and provides an inclusive, caring and supportive environment where children can learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask parents to respect the Christian ethos of our school and its importance to our community.

Reception Class entry in September

The Governing Body admits sixty pupils to the Reception Class each September. This admission limit has been agreed between the Governing Body and the Local Authority. All primary applications for entry into Reception will be co-ordinated by the Local Authority.

The school currently provides some special facilities to assist access by disabled pupils. There is a disabled toilet. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

Allocation of Places

Places will be allocated according to the following admission criteria. All applications would be considered on an equal preference basis.

1. Children who are looked after by a local authority (i.e. are in public care), in order of proximity.
2. Children with an exceptional and professionally supported medical or social need for a place at this school (see note on exceptional circumstances) in order of proximity.
3. Children with a brother or sister attending the school at the time of admission, in order of proximity.
4. Children whose parents/guardians are committed members of the church family at Christ Church, Surbiton Hill or Emmanuel Church, Tolworth, in order of proximity.
5. Children in order of proximity from the school to their home.

In connection with the above, the following definitions apply:

Children who are Looked After: These are children who are looked after by a public authority and are in public care. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence e.g. from a social worker.

Exceptional circumstances

Exceptional circumstances are children with an exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence, e.g. from a doctor, social worker or educational psychologist

which sets out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school. Parents wishing to put forward such reasons must do so on their application form and must supply written supporting evidence at the time of application. Consideration cannot be given to exceptional circumstances disclosed after the allocation of places has been made.

Proximity: All distances will be measured using the School Admissions computerised Geographical Information System using the shortest walking route to the school entrance gate in Pine Gardens, or the rear boundary gate accessed via Manor Drive.

In the event that two or more applicants live equidistant from the school the governing body will draw lots to decide between applicants.

Brother or sister includes, half-brothers and sisters, step-brothers and sisters and adopted or foster children living at the same address at the time of admission. This also includes children whose parents have separated and who have chosen to live with different parents so that siblings can stay together regardless of where they live.

Home means the address, which, to the satisfaction of the Governors, is the child's only or main weekday residence at the **date of application** to the school. If you change your address before the closing date for applications, you should inform your Home Council, in writing and they will inform the school.

Committed members of the church family at Christ Church, Surbiton Hill or Emmanuel Church, Tolworth are those parents/guardians (one or both) who submit with their application form the completed form for clergy which confirms that they have been and are attending a service on Sunday or other occasion for worship (including a home group) at least twice a month for at least a year prior to application. The form is to be completed by the Vicar or equivalent of Christ Church, Surbiton Hill or Emmanuel Church, Tolworth. In the absence of the vicar at Christ Church, Surbiton Hill or Emmanuel Church, Tolworth, the churchwarden of the church concerned should complete the form.

Where parents/guardians (one or both) have been committed members of the church family at Christ Church, Surbiton Hill or Emmanuel Church, Tolworth within the above definition for at least three months but for less than a year, or have moved into the area within three months and have been unable to attend church as described, having previously attended another church of a Christian denomination so that the total attendance at church is for at least a year, they must provide the form for clergy completed by the minister of that church, which confirms that they were attending a service on Sunday or other occasion of worship (including a home group) twice a month for the required period. This form is to be provided in addition to the form relating to their attendance at Christ Church, Surbiton Hill or Emmanuel Church, Tolworth.

Multiple Births (twins, triplets etc.)

Once the admission criteria has been applied, should a family with multiple births be allocated only one place, the other sibling(s) will then be placed on the waiting list in

accordance with the published admission criteria, in the same way as for other children.

Where there is one school place available and there is more than one sibling who is eligible for the place under the published admission criteria, the parent will be asked to decide which child will take the available place.

In the event that two or more applicants live equidistant from the school the governing body will draw lots to decide between applicants.

Full-time or part-time attendance

Admission of children below compulsory school age

For admission to the 2011-12 school year, and subsequent years, admission authorities for primary schools must provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Parents can request that their child attends part-time until the child reaches compulsory school age.

Deferred entry to primary schools

If parents are offered a place for a child and the parents wish to defer the place the school must hold the place for that child and not offer it to another child. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Waiting Lists

Applicants who cannot be offered a place as a result of the above procedure will, on request, be included on the waiting list which will be held until the last day of the autumn term. The order on this list will be determined by the criteria stated above. If any places become available in the Reception Class due to start in the autumn term, prior to the start of that term, they will be offered to those on the waiting list, in order. An application for a place for a child moving into the area after the closing date for applications will be placed on the waiting list in accordance with the above criteria.

Please note: the Department for Children Schools and Families (DCSF) is consulting on an amendment to the School Admissions Co-ordination Regulations which will require all local authorities to include a statement on their common application form which signals to parents the importance with complying with a school's policies once their child has been admitted and that by signing the form or making an application the parent is confirming that they accept those policies.

Making Applications for Admission

Please also refer to Kingston's Primary School Admissions Booklet 2011.

Parents must complete a Common Application Form and return this to the Local Authority (LA) by the national closing date for primary admissions, 15th January 2011. Parent applying for places under "church" criteria must complete the clergy/parents form.

Parents will be informed whether their application has been successful in accordance with the guidelines in the LA booklet. Details on the appeals procedure are included in this document and also available from the school.

Late Applications

Any late applications will be considered in accordance with the Home Local Authority's primary school admissions scheme. For further details on late applications please refer to Kingston's Primary Schools Admission Booklet 2011.

In Year Applications

For various reasons, in particular the movement of families out of the area, places may arise at the school at any time during the school year. Applications after 1st September 2010 and applications for places in the year group other than the normal year of entry to primary school will be treated as casual admissions. These applications should be made to the Local Authority Applications for such places must be for the class year appropriate to the child's age and will be allocated on the basis of the admission criteria. When there are no places available a waiting list will be maintained according to the published admission criteria for the school.



Christ Church CE Primary School

Form for Parents/Guardians **to complete and give to Clergy of either Christ Church Surbiton** **Hill or Emmanuel Church Tolworth**

Please note that this form is designed merely to aid the clergy by providing an indication of the nature of the commitment of the parents/guardians to the church named below. The clergy will check the information provided. It will not be seen by the School.

Child's name:

Date of birth:

Name of parent(s)/guardian(s):

Address:

Place of worship: CHRIST CHURCH SURBITON HILL EMMANUEL

How long have you worshipped at this church?

If less than one year, state how many months:

1-2 years more than 2 years

How frequently do you attend a service on Sunday:

weekly fortnightly monthly festivals

other Please give brief details below.

Does your child attend a children's group on a Sunday morning? Yes/No

If yes, which one?

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Do you attend an occasion for worship other than a service on Sunday?

Yes/No

If so, please give details.

Do you attend a home group?

Yes/No

If so, which one?

Signature of parent(s)/guardian(s):

Date:



Christ Church CE Primary School

Form for Clergy to Complete

The parents/guardians should give you a form provided by the School, which they have completed. This will aid you by providing an indication of the nature of the commitment of the parents/guardian to the church named below, though you should check the information provided. **Please only return the tear of slip at the bottom of this form to the school. The parents' form and the form for clergy should not be returned to the School.**

The School Admissions Policy refers to “**children whose parents or guardians are committed members of the church family at Christ Church, Surbiton Hill or Emmanuel Church, Tolworth**”. Committed members of the church family at Christ Church, Surbiton Hill or Emmanuel Church, Tolworth are those parents/guardians (one or both) who provide with their application form the completed form for clergy which confirms that they have been and are attending a service on Sunday or other occasion for worship (including a home group) at least twice a month for at least a year prior to application. The form is to be completed by the Vicar or equivalent of Christ Church, Surbiton Hill or Emmanuel Church, Tolworth, which the parents/guardians (one or both) have attended for the last year or more. During an interregnum at Christ Church, Surbiton Hill or Emmanuel Church, Tolworth, the churchwarden of the church concerned should complete the form.

Where parents/guardians (one or both) have been committed members of the church family at Christ Church, Surbiton Hill or Emmanuel Church, Tolworth within the above definition for at least three months but for less than a year, or have moved into the area within three months and unable to attend church as described, having previously attended another church of a Christian denomination so that the total attendance at church is for at least a year, they must provide the form for clergy completed by the minister of that church, which confirms that they were attending a service on Sunday or other occasion of worship (including a home group) twice a month for the required period. This form is to be provided in addition to the form relating to their attendance at Christ Church, Surbiton Hill or Emmanuel Church, Tolworth.

Child's name:

Date of birth:

Name of parent(s)/guardian(s):

Address:

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Name and address of place of worship:

What denomination is your church?

How long has the family worshipped at your church?

If less than one year, state how many months:

1-2 years more than 2 years

How frequently do they attend church worship (defined as a service on Sunday or other occasion for worship, including a home group):

weekly fortnightly monthly festivals

other Please give brief details below.

Signature of minister/incumbent:

Date:

**PLEASE RETURN THIS SLIP TO THE ADMISSIONS' COMMITTEE AT CHRIST
CHURCH CE PRIMARY SCHOOL**

Child's name:

Child's address:

<p>This child does / does not meet the criteria for admission to school under the church criteria.</p>

Signature of minister/incumbent:

Date: