



ADMISSIONS ARRANGEMENTS 2018-2019

Issued by the Governors of St Mary's CE School, Clymping

Last Revised	
Signature	
Approval Date	
Review Schedule	Annually

St Mary's School, Clymping, is a Church of England Voluntary Aided Primary School situated in a rural village area. As an Aided School, the admission of pupils is made by the governors, as the admission authority, in accordance with arrangements agreed with the Local Education Authority. In accordance with the School Admissions Code 2014 looked after children will be given priority over all others.

The school serves a dual role: it seeks to provide a place of Christian nurture for Church families while at the same time serving the local community. The published admission number (PAN) is 15. The admission limit (AL) for all other year groups is 15. If more than that number apply for any year group the admission of pupils will be subject to the following oversubscription criteria in the order set out below. The highest priority is given to looked after children and all previously looked after children.

1. 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, at the time of application, 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 (section 22 (1) of the Children Act 1989 applies).
2. The child resides in the civil or ecclesiastical parishes of Clymping
3. The child already has a sibling who is attending St Mary's School Clymping at the time of application.
4. A parent of the child is a regular attendee and is on the Electoral Roll for the parish of St Mary at Clymping.
5. A parent of the child is a regular attendee and is on the Church Electoral Roll of any other Church of England parish.
6. A parent of the child has regular attendance as confirmed by a church leader at a church of a Christian denomination
7. There is exceptional reason, i.e. medical, social or educational (with written professional support) for admission to this school.
8. Other children

The governors Supplementary Information Form (SIF) must be completed and returned to the school, at the time of application, where additional information is required to confirm qualification against a particular oversubscription criterion.

When deciding between applicants who have equal entitlement under one of the above criteria the governors will rank the applications accordingly to the proximity of the applicant's home to the school.

How to apply for a place at the normal round – Reception

The normal round is the first opportunity for children to join a school. For us, that is at Reception. Parents must make a formal application for admission to school using a Common Application Form from the Local Authority where the child lives. If that is outside of West Sussex, the application will be passed to West Sussex County Council which co-ordinates all applications for this school. Through this process, all parents will receive a single offer of a school place on the same day. The National Offer Date. Parents apply on a Common Application Form. There is a national closing date for applications on 15 January. All applications submitted after this will be considered to be late applications unless the parent can demonstrate that he or she was unable to apply by the deadline. This may be because of illness or because of a house move to the area. Late applications will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, children who are refused admission will be placed on our waiting list.

Parents will receive an admission decision in writing from the home local authority on or about 16 April 2018, according to the procedure set out in this local authority's Composite Prospectus.

Late Applications

Local authorities must coordinate 'normal admission round' Foundation (reception) applications until 31 August 2018. If an application form is submitted to the home local authority after the application deadline of 15th January 2018, it will be considered as a 'late' application and will not be administered until all on time applications have been processed, at which point there may no longer be a place available at the preferred school(s).

Deferred admission for infants

Places are offered to children for admission at the beginning of the September term after the fourth birthday. That is before they reach compulsory school age. Parents have a right to defer the date their child is admitted, or to take the place up part time, until the child reaches compulsory school age. The place that was offered would be held open for them at the school. We encourage parents to discuss deferred or part time admissions with us and any other relevant professionals. Places cannot be deferred and held open beyond the beginning of the final term of the school year for which the offer was made. If you decide that admission, you must tell us so that we know to hold the place open. Where a parent does not tell us that admission is to be deferred and does not admit the child in September, it is possible that the place will be withdrawn and offered to another child.

Admission of summer-born (April 1st to August 31st) children outside their normal age group

For summer-born children, we recommend that parents who are considering delaying admission to Reception to the following academic year to discuss their plans with us and any other relevant professionals. If the decision is to go ahead with delayed admission, parents will then make an application in the next normal round (for admission to reception in 2019). There is no additional priority for admission based on the child delaying admission and there is no guarantee that the school will be able to offer the child a place.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, we will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent. The process for requesting such an admission is as follows. We ask parents to tell us in writing, with as much supporting evidence as they wish, why they are requesting admission outside the normal age group for a child. We will consider this when it is made and reach a decision in the child's best interests. We will take into account:

- The parent's views;
- The views of the headteacher;
- Information about the child's academic, social and emotional development submitted by the parent;
- The child's medical history and the views of a medical professional, where relevant and if submitted by the parent;
- Whether the child has previously been educated out of their normal age group;
- Whether the child may have fallen into a lower age group if it were not for being born prematurely.

We will advise parents who make a request that they should consider the implications of being taught out of the normal age group as any school the child later moves on to will not be obliged to continue to educate their child out of the normal age group.

Any child whose Education, Health and Care Plan names this school will be admitted. This will reduce the number of places available to other children accordingly. For In-Year Admissions, the child will be admitted whether or not we have reached the Published Admission Number (PAN) or admission limit (AL) for the Year Group. An Education, Health and Care Plan is a formal document issued by the Local Authority describing a child's additional needs and how they will be provided for in a school.

In-Year Applications

If a parent wishes to apply for his/her child to join the school during the 2018/19 school year, the Local Authority In-Year application form must be completed and submitted in accordance with this authority's published procedure. This is available to download from the school website or a paper copy can be provided by the Local Authority or the School Office. The In-Year Application Form may be submitted at any time but will only be administered during school term time and within six school weeks of the place being required, unless the application is for a child from a Service family or the parent is a Crown Servant returning from overseas. In these circumstances, an application may be considered further in advance if an official letter is provided with the application, which confirms a relocation date and Unit postal address or quartering area address.

Procedure for unsuccessful applicants (Appeals Procedure)

Parents of children who have been refused admission to the school will have the legal right of appeal to an independent appeal panel. This will be explained in the decision letter and parents wishing to exercise this right should write to the Chair of Governors c/o The School within 14 days of receiving notification that their application has been unsuccessful.

Children refused a place can, at their parent's request, be put on a waiting list where priorities will also be determined by the admissions criteria set out above. Each time a child's name is added, the waiting list will be re-ranked. If a place should become available it will be offered for the child ranked highest at that time. Children are kept on this list for a maximum of twelve months and at least until 31st December for the reception applications.

Notes

- References to parents include legal guardians and applies to one or both parents or a sole parent.
- A sibling is a full or half brother or sister living permanently in the same household, including an adoptive or foster brother or sister.
- Where only one parent/guardian satisfies a criterion, the application will be treated equally with one where the requirement is met by both parents.
- Parents applying under category 3, 4 or 5 must complete a Supplementary Information Form (available from the school office) giving the name of the priest or minister able to verify that the requirements of a particular criterion have been met.
- Regular attendance at church is defined as attendance at a minimum of one service a month for a period of at least one year
- Church of Christian denomination is defined as a member of Churches Together in Britain and Ireland and/or The Evangelical Alliance
- Maps of the civil and ecclesiastical parishes of Clymping can be viewed at the school.