

## Temple Ewell Church of England Primary School

### Admissions Policy (For September 2018)

As a school founded by the Church of England and part of The Diocese of Canterbury, Temple Ewell Church of England Primary School has a distinctive Christian ethos at its heart.

Our **Christian Values** are:

**Forgiveness**

**Acceptance**

**Inspiration**

**Trust**

**Hope**

These Christian values support the spiritual and moral development of our children and wider community as we grow and learn together, in a happy, safe and secure environment.

We create and foster a genuine love of learning. Children enjoy high-quality learning experiences in which they develop their knowledge and understanding, thinking skills, self-confidence, and social and emotional skills.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. Parents have the right to withdraw their children from the daily Christian act of worship and Religious Education. 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 the School and admits 20 pupils per year. This admission's number has been agreed between the Governing Body and the Local Authority and applies to the year 2017 – 2018.

Temple Ewell Church of England Primary School has 5 mixed aged classes. The Governors have set a maximum class size as follows;

Class R & 1: 30 pupils

Class 1 & 2: 30 pupils

Class 3: 20 pupils

Class 4 & 5: 30 pupils

Class 5 & 6: 30 pupils

Where parents wish to be given preference on the grounds of their faith within their application for a place at this school, they should complete the school's supplementary information form which is available from the school office or the school website.

### Oversubscription Criteria

In line with the DFE **School Admissions Code**, children with Educational Health Care Plans (ECHPs) that name Temple Ewell Church of England Primary School in the statement will be allocated a place at the school before the oversubscription criteria are applied.

Where the number of applications for admission exceeds the places available, all applications will be considered in accordance with the over-subscription criteria below:

#### **1. Looked after Children / Children in Local Authority Care**

**Children who are in Public Care or who have been adopted but were formerly in Public Care. A child in public care is defined as a child who is looked after by the Local Authority within the meaning of section 22 of the Children's Act 1989.**

#### **2. Sibling / Current Family Association**

A brother or sister is attending the school when the child starts and will continue to do so when the sibling is admitted.

In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters (see explanation below).

#### **3. Vulnerable Children**

I. Children of families with confirmed refugee status

II. Children with physical or medical need where written evidence is available from a senior clinical medical officer and the child's general practitioner or

specialist showing that it would be detrimental to the child's health not to admit him/her to the school. Details of this must accompany the initial application.

III. Children where one or both parents have a disability that would make travel to a different school very challenging. Evidence from a registered health professional such as a doctor or social worker will need to be provided. Details of this must accompany the initial application.

#### 4. Practicing Christian

Children, who along with their parents or guardians, regularly attend public worship scheduled and advertised within the pattern of services of the Parish Church of St Peter's and St Paul's Church, Temple Ewell or St Anthony's Church, Alkham. For casual admissions outside of the main round, i.e. families moving into the area, evidence of regular attendance at public worship within the pattern of services at an Anglican church in the family's previous home area will be required.

Regular attendance is taken to mean at least once a month, for a period of at least twelve (12) months.

#### 4. Location

Children who live within the designated area of the parish of Temple Ewell and live nearest to the school measured in a straight line from the school to the home address. The home address is the place where the child resides permanently with their parent or parents or legal guardians.

Where any of the above criteria are oversubscribed children will be ranked within each category in the same order as the over subscription criteria. For example; if there are more siblings than the school can admit, they will be ranked firstly according to vulnerable status; secondly according to the practising Christian criteria and then by distance to the school.

#### Explanations

##### (a) Medical / 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. Written evidence from a suitably qualified medical or another practitioner who can demonstrate a special connection between these needs and the particular school will be required with the application.

(b) A sibling link is defined as a child's brother or sister (living in the same household; the school will need to see relevant evidence to confirm this) already on roll and attending the school you have applied to and who still be attending the school the following academic year. This category includes stepbrothers/step-sisters; adoptive brothers/sisters living in the same household or children whose parents are married or cohabiting and live together within the same household. This does not include siblings who live in a different household. If you have twins, triplets or more children in the same household who are due to transfer into the same year group, please be aware that should the admission limit of a school be reached by admitting one child, your other child(ren) will offered a place at the same school. Please note: an older sibling link at the school does not guarantee admission to the school.

(c) Distance / Nearness of children's home 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 data. 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.

#### Parental Right to Defer Entry (Primary and Infant schools only) (Para 2.16)

Parents have the right to request that their child defers entry into Reception year (until the term following their fifth birthday, but not beyond the beginning of the final term). Parents also have the right to request that the child started part time (until the term following their fifth birthday).

Equally, every child is entitled to a full-time place in the September following their fourth birthday.

The only restriction on this is that children must secure the offered place by starting school on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day), but not beyond the

beginning of the final term. The prescribed days are 31 December, 31 March and 31 August.

This means that children born between the 1 April and 31 August (also known as “summer born”) must start school at the beginning of the April term if they wish to keep their offer. Where parents wish for their summer born child to defer entry until the start of Year 1, they must refuse their offered place, which may be offered to a different child, and then reapply through the In Year process. These applications should be made during the last month of Reception Year.

### Summer Born Children and Admission Outside of Expected Year Group

Requests for admission outside of the normal age group should be made to the Headteacher of each preferred school 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.

### Appeals Procedure

Parents have a right of appeal to an independent panel against the decision of the Governing Body to refuse application for a school place. Details of the appeals procedure are sent out with all refusal letters.

The school will provide procedures relating to waiting lists, appeals and late applications.

In accordance with the requirements of the School Standards and Framework Act 1998, the Governors will make arrangements for parents to appeal against the refusal of the Governors to offer a place for their child in the school. Details of the procedure will be supplied by the Headteacher on request.

Queries about the Admission Policy should be addressed to the Headteacher or Chair of Governors, c/o the School Office. The school will establish an independent Appeals Panel in accordance with the relevant Education Act, or will use the services of the Local Authority Independent Appeals Panel.

**Arrangements for Admissions and appeals will be reviewed and published each year.**

**Temple Ewell Church of England Primary School**  
**Supplementary Admission Application Form**

Full name of child:

---

Chosen name:

Male / Female:

---

Address:

---

---

Postcode:

---

Date of birth:

Home telephone no:

---

Mobile no:

---

Email address:

---

Names of parents / guardians:

---

Names and date of birth of any siblings (including step, half, adopted or foster living at the same address at the time of admission to the school) attending Temple Ewell CEP School:

---

---

**Are there any special medical, social or educational reasons why your child should have a place at this school? If so, please give details below and continue on a separate sheet if necessary. If you wish the Governors to consider your special reasons, please provide professionally supported evidence at the time of application.**



Parents who wish to apply for a place under the Church criteria must also have the next section of the form completed by your minister or the person appointed by your church to validate school applications.

When signed and completed, please return form to Temple Ewell CEP School

Signed:

Date:

\_\_\_\_\_

Mother/father/or person with parental responsibility

## Form for Clergy

Section to be completed by parents or person with parental responsibility:

Child's name:

---

Date of birth:

---

Names of parents/guardians:

---

Main weekday address:

---

---

Name and address of place of worship:

---

---

What denomination is your church?

---

**Signature of mother/father or person  
with parental responsibility**

---

**Date**

---

**To be completed by member clergy**

The parent(s), carers or guardians of this child are currently active members of my church and

have been over the previous 12 months.

Please tick [ ]

The child is currently a member of Church Club or equivalent

Please tick [ ]

Please add any further information to assist the *Governors* in fulfilling their admissions process.

Please note that parents wishing to appeal for a place may have the right to see all correspondence relating to their application and appeal.

**Signature of minister:** \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**This form does not constitute an application under the local authority's co-ordinated admission arrangements; parents applying under the church criteria must ensure that they have named Temple Ewell CEP School as one of their preferences on the Common Application Form in addition to submitting this form to the school.**