

# St Martin's Church of England Primary School

## Admission Arrangements for the Academic Year 2019-2020

### Part 1 General information

#### 1.1 About our school

St Martin's is a Church of England Voluntary Aided School. We are a one form entry school taking pupils from aged 5 – 11. We also have a nursery which offers state-funded care and learning. We are funded by the Local Authority just as other schools in Brighton and Hove are. Because we are a Church of England school the Diocese of Chichester supports us, and we have a Service Level Agreement with the Schools team in the diocese. They help us in various ways including helping us to care for our buildings. Because we are a Voluntary Aided School, the Board of Governors is the Admissions Authority for the School.

The Governing Body welcomes children of all parent(s)/carer(s) who believe that their children will benefit from the very best of Primary Education within a distinctive Christian ethos. At St Martin's our Christian ethos lies at the heart of the school and we work in partnership with parent(s) and carer(s), to teach the Christian faith. We ensure the provision of education based upon high standards and the pursuit of excellence. We promote the total personal, social and spiritual development of each child. As our Mission Statement says, 'we strive to create a school family in which our children are educated and inspired through loving and understanding of God, each other and the world'. Our motto is 'Learning to Love, Loving to Learn'.

Although parent(s)/carer(s) have the right to withdraw their children from worship and RE, the Governors and Head Teacher of St Martin's C of E Aided School would expect that parent(s)/carer(s), having chosen the ethos of this school, would respect this and wish their children to participate fully in all activities.

#### 1.2 Contact details

Information about school admissions is available from the following sources:

- The school website: [www.stmartins.brighton-hove.sch.uk](http://www.stmartins.brighton-hove.sch.uk) Email: [admissions@stmartins.brighton-hove.sch.uk](mailto:admissions@stmartins.brighton-hove.sch.uk)
- The Local Authority (LA) website: <http://www.brighton-hove.gov.uk/content/children-and-education/school-admissions/starting-school>
- Contact for Admissions: The School Office Manager, Tel: 01273 707114

#### 1.3 The Published Admission Number (PAN) and Non-Statutory Admissions Limit

A statutory Published Admission Number (PAN) applies for entrance to the Reception class. The PAN for the Reception Class is 30. This is the legal maximum. The Governing Body will admit 30 pupils into the Reception class and keep to that number in other Key Stage 1 classes. If there are fewer than 30 applications then all applicants will be offered a place. Where there are more than 30 applications the Oversubscription Criteria set out in this policy will be applied. In Key Stage 2 the Governing Body has agreed a Non-Statutory Admissions Limit of 32 for each year group. Where a class is not full In-Year applicants will be

offered a place. Where a year group is full the Oversubscription Criteria set out in Part 3 will be applied in allocating places for In-Year admissions.

## **Part 2      How to apply – The Normal Admissions Round: Children starting Reception**

All our applications are managed through the Local Authority Co-ordinated Scheme, just like other maintained schools. All local authorities are required to co-ordinate the normal admissions round for primary and secondary schools in their area. In-year applications are also welcome. See Part 4 for details. Parent(s) / carer(s) should contact the Local Authority to ensure that they understand the application procedure.

### **2.1      Documents of particular importance**

These include:

- The Local Authority Co-ordinated Admissions Scheme (this applies to starting school for the first time) <http://www.brighton-hove.gov.uk/content/children-and-education/school-admissions/starting-school/school-admissions-booklets>
- The Local Authority Fair Access Protocol. [www.brighton-hove.gov.uk/sites/brighton-hove.gov.uk/files/Fair%20Access%20Protocol%20Primary%208.7.13.pdf](http://www.brighton-hove.gov.uk/sites/brighton-hove.gov.uk/files/Fair%20Access%20Protocol%20Primary%208.7.13.pdf)
- Parent(s)/carer(s) must complete the Local Authority application form which is available online via the Local Authority website – see <http://www.brighton-hove.gov.uk/content/children-and-education/school-admissions/starting-school/school-admissions-booklets>.
- Schools Admissions Code, December 2014 (DFE Reference number: 00728-2014).

### **2.2      The Supplementary Information Form (SIF)**

When applying under Oversubscription Criteria 3.3.2, 3.3.3, or 3.3.5 below, there is a **Supplementary Information Form (SIF)** which must **also** be completed. This form can be obtained from St Martin's School or from the school website. It is attached to this policy (See Part 7). This form includes a reference from the Priest/Christian minister of the worshipping community which the parent(s)/carer(s) attend.

Parent(s)/carer(s) should complete their part of the SIF. They should then ask their Priest/Christian Minister to complete the reference. It is the responsibility of Parent(s)/carer(s) to return the fully completed form to the school by the published deadline.

### **2.3      Deadlines**

For entry in September 2019, both the Common Application Form and the Supplementary Information Form (SIF) must be returned by **15<sup>th</sup> January 2019, 23.59 hours**. The Common Application Form must be sent to the Local Authority. The Supplementary Information Form (SIF) must be sent to the school directly.

### **2.4      National Offer Day**

The Governors will notify the Local Authority of their provisional application decisions in accordance with the timetable set out in this Authority's published Co-ordinated Admissions Scheme. Final decisions will be notified by letter or email, to be sent out on the National Offer Day **16<sup>th</sup> April (or the first working day after 16<sup>th</sup> April)**, by the Local Authority on

behalf of the school Admission Authority. This is in accordance with the School Admissions Code.

## **2.5 Late Applications**

Late applications are considered after all those applications received by the published deadline, in accordance with the co-ordinated scheme, unless a late application is deemed by the LA to be late with good reason. See <https://www.brighton-hove.gov.uk/content/children-and-education/primary-admissions-booklet/what-do-i-do-my-completed-application>

## **2.6 Right of Appeal**

If an application is turned down Parent(s)/carer(s) have the right to appeal to an Independent Appeal Panel. This Panel is bound by the Governing Body's admission priorities and Published Admission Number. It is important to act quickly to register an appeal, normally within 20 school days of receiving a letter giving the decision about the school that has been allocated. For further information see Part 5. The school website will have an appeals timetable published by 28<sup>th</sup> February each year. The School Office Manager will also be able to give further information.

# **Part 3 Oversubscription Criteria**

## **3.1 When the Oversubscription Criteria is used**

Where there are more applications than there are places available within the requested year group, the Admissions Committee will apply the following Oversubscription criteria for every application received. This will rank applications according to priority and so identify those children for whom a place must be offered within the Published Admission Number. These Criteria are used for the normal admissions round (applications for children to begin school in Reception), and for in-year admissions (applications for children to join the school in any year group at other times of the year outside the normal admissions round).

## **3.2 Children with a Statement of Special Educational Needs (SEN) or an Education Health and Care (EHC) Plan**

Before applying the oversubscription criteria, a place will be allocated for any child with a Statement of Special Educational Needs (SEN) or an Education Health and Care (EHC) Plan that names St Martin's CE Primary School as the school the child must attend, as required by the Special Educational Needs and Disability Code of Practice, 0-25 (DFE Reference 00205-2013).

## **3.3 St Martin's Oversubscription Criteria (to be read with the Definitions in 3.4)**

In the event that St Martin's School receives more applications than there are places available, the order of priority for admission will be established using the following criteria in descending order:

- 3.3.1 Looked after and previously looked after children (see Definitions 1 and 2).
- 3.3.2 Children of regular worshippers of the Parish of St Martin with St Wilfrid and St Alban with St Richard, Hollingdean (see Definition 3).

- 3.3.3 Children of regular worshippers of other Anglican parishes (see Definition 3).
- 3.3.4 Siblings of children who are already attending this school at the date of admission (see Definition 4).
- 3.3.5 Children of regular worshippers at churches belonging to other Christian denominations (see Definitions 3 and 5).
- 3.3.6 Residents of the Parish of St Martin with St Wilfrid and St Alban with St Richard, Hollingdean. A list of the roads included in the Parish of St Martin with St Wilfrid and St Alban with St Richard, Hollingdean relevant to these criteria is available from St Martin's School or can be found on the school website.
- 3.3.7 Any other children.

### **3.4 Definitions**

- 3.4.1 **Looked After Children** - children who are in the care of a local authority as defined by Section 22 of the Children Act 1989. In relation to school admissions a 'looked after child' is a child in public care at the time of application to a school.
- 3.4.2 **Previously Looked After Children** - children who were previously looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- 3.4.3 **Regular Worshippers** – Parent(s)/carer(s) who, with their children, attend public worship (including the Eucharist whenever possible) at least twice a month and have worshipped regularly at least for 1 year. If they have changed their place of worship within the last year, supporting references from the Priest/Christian minister from both places of worship must be obtained to cover the entire 1 year period and submitted with the application.
- 3.4.4 **Siblings** - children who live as brother or sister in the same household, including natural brothers or sisters, half brothers and sisters, adopted siblings, stepbrothers or sisters and foster brother and sisters. Where a sibling attends the nursery class it will not be counted as a link for admissions purposes.
- 3.4.5 **Other Christian denominations** – Children of parent(s) /carer(s) who are members of a church that is a full member of Churches Together in Britain and Ireland or the Evangelical Alliance and who, with their children, attend public worship at least twice a month.

### **3.5 Tie Breaker – Distance**

Should the school reach its Published Admission Number within any of the categories above, priority will be given to children living closest to the school in accordance with the current Local Authority system. Details can be found at <https://www.brighton-hove.gov.uk/content/children-and-education/primary-admissions-booklet/other-children>

### **3.6 Waiting list**

In the event that we are unable to offer your child a place at the school, we operate a waiting list. The waiting list is constructed using the priorities declared in the Over-subscription Criteria. Any waiting list will remain 'live' until 31<sup>st</sup> December in the year of

admission. Parents should also notify any changes in circumstances that would affect the criteria.

## **Part 4 In-Year Admission to any year group during the 2018/19 academic year**

### **4.1 How to apply for In-Year Admission**

Applications can be submitted at any time during the academic year, directly to the school or by applying directly to the Local Authority. The Governors will not consider any applications received during school holiday periods until school resumes. Where applications are received directly at the school, applicants will be asked to complete the LA Transfer Form. Where applicable, a separate Supplementary Information Form (SIF) should also be completed in connection with the application. (See 2.2, 3.3, 3.4, 7).

### **4.2 The Procedure the Head and Governors will follow**

The Governors' Admissions Committee will aim to take admission decisions within ten days in the order that application forms are received. Where the request is for the child's chronological age year group and there is a place available, the decision will normally be to admit the child concerned and applicants will be notified of this in writing.

Where the Governors have more than one application to consider at any one time for the same year group, they may need to apply the published Oversubscription Criteria in order to determine a priority for admission where insufficient places exist (see Part 3 – Oversubscription Criteria). Where the requested chronological age year group is oversubscribed, the governors will carefully consider whether an additional child might still be admitted to the school without impacting on the available resources or affecting the delivery of education. Normally the decision will be to refuse admission if the year group is full and, where this is the case, parents will be notified in writing of the reasons for refusal and about how to appeal against the Governors' decision (see Part 5 below).

### **4.3 The Outcome**

The outcome will be communicated from the School Office within 5 school days of the Admission Committee decision being taken. Parent(s)/Carer(s) will be expected to confirm their acceptance of any place offered by email or post within 15 school days. If a place that has been offered is not accepted within 15 days the school reserves the right to withdraw the offer and to re-allocate the place to a child on the waiting list or to a new applicant where no waiting list exists.

### **4.4 Local Authority Fair Access Protocol**

Subject to the information provided in support of an application and the circumstances at the school, the Admissions Committee may decide to refer a refused application to the Local Authority in order that the Fair Access Protocol may be applied. This would normally be where a child is deemed to require a higher level of support than can be provided at the school. The Fair Access Protocol will enable the Local Authority to engage with a family directly and so provide suitable support or an alternative educational placement as soon as

possible. Applicants are advised to refer to the Local Authority Fair Access Protocol before completing an in-year application form. The protocol can be accessed at: [www.brighton-hove.gov.uk/sites/brighton-hove.gov.uk/files/Fair%20Access%20Protocol%20Primary%208.7.13.pdf](http://www.brighton-hove.gov.uk/sites/brighton-hove.gov.uk/files/Fair%20Access%20Protocol%20Primary%208.7.13.pdf)

#### **4.5 Waiting List for In-Year Applications**

In the event that we are unable to offer a child a place at the school, we will operate a waiting list for any year group which is full. The waiting list is constructed using the priorities declared in the Over-subscription Criteria. Parent(s)/ carer(s) may request that their child is placed on a waiting list. Parent(s)/ carer(s) should also notify any changes in circumstances that would affect the criteria.

### **Part 5 Appeals Procedure**

Parents have the legal right to appeal against the Governors' decision to refuse a place at St Martin's CE Primary School for a child in their care, providing a formal application for a school place has been submitted and a decision letter has been received.

#### **5.1 Appeals Timetable**

An appeals timetable will be published on the school website by **28th February** every year. This sets out the timeframe for the various stages in the appeal process. The Governors do not organise appeal hearings during school holiday periods and any appeal received when the school is closed will not be administered until school resumes.

#### **5.2 The Appeal Form**

The Governors' appeal form must always be completed and submitted to the School Office. This can be downloaded from the school website or obtained from the School Office.

### **Part 6 Important Information**

#### **6.1 Applications for children to enter a year group other than chronological age**

The Governors will consider applications on a case by case basis for 'retained' or 'accelerated' entry in circumstances where parents would like their child to be admitted to a year group either side of the chronological age year group. The reasons for the request must be fully explained in writing and included with the school place application form. The Governors will follow the requirements of the School Admissions Code 2014 in all cases.

#### **6.2 Summer born children and deferral of entry into reception for the following year**

Parents of children born from 1 April to 31 August who reach compulsory school age on the 31<sup>st</sup> August following their 5<sup>th</sup> birthday (or on their 5<sup>th</sup> birthday if that falls on 31<sup>st</sup> August) may apply for deferral of entry into reception. Each application for such deferral is treated by the school on an individual basis, considering the evidence supplied, this will be from professionals who know the child and from parent(s)/carer(s). If parent(s)/carer(s) wish to request this, they need to apply in the chronological year (i.e. the year in which the child would normally be entering school) and at the same time submit a request to the school for deferral to reception for the following year. If this is agreed by the governors, after reviewing the evidence for the request and in consultation with the head and any others

involved with the child, then the place cannot be held open and the parent(s)/carer(s) **will need to apply again** the next year in the normal way. The school will then treat and rank the application according to the criteria published in admission arrangements along with all others received. Please be aware that although the deferral may be agreed, **there is no guarantee of a place being available at the school for the following year.**

### **6.3 Deferred Entry to School**

While a child is below statutory school age, the parent may choose to defer his/her child's entry to school until later in the school year. However, parents cannot defer beyond the point at which the child reaches statutory school age, or beyond the start of the last term in the school year. The school operates on the basis of a three-term year.

### **6.4 Full Time or Part Time Start**

A parent may apply for his/her child to start school for the first time in the September following the fourth birthday and, where a place is offered, may choose for the child to start full time from day one, or to attend on a part time basis until statutory school age is reached, which occurs during the term following the child's fifth birthday.

### **6.5 Multiple birth applications (for example twins)**

In the case of multiple birth applications, the Published Admission Number or admission limit will be increased at the point of allocation or exceeded to ensure that multiple birth siblings can be allocated places at the same school (the sibling definition still applies).

### **6.6 Children from Overseas**

The Governors will not allocate a place to anyone moving into the country from abroad prior to their arrival in the country. Governors will require proof of residency – see 6.7 'Home Address'. We will treat children coming from overseas in accordance with European Union Law or Home Office rules for Non-European Area nationals. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the local area.

### **6.7 Home Address**

For the purposes of school admission, the Governors' definition of a child's home address is considered to be where the child spends the majority of their time with the person(s) who legally have care of the child. Documentary evidence of house ownership or a minimum six-month rental agreement may be required, together with proof of the child's residence at the property concerned. Places will not be allocated on the basis of a future house move unless this can be confirmed through the exchange of contract or a signed formal lease agreement in place at the time of application. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. The governors may withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.

# Part 7 Supplementary Information Form (SIF) for Admission to St Martin's Church of England Primary School 2019-2020

## CONFIDENTIAL

### Completion Instructions

- Parent(s)/carer(s) should fill out this form only if they are applying for a place under the church attendance criteria as stated in the Oversubscription Criteria points 3.3.2, 3.3.3 or 3.3.5.
- This form must be returned to St Martin's School by the Parent(s)/Carer(s) by 23.59 hours on the date published as the deadline.
- Please remember you must also complete the Brighton and Hove Local Authority Common Application Form (available online) by the published deadline.

### 1. Pupil Information

Surname of Child: \_\_\_\_\_ Other name(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

### 2. Parent(s)/Carer(s) Information

Name of Parent(s) / Carer(s): \_\_\_\_\_

Home Address : \_\_\_\_\_

Post Code: \_\_\_\_\_

Home telephone: \_\_\_\_\_

Mobile telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### 3. Church Commitment

Name of church which you attend: \_\_\_\_\_

Is this a Church of England church? Yes

No

If the church you attend is not a Church of England church please state the denomination to which your church belongs:

Do you attend public worship (including the Eucharist wherever possible) with your child at least twice a month?

Yes

No

Have you worshipped in this church for at least 1 year prior to application?

Yes

No

If you have worshipped for **less than 1 year** at your current church please **give details of your previous church and Priest / Christian Minister**. (You must give a completed copy of this form to your previous Priest / Christian Minister and ask them to

fill in and sign the reference in section 6 below and return it to you. Make sure they know the published deadline to which you are working.)

Name of previous church:

Name and address of previous Priest/ Christian Minister:

Post code:

Telephone:

email:

#### 4. Church Information – your current church

Name of Priest / Christian Minister:

Address of Priest/ Christian Minister:

Post Code:

Telephone:

email:

#### 5. Parent(s) / Carer(s) Declaration

I confirm that the above information is correct and that I have read the School Admission Arrangements

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Signed  
(Parent / Carer)

-----  
Print Name

-----  
Date

#### 6. Priest / Christian Minister's Reference

Can you confirm that the parent(s) /carer(s) and the above named child have attended worship at your church at least twice a month for the last 1 year?

Yes

No

*(If they have worshipped in your church for less than 1 year, please state how long. The parent(s) /carer(s) should seek an additional reference from their previous Priest / Christian Minister)*

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Signed

-----  
Print Name

-----  
Date

Your contact telephone and email:

7. Parent(s)/carer(s) must return this form when completed in an envelope marked '**Strictly Confidential**' to:

**The Admissions Panel,  
St Martin's CE Primary School,  
Hartington Road,  
Brighton, BN2 3LJ.**

Please note that this form must be returned by the **published deadline – 15th January 2019, 23.59 hours**