

St Paul's Church of England Primary School

Admission Arrangements for the Academic Year 2018-2019

General information

St Paul'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 currently offers 15 hours a week of state-funded care and learning. We are funded by the local authority just as other schools in Brighton and Hove are. Because St Paul's is a Church of England school the Diocese of Chichester supports us. It helps us in various areas including care for our buildings. Because we are a Voluntary Aided School, the board of governors is the admissions authority for the school.

The governors welcome children of all parents /carers who believe that their children will benefit from primary education within a distinctive Christian ethos. At St Paul's the Christian ethos underpins everything we strive to achieve for the children of the school. We set high standards and we seek excellence for all of our children and our staff. Our mission statement: "Foundations for the future" conveys our aim to promote the personal, social and spiritual development of each child.

While parents/carers have the right to withdraw their children from worship and religious education, the governors and head teacher of St Paul's expect that having chosen a school founded on Christian belief, they would respect this and endorse their children's participation in all activities at St Paul's.

Contact details

01273 721001

How to apply – children starting reception

All our applications are managed through the Local Authority Coordinated Scheme, just like other church schools. Parent(s) / carer(s) should contact the Local Authority to ensure that they understand the application procedure.

In-year applications are also welcome (see page 6 for details).

Parents/ carers must complete the following forms:

- The local authority's Common Application form available from the Brighton and Hove website's [Children and Education](#) pages.
- St Paul's Oversubscription Criteria form available from the school's website [Prospective parents](#) page.
- St Paul's Supplementary Information form (Priest's form – see page 9) available also from the school's website Prospective parents page.

Oversubscription criteria – when are they applied?

Where there are more applications than there are places available within the requested year group, the school's Admissions Committee will apply its oversubscription criteria to every application received to rank applications according to priority needs and church attendance.

These criteria apply to 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).

However, children with special educational needs or an educational health and care plan are considered separately.

Children with a Statement of Special Educational Needs or an Education Health and Care Plan

Before applying the oversubscription criteria, a place will be allocated for any child with a Statement of Special Educational Needs or an Education Health and Care Plan that names St Paul'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).

St Paul's oversubscription criteria

In the event that St Paul's School receives more applications than there are places available, the order of priority for admission will be established using the following criteria – listed in order of priority. Definitions of each category are given below the list.

Children in the care of a local authority or those previously looked after but immediately after being looked after became subject to adoption, residence, or special guardianship order*.

*For clarification see Department for Education School Admissions Code

Children whose parents regularly attend** services at St. Paul's Church, West Street, Brighton, St. Nicholas Church, Dyke Road, Brighton or St Michael and All Angels Church, Victoria Road, Brighton and have children who attend St. Paul's CE School at the time of admission.

Children whose parents regularly attend** services at other Anglican churches, and have children who attend St. Paul's CE School at the time of admission.

Children who have siblings at the school at the time of admission.

Children whose parents regularly attend** services at St. Paul's Church, West Street, Brighton, St. Nicholas Church, Dyke Road, Brighton or St Michael and All Angels Church, Victoria Road, Brighton

Children whose parents regularly attend** services at other Anglican churches.

Other children

Please note that an application **must** be made for any child transferring from our nursery school to our primary school. There is, without exception, no special priority given to nursery class children for a place in the reception class.

*** Parents applying under criterion 1 must provide a copy of the relevant order as proof of meeting the criterion.**

**** Parents who apply giving criteria 2, 3, 5 and 6 will also be required to submit with their application a completed form from their parish priest clearly stating that at least one parent or carer is a 'regular worshipper who has attended services at least twice a month for at least one full year prior to the date of the submission of the application.' If the parent/carers has changed church/place of worship in that period, a form completed by the priest will be required from each church/place of worship attended.**

In the event of there being more applications than places available in any of the above criteria, priority will be given to children who live nearest to the school as measured by systems in use by Brighton & Hove City Council.

Reference to parents/carers includes legal guardians and applies to either or both parents or a sole parent.

Where only one parent/guardian satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents.

Governors may require parents and carers to produce evidence of residency.

There is a right of appeal to an independent panel against a decision of the governors. Parents wishing to exercise this right should do so within fourteen days of receiving their allocation letter.

Children refused a place can, at their parents' request, be put on a waiting list. Their place on the list will be prioritised according to the criteria above. Children are kept on this list until the end of the term for which the request is made. Parents who wish their children to remain on the waiting list must, at the end of each term, complete a new governors' enquiry form and advise the school office that they wish to remain on the list.

Parents and carers must obtain a receipt for the preference form and the governors' enquiry form.

The governors' admission policy operates within the requirements of the School Admissions Code which now includes greater flexibility around starting dates and arrangements (see page 8). Further details can be found in the Brighton & Hove Council admissions guidance and on the Department for Education website.

Please note that an application must be made for any child transferring from our nursery school to our primary school. There is, without exception, no special priority given to nursery class children for a place in the reception class.

The Supplementary Information Form

When applying under oversubscription criteria, parents/carers must also complete the Supplementary Information Form – The priest's form. This form can be obtained from St Paul's School or from the [school website](#).

It includes a reference from the priest / Christian minister of the worshipping community which the parents/carers attend.

Parents/carers must return the completed form to the school by the published deadline.

Deadlines

For entry in September 2018, both the Common Application Form and the Supplementary Information Form must be returned by 15th January 2018. The Common Application Form must be sent to the Local Authority. The Supplementary Information Form must be sent direct to the school.

National Offer Day

The governors will notify the local authority of their provisional application decisions in accordance with the timetable set out in the authority's Coordinated Admissions Scheme. Final decisions will be notified by letter or email, to be sent out on the National Offer Day 16th April (or the first working day after 16th April),

by the local authority on behalf of St Paul's. This is in accordance with the School Admissions Code.

Late applications

Late applications are considered after all those applications received by the published deadline, in accordance with the local authority's coordinated scheme, unless a late application is deemed by the local authority to be late with good reason.

The Published Admission Number

A statutory Published Admission Number applies for entrance to the reception class. The PAN for the reception class is 30. This is the legal maximum.

The schools board of governors 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 below will be applied.

In the case of twins and other multiple birth applications, the reception class admission limit of 30 will be increased or exceeded to ensure that multiple birth siblings can be allocated places at the same school.

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.

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 '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.

Right of Appeal

If an application is turned down Parents / carers have the right to appeal to an Independent Appeal Panel. The 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.

The school website will publish an appeals timetable by 28th February each year. The school office manager will be able to give further information.

Definitions

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.

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).

Regular worshippers

Parents/carers who attend public worship at least twice a month who and have worshipped regularly at least for one 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 one-year period and submitted with the application.

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.

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 his or her 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. 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.

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 31st December in the year of admission. Parents should also notify any changes in circumstances that would affect their criteria.

In-Year Admission to any year group

How to apply for In-Year admission

Applications can be submitted at any time during the school year, direct to the school or by applying direct to the local authority. The governors will not consider any applications received during school holiday periods until school resumes.

Where applications are sent direct to the school, applicants will be asked to complete the local authority transfer form. Where applicable, a separate supplementary information form should also be completed in connection with the application.

The procedure the head teacher 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 and applicants will be notified 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 to determine a priority for admission where insufficient places exist.

Where the requested age year group is oversubscribed the decision normally will be to refuse admission. The governors will, however, consider whether an additional child might be admitted to the school without impacting on the available resources or affecting the delivery of education. Should a refusal decision be made, parents will be notified in writing of the reasons for refusal and about how to appeal against the governors' decision.

The outcome

The outcome of an application will be communicated from the School Office within five school days of the Admission Committee's decision. Parents/carers 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.

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 so 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 the [Brighton and Hove website](#).

Appeals procedure

Parents have the legal right to appeal against the Governors' decision to refuse a place at St Paul'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.

An appeals timetable will be published on the school website by 28th February every year. This sets out the timetable for 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.

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

Applications for children to enter a year group other than their actual age group

The governors will consider applications on a case by case basis in circumstances where parents would like their child to be admitted to a year group one year before or one year after his or her actual age group.

The reasons for the request must be explained fully 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.

Summer-birth 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 August following their fifth birthday (or on their fifth birthday if that falls on 31 August) may apply for deferral of entry into reception.

Each application for deferral is treated by the school by considering the evidence supplied from professionals who know the child and from parents/carers.

If parents/carers wish to request a deferred entry, they should apply in the year in which the child would normally enter school and **at the same time** submit a request to the school for deferral to reception for the following year.

If, after reviewing the evidence, the governors agree to a deferral, then the place cannot be held open and the parents/carers 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 applications.

Please note: although the deferral may be agreed, there is no guarantee of a place being available at the school for the following year.

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.

St Paul's Supplementary Information Form 2018 – 2019

Once completed please return this form to the head teacher at the school address. This supplementary form needs to be completed by parents/carers applying under categories 2, 3, 5 and 6

TO BE COMPLETED BY THE PARENT or CARER

Name of Parent(s) or Carer(s)

Name of Child

Address

Telephone number

Email address

Usual Place of Worship

How long have you worshipped there?

If you have recently moved please give details of your previous place of worship

If, at the time of application for a place at St Paul's you have not attended services* at your current place of worship for at least one year, you will need support and an additional completed copy of this form from your previous priest.

*Church attendance should be at least twice a month for **the year prior to your submission of an application for a place at the school**, NOT the year to the start of the school year you are applying for.

I confirm that I have read and understood the Admissions Policy and that the information I have given on this form is accurate and truthful. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove false, the governors may withdraw any offer of a place even if the child has started school.

Signed _____ Parent/Carer Date

TO BE COMPLETED BY THE PARISH PRIEST

The parent(s)/carer(s) of the above child is/are known to me as member(s) of my faith community.

YES NO..... (Please write yes or no)

The parent(s)/carer(s) of the above named child is/are regular worshipper(s) who have attended services at least twice a month at my church and have attended for at least the past 12 months.

YES NO.....

If the above statement is not correct please supply additional comments below and overleaf.

.....
.....

I confirm that the information detailed above is accurate

Signed	Date
Print Name	
Name of Church	
Contact telephone number	
Email address	

Other useful documents

The Local Authority Coordinated 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%2008.7.13.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).