



**St Thomas a Becket Church of England  
Federation:**

**Blackboys Primary School**

**Adopted: March 2017**

**Review Date: December 2017**

**SCHOOLS ADMISSION POLICY 2018/19**

# SCHOOLS ADMISSION POLICY 2018/19

Blackboys School has a published admission limit to the Reception year of 20 children.

## **Pupils with a statement of special educational needs / Education Health Care Plan.**

The Governing Body will admit any pupil whose final statement of special educational needs / Education Health Care Plan **names the school**. Where possible such children will be admitted within the PAN.

Please use the following link and the attached map to see our parish boundary. <http://www.achurchnearyou.com/parishfinder>

## **Over-subscription Criteria**

- I. Looked after children and previously looked after children.
- II. Children who live within the Parish of Framfield, Blackboys and Palehouse Common, who satisfy the church qualification ie Children who live within the parish boundaries (civil and ecclesiastical) of Framfield, in areas traditionally served by the school, and frequently (frequently means at least once a month over the last 12 months) worship at the Parish Church of St Thomas a Becket.)
- III. Children with siblings at the school at the time of admission who live in the parish. (Children are siblings if they are full, half, adoptive or foster brother or sister living in the same household)
- IV. Children who live within the Parish of Framfield, Blackboys and Palehouse Common .
- V. Children with siblings at the school at the time of admission. (Children are siblings if they are full, half, adoptive or foster brother or sister living in the same household)
- VI. Children of members of staff that have been employed at the school for two or more years at the time at which the application for admission to the school is made.
- VII. Children living in an adjoining parish to the Parish of Framfield, but whose parents/carers worship frequently(frequently means at least

once a month over the past 12 months.) at St Thomas a Becket Church.

- VIII. Children living outside the Parish of Framfield, whose parents/carers frequently (frequently means at least once a month over the past 12 months.) worship in any Christian churches.
- IX. Other applicants to include those pupils who may attend Blackboys Pre-school.

### Notes

- To satisfy the church qualification children must have attended church at least once a month for the last 12 months. Parents wishing to apply under such a criterion must provide a written statement from the priest/minister confirming attendance.
- Distance: Children within each criterion will be ranked by distance. Distance will be measured in line with the County Council's process – **this is a straight line and not shortest walking distance.**
- Late applications: applications received after the closing date will be regarded as "late" and considered after those received on time.
- Parents have a right of appeal to an independent appeal panel if they are refused a place.

### In Year Admissions/Applications:

- Parents should contact the school directly for all 'in year admission' enquiries.

### Waiting Lists:

- Although Blackboys CE School has increased its PAN from September 2017 for the Reception Class, no other year group will increase in number of pupils.
- Blackboys CE Primary School holds a waiting list for each year group. Only an appeal panel can exceed the admission number once fixed. Governors can exceed the number if they so wish, but only where there are significant changes of circumstances that can be seen as exceptional.
- The admission criteria determine a child's position on the waiting list; and the **date of application has no bearing** on where the child is placed. Any places that become available will be allocated according to the criteria of the admission policy with **no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.** Fair Access admissions and school closure arrangements will take priority over the waiting list.
- The waiting list operates for one year and at the end of the year all names will automatically be removed unless parents/carers advise the school to the contrary.

- In-Year Fair Access placements by the local authority The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the local authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance.

#### **Age on admission:**

- Children can start on a full-time basis regardless of where their 5<sup>th</sup> birthday falls.
- Parents of children with birthdays between 1 April and 31 August 2015 (inclusive) may wish to request for their child to attend on a part-time basis until the end of term 2.
- For some summer born children it is possible for parents/carers to apply for a deferral of a year and admission into year R the **following September**. However, families should be aware of the following:

**The schools will not be able to hold a place and the family will need to apply AGAIN, along with the general intake and follow the normal admissions procedure for that year. There is no guarantee that there will be a place available and the usual over-subscription criteria will apply.**

#### **Definitions:**

##### **Looked after children or children who were previously looked after:**

This criterion provides a priority for children who are (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 (see the definition in section 22(1) of the Children Act 1989). It can also be used for previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). An adoption order is an order under section 12 of The Adoption Act 1976 or under section 46 of the Adoption and Children Act 2002. A 'child arrangement order' is defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).]

##### **Siblings:**

'Sibling' refers to brother or sister, half brother or half sister, adoptive brother or adoptive sister, step brother or step sister, foster siblings and includes children living as siblings in the same family unit. It will also be applied to situations where a full or half brother or sister are living at separate addresses. Criteria 3 and 5 include children who at the time of application for

whom the offer of a place at the school has been accepted, even if the sibling is not yet attending.

**GOVERNORS' ENQUIRY FORM  
CLERGY REFERENCE FOR ADMISSIONS APPLICATION**

Application for a place/places for \_\_\_\_\_  
\_\_\_\_\_

Date of birth \_\_\_\_\_

If you are applying for a place(s) under criteria 2 please ask the Vicar or the recognised representative to complete the section below and return with your form.

**CRITERIA**

Places at Blackboys CE (Aided) Primary School are allocated in accordance with our published Admissions Policy. Where criterion 2 applies, a reference from the Parish Priest is required to confirm that the criterion is satisfied. Applications will only be considered where this is met. This criterion is:

2. A child whose family \*frequently worship at St Thomas à Becket Church.

\*Frequency of worship means for at least once a month for a period of at least 12 months prior to application.

**CLERGY REFERENCE**

I confirm that \_\_\_\_\_ parent/guardian name(s)

worship(s) regularly at ..... and has attended at least once a month for a period of at least 12 months prior to this application, thereby satisfying the criterion under which they are applying for a place at the school.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Position in the church \_\_\_\_\_ Date \_\_\_\_\_