St Matthew's C.E. Primary School

Policy and Procedures for

Admissions 2023-24

Jesus said "Let the little children come to me. Don't stop them! For the kingdom of heaven belongs to those who are like these children."
Matthew 19 v14

Respect, Faith, Friendship, Achievement

INTRODUCTION

This policy will apply to admissions from September 1st 2023, including in year admissions. It will be used during 2022-23 for the allocating of places for September 2023 as part of the normal admission round for Year R. It will also apply to in-year admissions during 2023/24.
The Governing Body of St. Matthew's Church of England Primary School is the admissions authority for the school. Admission arrangements are determined by the Governing Body, after statutory consultation. The School's trust deed of 1869 states that St. Matthew's was established **to provide education for children living in the parishes of St. Matthew's, Whitehill & Blackmoor, St. John the Baptist, Greatham and Holy Rood, Empshott.**

Each school has a published admission number (PAN) for entry to Year R. The school will admit this number if there are sufficient applications. Where fewer applications than the published number are received, places will be offered to all applicants

The Published Admissions number is **30** each for the Reception Class and the Key Stage One classes. The number rises to **32** per class in Key Stage Two, at the discretion of the Governing Body

Outside the normal admissions round, the Local Authority's Fair Access protocol will be applied alongside the policy to secure the admission of vulnerable pupils from specific groups. The governors will admit any child whose final statement of special educational needs names the school. Where possible such children will be admitted within the PAN.

ADMISSIONS PROCESS

The Governing board will consider first all those applications received by the published deadline of **midnight on Sunday 15th January 2023.** Notifications to parents offering a primary or infant school place will be sent by the Local Authority on **Monday 17th April 2023.**
Applications made after midnight on **15th January 2023** will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

ADMISSIONS CRITERIA (Please see notes below)

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to children in the following order:

1. **Looked after children or children who have been previously looked after**. (see Definition A)

2. **Children or families with an exceptional medical and/or social need** (see definition B). Each application must include supporting evidence from an independent professional such as a doctor and/or consultant for medical needs or a social worker, health visitor, housing officer, the police or probation officer for social needs. This evidence must confirm the child or family's medical or social need and why that need(s) makes it essential that the child attends St. Matthew's Church of England School rather than any other. Applicants will only be considered under this criterion if on the application form (online or paper) they have ticked the appropriate box explicitly indicating that they wish for their application to be considered under medical / social need and supporting evidence is submitted with the application.

3. **A child living within the catchment area of the school** (See Definition C) and who at the time of application has a **sibling** (See Definition D) on roll at the school.

4. **A child living outside the catchment area of the school** but who at the time of application has a **sibling** on roll at the school.

5. Children of families living **inside the catchment area of the school**.

6. Children of families living outside **the catchment area of the school**

IN ALL CASES ABOVE:

Applications from those children who can, or whose parents can, show Christian commitment will be given preference over those fulfilling the same criteria. A Supplementary Information Form must have been completed by those parents applying under this criterion. (See Definition E)

Where there are not enough places for applicants within a criterion listed above, **distance measurement** will be used with those living closer to the school receiving higher priority (See Definition F).

DEFINITIONS

A. Looked after children or children who have previously been looked after.

This criteria 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's Act 1989). It can also be used for children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A 'child arrangement order' previously looked after children, are 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. Child arrangements orders are defined in section 8 of the Children Act 1989 as amended by section 12 of the Children and Families Act 2014. Child arrangement orders replaced residence orders and any residence order in force prior to 22nd 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 guardians).
Previously looked after children also includes those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

B. Serious medical, physical or psychological condition.

'Medical need' does not include common medical conditions supported in mainstream schools, such as asthma or allergies. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school or because of routine childminding arrangements. Priority will be given to those children whose evidence establishes that they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose evidence establishes that a family member's physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs. Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one school above any other.

C. The catchment area

The School's trust deed of 1869 states that St. Matthew's was established **to provide education for children living in the parishes of St. Matthew's, Whitehill & Blackmoor, St. John the Baptist, Greatham and Holy Rood, Empshott.** The child's permanent residence is where they live normally, including weekends and during school holidays as well as during the week and should be used for the application. The permanent residence of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time. Where a child's time is evenly divided between the parents, parents must agree which address they would like

to be considered for the purposes of the application. In the event of a dispute, in the absence of a relevant court order, the admission authority will make a judgement about which address applies, taking into account the address registered with the child's current school, nursery, pre-school or child-minder, the address registered for child benefit and the address registered with the child's GP. To check whether this address falls within one or other of these parish boundaries, please visit the Parish Finder website at http://www.achurchnearyou.com/

Moving home and UK service personnel and Crown servants:
Places can only be offered for future moves on the basis of:

1. A letter from the solicitor (or equivalent) confirming the exchange of contracts to buy a property relevant to the application.
2. A tenancy agreement confirming the renting of a specific property relevant to the application.
3. A letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application ; or
4. In the case of UK service personnel and Crown servants, an official government letter (MOD,FCO or GCHQ) letter declaring a relocation date to the relevant parish or priority area of the school (or to establish distance from the school).

D. Siblings

'Sibling' refers to sister or brother, half-sister or half-brother, adopted sister or adopted brother, step sister or brother and foster siblings in the same family unit. It will also be applied to situations where a full or half-sister or brother is living in separate addresses. Category 3 also applies where, at the time of application, there is a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending the school.

E. 'Christian Commitment'

Parents applying who wish to use the Christian Commitment criteria **must** complete a Supplementary Information Form (SIF), which is available from the school office or on the school's website. The SIF requires the applicant to have attended worship at least twice a month at a Church of England church, at a church in communion with the Church of England, or at a church not in communion with the Church of England but which subscribes to the doctrine of the Holy Trinity, for the 18 months before the time of making the application. The SIF must be completed and **returned to the school** not later than the closing date set by the Local Authority for school applications to be received.
If you have recently moved you may ask the priest, or authorised church official, from your previous church to verify your Christian Commitment.

F. Distance from the school

If the school is over-subscribed from within any of the admissions criteria or sub-criteria, straight line distance will be used to prioritise applications with applicants living nearer the school having priority. Hampshire County Council's Geographic Information Systems (GIS) will be used to determine distances from the defined point of the home address point to the defined point of the school. Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. Where distances are equal, lots will be drawn by a person independent of the Governing Body to determine the allocation of a place.

HOW TO APPLY

Applicants must complete an online application on the county website at https://www.hants.gov.uk/educationandlearning/admissions. Paper application forms are available from the school and must be returned to the school office. . Applicants who wish to prove a Christian commitment will also need to complete the Supplementary Information Form, also available from the school office or on the school website.

OFFERING PLACES

The Governing Body will consider first all those applications received by the published deadline. Applications made after midnight on deadline day will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

For the normal admissions round, all on time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school offers a place, the parent's highest stated preference will be allocated.

Pupils with an Education, Health and Care Plan
The governors will admit any pupil whose Education, Health and Care Plan names the school. Where possible such children will be admitted within the PAN.

Multiple Births/Same cohort siblings
Where a twin/multiple birth or sibling in the same year group is admitted to a school under this policy, then any further twin, child of the same multiple birth or sibling in the same cohort will also be admitted. This includes step or foster children and can increase numbers beyond the PAN.

In year applications
The allocation of any places which may become available during the year will be made on the basis of the current admissions criteria. There are no deadline dates for in year admissions. Applications must be made on the local authority application form available on line at https://www.hants.gov.uk/educationandlearning/admissions. Any parents with parental responsibility can apply for a place for their child to any school.

In year fair access placements by the local authority
The local authority must ensure that all children are placed in schools as quickly as possible. It may therefore sometimes be necessary for a child 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 to the provisions of the local authority's In Year Fair Access Protocol.

WAITING LIST
When all available places have been allocated, The School will operate a waiting list for the academic year of admission. All children not being offered a place will automatically be placed on the waiting list for the school. Parents should confirm with the school in writing if they want their child's name removed from the waiting list.

Any places that become available will be allocated by *The Governing Body* according to the criteria of the admissions 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. Those allocated a place within the Fair Access Protocol will take precedence over other children on the waiting list.

The waiting list will be reviewed and revised

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances will affect their priority;
- at the end of each school year, when the waiting list will be closed. Parents who would like their child to remain on the waiting list for the following school year should contact the school

STARTING SCHOOL AND DEFERRED ENTRY TO YEAR R
Where a child has been offered a place in year R, that child is entitled to a full-time place in the September following their fourth birthday.
Parents can request that their child's admission is deferred until later in the school year (usually at the start of a school term), but not beyond when the child reaches the compulsory school age. A child reaches compulsory school age on the prescribed day following their fifth birthday. The prescribed days are 31st December, 31st March and 31st August.
Where parents wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age. If parents are considering a request for part-time or deferred entry, it is recommended that they contact the school as early as possible to ensure that an informed decision is made.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP
Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example from ill health, can seek places outside their normal age group.

These arrangements should be discussed with the school. **The Governing Body will make a decision on the basis of the circumstances of each case.** Parents do not have the right of appeal if the child is not in the year group they would like.

APPEALS

If you are unsuccessful in being offered a place for your child at St Matthew's, you will be informed by the local authority in writing, be given reasons for the refusal and informed of your right to an independent appeal against the decision.

WARNING

Places are withdrawn every year because parents give a false 'home address' on application forms. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there.
In fairness to all parents, all allegations of fraudulent practice brought to attention of *The Governing Body* will be investigated. *The Governing Body* reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

Further information

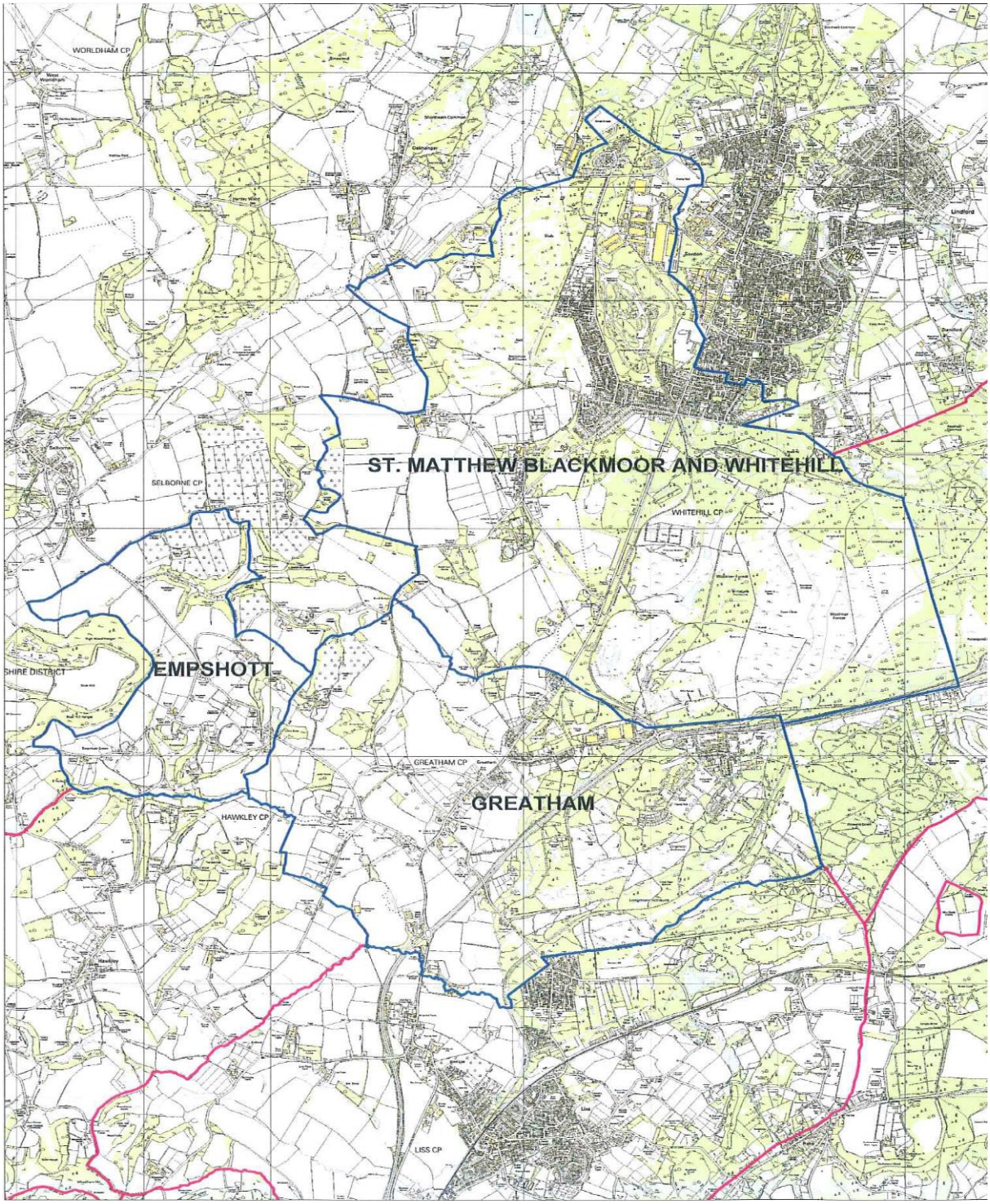
This policy takes account of all the relevant legislation including legislation on sex discrimination, race relations and disability, together with relevant regulations and the Schools Admissions Code (2014).

If you require any further information please contact the school:
St Matthew's CE Primary School, Drift Road, Blackmoor,Hampshire GU33 6BN.

www.**st**-**matthews**.hants.sch.uk Telephone Number 01420 47284

'Following a decision of the Schools Adjudicator (VAR2277 and VAR2283), this admission policy was revised on 9th February 2023, to give effect to that decision. Consequently, the wording for oversubscription criterion 2 has been revised, further information relating to permanent residency has been provided and wording regarding attending worship at a church has also been revised.'

Map of the Parishes of Blackmoor, Empshott, Greatham and Whitehill as served by the school



This map does not define the actual roads, distances or areas served by the school but gives an indication of the parish boundaries for initial information purposes only. Areas within the blue boundaries are the parishes served by the school. For more detailed maps please visit the Parish Finder web site at http://www.achurchnearyou.com/