

# ARCHDEACON CAMBRIDGE'S CHURCH OF ENGLAND PRIMARY SCHOOL ADMISSION POLICY AND APPLICATION FOR ADMISSION TO THE RECEPTION CLASS

*“Be happy, love learning and achieve in a welcoming Christian community”*

Archdeacon Cambridge is a Church of England Voluntary Aided school founded in 1842. Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England.

The school aims to serve the community by providing an education of the highest quality within the context of Christian beliefs and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the teaching learning and collective worship it offers to all its pupils. It is understood that parents who send their children to Archdeacon Cambridge's School will be sympathetic to the Christian character and ethos of the school.

The responsibility for admissions rests with the Governors.

We will accept 60 children into the Reception Class in September 2019. If there are more than 60 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

1. Looked After Children (LAC) i.e. children who are in the care of a local authority or being provided with accommodation by a local authority, in their exercise of their social services functions as defined in The Children Act 1989 Section 22 (1), and previously looked after children who were adopted, or subject to a child arrangement order, or special guardianship order, immediately following having been looked after. Applications made under this criterion must be accompanied by details or circumstance and professionally supported evidence (e.g. from a social worker). Evidence will be verified by the LA.
2. Children who have a sibling at the school at the time of entry and live within 2.5km of Archdeacon Cambridge's School. (This includes full, step-, half- and adopted siblings living in the same household).

Once places have been allocated according to criteria 1 and 2, the remaining places will be divided as follows:

## Foundation Places (70%)

70% of the remaining places will be offered to children of whom one or both parents are regular worshippers (see note 1) at a Christian church which is a member of Churches Together in Britain and Ireland (CTBI) or the Evangelical Alliance (EA) and live within 2.5km of Archdeacon Cambridge's School. These are designated as Foundation Places *and will be allocated in the following order:*

- a. *Parent(s) who are regular worshippers at Holy Trinity Church and live within 2.5km of the school.*
- b. *Parent(s) who are regular worshippers at a church or chapel which is a member of CTBI/EA and live within 2.5km of the school.*

## Open Places (30%)

- a. *Proximity to the school*

Percentages of places will be rounded to the nearest whole number with the advantage falling to the Foundation places in the event of an even split of a place.

If there are fewer applicants for a Foundation Place than Foundation Places available, the unfilled places will become additional Open Places. Similarly if there are fewer applicants for an Open Place than Open Places available, the unfilled places will become additional Foundation Places.

Any child who qualifies to be considered for a Foundation Place but is not successful, will automatically be considered for an Open Place on an equal basis with non-foundation applications.

Children who will have a sibling on roll at the time of entry but live more than 2.5km from the school will be considered for an Open Place.

## Notes for Reception Applications

1. Parents applying for Foundation places will need to submit written evidence of commitment to their place of worship (in the form of a clergy reference – form supplied) at the time of application. **Regular worship is defined as attendance at a Sunday or mid-week service at church at least twice a month, over a minimum period of 12 months, immediately prior to the deadline for applications.** Families who regularly attend Holy Trinity Church in Twickenham following a move into the area within 12 months of the application deadline must provide evidence of regular worship from their previous Anglican vicar in order to be considered under point (a) of the Foundation place criteria.
2. In each category places are awarded in order of proximity of the child's home to the school. Any offer of a place on the grounds of proximity of home to the school is conditional on the child being resident at the address provided at the closing date for application. A business address, a childminder's address, or any address other than the child's home will not be accepted. Proof of address will be sought by the Local Authority and may be subject to further investigation. Temporary addresses will not be used for the purpose of administering applications. Proximity to the school is measured by the shortest route by road or maintained footpath, from the property to the nearest pedestrian school gate used by the relevant year group. Accessibility of private or public transport will not be considered. All distances will be measured by the Council using a computerised Geographical Information System (GIS). In the event of a tie-break for the same place this place will be allocated by random allocation.

## Admissions procedures

Children's names can be registered with the school at any time from birth and should be registered by 15<sup>th</sup> January 2019 for entry to the Reception Class in September 2019. It would be helpful if parents would register their interest before the end of October 2018 so that application packs can be sent out in a timely manner although early registration is not relevant for admission purposes. Applications for entry into Reception will be handled in line with the LA co-ordinated admission arrangements. All parents will be required to complete and return their home Local Authority's Common Application Form, online or in paper form, to their Local Authority by **15<sup>th</sup> January 2019**. For families applying for a Foundation Place, a Supplementary Application Form and Clergy Form must be completed and returned to the school by 15<sup>th</sup> January 2019 so that Governors can consider their application fully. Letters notifying parents of the outcome of their application will be sent out on or after **16<sup>th</sup> April 2019**. The deadline for the acceptance of the offer of a school place is 30<sup>th</sup> April 2019.

A maximum of 60 children whose 5<sup>th</sup> birthday falls during the **2019/20** school year (i.e. children born between 1<sup>st</sup> September 2014 and 31<sup>st</sup> August 2015) can be accepted for admission into the Reception Class that year. Parents/carers applying for a place in the Reception Class may request to defer entry to the Reception Class until the beginning of the term after their child is five years old, but cannot defer entry beyond the end of the school year. Parents/carers may also request that their child attends part time until their child reaches compulsory school age.

## Waiting List

The names of children to whom we cannot offer places at the initial allocation stage will automatically be placed on our waiting list if Archdeacon Cambridge's School is a higher preference than the school he/she has been offered. The waiting list will be prioritised in the same order as the admission over subscription criteria for the Reception Class. Parents must ensure that any change of address is notified to the school in writing. The waiting list will be held until 31<sup>st</sup> December 2019.

## Appeals

Parents are entitled to appeal for a school place if they have been unsuccessful in their application for a place in a Reception Class. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Clerk to the Appeals Panel, c/o the School, within 20 school days of the notification of the non-allocation of a place. Parents should be aware that Government legislation strictly limits the powers of appeal panels to uphold appeals at Reception and Key Stage 1 where there are already 30 children allocated to the infant class. Should an appeal be unsuccessful, the Governing Body will not consider a further application from those parents within the same academic year unless there have been significant and material changes in their circumstances.

## Visiting the School

Regular tours of the school take place throughout the school year. Prospective parents are welcome to telephone the school office and arrange a place on a tour.

## Children with an Education and Health Care Plan (EHCP)

Parents of pupils who have an Education and Health Care Plan are required to apply for school places separately through the Local Authority. Further information and advice is available from the Local Authority. If a child with an EHCP is placed in the school by the Local Authority before the normal admission round, the number of places available to other applicants will be reduced.

## Out-of-year-group applicants

Parents seeking admission to an age group below their child's actual age should submit their request with their application by the closing date of 15 January of the year when children of the actual same age are due to start school. Please provide professionally supported evidence to explain why your child should be considered to start school a year later than other children of their age. Each request and supporting evidence will be carefully considered and the educational, social and developmental reasons will be taken into account to arrive at a decision. Applying by the age appropriate deadlines will mean that in the event your request is refused your child will still be considered for a place in their correct year group.

If the request is approved, you will be advised to reapply in the following year and to provide a copy of the decision as part of your application. Please note the decision to agree to year delay your child does not guarantee that a place will be available as this depends on the number of applications for entry in that year and it is not possible to reserve a place.

## Late Applications

**Late applications will not be handled until all on time applications have been dealt with.**

## Arrangements for the Admission of Older children

Older children whose parents choose to send them to Archdeacon Cambridge's School can be admitted to the school at any time providing there is a vacancy in the appropriate year group. Any waiting list, which will be held until the end of the academic year, will be prioritised in the same order as the admission oversubscription criteria for the Reception Class. In year admissions will be co-ordinated by Richmond upon Thames Local Authority and parents should complete a Common Application Form (available from the local authority in whose area they live), naming the school as a preference, and also complete a Supplementary form if applying under the faith-based criteria. Children without an offer of a school place will be given priority immediately after other 'looked after' children. It is understood that all parents who send their children to Archdeacon Cambridge's School will be sympathetic to the Christian character and ethos of the school.