

Upham Church of England Aided Primary School Admissions Policy for 2015

INTRODUCTION

- The name of The School is Upham Church of England (Aided) Primary School, a Voluntary Aided School.
- The Governing Body of Upham Church of England (Aided) Primary School (***The Governing Body***) is the admissions authority.
- Upham Church of England (Aided) Primary School's trust deed of 1847 states that Upham Church of England (Aided) Primary School was established to provide a school for poor persons in the parish of Upham. This is referred to as (***The Area Served by Upham Church of England (Aided) Primary School***). A list of the roads in the parish of the Blessed Virgin Mary Upham forms part of this policy document.
- This policy has been made in accordance with the Equality Act 2010 and The Human Rights Act. This policy will be administered fairly and impartially. The decision to admit, or otherwise, is the responsibility of *The Governing Body*.
- The information given below is correct for Upham Church of England (Aided) Primary School year shown above, but it could be altered for future years. We advise you to check with Upham Church of England (Aided) Primary School that no changes have occurred. All applications are made by *Parents* for their child / children.

THE ADMISSIONS TIMETABLE

The Hampshire County Council (***Local Authority***) operates a timetabled co-ordinated admissions procedure for all Schools in line with Government legislation.

The *Local Authority* will manage the process on behalf of Upham Church of England (Aided) Primary School according to the scheme which they will publish in their Admissions Booklet for that year but it is still *The Governing Body*, as the Admission Authority for this school who will allocate the available places in line with this policy.

The closing date for admission application forms to be received by the *Local Authority* will be as published in their Admissions Booklet for that year. Also contained in that booklet will be information on how to complete their application form on-line, dates for notification to parents of admissions decision and the closing dates for accepting places or lodging appeals. In case of any doubt on these dates, please contact the *Local Authority* or Upham Church of England (Aided) Primary School.

Parents applying under criteria 4, 5, 7 or 8 (the Christian Commitment criteria) will be asked to complete a Supplementary Information Form (SIF), which must be obtained from Upham Church of England (Aided) Primary School, completed and returned to Upham Church of England (Aided) Primary School not later than the closing date set by the *Local Authority* for school applications to be received. (As it is a paper form that needs to be signed, the SIF is not available for completion on-line.)

FURTHER INFORMATION

If you require further information about applying for a place at Upham Church of England (Aided) Primary School, please contact:

Upham C E (Aided) Primary School, Upham Street, Upham, Southampton, SO32 1JD

Telephone: 01489 860 355
Fax: 01489 860 776
Email: adminoffice@upham.hants.sch.uk

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ADMISSIONS

Where all parental preferences for places at *Upham Church of England (Aided) Primary School* can be satisfied all applications seeking a place will be offered a place.

Where there are too few places available to satisfy all preferences, places will be allocated according to the following oversubscription criteria.

OVERSUBSCRIPTION CRITERIA

1. Looked after children * or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
2. Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends the preferred school rather than any other. (Appropriate medical or psychological evidence must be provided in support.)
3. Siblings of children attending Upham Church of England (Aided) Primary School at the time of the applicant's proposed admission.
4. Children of families *Residing Inside* the parish of the Blessed Mary Upham which *Upham Church of England (Aided) Primary School* serves.
5. Children of families *Residing outside* the parish of the Blessed Mary Upham which *Upham Church of England (Aided) Primary School* serves and whose families can show "Christian Commitment" at a church included in *Churches Together In England*. (A *Supplementary Information Form* must be completed by parents applying under this criterion.)
6. All other children.

*[A looked after child is a child who is (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). An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. 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).]

IN ALL CASES ABOVE

Where there are not enough places for applicants within a criterion listed above, distance measurement will be used with those living closer to Upham Church of England (Aided) Primary School receiving higher priority.

Distance will be measured in a straight line by the *Local Authority's* computerised measuring system from the front door of the child's home address to the main entrance of Upham Church of England (Aided) Primary School (as designated by Upham Church of England (Aided) Primary School). If distances are equal (for example within a block of flats), lots will be drawn by a person independent of *The Governing Body* to determine the allocation.

Unsuccessful applicants can ask to be entered on *Upham Church of England (Aided) Primary School's* waiting list if they wish. This should be done in writing to Upham Church of England (Aided) Primary School.

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CHILDREN WITH STATEMENTS - NAMING UPHAM CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

Upham Church of England (Aided) Primary School will admit children with statements of Special Educational Needs (SEN) in which *Upham Church of England (Aided) Primary School* is named. Where places, required by pupils with statements that name Upham Church of England (Aided) Primary School, are known before the governors admissions committee meets, these places will count towards the published admissions number for *Upham Church of England (Aided) Primary School*.

APPLICATIONS TO RECEPTION CLASSES

- *The Governing Body* will admit **15** children to the reception class. This is the Published Admission Number for *Upham Church of England (Aided) Primary School* (PAN).
- 'Deferred Admission'. Initially Year R children may attend part-time. Where a child, under statutory school age, is offered a place in *Upham Church of England (Aided) Primary School* from September, the parent has the option of deferring their child's entry until later in that school year. The child must join *Upham Church of England (Aided) Primary School* before the end of Upham Church of England (Aided) Primary School year and when the child joins he or she will be placed in the class which entered in September. Deferred Admission should be discussed with *Upham Church of England (Aided) Primary School* but is not part of the admission process for *Upham Church of England (Aided) Primary School*.
- Applications for children outside their normal school year group will be considered on an individual basis.

IN YEAR APPLICATIONS

- Applications for children outside their normal school year group will be considered on an individual basis.
- The allocation of any places which may become available during the year will be made on the basis of the current Oversubscription Criteria.
- There are no deadline dates for in year applications.
- From September 2010 all In Year Admissions must be made through the Local Authority. The Governing Body will still decide whether to offer a place and the offer letter will be issued by Upham Church of England (Aided) Primary School on behalf of the Governors.
- Applications must be made using the Local Authority Admission form.
- Parents applying under any Christian commitment criteria will be asked to complete a Supplementary Information Form (SIF), which must be obtained from Upham Church of England (Aided) Primary School, completed and returned to Upham Church of England (Aided) Primary School. (As a paper form that needs to be signed, the SIF is not available for completion on-line).

WARNING

Nationally, 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 schools attention 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.

DEADLINES

Make sure your *Local Authority* Application Form is on time and sent to the right place.

(National closing date for applications: midnight on (date to be confirmed)).

Local offer date: (date to be confirmed) when the LA will post the decision letters to parents by 1st class post).

APPLICATION FORMS

For this school you must complete the *Local Authority* Application form. The *Local Authority* Form may be completed on-line. Please refer to the *Local Authority's* information.

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SUPPLEMENTARY INFORMATION FORM

Parents applying under any of the Christian Commitment criteria will be asked to complete a Supplementary Information Form (SIF), which must be obtained from *Upham Church of England (Aided) Primary School*, completed and returned to *Upham Church of England (Aided) Primary School* not later than the closing date set by the *Local Authority* for school applications to be received. (As it is a paper form that needs to be signed, the SIF is not available for completion on-line.)

ADMISSION APPEALS

If you are unsuccessful in gaining a place for your child at this school you will be informed by *The Local Authority* in writing, be given reasons and informed of your right to an independent appeal against the decision.

DEFINITIONS

1 'Parents'

A parent is any person who has parental responsibility for or is the legal guardian of the child, as set out in the Children Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the parent responsible for completing application forms, and whose address will be used for admissions purposes.

2 'Residing Inside'

The home address, used for term 'Residing Inside', means the address where the child usually lives. Children who have parents with shared responsibility will be deemed to live at the address in which the child lives most of the week, or in the event of equal time, the address closest to Upham Church of England (Aided) Primary School.

Places cannot be offered on the basis of a possible future move. Places can only be offered on the basis of future moves on the basis of:

- i. a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- ii. a tenancy agreement confirming the renting of a specific property relevant to the application;
- iii. a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application; or
- iv. in the case of UK service personnel and Crown servants, an official MOD, FCO or GCHQ letter declaring a relocation date to the relevant parish or priority area of *Upham Church of England (Aided) Primary School* (or to establish distance from *Upham Church of England (Aided) Primary School*).

3 'Serious medical condition'

Where a place is requested for a child or family who have a serious medical, physical or psychological condition, you must supply supporting independent evidence at the time of application confirming the reason(s) why attendance at *Upham Church of England (Aided) Primary School* is essential and describing the difficulties that would be caused if the child had to attend another school. The evidence should be provided by a suitably qualified medical professional. The evidence will be considered carefully in confidence by the admissions committee of *The Governing Body*, who will endeavour to reach a fair and equitable decision.

4 'Siblings'

'Sibling' refers to a brother or sister, a half brother or sister, an adopted brother or sister, a fostered brother or sister, a step brother or sister, or the child of the parent/carer's partner and in every case the child must be living permanently in the same family unit at the same address.

If the last pupil offered a place in an infant class within the Published Admission Number is from a multiple birth or has sibling in the same year group, a place will be offered to both/ all children of multiple birth/ siblings in same year which may exceed the PAN in these exceptional cases.

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5 'Christian Commitment'

Parents applying under any of the Christian Commitment criteria will be asked to complete a Supplementary Information Form (SIF), which must be obtained from *Upham Church of England (Aided) Primary School*, completed and returned to *Upham Church of England (Aided) Primary School* not later than the closing date set by the *Local Authority* for school applications to be received; 15 January 2014 Date. (As it is a paper form that needs to be signed, the SIF is not available for completion on-line.)

Your declaration will need to be verified by the priest of your church or if there is no priest, an authorised church official. If you have recently moved you may ask the priest, or authorised church official, from your previous church to verify your Christian Commitment.

6 'Churches Together in England'

Includes:

Antiochian Orthodox Church, Baptist Union of Great Britain, Cherubim and Seraphim Council of Churches, Church of England, Church of God of Prophecy, Church of Scotland (Presbytery of England), Churches in Communities International, Congregational Federation, Coptic Orthodox Church, Council of African and Caribbean Churches UK, Council of Oriental Orthodox Christian Churches, Elim Pentecostal Church, Evangelische Synode Deutscher Sprache in Großbritannien, Exarchate of Orthodox Parishes of the Russian Tradition (Ecumenical Patriarchate), Free Church of England, Ichthus Christian Fellowship, Independent Methodist Churches, International Ministerial Council of Great Britain, Joint Council for Anglo-Caribbean Churches, Lutheran Council of Great Britain, Mar Thoma Church, Methodist Church, Moravian Church, New Testament Assembly, New Testament Church of God, Oecumenical Patriarchate, Redeemed Christian Church of God, Religious Society of Friends, Roman Catholic Church, Russian Orthodox Church (Moscow Patriarchate), Salvation Army, The King's Church, Bishops Waltham, Transatlantic Pacific Alliance of Churches, United Reformed Church, Wesleyan Holiness Church.

7 'Waiting List'

When all available places have been allocated, schools will operate a waiting list. Parents who wish their child to be included on the waiting list must inform Upham Church of England (Aided) Primary School in writing. Any places that become available will be allocated by **The Governing Body** 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. In-year fair access will take priority over 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 parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

8 'Right of Appeal'

Parents whose children are refused admission to *Upham Church of England (Aided) Primary School* have a right of appeal by an independent appeals panel. Parents will be notified in the refusal letter from the *Local Authority* of how an appeal can be lodged.

9 '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 any protocol approved by the Admission Forum, based on legislation and government guidance. If an admission through In-Year Fair Access raises the number on roll above the PAN, no further pupil will be admitted from the waiting list until a place becomes available within the PAN.

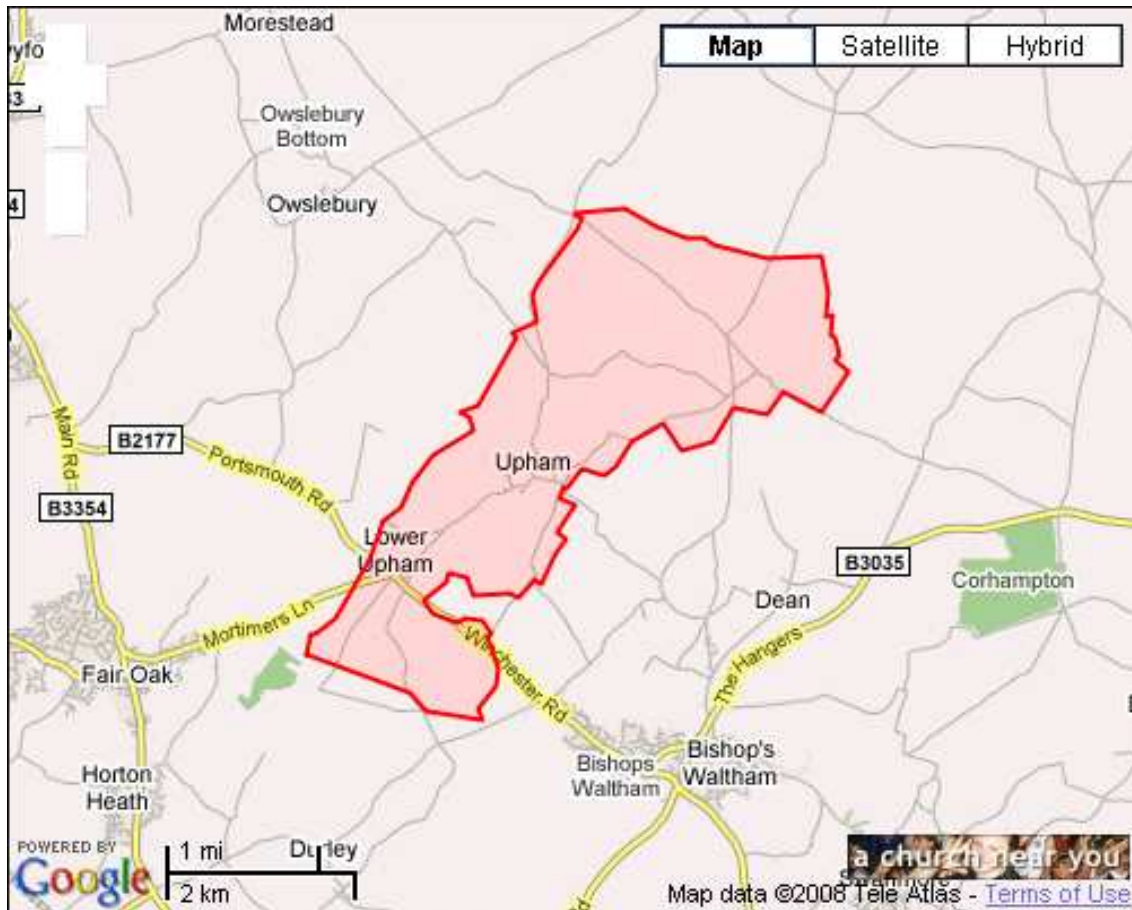
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10 List of roads and or map in the Parish of Upham

Belmore Lane	Blackdown	Church Street
Cross Lane	Elm Crescent	Hoyle Close
Mortimers Lane	Oak Close ⁽¹⁻⁶⁾	Ower Farm Lane
Popes Lane	Sciviers Lane	Shoe Lane ⁽¹⁾
Stakes Lane	Stroudwood	The Holt
Upham Street	Whitehill	Widlers Lane
Winchester Road	Woodcote	

Please note: some roads go beyond the edges of the Parish. If you live close to a catchment border please check on line using the postcode of the property in which the child lives.

<http://localviewmaps.hants.gov.uk/LocalViewmaps/Sites/schoolcatchments/>



Upham C of E Primary School - SUPPLEMENTARY INFORMATION FORM

Only for use to support admission applications using the Christian Commitment criteria.

The purpose of the Supplementary Information Form is to declare and have verified the Church Commitment of your child or one or both parents.

You must complete this form, have it signed by an authorised church official and return it to Upham Church of England (Aided) Primary School as soon as possible but before the deadline for school admissions, (date to be confirmed).

(The authorised church official is usually the priest of your church or if there is none, a person authorised to do so by your church. Please ask at your church, or the church school you are applying to, who has been authorised to validate your declaration.)

I / We		Parent Name(s)
		Address
<i>Being the Parent(s) of</i>		
	Child's Name	Child's Date of Birth
applying for a place at Upham Church of England Primary School,		

declare my / our **Christian Commitment*, for at least the previous **24 MONTHS** before the closing date for primary school admissions set by the Local Authority.
 (*Christian Commitment may involve regular worship at least twice a month or attendance at a monthly family / church service or involvement in a weekday church activity including an element of worship).

To be completed by the parent of the child

"I am a worshipping member of _____ (name of church)".

Signed: _____ Dated: _____

Name of Parent: _____

To be completed by the priest of the church confirming the parental statement.

"I confirm that _____ (name of person) is a worshipping member of _____ (name of church)".

Signed: _____ Dated: _____

Name of Priest: _____

Note for priest.
 In order to confirm the parent's declaration you must be assured that the parent attends a pattern of services or worship or involvement in the life of the church that is frequent, rather than occasional, and this has been sustained for a reasonable period of time. Further guidance for Christian Commitment can be found on our website (www.upham.hants.sch.uk). Please add qualifying comments below to either explain what this Christian commitment looks like or add any other information you feel may be relevant:

For School Use Only			
Accepted by Upham Church of England (Aided) Primary School as a validated Christian commitment declaration and signed on behalf of the Governing Body by			
Name of person signing on behalf of the Governing Body.	Name	Signature	Date

When completed and signed by the church official please return to Upham Church of England Primary School as soon as possible and not later the closing date for admissions set by the Local Authority.