

**GALMPTON CHURCH OF ENGLAND
PRIMARY SCHOOL**

**POLICY
FOR
ADMISSIONS**

2019/20

This policy is reviewed by the Admissions Committee and adopted by the Full Governing Body

THIS POLICY IS REVIEWED ANNUALLY

DATES OF REVIEWS AND ADOPTIONS

Date of review and adoption by the Full Governing Body
Reviewed by Admissions Committee on 22 October 2014
Adopted by Full Governing Body on 25 March 2015
Reviewed and adopted by the FGB on 17 th September 2015
Determined by FGB on 17 th September 2015
Reviewed and adopted by FGB 21st September 2016
Reviewed by FGB 28 th November 2017
Determined by LGB 13 th March 2018

Galmpton Church of England Primary School

Admission Arrangements 2019-20

Galmpton C of E Primary School is located in the Diocese of Exeter.

The Governing Body of Galmpton C of E Primary School is the admission authority and has responsibility for setting these admission arrangements and for making decisions regarding admissions applications.

This policy details the admission arrangements for our school and should be read in conjunction with the Primary and In-Year Co-ordinated Admissions Schemes and other agreed policies of Torbay Local Authority (LA), available at www.torbay.gov.uk. All policies and procedures seek to comply with the requirements of the School Admissions Code 2012, the School Admissions Appeal Code 2012 and other relevant legislation including Infant Class Size Legislation limiting Key Stage One classes to 30 pupils with each qualified teacher. Further information is available at www.education.gov.uk.

For information regarding Galmpton C of E Primary School, please refer to the school website.

Our Ethos.

The ethos of this school:

We are a community within the faith of the Church of England, working together as God's family to provide education of the highest quality to meet the needs of our children today.

As Jesus taught us, we value each child as a unique individual and we celebrate their talents and achievements.

We seek to promote in every member of our school community self-esteem, responsibility and good relationships with others.

We try to make our school a caring place and we strive for excellence in developing the potential of each child.

In all of this we value working in partnership with parents, who entrust to us the education of their children.

We aim

- * To provide a range of educational, social and spiritual experiences in which the needs of the whole child may be met
- * To foster a spirit of continuous improvement which enables children to attain their potential and develop their talents
- * To encourage self-esteem alongside a sense of responsibility and care for others and the environment
- * To pursue responsible and trusting partnerships between home, school, parish and the wider community
- * To be committed to the effective and efficient use of resources to support the children's learning
- * To meet the needs of the National Curriculum and of the Diocese

We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

Published Admission Number for 2019-20	30
Is the published organisation of the Reception intake subject to Key Stage One legislation	Yes
Supplementary Information Form used to provide evidence of religious grounds	Yes
Home-School Agreement offered to parents	Yes
School uniform	Yes
Points of entry to school	All children who are allocated a place at the school have the option to be admitted in the September following their fourth birthday. Please see the note below regarding a

THE NEED TO APPLY

All parents must make an application for their child to be admitted to a maintained primary or infant school, using a Common Application Form from the LA. Places are not allocated to a child automatically, even where:

- there is an older sibling attending here;
- a child attends a particular pre-school or nursery;
- a parent has expressed an interest at any time in the school;
- a child is a member of any religious community; or
- the child has always lived close to the school.

No places will be held in reserve for a child who applies late; the governing body cannot hold empty places if another child applies for admission.

We will share information with the LA and will publicise the need to apply but the responsibility for making an application will be with the parent.

VISITING OUR SCHOOL

We welcome visits from parents and children considering applying for a place here. This is an opportunity for parents to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our school. If you would like to visit our school, you should contact the school to make an appointment.

HOW TO APPLY FOR A PLACE AT THE NORMAL ROUND

The normal round of admissions is when children can join our school for the first time. So that all parents who wish to apply for a place in the Reception class of a school can do so each LA co-ordinates applications for the schools in its area. This means parents will receive **one** offer of a school place at the same time as other parents. For our school, Torbay is the LA which co-ordinates applications which have been made either direct to Torbay or passed on by other LAs.

Every parent who wishes to express a preference for a place here must use a LA Common Application Form. For residents of Torbay, this is available online at www.torbay.gov.uk or within the TIPS primary admissions booklet. A reference copy will be available at the school. Residents of the neighbouring LA - Devon - must apply by contacting their own LA even if a place is requested here.

All applications must be made by the LA closing date; **15 January 2019**. In addition, parents applying for a place on religious grounds or as a member of staff, covered by oversubscription criteria (see below) are also advised to complete a Supplementary Information Form. These forms are available direct from the school. Supplementary Information Forms completed on religious grounds should be completed, signed by the **Church Priest or Minister** and returned to the school by **15 January 2019**. Staff supplementary forms should be completed and passed to the Head by 15 January 2019. Without a completed and signed Supplementary Information Form, the governing body will still consider the application but will not be in a position to prioritise it according to religious or staff grounds.

WHAT HAPPENS NEXT?

If there are fewer applications than places then no application will be refused. Only if there are more applications than there are places available will the governing body prioritise applications according to the oversubscription criteria below.

The LA co-ordinates admissions for all primary schools. A parent could be in a position to be offered a place at more than one school. If that happens, a place will only be offered at the school which the parent preferred the most on the Common Application Form. The home LA will write (or email if the application was online) in April 2019 to advise which school place has been allocated.

Shortly afterwards, we will also contact successful parents to welcome them to the school and to make arrangements for admission itself. Every parent who makes an application for admission will be offered a school place by the LA – either at a school they have named or at an alternative.

WHAT IF THE APPLICATION WAS LATE?

If the Admissions Service does not receive your application form by **15 January 2019**, your child will not be considered for a place until after all the applications received on time have been considered, unless you provide proof that exceptional reasons (e.g. serious illness, hospitalisation or bereavement) prevented the application from being made on time. Your application will not be considered until after the initial offers are made on **16th April 2019**.

WHAT IF AN APPLICATION IS REFUSED?

In all cases, a parent who is refused a place here or at any other school has a statutory right of appeal to an Independent Appeals Panel. This panel will review the decision and will decide whether the refusal was justified on the grounds that the school was full. Even if the Appeals Panel agrees that the school was full, it will also consider the impact on the child and family and may still award a place at the school.

We organise our Reception and Key Stage One children into classes of 30. This is the legal maximum number of children allowed in a Key Stage One class with one qualified teacher. There are very limited exceptions which would allow a school to exceed 30 children in a Key Stage One class. Any appeal for a place here is subject to Key Stage One or Infant Class Size Legislation; a more limited form of appeal. Further information is available the clerk to the appeals panel – Governance Support Service, Torbay Council. – 01803 207012.

WAITING LISTS

A child refused a place will be automatically entered onto a waiting list for vacancies. This will be kept either until a place is available or the parent no longer wishes to stay on the waiting list. Lists are kept in oversubscription order and are not affected by the length of time a child has been on the list. A child's place may rise or fall on the list as places are offered and new applications are made. The waiting list will be kept until **31 December 2019**.

POINTS OF ADMISSION

There is a legal requirement that all children begin full time education by the beginning of the term following their fifth birthday.

DEFERRED ADMISSION

September 2019 is the earliest point for admission to the Reception class at this school but is not a compulsory start date. All parents can request to defer admission within the Reception year until the beginning of the term following their child's **fifth** birthday. This is a decision for the parent to make, taking all factors into account including the advice of educational professionals.

Those parents who decide that their child should defer must inform the Headteacher. The

place offered for their child **will be held open until the term following the fifth birthday and will not be offered to another child**. Where a parent does not inform the Headteacher that admission is to be deferred and does not admit the child in September, the place may be withdrawn and offered to another child.

Children born between 1 April and 31 August cannot defer admission to Reception into the following September but can apply for a place in Year 1. This would be an in-year application, no earlier than the half term in June 2020.

DELAYED ADMISSION

This is where a child starts an academic year later than normal but still enters at the Reception stage. It is expected that such arrangements will be supported with any combination of medical, social or educational evidence from independent professionals. A place cannot be guaranteed a year in advance. For discussion and advice, a parent should contact Torbay Admissions Service. It is advisable to submit an application on time in any event whilst a request for delayed admission is considered by all parties including the school. You should be aware that it is a school decision where a child will be educated within the establishment. Another school may not agree with our decision whether it is appropriate to educate your child out of his or her chronological Year Group. This includes the secondary school your child moves on to.

To apply for a delayed admission you should put your request to the school in writing, setting out in detail the reasons why you believe the delay would be in the best interests of your child and enclosing any supporting evidence. You should also notify your home local authority that you are making this request. If you request delayed admission into Reception, we will consider your reason and either agree or inform you in writing why we do not agree.

HOW TO APPLY OUTSIDE THE NORMAL ROUND - IN-YEAR ADMISSIONS

Requests for admission to Reception made after the normal round of admissions – after 31 August 2019 should be made direct to the LA where the child is resident.

ADMISSIONS OVERSUBSCRIPTION CRITERIA FOR GALMPTON C of E PRIMARY SCHOOL

Any child whose Education, Health and Care Plan names our school will be admitted.

Where we receive more applications than the number of places available - the Published Admission Number - the governing body will prioritise applications using the following criteria:

1. Children in care or children who were previously in care but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2. Children living within the designated area who worship regularly at an Anglican Parish Church.
3. Children who will have a sibling attending the school at the time of admission.
4. Children living within the designated area who worship regularly at a Christian Church recognised by Churches Together.
5. A child of a member of staff, where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage or where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
6. Other children who live within the designated area.
7. Children living outside the designated area who worship regularly at an Anglican Parish Church.
8. Children living outside the designated area who worship regularly at a Christian Church recognised by Churches Together.
9. Other children.

(a) Where there are more applications than places available in a particular category, those living closest to the school will have priority for any places available, (i.e. the shorter the distance the higher the priority). Measurements are taken by a straightline distance using the Council's electronic mapping system (GIS). Measurements will be made from the co-ordinates of the home address as pinpointed on the Council's system, to the co-ordinates of the school as pinpointed on the Council's system. The pinpoint will be within the boundary of the property and its precise location will be determined by Torbay Council. This is for admissions purposes only and is not used to determine eligibility for school transport.

(b) In the event that applicants cannot be separated using the distance tie-breaker (i.e. they live identical distances from the school), the allocation of a place will be by random selection using a random number generator and in the presence of a senior manager.

(c) Where applications are received from families with multiple birth siblings (twins, triplets, etc.) resident in our designated area, every effort will be made to allocate places here, including offering place(s) above the Published Admission Number wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings and the commitment to meeting the preference of children for their designated school. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek places at an alternative school with sufficient vacancies to accommodate both or all of the multiple birth siblings. Multiple birth siblings where one would be 30th child in stage 1 class will be considered to be exceptions to Key Stage 1 class legislation.

(d) Where applications are made at the same time for two children not falling within multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criteria.

(e) A sibling will be considered where he or she will be attending in Reception to Year 6 at the time of admission.

(f) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.

ADMISSIONS OUTSIDE A CHILD'S NORMAL AGE GROUP

Parents can request a place in a different Year Group if, for example, a child is particularly gifted or talented or has missed a significant period of education through ill health. We will consider each request on its own merits. There is a statutory right of appeal if this is refused unless we offer a place in the child's normal age group.

DESIGNATED AREA

The designated area for this school is the Parish of Churston Ferrers. You can check if you live within this parish using the website www.achurchnearyou.com.

EXTENDED SCHOOLING

This school does offer extended school arrangements. Further information is available from the school and our website.

HOME-SCHOOL AGREEMENT

Admission to school is not conditional on signing a home-school agreement. However, we will offer this to all parents after children have been admitted as we consider agreements to be a positive way of promoting greater involvement between parents in their child's education.

UNIFORM POLICY

Children attending our school are expected to wear the school uniform (as outlined in the school prospectus). Information regarding the supplier of school uniform is available within the prospectus or from the school office.

SCHOOL FEES AND CHARGES

There is no charge for applying for a place at this school, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school and can be viewed on our website.

OBJECTIONS TO THIS POLICY

For information on how to object to the terms of this or any other admissions policy or procedure, advice is available at www.schoolsadjudicator.gov.uk. This should be by the 30 June 2019.

DEFINITIONS

Anglican Parish Church	A parish church relating to or denoting the Church of England.
Children in Care	These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a residence order (see the Children Act 1989 section 8) or a special guardianship order (Children Act section 14A). This priority applies to all children who were formerly in care, regardless of the date they were adopted
Christian Church	A church which subscribes to the doctrine of the Holy Trinity.
Churches Together	A church which is recognised by <i>Churches Together in England</i> . For details of churches which are members of <i>Churches Together in England</i> please see www.churches-together.net or telephone 020 7529 8131
Designated Area	The geographical area served by a particular school. It is sometimes called the 'catchment' area. Residents of a school's designated area have a higher priority for places when a school is oversubscribed than those who live outside the area. The designated area for this school is the Parish of Churston Ferrers.
Home Address	<p>Where necessary to determine which address to recognise and in the absence of a residency order, the school will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence will be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered by the school in reaching a decision on the home address for admissions purposes.</p> <p>This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the school will determine the home address.</p> <p>Where we ask for evidence of the address from which a child would attend school, this would usually be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this – for example, where a house move is at very short notice or where a family is escaping domestic violence. If you cannot provide this evidence, please contact us. We do not intend to penalise families where there is a genuine reason why the usual evidence cannot be provided.</p>
Parent	A parent is any person who has parental responsibility or care of the child. Where admission arrangements refer to 'parents' attendance at church' it is

sufficient for just one parent to attend. Where we use the term parent, we also mean carer or guardian.

Published Admission Number	This is the minimum number of places available at the school. In limited circumstances, more will be admitted according to the Primary Co-ordinated Admissions Scheme. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible school organisation.
Regular Worshipper	Attends church on at least a monthly basis for a period of one year. For people that have moved in the last 12 months, evidence of regular worship at a previous local church would be accepted. If you are applying to the school on religious grounds you need to complete the supplementary information form available direct from the school. This form includes a section for your priest/minister to sign and confirm your regular attendance.
Sibling	This will be a full, adopted, half- or step-brother or -sister and will include a full, adopted, half- or step-brother or -sister living at a different address. Foster children will count as a brother or sister to those living within the foster household or where appropriate, the natural parental home address.
Member of Staff	This will be any salaried person employed by the school. A supplementary Information Form will need to be completed by the member of staff applying under this criteria and returned to the school by the closing date of application – 15 January 2018

CONTACTS AND FURTHER INFORMATION

School

Galmpton Church of England Primary School
Greenway Road
Galmpton
Brixham
Devon TQ5 0LT
01803 842628
www.galmpton-primary.torbay.sch.uk
admin@galmpton-primary.torbay.sch.uk

The Diocese of Exeter

Diocesan Board of Education
The Old Deanery
The Cloisters
Exeter EX1 1HS
01392 294939

Student Services

pupil.services@torbay.gov.uk

Telephone 01803 208908

Websites for the primary co-ordinated scheme and in-year co-ordinated scheme

www.torbay.gov.uk

School Appeals

Clerk to the Torbay Independent Appeals Panel,

Town Hall,

Castle Circus,

Torquay,

TQ1 3DR

Telephone 01803 207012

governance.support@torbay.gov.uk

The Department for Education

Telephone 0870 000 2288

Website address www.education.gov.uk

**GALMPTON PRIMARY SCHOOL
SUPPLEMENTARY INFORMATION FORM
PART A
2019-20**

To be completed only where the parent is seeking admissions priority on faith criteria

Galmpton C of E Primary School is a Voluntary Aided school. The governing body of a Voluntary Aided school is the admission authority and has responsibility for setting the admission policy.

If there are more applications than there are places, the governing body will also prioritise applications where evidence can be provided that one of the criteria has been met. If you wish your child to be considered under the faith or staff criteria, please complete this form and return it to the school by the closing date of **15 January 2019**. See below about a Local Authority Common Application Form. If you are applying outside the normal round of admissions you will need to return both parts of this form to the school as soon as possible.

Once you have completed Part A, please pass the form to your priest, minister, faith leader or church official who should complete Part B and return it to the school. Only where both parts are returned by the closing date of **15 January 2019** can this information be considered as on time by the governing body and your application prioritised accordingly. Failure to return this form may result in any application being considered under the "non church" criteria.

If you are seeking priority under the staff criteria, you do not need to have Part B completed.

You must, in all instances, complete a Local Authority Common Application Form and return that to the Local Authority by 15 January 2019 for it to be considered as on time.

Name of child:

Surname First names

Date of birth

If you are applying to this school on faith grounds, please complete the following sections:

Place of worship

Name of place of worship

Address

Name of vicar / priest / minister / faith leader / church officer:

.....

Address

.....

Post code Telephone

Email address

Please Place a tick in the box which describes your circumstances.	✓
1. Children living within the designated area who worship regularly at an Anglican Parish Church. (Criterion 2)	
2. Children living in the designated area who worship regularly at a Christian Church recognised by Churches Together. (Criterion 4)	
3. Children living outside the designated area who worship regularly at an Anglican Parish Church. (Criterion 7)	
4. Children living outside the designated area who worship regularly at a Christian Church recognised by Churches Together. (Criterion 8)	

I confirm that I have submitted a Local Authority Common Application Form for the child named above.

Your name Date

Please take or send this form to your vicar, priest, minister, faith leader or church officer so that they can complete Part B by way of verification of the information you have provided.

**GALMPTON PRIMARY SCHOOL
SUPPLEMENTARY INFORMATION FORM
PART B - 2019-20**

To be completed by the Church Priest or Minister

To be completed by vicar / priest / minister / faith leader / church officer

The parent whose details appear in Part A of this form has given your name as a reference for his/her commitment to your church/place of worship. We ask that you confirm your knowledge of this child or family in relation to the faith criterion/criteria below.

Full Name of child		Date of Birth	
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Please Place a tick in the box which describes your circumstances.	✓
1. Children living within the designated area who worship regularly at an Anglican Parish Church. (Criterion 2)	<input type="checkbox"/>
2. Children living in the designated area who worship regularly at a Christian Church recognised by Churches Together. (Criterion 4)	<input type="checkbox"/>
3. Children living outside the designated area who worship regularly at an Anglican Parish Church. (Criterion 7)	<input type="checkbox"/>
4. Children living outside the designated area who worship regularly at a Christian Church recognised by Churches Together. (Criterion 8)	<input type="checkbox"/>

Signed

Name Date:

Position

Church/place of worship

Please return this form to the school by **15 January 2019**

Thank you for your assistance in completing this Supplementary Information Form.

NB: If a family is refused a place at the school and appeals against the governors' decision, this form may be used as evidence at the appeal.