



The Priory CE VA Primary School

Headteacher: Paul Ruffle
Chair of Governors: Sue Solly

Admissions Policy 2021-2022

Admissions Policy			
Approval	Board of Governors	Chairman	Sue Solly
Headteacher	Paul Ruffle	Date of last review	October 2018
Date of this review	January 2020	Date of next review	Annually – Oct 2020

'This policy has been reviewed in line with the 8 principles set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out'.

This policy will apply to all admissions from 1 September 2021, including in-year admissions. It will be used for allocating places for September 2022 as part of the normal admission round for Year R.

The Governing Body of The Priory Church of England Primary School is the admission authority for The School. The admission arrangements are determined by the Governing Body, after statutory consultation.

The Published Admission Number (PAN) for The Priory Church of England (Voluntary Aided) Primary School (The School) is 30. The PAN is the number of places for children available in the year group above.

A guiding principle of admission to this school is that the school should serve its local community, defined in the trust deed of 1867 as the ecclesiastical parish of Christchurch Holy Trinity (Christchurch Priory – This includes the daughter church of St George’s at Jumpers and the mission church of St John at Purewell). The policy aims to be clear, fair and objective and to comply with all relevant legislation.

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 pupil whose final statement of special educational needs names the school. Where possible such children will be admitted within the PAN.

If the school is oversubscribed, places will be offered in the following priority order. Places for applications received after the deadline will be allocated using the same criteria:

Admission Criteria

- 1. Looked after children or children who were previously looked after.** (see Definition A)
- 2. (For applicants in the normal admission round only)** Children or families who have a serious medical, physical or social 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.) (see Definition B)
- 3.** Children who at the time of application have a **sibling** on the roll of the school. (see Definition D)
- 4.** Children living **inside** the ecclesiastical parishes of Christchurch Holy Trinity (Christchurch Priory), St George’s Jumpers and St John-at-Purewell who can or whose parent can show “Christian Commitment”. (A Supplementary Information Form must be completed by parents applying under this criterion.) (see Definitions C and E)
- 5.** Children living **outside** the ecclesiastical parishes of Christchurch Holy Trinity (Christchurch Priory), St George’s Jumpers and St John-at-Purewell who can or whose parent can show “Christian Commitment”. (A Supplementary Information Form must be completed by parents applying under this criterion.) (see Definitions C and E)
- 6.** Children living **inside** the parishes of Christchurch Holy Trinity (Christchurch Priory, St George’s Jumpers and St John-at-Purewell. (see Definition C)
- 7.** All other children living **outside** the parishes of Christchurch Holy Trinity (Christchurch Priory, St George’s Jumpers and St John-at-Purewell. (see Definition C)

Definitions

A. 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 children who were previously looked after but immediately after being looked after became subject to an adoption, residence, 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. Child arrangement orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements 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).

B. Serious medical, physical or psychological condition

Where a place is requested for a child or family who have a serious social or medical condition, you must supply supporting independent evidence at the time of application confirming the reason(s) why attendance at The School is essential rather than any other school. You must also describe 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 standards committee of The Governing Body, who will endeavour to reach a fair and equitable decision.

C. The Catchment Area

The catchment area for The Priory Church of England Primary School is the Ecclesiastical Parish of Christchurch Holy Trinity (Christchurch Priory – This includes the daughter church of St George's at Jumpers and the mission church of St John at Purewell). 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 address 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.

Moving home & UK service personnel & crown servants

Places can only be offered on the basis of future moves on the basis of:

- a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- a tenancy agreement confirming the renting of a specific property relevant to the application (usually for a 12 months duration);
- a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application; or
- 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 brother or sister, half brother or half sister, adoptive brother or adoptive sister, step brother or step sister, foster brother or sister, 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. Categories 3(i) and 4(i) includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

E. Christian Commitment

'Christian commitment' is defined as attending worship at a church regularly for the previous two years before the deadline for admissions of **midnight on 15 January 2022**. Parents applying under criterion 4(iii) are required to complete a Supplementary Information Form (SIF), which asks for declaration and verification of your active membership. The SIF, which is available from the school website www.prioryschool.dorset.sch.uk, must be completed and returned to the school by **midnight on 15 January 2022**. (As it is a paper form that needs to be signed, the SIF is not available for completion online.) In order to ensure that you have the required church attendance you may need to complete two or more forms. This is normally more applicable to those who have moved into the area but attended church at their previous address.

If a disability or other 'special needs' circumstance prevents regular attendance (as defined above) at a specific place of worship but the person concerned is recognised by the church leaders as a 'regular worshipper' then this can be taken into consideration in your declaration and the verification of your "Active membership of a Christian

Church". A recent Adjudication stated that in order to ensure that the parents who are applying under this criterion are correctly consulted, the churches named must display the Admissions Policy and notify those attending that it is available.

Additional Information

Tie-breaker

If the school is oversubscribed from within any of the above criteria straight line distance will be used to prioritise applications; applicants living nearer the school have priority.

This is defined by straight line measurement using a Geographical Information based system which identifies an Easting and Northing for the home address and the school building and calculates the distance between the two locations. If distances are equal, as calculated by the Authority's GIS system, for example a flat in a block of dwellings with the same front entrance lots will be drawn by a person independent of The Governing Body to determine the allocation.

Who can apply

Only a parent can apply for a place at a school. 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.

How to apply

You must complete a Local Authority Application Form available from website [BCP Applying For A School Place](#) or the school website. If you wish to use the "Christian commitment" criteria to support your application you must also complete a Supplementary Information Form (SIF). This form is available from the Local Authority Website, website www.dorsetforyou.com/schools or the school website www.prioryschool.dorset.sch.uk or as a paper copy from The School office.

Offering places

The Governing Body will consider first all those applications received by the published deadline of midnight on 15 January 2022.

Applications made after midnight on 15 January 2022 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

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

Pupils with a statement of special educational needs

The governors will admit any pupil whose final statement of special educational needs names the school. Where possible such children will be admitted within the PAN.

Multiple births

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

In-year applications (ordinary)

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 applications. Applications must be made using the Local Authority Admission Form [BCP Applying For A School Place](#). Any parent can apply for a place for their child at any time to any school. The Governing Body will decide whether a place can be offered at this school.

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.

Waiting lists

When all available places have been allocated, waiting lists will be operated by the school on behalf of the local authority. Parents must request in writing for their child to be placed on the waiting list. 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 will be reviewed and revised –

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances affect their priority;
- periodically, 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.

At the time of receiving an offer of a school place parents will be advised of the process for adding their child's name to a school's waiting list. 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.

Starting school in Year R

The School will provide for the admission of all children in the September following their fourth birthday. Places in the reception year will be provided from the beginning of the academic year, the September, in which a child will reach the age of five years.

Deferred entry into Year R

The School will provide for the admission of all children in the September Full Time following their fourth birthday. Parents can request that the date their child is admitted to school is deferred until later in the school year but not beyond the point they reach compulsory school age, at the beginning of the term following their fifth birthday.

Part time places in Year R

Parents can also request that their child takes up the place part-time until the child reaches compulsory school age. N.B. For Clarification, part-time means mornings Monday to Friday inclusive 8.50am to 12.30pm.

Exceptionally, parents of children with birthdays between 1 April and 31 August (inclusive) may wish to defer admission until the following September. In these circumstances, an application under the following year's admissions policy and procedures will be required and the admission will normally be considered for Year 1. See below for the Admission of children outside their normal age group.

Please discuss these arrangements with The School as soon as possible.

Notes on compulsory school age and summer born children

A child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted. Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his fifth birthday (or on his fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday. It is likely that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely.

Admission of children outside their normal age group

Parents who have deferred entry into Year R or of a gifted and talented child or a child who has experienced problems or missed part of a year, for example due to ill health, can request a place outside the normal age group.

The Governing Body will make a decision on the basis of the circumstances of each case. Parents do not have a right to appeal if they have been offered a place and it is not in the year group they would like.

Admission Appeals

If you are unsuccessful in gaining a place for your child at The School 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 information, for example, '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 The Governing Body 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.

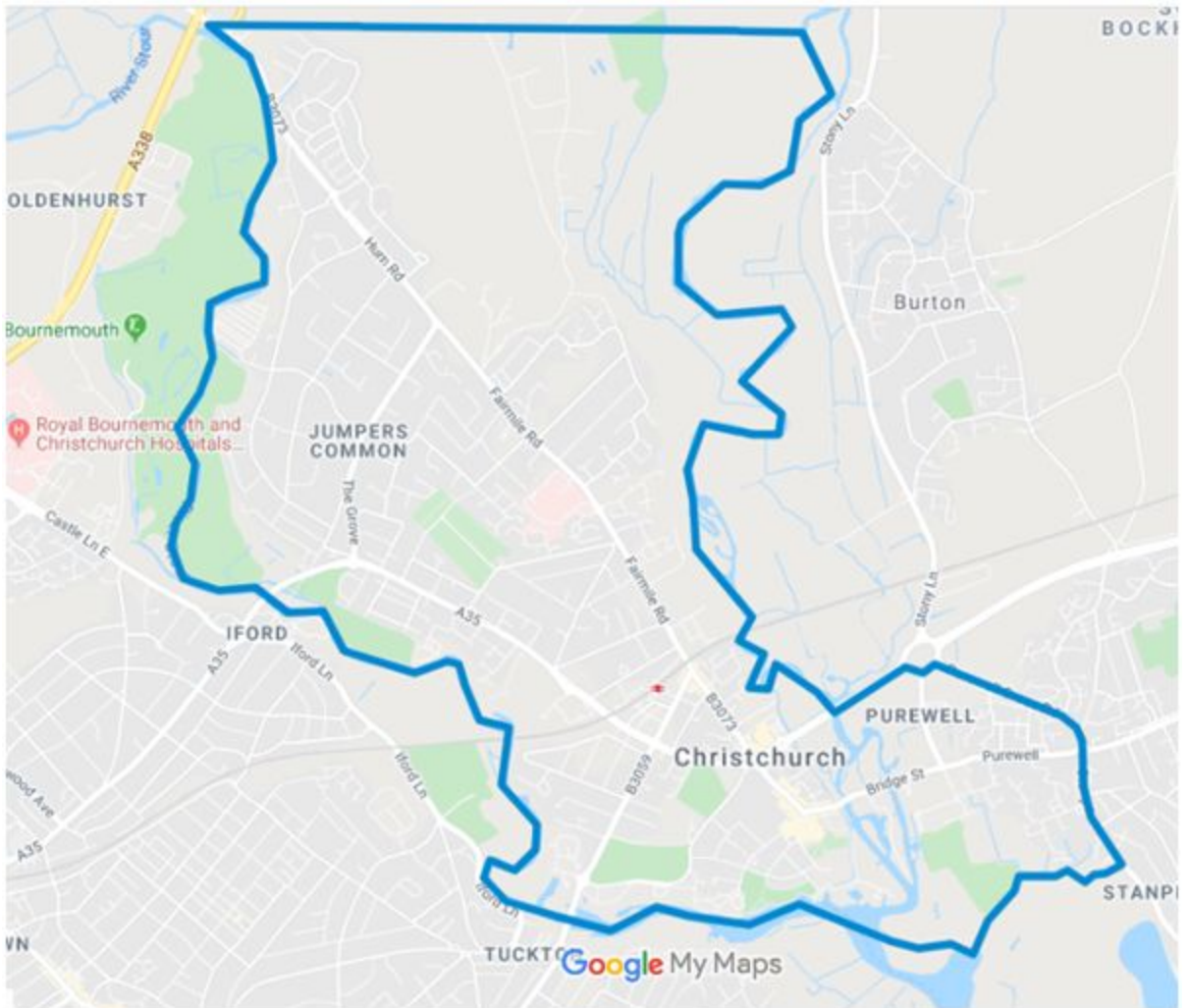
Legislation

This policy takes account of all Equalities legislation, together with all relevant regulations and the School Admissions Code (published by the DfE in 2014).

Further Information If you require further information about applying for a place at The Priory Church of England (Voluntary Aided) Primary School, please contact The School.

Address: The Priory Church of England Voluntary Aided Primary School, Wick Lane,
Christchurch, Dorset BH23 1HX
Tel: 01202 484 105
Fax: 01202 488 702
Email: office@priorschool.dorset.sch.uk

Map of the ecclesiastical parish / catchment area of the school.



**The Priory Church of England (Voluntary Aided) Primary School
SUPPLEMENTARY INFORMATION FORM**

Only for use to support admission applications using the 'Active member of a Christian church' criteria.

The purpose of the Supplementary Information Form is to declare and have verified that the adult with parental responsibility is an 'Active member of a Christian church'.

You must complete this form, have it signed by an authorised church official, return it to The School as soon as possible but before the deadline of **midnight on 15 January 2022**.

(The suitable church official is usually the priest of your church or if there is none, a person authorised to do so by your church. Should there be an interregnum the SIF may be verified by a churchwarden or other suitably qualified official on behalf of the parish. Please ask at your church, or the church school you are applying to, who has been authorised to verify your declaration)

I _____ (Parent Name)	
Of _____ _____ (Address) _____	
Being the Parent/Guardian of _____ (Child's Name)	_____ (Child's Date of Birth)
Applying for a place at: The Priory Church of England (Voluntary Aided) Primary School Declare that I have attended worship at a church regularly for the previous two years before the deadline for admissions of midnight 15 January 2022 Please Tick _____	
Please give the name of the church you attended in the space below. Thank you.	
Parent Signature (Please sign below)	Please print your name below
Date:	

PLEASE GET THIS FORM SIGNED BY THE PERSON VERIFYING YOUR DECLARATION

I verify that the information given above is correct.	
Signature:	
Please print your name:	
Status within the church (Vicar/Priest in Charge etc.)	
Date	
Your contact address/telephone:	
The information you give may be processed electronically and stored on computer for administrative purposes in accordance with the Data Protection Act 2018	
When completed and signed by the church official please return to The Priory CE (VA) Primary School as soon as possible and no later than the closing date of midnight on 15th January 2022.	

FOR SCHOOL USE ONLY

Accepted by the School as a verified 'Active member of the a Christian church' declaration and signed on behalf of the Governing Body by

Name of person signing on behalf of the Governing Body	Name	Signature	Date
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