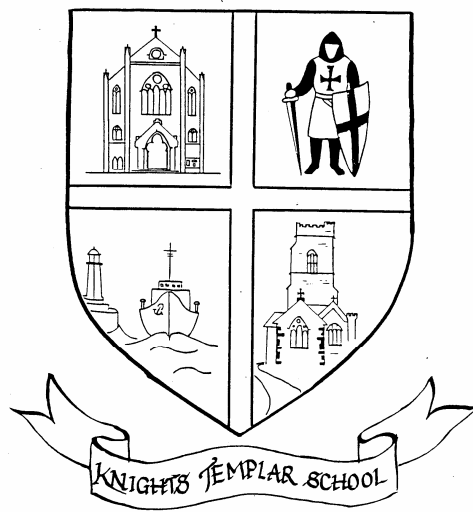


KNIGHTS TEMPLAR

CHURCH OF ENGLAND AND METHODIST

V.A.COMMUNITY FIRST SCHOOL, WATCHET



ADMISSIONS POLICY

2012/13

Admission Policy 2012/13 – updated December 2010

Knights Templar Cof E and Methodist VA First School is a Voluntary Aided School and as such the governing body is the admissions authority for the school.

The school was established to serve all within its community, those of all faiths and of none, and strives to offer a high quality education underpinned by a distinctively Christian ethos.

All applications for admission, and any supplementary information forms, must be submitted to your home Local Authority by the closing date of 15th January 2012 and will be considered under the Equal Preference with Ranking system of allocation. The LA will forward all applications to the school and the governing body will rank them against the oversubscription criteria set out below. This list will then be returned to the LA under the co-ordinated admissions scheme and they will make a single offer of a place on 20th April 2011.

All in-year admissions will be co-ordinated by the LA and as such, all requests for school places should be made directly to the LA's School Admissions Team, using the Common Application Form (CAF). The CAF is available on the website at www.somerset.gov.uk/admissions or by calling Somerset Direct on 0845 4564038 or by writing to:

School Admissions Team
Children and Young People's Directorate
County Hall
Taunton
Somerset
TA1 4DY

All applications for the school will be considered against the over-subscription criteria found on page 2.

For full details on the In-Year co-ordinated policy, please visit Somerset County Council's website www.somerset.gov.uk/admissions, where the policy is available to download.

The Admission Number (AN) for the year of intake is 42 pupils.

In the **event of over-subscription** children are allocated places in the following order of priority up to the admission number (AN) set for the school: The school will be required to admit a child with a statement of Special Educational Needs if the statement names the school.

1. Children in Care (currently in the care of the LA)
2. Children without a statement of Special Educational Needs whose school placement has been identified by a multi-agency professional team, and can be supported by written evidence at the time of application.
3. Children living in the catchment area, with an older sibling at the school at the time of admission, and who live at the same address.
4. Children living in the catchment area.
5. Children living outside the catchment area, with an older sibling at the school at the time of admission, and who live at the same address.

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6. In the Knights Templar School we have two religious foundations, Anglican and Methodist, therefore priority is given to children and/ or families who are practising members of these religious bodies.
7. Children who themselves or whose parent/carer is a practising member of other churches or religious denominations.
8. Children living outside the catchment area, but nearest to the school using a straight line measurement.

Important Notes:

1. Criterion 2 give priority to a child who does not have a Statement of Special Educational Needs, but whose attendance is necessary at Knights Templar School as identified by a multi-agency team.
2. The following tie-breaker will apply if there are not enough places to satisfy all the applications under any one criterion:
 - For all children whose home is in the catchment area: priority will be given to those who have a longer (straight line measurement) journey, to an alternative school.
 - For children whose home is outside the catchment area: priority will be given to those living nearest the school (straight line measurement).

- 2.3 After the main allocation of places, any remaining places will be allocated to any applicants (including any late applications or alterations received) strictly on offer dates published in the LA Primary Phase Booklet - A Guide for Parents.

6. Appeals Procedure

If the Local Authority is unable to offer a place at the preferred school (or schools), parents have a legal right of appeal to an Independent Appeal Panel. Full details including an application form will be sent with the outcome letter.

7. Waiting Lists

Where an application has been refused, the child will be placed on a waiting list. This will be kept in order of oversubscription criteria by the Governing Body, and will be maintained until the end of the academic year to which the application applies.

8. Parent or parent/carer

Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).

9. Home Address

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The home address is important as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child.

Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. The Local Authority reserves the right to seek further documentary evidence to support your claim to residence.

Please note that the LA is unable to allocate a place to anyone moving into the country from abroad prior to their arrival in the county. We would then require proof of residency as stated above. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats).

It should also be noted that an address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

You must notify The School Admissions Team, County Hall, Taunton of any change of address during the admissions procedure.

10. Siblings

For the purposes of Admissions, a sibling is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister or children of the same household.

11. Multiple-birth applications

In the case of multiple birth applications, the published admission number for the school concerned will be increased at the point of allocation to ensure multiple birth siblings can be allocated places at the same school (sibling definition applies).

12. Practising

Practising is defined as at least once a month attendance at church for the six months previous to application by at least one parent and/or child (where necessary this may be confirmed with a member of the clergy).

13. Issues relating to shared residency arrangements

Difficulties in the application process can occur where shared residence arrangements are in place and parents/carers of the child submit 2 separate applications for different schools. In this situation the GB would ask parents try to resolve matters between themselves, and then inform the GB which application should be processed. Where possible the GB should not be involved in private disputes.

The GB does recognise however, that there may be situations where parents cannot reach an agreement between themselves and it is necessary for the GB to reach a decision. Where this is the case the GB will try to establish the child's permanent address, as set out above.

Each parent will be required to write to the GB and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the GB may ask for additional information including who is in receipt of child benefit. Once the

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GB has received all the necessary information from both parents a decision will be reached based on the evidence provided.

14. Distance Measurements

For the purpose of measuring home to school distance, all calculations will be measured using a straight-line measurement from the address point of the home to the address point of the school using the LA's GIS mapping system. (Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail). In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

15. Equal Preference with ranking allocation method

This approach requires the Admissions Authority to rank all applications against the published over-subscription criteria for the school concerned and where schools are over subscribed, places will be allocated up to the published admission number in strict priority order. Where more than one school can be offered, the highest ranked preference will be allocated.

16. Tie-Breaker

If there are not enough places to satisfy all the applications under any one criterion, the following will apply:

- For all children whose home is in the catchment area: priority will be given to those who have a longer (straight line measurement) journey, to an alternative school.
- For children whose home is outside the catchment area: priority will be given to those living nearest the school (straight line measurement).

17. Supplementary Information Form (SIF)

In order for applications to be considered against criteria 6 and 7 applicants will need to use the attached SIF in order to demonstrate their ability to meet the criteria. The SIF will need to be completed and signed by a member of the clergy and submitted along with the school place application.

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School Admission Supplementary Information Forms

Notes for those applying for places at Church of England Voluntary Aided or Foundation Schools

If you wish for your application to be considered under any criteria relating to church attendance, you must ensure the following:

1. That the attached form is completed by you and signed by the relevant church representative (vicar, priest, minister, pastor, church warden)
2. That the information on the form matches and fulfils the requirements set out in the specific admissions arrangements of the school for which you are applying.
3. That the completed form, signed by both you and the clergy, reaches your home Local Authority by the closing date for submission of applications. This is 15th January 2012 for first admission or 31st October 2011 for secondary transfer.
4. That a separate supplementary form be submitted for each church school for which you are applying as each is likely to have differing admissions criteria.
5. If you have recently, or are about to move to a different area, that you ensure that the appropriate church representative of the church where you have been regularly worshipping signs the supplementary information form for your application. **Please ensure that they have seen the admissions requirements for the school/s for which you are applying and are satisfied that you meet the necessary criterion/criteria.**

Please Note:

- Failure to send the correctly completed supplementary information form to your home Local Authority by the closing date will mean that your application cannot be considered under any church attendance criterion.
- The need to obtain the signature from a previous member of clergy/church after moving house cannot be considered as a reason for a late application to be accepted.

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SUPPLEMENTARY INFORMATION FORM
PART A
Admission in 2012

To be completed by the parent/guardian

Knights Templar Cof E and Methodist VA First School is a Voluntary Aided school/Church of England Foundation school. The governing body of these categories of school is the admission authority and has responsibility for setting the admission arrangements.

If there are more applications than there are places, the governing body will prioritise applications where evidence can be provided that one of criteria 6 or 7 has been met. If you wish your child to be considered under the religious grounds of criteria 6 or 7, please complete this form and return it to the local authority closing date of **15 January 2012 (primary) 31 October 2011 (secondary)**. If you do **not** wish your child to be considered under the above criteria, this form is **not** necessary (but see below about a Local Authority Common Application Form).

For the purposes of assessing eligibility to education transport on faith grounds, information on this form may be used to confirm that your application for a place at the school was on religious grounds.

Once you have completed Part A, please pass the form to your priest, minister, faith leader or church official. It is the responsibility of the parent/carer to return the SIF to the LA by the closing date for submissions. Only where both parts are returned by the closing date of 15 January 2012 can this information can be considered as on time by the governing body and your application prioritised accordingly. Failure to return this form will result in any application being considered under the “non church” criteria.

You must, in all instances, complete a Local Authority Common Application Form and return that to the Local Authority by 15 January 2012 for it to be considered as on time.
It is entirely the responsibility of the applicant to ensure that any Supplementary Information Form is returned on time to the home Local Authority.

Name of child:

Surname First names

Date of birth Boy Girl

Name of parent/guardian

Address

.....
.....

Post code

Home Telephone Contact number

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

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Place of worship where one of parents / guardians / child regularly attends:

Name of place of worship

Address

.....

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

.....

Address

.....
.....

Post code Telephone

<p>Please place a tick in the box which describes your circumstances</p> <p>criterion 6 <input type="checkbox"/></p> <p>criterion 7 <input type="checkbox"/></p>	<p>In the Knights Templar School we have two religious foundations, Anglican and Methodist, therefore priority is given to children and/ or families who are practising members of these religious bodies.</p> <p>Children who themselves or parent/carer is a practicing member of other churches or religious denominations.</p>
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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.

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SUPPLEMENTARY INFORMATION FORM
PART B
Admission in 2012

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

The parent/guardian 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 criteria below.

<p>Please place a tick in the box which describes the child's circumstances</p> <p>Criterion 6 <input type="checkbox"/></p> <p>Criterion 7 <input type="checkbox"/></p>	<p>In the Knights Templar School we have two religious foundations, Anglican and Methodist, therefore priority is given to children and/ or families who are practising members of these religious bodies.</p> <p>Children who themselves or parent/carer is a practising member of other churches or religious denominations.</p>
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Signed

NameDate:

Position

Church/place of worship

It is entirely the responsibility of the applicant to ensure that this form is returned to the home Local Authority by the submission date below:

Please return this form to your home Local Authority by 15 Jan 2012.

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.

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Church of England Voluntary Aided and Foundation Schools in the Diocese of Bath & Wells

School Admission Supplementary Information Forms

Notes for clergy or those responsible and authorised to sign supplementary information forms for those applying to church schools under a church attendance criterion

Please note that the recommendation of the Bath & Wells DBE is that clergy do not work in isolation when looking at school admission supplementary information form requests. The DBE strongly recommends that it is best practice to have a sub-committee of at least three members, including clergy, church wardens and those with responsibility for Sunday school to consider these requests and be authorised to sign the form if it is agreed appropriate.

Please also note that the completion of this form and its return in time to meet the admission application deadlines is critical for the applicant, and without it the child cannot be considered eligible under any church attendance criteria, even if they are regular attendees at church.

In order for the application to be considered under any church attendance criteria within the school's admissions arrangements, the following must be ensured:

1. That the attached form is completed by the applicant and signed by the relevant church representative (vicar, priest, minister, pastor, church warden)
2. That the information on the form matches and fulfils the requirements set out in the specific admissions arrangements of the school to which the application is being made. Clergy must be clear that the specific criterion for each school is being met by the applicant and should see the admissions criteria so that they can check.
3. The DBE recommends that schools use the criterion that either the child or at least one parent has attended worship at the church at least once a month for a minimum of 6 months prior to the time of the application. Please note that this does vary from school to school, with some having far more rigorous requirements.
4. The DBE does recommend that the child or a parent has attended actual worship and that attendance at toddler groups or other activities that are held at the church does NOT meet the requirements.
5. That the completed form, signed by both applicant and the clergy, reaches the applicant's home Local Authority by the closing date for submission of applications. This is 15th January 2012 for first admission or 31st October 2011 for secondary transfer.
 - a. NB This is clearly the responsibility of the applicant, not the church representative.
6. That a separate supplementary form be completed for each VA or Foundation church school for which the applicant is applying as each is likely to have differing admissions criteria.
7. For applicants who have recently, or are about to move to a different area, the supplementary information form should be completed by the clergy at the church where they have been regularly worshipping. It is the responsibility of the applicant to organise this and ensure that the SIF is completed and sent in on time.

Please Note:

The application process is a legal one and every effort MUST be made to ensure that applications and any supplementary forms are completed accurately and on time. If applicants are unsuccessful, they have the right to appeal, and the information provided by clergy can be critical to the outcome of both the application and appeal, particularly where a school is very popular and oversubscribed. Competition for places at some schools can be fierce and it is vital that information supplied is accurate. Clergy should not be pressured into signing a form if they know that the applicant does not, or are in doubt as to whether the applicant does, meet the criteria laid down by the school. This is one reason why a committee should consider every application. It is also particularly helpful where there is an inter-regnum or where clergy have been in post less than 6 months.