



Alverstone Church of England (Aided) Junior School

Admissions Policy from September 2017

Admissions to Year 3

This policy will apply to all admissions from 1st September 2017, including in-year admissions. It will be used during 2017-18 for allocating places for September 2017 as part of the normal admission round for Year 3.

The Governing Body of Alverstone Church of England Junior 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 Alverstone Church of England Junior School (The School) is 68. The PAN is the number of places for children available in the year group above.

A guiding principle of admissions to this school is that the school should serve its local community, defined in the trust deed of 1841 as the ecclesiastical parish of St Mary's Alverstone. The governors also aspire to enable as many children as possible attend their parents' preferred school; that siblings as far as possible can attend this school together; and that children can benefit from continuity between the linked Alverstone Community Infant School. 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 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 and must be provided at the time of application.) (see Definition B)
3. Children **living in the catchment area** of the school: (see Definitions C)
 - ~~(i)~~ Children who at the time of application have a **sibling** (see Definitions D) on the roll of the school or Alverstone Infant school who will still be on roll at the time of admission. [See 4(i) for additional children who may be considered under this criterion.]
 - ~~(ii)~~ Children attending Alverstone Infant School at the time of application
 - ~~(iii)~~ Other children living in the catchment area of the school.
4. Children **living out of the catchment area** of the school:
 - (i) Children who at the time of application have a **sibling** (see Definitions D) on the roll of **The School**.
 - (ii) Children who at the time of application have a **displaced sibling** (see Definitions D) on the roll of the school or Alverstone Infant school who will still be on roll at the time of admission. [Where a sibling was allocated a place at the school or Alverstone Infant school in the normal admission round in a previous year because no places were available at the catchment school for their address, the application will be considered under 3(i), above, subject to the address being the same for both applications.
 - (iii) Children who at the time of application are on the roll of Alverstone Infant school. (see Definition E)
 - (iv) Children with a parent who is an active member of a Christian church included in the list of Christian Churches at Definition G and who requests admission on denominational grounds and provides relevant evidence. (see Definition F)
 - (v) Other children.



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Definitions

A Looked after children or children who were previously looked after

By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. 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, child arrangements order, 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. A 'child arrangement orders' is as 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 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.

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 admissions committee of The Governing Body, who will endeavour to reach a fair and equitable decision.

C The Catchment Area

The catchment area for Alverstoke Church of England Junior School is the Ecclesiastical Parish of St Mary's Alverstoke which includes the Local Authority defined catchment area. 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;
- 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 and foster 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.

'Displaced' refers to a child who was refused a place at the catchment school in the normal admissions round having named it in the application and was not offered a higher named preference school.

E Linked Infant School

The designated feeder school for Alverstoke CE (A) Junior School is Alverstoke Community Infant School.

F Active member of a Christian Church

'Active member of a Christian church' is defined as attending worship at a church in the list at definition G. at least twice a month for the previous two years before the deadline for admissions of **midnight on Friday, 15th January 2017**. Parents applying under criterion 4(iii) are required to complete a



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Supplementary Information Form (SIF), which asks for declaration and verification of your active membership. The SIF, which is available from the County website www.hants.gov.uk/admissions or the school website www.alverstoke-jun.hants.sch.uk, must be completed and returned to the school by **midnight on Friday, 15th January 2017**. (As it is a paper form that needs to be signed, the SIF is not available for completion online.)

If a disability or other 'special needs' circumstances prevent 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'.

G. List of Christian Churches used for admissions to this school

Any Church of England Church, Methodist Church, Roman Catholic Church, Alverstoke Evangelical Church or Salvation Army.



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Tie-breaker

If the school is oversubscribed from within any of the above criteria or sub-criteria, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Hampshire County Council's Geographic Information Systems (GIS) will be used to determine distances (normally from the Ordnance Survey home address point to the school office). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. If distances are equal (for example within a block of flats) lots will be drawn by a person independent of the Governing Body in order to determine a place.

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

The Local Authority operates a Co-ordinated Admissions scheme which processes all main round (ordinary) admissions applications. They also publish a Composite Prospectus which details all admission arrangements for schools within the Local Authority. Please see www.LocalAuthority's.gov.uk for the prospectus and details of the scheme.

You must complete a Local Authority Application Form available from www.hants.gov.uk/admissions If you wish to use the "Active member of a Christian church" criteria to support your application you must also complete a Supplementary Information Form (SIF). This form is available from the Local Authority Website, www.hants.gov.uk/admissions or The School's website www.alverstoke-jun.hants.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 Friday, 15th January 2017**. Notifications to parents offering a junior school place will be sent by the Local Authority on the first working day after **16th April 2017 i.e Monday, 18th April 2017**

Applications made after **midnight on Friday, 15th January 2017** 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 Education, Health and care plan (previously a final statement of special educational need) names the school. Where possible such children will be admitted within the PAN.

Multiple births/same cohort siblings

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

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 available online at www.hants.gov.uk Any parent with parental responsibility 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.



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Waiting lists

When all available places have been allocated, waiting lists will be operated by the school. Parents must request (in writing) that their child is placed on the waiting list. Waiting lists will be maintained for one school academic year.

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, 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.

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.

Admission of children outside their normal age group

Parents 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, informing parents of their statutory right to appeal. This right of appeal does not apply if The School has offered a place in another year group at The School.

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 '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 Admission Code (published by the DfE in 2014).

Further Information

If you require further information about applying for a place at Alverstoke Church of England Junior School, please contact The School.

Alverstoke Church of England Junior School, The Avenue, Alverstoke. Gosport. PO12 2JS

Telephone: 023 92580450

Fax: 023 92510346

Email: admin@alverstoke-jun.hants.sch.uk



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Alverstone Church of England (Aided) Junior School SUPPLEMENTARY INFORMATION FORM

Only for use to support admission applications using the 'Active member of a Christian church' criteria and living outside of the Parish of Alversoke.

The purpose of the Supplementary Information Form is to declare and have verified that one parent 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 Thursday, 15th January 2017**.

(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. 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 of	_____	(Child's Date of Birth)
	(Child's Name)	
applying for a place at	Alverstone Church of England (Aided) Junior School	

declare that I have attended worship at a Christian church in the list at definition G at least twice a month for the previous two years before the deadline for admissions of midnight on Friday 15 January 2017 .	<small>please tick</small>
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Please give the name of the church you attend in the space below. Thank you.

Name of Church:

Parental 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 1998.

When completed and signed by the church official please return to Alverstone Church of England Junior School as soon as possible and not later the closing date of midnight on- Friday, 15th January 2017

For School Use Only

Accepted by The School as a verified 'Active member of 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