

William Gilpin Church of England Primary School Admissions Policy for Reception Class September 2011

Introduction

- William Gilpin is a Voluntary Aided school.
- The Governing Body of William Gilpin Church of England VA Primary School is the admissions authority.
- The School's trust deed of 1874 states that William Gilpin was established to provide education for children living in the parish of St. John's Boldre. The parish is referred to as Boldre. A map of this area is held in our school office.
- This policy has been made in accordance with the Sex Discrimination Act, The Race Relations Act, The Human Rights Act, the Disability Discrimination Acts 1995 and 2005 and The Equality Act 2006. This policy will be administered fairly and impartially. The decision to admit, or otherwise, is the sole responsibility of The Governing Body.
- The information given below is correct for the school year shown, but it could be altered for future years. We advise you to check with the school that no changes have occurred. All applications are made by 'parents'¹ for their child / children.

The Admissions Timetable

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

The LA will manage the process on behalf of the 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 LA 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 LA or William Gilpin.

The School's Supplementary Information Form (SIF) is a paper form as it requires signing and for this reason it cannot be completed 'on line'. If you wish to apply under Christian Commitment Criteria you must obtain a copy of the SIF from William Gilpin and return it to the school as soon as possible and not later than the closing date set by the Local Authority for Primary School Admissions.

Further Information

If you require further information about applying for a place at William Gilpin Church of England Voluntary Aided Primary School, please contact the school.

William Gilpin CE VA Primary School
Pilley Hill
Boldre
Lymington
Hampshire
SO41 5QG

Telephone: 01590 673460

E-mail: adminoffice@williamgilpin.hants.sch.uk

Admissions

William Gilpin will admit children with statements of Special Educational Needs in which William Gilpin is named. Any child admitted will count towards the Published Admission Number (PAN).

Where all parental preferences for places at the school can be satisfied all children seeking a place will be admitted.

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

For deferred admission to Year R, the LA policy requires that the child starts at the latest at the beginning of the Spring Term. Places are not held after this.

Oversubscription Criteria

1. Children who are '**Looked After**' by the Local Authority. (0 in 2009)
2. Children '**residing**'² in Boldre. (3 in 2009)
3. '**Siblings**'⁴ of children attending William Gilpin at the time of the applicant's proposed admission. (5 in 2009)
4. Children of families of the **Parish of Boldre** whose parents can provide confirmation of 'Christian commitment'⁵. A 'Supplementary Information Form' for this purpose will be given to applicants. (1 in 2008)
5. Children of families included in '**Churches Together In England**'⁷ 'residing in'² Boldre whose parents can provide confirmation of 'Christian commitment'⁵. A 'Supplementary Information Form'⁶ for this purpose will be given to applicants. (0 in 2008)
6. Other children. (6 in 2008)

In All Cases Above

- Where there are insufficient places for applicants from within a particular category, 'children living closest to the school'⁸, measured by 'straight-line distance'⁸, will be the deciding factor.
- Unsuccessful applicants can choose to be entered on William Gilpin's 'waiting list'⁹ if they so wish.

Applications to Reception Class

- The Governors propose to admit 15 children to the reception class. This is the Published Admission Number for William Gilpin (PAN).
- Where the number of applicants exceeds the places available allocation of places will be on the basis of the Oversubscription Criteria.
- Where a child, under statutory school age, is offered a place in William Gilpin from September, the parent has the option of deferring their child's entry until later in that school year. The child must join William Gilpin before the end of the school year and when the child joins, he or she will be placed in the class which entered in September.

In Year Applications

- Within William Gilpin's published admission number of 15 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 applications to classes other than the Reception class.

Warnings

Places are withdrawn every year because parents give a false 'home address'² 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. Details of dates are in the Local Authority brochure.

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.

Supplementary Information Form

William Gilpin will provide you with a Supplementary Information Form when you let us know you are applying for a place at our school. You must complete the **Supplementary Information Form** if you want your application to be considered under the Christian Commitment Criteria. You must return the Supplementary Information Form to William Gilpin Church of England VA Primary School as soon as possible and not later than the closing date set by the Local Authority for Primary School Admissions.

Admission Appeals

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

Definitions

1 'Parents'

'Parents' include all those people who have a parental responsibility for a 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 In' and 'Home Address'

The Home Address will be the address used for correspondence related to where "Child Benefit" is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date set by the Local Authority for Primary School Admissions.

Families who are due to move house should provide:

- i. A Solicitor's letter confirming that exchange on Contracts has taken place on the purchase of a property; or
- ii. A copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii. In the case of SERVING H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

3 'Serious Social, Medical or Physical Condition'

Where a placement is requested for serious social, medical or physical reasons you must provide supporting evidence that sets out the particular reasons why this school is the most suitable school and the difficulties that would be caused if your child had to attend another school. Supporting evidence must be verified by suitably qualified health professional or social worker. The Governing Body will consider this evidence carefully and reach a fair and equitable decision. The Governing Body cannot consider your application under this criteria if the supporting evidence is not provided by the closing date set by the Local Authority for Primary School Admissions.

4 'Siblings'

The term "Sibling" is defined as:

- A full or half brother or sister;
- A step brother or sister;
- An adoptive brother or sister;
- The children of parents who are married or cohabiting, where the parents and children live together in the same family household.

Step-brother, step-sister, half-brother and half-sister are defined as children who belong to only one member of a married or cohabiting couple.

If the last pupil to be offered a place in an Infant class, within the school's published admission number (PAN), is a multiple birth or same cohort sibling, parents will be advised that a place is available for each child. The school then will not offer another place until there is space within the PAN.

5 'Christian Commitment'

As parents you will be asked to identify yourself as belonging to one of the following three tiers for at least the previous **twelve months**. The three faith commitment tiers will be treated in order with A - 'At the heart of the church' taking priority over B - 'Attached to the church' over C - 'Known to the church.' The worshipper could be the child for whom application is made or one or both parents.

- **A - 'At the heart of the church'**. You are a regular worshipper. This means you worship at least twice a month.
- **B - 'Attached to the church'**. You are a regular but not frequent worshipper, a person who usually attends a monthly family or church service or who is regularly involved in a weekday church activity including an element of worship.
- **C - 'Known to the church'**. You are a person who is not a frequent but an occasional worshipper, you are someone who is known through a family connection, or one or more of whose family would be involved in some church activity, such as a uniformed or other church organisation.

On the Supplementary Information Form (SIF) you will be asked to declare where your commitment to the Church lies. Your declaration on the SIF must be verified by the incumbent of your parish or previous parish. Should there be an interregnum the SIF may be completed by a churchwarden or other suitably qualified official on behalf of the parish. Please ask at the school who is qualified to sign the form.

6 'Supplementary Information Form'

We will provide you with a paper copy of the Supplementary Information Form when you let us know you are applying for a place at our school. You must complete the Supplementary Information Form if you want your application to be considered under the Christian Commitment Criteria. You must return the Supplementary Information Form to William Gilpin Church of England VA Primary School as soon as possible and not later than the closing date set by the Local Authority for Primary School Admissions,

The School's Supplementary Information Form (SIF) is a paper form as it requires signing and for this reason it cannot be completed 'on line'.

7 'Churches Together in England'

Includes: Antiochian Orthodox Church, Baptist Union of Great Britain, Cherubim & Seraphim Council of Churches, Church of England, Church of God of Prophecy, Church of Scotland (in England), Congregational Federation, Coptic Orthodox Church, Council of African & Afro-Caribbean Churches, Council of Oriental Orthodox Christian Churches, Ichthus Christian Fellowship, Independent Methodist Churches, International Ministerial Council of Great Britain, Joint Council for Anglo-Caribbean Churches, Lutheran Council of Great Britain, Methodist Church, Moravian Church, New Testament Assembly, Oecumenical Patriarchate, (Archdiocese of Thyateira and Great Britain), Religious Society of Friends, Roman Catholic Church, Russian Orthodox Church, Salvation Army, Transatlantic and Pacific Alliance of Churches, United Reformed Church, Wesleyan Holiness Church.

8 'Children Living Closest to the School' & 'Straight Line Distance'

Straight-line distance will be calculated by the Local Authority's Geographical Information System (GIS) which identifies the centre of the building of the home address and the centre of the school building and calculates the distance between the two locations, measured in a straight line from the school to the child's home. When considering distance for multiple dwellings the ground floor takes precedence over first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance.

If all distances are equal, for example a flat in a block of dwellings with the same front entrance a lottery will be used to determine the allocation.

9 'Waiting List'

Parents who wish their child to be included on the waiting list must inform the school in writing. Any places that become available will be allocated according to the Oversubscription 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 accordance with paragraph 3.27 of The Admissions Code.

As soon as school places become vacant **The Governing Body** must fill the vacancies from any waiting list, even if this is before admission appeals have been heard. Placing a child's name on a waiting list does not affect a parent's right of appeal against an unsuccessful application.

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.

William Gilpin Church of England School Christian commitment supplementary information form.

The purpose of the Supplementary Information Form is to verify the Christian commitment of parent(s) applying for a place for their child at William Gilpin Church of England School. You **must complete this form** if you want your application to be considered using the Christian commitment Oversubscription Criteria of William Gilpin's admissions policy. The three faith commitment tiers will be taken in order with A' At the heart of the church' taking priority over B - 'Attached to the church' over C - 'Known to the church.'

This policy will be reviewed in the Autumn Term 2010.

Signed:

Date:

**William Gilpin Church of England School Christian
Commitment Supplementary Information Form.**

I	Your name
Of	Your address
Being the Parent of:	Your child's name
Applying for a place at William Gilpin Church of England School declare that my Christian commitment, for at least the previous TWO years, is described as:	
<p style="text-align: center;">A - 'At the heart of the church'</p> <p>You are a regular worshipper. This means you worship at least twice month. The worshipper could be one or both parents.</p>	Please tick
<p style="text-align: center;">B - 'Attached to the church'</p> <p>You are a regular but not frequent worshipper, a person who usually attends a monthly family or church service or who is regularly involved in a weekday church activity including an element of worship.</p>	Please tick
<p style="text-align: center;">C - 'Known to the church'</p> <p>You are a person who is not a frequent but an occasional worshipper, you are someone who is known through a family connection, or one or more of whose family would be involved in some church activity, such as a uniformed or other church organisation.</p>	Please tick
Please give the name of the church you attend in the space below. Thank you.	
Name of Church:	
Signed: Parent's signature Date:	Please print your name Name:

Please Get This Form Signed By The Person(s) Verifying Your Declaration. See the schools admissions policy to find out who these persons are.

I verify that the information given above is correct.		
	Person 1	Person 2
Verified by:		
Signature:		
Please print your name:		
Status within the Church: (Vicar/Priest in Charge etc.)		
Date:		
Your contact address/telephone:		

For School Use Only

Accepted by the 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(s) please return to William Gilpin Church of England School as soon as possible and not later than the closing date set for admissions set by the Local Authority.