



## **INTRODUCTION**

The name of the school is Silchester Church of England Primary School (**The School**). *The School* is a Voluntary Aided School.

The Governing Body of Silchester Church of England (Aided) Primary School (**The Governing Body**) is the admissions authority.

*The School's* trust deed of 1947 states that *The School* was established to provide education for children living in the parish of St Mary, Silchester. The ecclesiastical parishes of St Mary, Silchester and St Saviour, Mortimer West End are referred to as (**The Area Served by The School**). A map of this area forms part of this policy document.

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 responsibility of *The Governing Body*.

The information given below is correct for the school year shown above, 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* for their child / children.

## **THE ADMISSIONS TIMETABLE**

The **Local Authority (Local Authority)** operates a timetabled co-ordinated admissions procedure for all Schools in line with Government legislation.

The *Local Authority* 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 *Local Authority* 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 *Local Authority* or *The School*.

Parents applying under criterion 4 or 7 (the Christian Commitment criteria) will be asked to complete a Supplementary Information Form (SIF), which must be obtained from *The School* or from the *Local Authority Website*, completed and returned to *The School* not later than the closing date set by the *Local Authority* for school applications to be received. (As it is a paper form that needs to be signed, the SIF is not available for completion on-line.)

## **FURTHER INFORMATION**

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

Silchester C of E (Aided) Primary School, School Lane, Silchester, Reading RG7 2NJ

tel: 01189 700 256

fax: 01189 700 225

email: [adminoffice@silchester.hants.sch.uk](mailto:adminoffice@silchester.hants.sch.uk)

## **ADMISSIONS**

Where all parental preferences for places at *The School* can be satisfied all applications seeking a place will be offered a place.

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



## **OVERSUBSCRIPTION CRITERIA**

1. Children who are in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. (A letter from the Children's Services Department confirming the child's status must be provided.)
2. 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.)
3. Children living **inside The Area Served by The School** who at the time of application have a sibling on the roll of Silchester CE(A) Primary School and who will still be on roll at the time of the sibling's admission.
4. Children living **inside The Area Served by The School** whose parents can show "Christian Commitment" at a church included in *Churches Together In England*. (A *Supplementary Information Form* must be completed by parents applying under this criterion.)
5. Children living **inside The Area Served by The School**.
6. Children living **outside The Area Served by The School** who at the time of application have a sibling on the roll of Silchester CE(A) Primary School and who will still be on roll at the time of the sibling's admission.
7. Children living **outside The Area Served by The School** whose parents can show "Christian Commitment" at a church included in *Churches Together In England*. (A *Supplementary Information Form* must be completed by parents applying under this criterion.)
8. Other children living **outside The Area Served by The School**.

## **IN ALL CASES ABOVE**

Where there are not enough places for applicants within a criterion listed above, distance measurement will be used with those living closer to the school receiving higher priority.

Distance will be measured in a straight line by the *Local Authority's* computerised measuring system from the front door of the child's home address to the main entrance of the school (as designated by the school). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. If distances are equal (for example on a floor in a block of flats), lots will be drawn by a person independent of *The Governing Body*, to determine the allocation.

Unsuccessful applicants can ask to be entered on *The School's* waiting list if they wish. This should be done in writing to the school.

## **CHILDREN WITH STATEMENTS - NAMING THE SCHOOL**

*The School* will admit children with statements of Special Educational Needs (SEN) in which *The School* is named. Where places, required by pupils with statements that name the school, are known before the governors admissions committee meets, these places will count towards the published admissions number for *The School*.

## **APPLICATIONS TO RECEPTION CLASSES**

*The Governing Body* will admit **30** children to the reception class. This is the Published Admission Number for *The School* (PAN).

'Deferred Admission'. Initially Year R children may attend part-time. Where a child, under statutory school age, is offered a place in *The School* from September, the parent has the option of deferring their child's entry until later in that school year. The child must join *The School* 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. Deferred Admission should be discussed with *The School*, but is not part of the admission process for *The School*.



## IN YEAR APPLICATIONS

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 in year applications.

From September 2010 all In Year Admissions must be made through the Local Authority. The Governing Body will still decide whether to offer a place and the offer letter will be issued by the Local Authority.

Applications must be made using the Local Authority Form.

Parents applying under any Christian Commitment criteria will be asked to complete a Supplementary Information Form (SIF), which must be obtained from the School, completed and returned to the School. (As it is a paper form that needs to be signed, the SIF is not available for completion on-line)

## 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 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* Admissions Booklet.

## 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

Parents applying under any of the Christian Commitment criteria will be asked to complete a Supplementary Information Form (SIF), which must be obtained from *The School or the Local Authority Website*, completed and returned to *The School* not later than the closing date set by the *Local Authority* for school applications to be received. (As it is a paper form that needs to be signed, the SIF is not available for completion on-line.)

## ADMISSION APPEALS

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

## DEFINITIONS

### 1 'Parents'

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. 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 'Living Inside'

The 'home address', used for the term 'Living Inside', means the address where the child usually lives. Children who have parents with shared responsibility will be deemed to live at the address of the parent receiving Child Benefit.



Places cannot be offered on the basis of a possible future move. Places can only be offered on the basis of future moves on the basis of:

- i. a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- ii. a tenancy agreement confirming the renting of a specific property relevant to the application;
- iii. a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application; or
- iv. in the case of UK service personnel and Crown servants, an official 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*).

### 3 'Serious medical condition'

Where a place is requested for a child or family who have a serious medical, physical or psychological condition, you must supply supporting independent evidence at the time of application confirming the reason(s) why attendance at *The School* is essential and describing 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.

### 4 'Siblings'

'Sibling' refers to a brother or sister, a half brother or sister, an adopted brother or sister, a step brother or sister, or the child of the parent/carer's partner and in every case the child must be living in the same family unit at the same address.

If the last pupil offered a place in an infant class within the Published Admission Number is from a multiple birth or has sibling in the same year group, a place will be offered to one child only and the parent(s) invited to state which child should be given a place.

### 5 'Christian Commitment'

Parents applying under any of the Christian Commitment criteria will be asked to complete a Supplementary Information Form (SIF), which must be obtained from *The School*, completed and returned to *The School* not later than the closing date set by the *Local Authority* for school applications to be received. (As it is a paper form that needs to be signed, the SIF is not available for completion on-line.)

In the SIF, you will be asked to identify the child or a parent as belonging to one of the following three categories of church involvement for the previous 24 months before the closing date set by the *Local Authority* for the return of applications.

Your declaration will need to be verified by the priest of your church or if there is no priest an authorised church official. If you have recently moved you may ask the priest, or authorised church official, from your previous church to verify your Christian Commitment.

The three categories of church involvement 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. The three categories are:

- ✚ **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.

### 6 'Churches Together in England'

Includes: Antiochian Orthodox Church, Baptist Union of Great Britain, Cherubim and 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 and Caribbean Churches UK, Council of Oriental Orthodox Christian Churches, Icthus Christian Fellowship, Independent Methodist Church, International



Ministerial Council of Great Britain, Joint Council for Anglo-Caribbean Churches, Lutheran Council of Great Britain, Mar Thoma Church, Methodist Church, Moravian Church, New Testament Assembly, New Testament Church of God, Oecumenical Patriarchate, Redeemed Christian Church of God, Religious Society of Friends, Roman Catholic Church, Russian Orthodox Church, Salvation Army, Seventh Day Adventist Church (Observer), Transatlantic Pacific Alliance of Churches, United Reformed Church, Wesleyan Holiness Church. Correct at 05-08-08, please check for up to date list at [www.churches-together.net](http://www.churches-together.net)

## **7 'Waiting List'**

When all available places have been allocated, schools will operate a 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 by *The Governing Body* 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. In-year fair access 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 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.

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.

## **8 'Right of Appeal'**

Parents whose children are refused admission to *The School* have a right of appeal by an independent appeals panel. Parents will be notified in the refusal letter from the *Local Authority* of how an appeal can be lodged.

## **9 '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 any protocol approved by the Admission Forum, based on legislation and government guidance. If an admission through In-Year Fair Access raises the number on roll above the PAN, no further pupil will be admitted from the waiting list until a place becomes available within the PAN.

# Silchester CE (A) Primary School - SUPPLEMENTARY INFORMATION FORM



## Only for use to support admission applications using the Christian Commitment criteria.

The purpose of the Supplementary Information Form is to declare and have verified the Church Commitment of your child or one or both parents. The three categories of church involvement 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.’

You must complete this form, have it signed by an authorised church official and return it to the school as soon as possible but before the deadline for school admissions set by the Local Authority.

*(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. Please ask at your church, or the church school you are applying to, who has been authorised to validate your declaration.)*

I / We		Parent Name(s)
Of		Address
Being the Parent(s) of		
	Child's Name	Child's Date of Birth
<i>applying for a place at</i> <b>Silchester Church of England (Aided) Primary School</b>		

*declare that my / our Christian Commitment, for at least the previous **24 MONTHS** before the closing date for primary school admissions set by the Local Authority, is described as:*

<b>A - ‘At the heart of the church’</b> - You are a regular worshipper. This means you worship at least twice a month. The worshipper could be one or both parents.	please tick
<b>B - ‘Attached to the church’</b> - 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.	please tick
<b>C - ‘Known to the church’</b> . - 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 organiser.	please tick

Please give the name of the church you attend in the space below. Thank you.

Name of Church:	
Parental signature(s)	Please print your name(s)
1 <sup>st</sup> signatory	
2 <sup>nd</sup> signatory (if appropriate)	
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	

#### 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
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**When completed and signed by the church official please return to Silchester CE (A) Primary School as soon as possible and not later the closing date for admissions set by the Local Authority.**

## **Christian Churches**

Church of England Voluntary Aided Schools in the Anglican Dioceses of Portsmouth and Winchester use the "Churches Together in England" list of Christian Churches.

### **'Churches Together in England'**

Includes:

Antiochian Orthodox Church, Baptist Union of Great Britain, Cherubim and 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 and Caribbean Churches UK, Council of Oriental Orthodox Christian Churches, Ichthus Christian Fellowship, Independent Methodist Church, International Ministerial Council of Great Britain, Joint Council for Anglo-Caribbean Churches, Lutheran Council of Great Britain, Mar Thoma Church, Methodist Church, Moravian Church, New Testament Assembly, New Testament Church of God, Oecumenical Patriarchate, Redeemed Christian Church of God, Religious Society of Friends, Roman Catholic Church, Russian Orthodox Church, Salvation Army, Seventh Day Adventist Church (Observer), Transatlantic Pacific Alliance of Churches, United Reformed Church, Wesleyan Holiness Church.

Correct at 05-08-08, please check for up to date list at [www.churches-together.net](http://www.churches-together.net)