

Croscombe Church of England Primary School

School Admission Arrangements for 2017/18

Introduction

These Admission Arrangements reflect the statutory requirements of the Department for Education 2014 School Admissions Code and the 2012 School Admissions Appeals Code www.education.gov.uk. The documents were compiled by the Governing Body (the Admissions Authority for the school) and originally published on the school website following a public consultation. They have been re-published for the 2017/18 school year.

The administrative practices described in these arrangements are designed to be fair and reasonable and the information provided is intended to explain:

- How to apply for a place at Croscombe Church of England Primary School
- How the Admissions Authority administers admission applications
- How to appeal against a decision to refuse admission

Please contact the school office if you would like to discuss these admission arrangements or your particular circumstances in more detail:

Croscombe Church of England Primary School
Long Street
Croscombe
Wells
Somerset
BA5 3QL
Tel: 01749 343114
Fax: 01749 344826
School Office email: office@croscombe.somerset.sch.uk
Headteacher: Mr Stephen Heath
School website: www.croscombepriamry.co.uk

Part 1 - General information

1.1 About our School

The Governing Body is the Admissions Authority for Croscombe Church of England Primary School and is responsible for all admission decisions in connection with the school. 'Day to day' admission decisions are delegated to an Admissions Committee of at least three governors.

Croscombe is a primary school that takes children from 4 to 11 years of age. It is a small village school and is an integral part of the local community. Croscombe is an historical and friendly village nestling in a pleasant valley between Shepton Mallet and Wells and is easily reached from both towns and the surrounding area. Although situated on the main road, the school has easy access to a large playing field and an exciting forest school, set in Ham Woods, where children can experience supervised 'risky' play.

Croscombe is a Voluntary Aided Church of England School, with strong links to the local church and to the Diocese of Bath and Wells.

Croscombe is part of a hard federation with Stoke St Michael Primary School.

We are a caring, nurturing and inclusive school, whose aim is to help every child feel valued and respected for his / her individuality. Our small classes are organized so that groupings are flexible, which enables us to meet the individual needs of every child.

We are part of a thriving community learning partnership of 8 local schools, who work together to provide all children access to high quality learning experiences.

Our aim is to foster feelings of self worth, by encouraging our pupils to learn the skills that will enable them to lead happy and successful lives in the 21st century.

1.2 **The Published Admission Number**

A statutory Published Admission Number applies for the Reception year group, which indicates the minimum number of places that will be offered if sufficient applications are received. However, in accordance with the School Admissions Code, the governors may increase this limit from time to time. Any change will be clearly notified on the school website and appended to these admission arrangements. The Published Admission Number is currently **12**.

The governors' Admissions Committee will consider all applications for Reception in accordance with these admission arrangements and places will be offered until the Published Admission Number is reached, at which point the governors will consider whether the resources available at the time will enable further places to be provided. If not, the decision will be to refuse all applications that would lead to admission of a pupil above the PAN.

A non-statutory admission limit applies to all other year groups, although this may sometimes vary from the Published Admission Number set for the year of entry.

1.3 **Relevant Documents: Please consider this information before applying for a school place**

Important documents published by your Local Authority are relevant to some areas of school admissions procedure. Applicants are strongly advised to contact their home Local Authority or access the Local Authority website and ensure that they read and understand this information before proceeding with an application for a school place. Related documents of particular importance are:

- The Local Authority Coordinated Admissions Scheme (this applies to starting and transferring school for the first time)
- The Composite Prospectus (primary admissions guide for parents)
- The Local Authority School Transport policy
- The Local Authority Fair Access Protocol (this document applies only for applications made in connection with a place required during the academic year)

Somerset Local Authority website: www.somerset.gov.uk/admissions

Part 2 - Over Subscription Criteria

2.1 The School Admissions Code requires the governors to admit any child with an Education Health and Care Plan or a Statement of Special Educational Needs naming Crocombe Church of England Primary School, before the consideration of any other applications.

2.2 Where there are more applications than there are places available within the required year group, the governors will consider all applications received against the oversubscription criteria set out in section 2.3. This will enable the governors to rank children according to priority and identify those children who should be allocated a place within the Published Admission Number or admission limit applying at that time. Where there are fewer applications than places available within the Published Admission Number or admission limit set for the required year group, places will be provided for every child.

2.3 Over Subscription Criteria

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence/child arrangement order, or special guardianship order. A looked after child is a child who is (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 (section 22(1) of the Children Act 1989 applies)

Deleted: s

2. Children with a sibling attending the school at the time of application and still on roll at the time of admission (see sections 6.5 Siblings and 6.12 Catchment map)

3. Children living within the designated school catchment area at the time of application (see section 6.12 Catchment map)

4. Children who themselves or their parent(s) are practicing members of the Church of England (see section 6.8 Supplementary Information Form)

5. Children who themselves or their parent(s) are practicing members of other Christian Churches: Methodist, Roman Catholic, Baptist, Salvation Army, United reformed and Seventh Day Adventist (see section 6.8 Supplementary Information Form)

6. Children living, at the time of admission, within an Ecclesiastical parish adjoining the designated school catchment area, who themselves, or their parent(s) belong to other faiths (see section 6.8 Supplementary Information Form and 6.12 Catchment map)

7 Children not satisfying a higher criterion

Formatted: Font: (Default)
Times New Roman

Deleted: Where the Published Admission Number is reached part way through any criterion

Formatted: Font: (Default)
Times New Roman

Formatted: Font: Times New Roman

Formatted: Font: Times New Roman

Formatted: Font: (Default)
Times New Roman

Formatted: Font: Times New Roman

Formatted: Font: (Default)
Times New Roman

Formatted: Font: Times New Roman

Deleted: places will be allocated in priority order up to the published admission number, to those children living nearest to the school by straight line measurement between the main gate of the school and the door of the child's permanent home

2.4 Distance measurement and tie-breaker

In the event of oversubscription within any of the criteria listed above, preference will be given to applicants who live closest to the school, as measured in a straight line by a Geographical information System (GIS) method from the address point of the school site to the address point for the pupil's home. (see section 6.9).

Deleted: 7

Where two or more children are assessed as exactly equal and it cannot otherwise be determined which child has the higher priority for a school place or a position on a waiting list, the order of priority will be determined by the drawing of lots for these children. This will be undertaken on the school premises and supervised by a person who is entirely independent of the Admissions Committee. The Chair of Governors or a nominated governor will observe this process.

Part 3 – Starting School in the Reception Year Group for the first time

3.1 The procedure for applying to start school for the first time in Reception must be coordinated by the home local authority (the local authority responsible for the area in which the child subject to the application lives). Before applying for a school place, applicants should refer to the 2017 Coordinated Admissions Scheme published by the home Local Authority and other information set out in section 1.3

3.2 The application form (referred to as ‘the common application form’) is available from the home local authority which must be completed and submitted to this authority no later than 23.59 hours on 15th January 2017.

Deleted: 6

Formatted: Not Highlight

3.3 Parents may apply for their child to start school, for the first time in the September following his/her fourth birthday, either full time, or on a part time basis as preferred. However, a child becomes of compulsory school age when he/she reaches the age of five and, where registered at a school, must be attending on a full time basis in the term following his/her fifth birthday.

3.4 Parents may choose to formally defer entry for their child until later in the year if he/she has not yet reached age five, but cannot defer beyond the start of the last term in the academic year. In the case of children born between 1st April and 31st August (summer born), parents may choose to defer their child's entry to school for the entire year and he/she start school in the following September. In these circumstances, the child would be admitted to Year 1, although parents may choose to submit a new application and request that he/she is admitted to the Reception year group. The reasons for the request should be set out clearly as the governors will only support a retained place in the Reception year group where it is determined to be in the best educational interests of the child concerned and a place is available.

3.5 The home Local Authority will forward details of applications submitted for Somerset schools to Somerset County Council. The Admissions Committee at Croscombe C of E Primary School will consider all application forms that indicate a preference for the school and, where necessary to do so, will apply the oversubscription criteria in order to determine a priority for admission. Applications received by the 15th January 2017 deadline will be administered and available places provisionally allocated, before the consideration of any later application.

Deleted: submitted before

Formatted: Not Highlight

Deleted: 6

3.6 The governors will notify Somerset Local Authority of their provisional application decisions in accordance with the timetable set out in this authority's published Coordinated Admissions Scheme. Final decisions will be notified to applicants on 16th April 2017, (or next working day) by the home Local Authority.

Formatted: Not Highlight

Deleted: 6

Part 4 - Admission to any year group during the 2017/18 academic year (in-year admission)

- 4.1 Applications can be submitted at any time by completing the governors' in-year application form and returning this directly to the School Office. The application form is available to download from the school website, or a copy can be provided upon request to the school office. The governors will not consider any applications received during school holidays, until school resumes.
- 4.2 The Governors' Admissions Committee will consider applications on a weekly basis with a 4pm deadline every Friday. Where the request is for the child's chronological age year group and there is a place available, the decision will normally be to admit the child concerned and applicants will be notified of this in writing.
- 4.3 In-year decision letters are sent out from the School Office within five school days of the Admission Committee decision being taken. Applicants will be expected to confirm their acceptance of any place offered within 21 school days (see section 6.11 Withdrawing an allocated place)
- 4.4 Where the governors have more than one application to consider at any one time for the same year group, they may need to apply the published oversubscription criteria in order to determine a priority for admission where insufficient places exist (see Part 2 – Oversubscription Criteria)
- 4.5 Where the requested chronological age year group is oversubscribed, the governors will carefully consider whether an additional child might still be admitted without impacting on the available resources or affecting the delivery of education. Where the decision is to refuse admission, the applicant will be notified in writing, of the reasons for refusal and about how to appeal against the governors' decision (see Part 5 of these arrangements).
- 4.6 The governors support fair access to school for every child. Therefore, subject to the information provided on the application form and the circumstances at the school, the Admissions Committee may refer a refused application to Somerset Local Authority in order that the Fair Access Protocol can be applied. This would be where the child concerned satisfies one or more of the fair access criteria set out in the protocol and is deemed to require a higher level of support than can be provided at the school. The Fair Access Protocol enables the local authority to engage directly with a family in order to help identify a suitable educational placement as soon as possible.

Formatted: Font: Times New Roman

Deleted: The governors' Admissions Committee will meet within five school days of the receipt of an application form.

Part 5 - Appeals Procedure

- 5.1 Parents have the legal right to appeal to an independent appeal panel against the governors' decision to refuse a place at Croscombe Church of England Primary School for a child in their care, providing a formal application for a school place has been submitted and a decision letter sent out on behalf of the Governing Body explaining the reasons for refusal. Full details explaining the appeal process will be enclosed with this decision letter.
- 5.2 An appeal timetable will be published on the school website by 28th February every year. This sets out the timeframe for the various stages in the appeal process

Formatted: Not Highlight

and includes statutory dates by which appeals must be heard. The governors do not organise appeal hearings during school holiday periods and any appeal received when the school is closed will not be administered until school resumes.

5.3 The school appeal form must always be completed and submitted to the School Office within 21 school days of the date on the decision letter. An appeal form may be downloaded from the school website, or obtained from the School Office.

Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 2 + Alignment: Left + Aligned at: 0.11 cm + Tab after: 1.27 cm + Indent at: 1.27 cm

Formatted: List Paragraph, No bullets or numbering

Formatted: Indent: Left: 0 cm, First line: 0 cm

Part 6 – Definitions and Important Information

6.1 Waiting Lists

The governors operate waiting lists for every year group. Where a child is formally refused admission to any year group, parents may request that his/her child's name is placed on the appropriate waiting list. This is held in ranked order according to the oversubscription criteria and each time a child's name is added, the list is re-ranked. Waiting lists will be maintained until the end of the academic year. If a place becomes available within the Published Admission Number or other admission limit, this will be offered for the child ranked highest at that time.

6.2 Deferred entry for infants

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred until the next academic year.

6.3 Summer Born Children

Parents of summer born children may request that they are admitted into reception rather than year one when they become of compulsory school age. Applications will be considered as set out below (see admission of children outside their normal age group)

Deleted: ¶

Formatted: Indent: Left: 1 cm

6.4 Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

Formatted: Indent: Left: 1 cm

The process for requesting such an admission is as follows;

- The parent/carer is required to make an application for their child's normal age group but can submit a request for admission out of the normal age group at the same time.
- The parent/carer is required to submit a request for admission out of the normal age group and attaching supporting evidence as necessary. The Governing Body have the right to request further evidence that may be required.
- The Governing Body will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.
- The Governing Body will write to the parent with the outcome and set out clearly the reasons for their decision.
- In the case of applications for summer born children to be admitted out of their normal age group the parent will receive the outcome before the primary national offer day.

Formatted: Indent: Left: 1.5 cm, Hanging: 0.25 cm, Tabs: 1.75 cm, Left

Formatted: Indent: Left: 1.75 cm, Tabs: 1.75 cm, Left

Formatted: Indent: Left: 1.5 cm, Hanging: 0.25 cm, Tabs: 1.5 cm, Left

- If their request is agreed, their application for the normal age group may be withdrawn before a place is offered. If their request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.
- Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.
- One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

6.5 Multiple birth applications (for example twins)

Where the last place within the Published Admission Number is allocated to a multiple birth application, a place(s) will be allocated to any siblings above the Published Admission Number at the point of allocation. This will ensure that multiple birth siblings can be allocated places at the same school (sibling definition still applies).

Formatted: Font: (Default)
Times New Roman

This includes situations whereby admitting a multiple birth siblings would breach the Infant class size legislation of a statutory limit of 30 infants (key stage 1 children) per qualified teacher.

6.6 Children living outside the UK

The Governing Body will process applications for children who are citizens of the European Economic Area (EEA) if proof of the Somerset address and the expected date of arrival in the UK are provided by 15 January for primary phase applications. The application can then be considered on this address. If proof of the Somerset address is not available by the dates above the application will be considered on the current address. Please click on this link for a list of the countries in the EEA. <http://www.dwp.gov.uk/international/social-security-agreements/list-of-countries/>

Deleted: In the case of multiple birth applications, the Published Admission Number or admission limit will be increased at the point of allocation or exceeded to ensure that multiple birth siblings can be allocated places at the same school (the sibling definition still applies).⁹

Deleted: 5

Formatted: Font: (Default)
Times New Roman

The Governing Body will also process applications for UK citizens living in any other country if proof of the Somerset address and the expected date of arrival back in the UK are provided by 15 January. The application can then be considered on this address. If proof of the Somerset address is not available by the dates above the application will be considered on the current address. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

Deleted: Children from Overseas
The Governors will process admission applications for children living overseas providing they have European Economic Area (EEA) citizenship, are United Kingdom (UK) citizens returning to the UK, or they hold an appropriate Home Office Visa at the time of application. All overseas applications will be considered according to the child's home address at the time of submission unless proof of the child's future UK address is provided with the application (see 6.7 Home Address). The only exceptions are children of UK Service personnel and other Crown Servants (including Diplomats) returning to the UK with a confirmed posting within the area.

The Governing Body will not allocate a place to any non EEA citizen moving into Somerset from outside the UK prior to their arrival in the country. The Local Authority will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition.

Formatted: Left, Indent: Left: 1.25 cm, Line spacing: single, No widow/orphan control, Tabs: Not at 0.54 cm

6.7 Siblings

For the purpose of school admission, the governors' definition of a sibling is "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 at the time of application and remaining so at the time of admission".

6.8 Parent

A 'parent' in education law includes natural parents, whether they are married or not and a person other than the natural parent(s) who has parental responsibility or care of a child or young person. Having 'care' of a child or young person means that person who looks after the child and with whom the child lives, irrespective of what their relationship is with the child.

6.9 Home Address

For the purposes of school admission, the governors' definition of a child's home address is considered to be where the child resides for the majority of their time with the person(s) who legally have care of the child. Documentary evidence of house ownership or a minimum six-month rental agreement may be required, together with proof of the child's residence at the property concerned. Places will not be allocated on the basis of a future house move unless this can be confirmed through the exchange of contract or a signed formal lease agreement of a minimum of six months, from a letting agency, in place at the time of application. Please note private letting agreements may not be accepted as proof of residence. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required eg proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice. The Local Authority reserve the right to seek further documentary evidence to support any claim of residence which could include contacting the estate agent, solicitor landlord or relevant professional. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. The governors may withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.

Formatted: Font: 12 pt

6.10 Supplementary Information Form (SIF)

The Governors Supplementary Information Form must be submitted in connection with oversubscription criteria 4, 5, or 6. The governors define 'practicing' as 'attending the place of worship at least once per month for a minimum period of twelve months prior to application'. Applicants must complete the governors Supplementary Information Form and ensure that the vicar, priest, minister, pastor or warden of their Church/place of worship also completes the relevant sections. Completed Supplementary Information Forms must be submitted in conjunction with a school place application form and should refer to this and be returned directly to the school office to arrive before the relevant published application closing date.

Formatted: Indent: Left: -0.25 cm, Tabs: 0.5 cm, Left + Not at 0.54 cm

Deleted: s

6.11 Distance Measurements

For the purpose of measuring home to school distance, all calculations will be based on a straight-line measurement from the address point of the home to the address point of the school (as defined in 6.7) using a Geographical Information System (GIS) method.

Deleted: between the main gate of the school and the front door of the child's home address

Deleted: In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

6.12 Children with an Education Health and Care Plan or a Statement of Special Educational Needs

A child with an Education Health and Care Plan or Statement of Special Educational Needs naming a specific school, is admitted in accordance with a separate process administered by the Local Authority (LA) in whose area the family lives. The governors will always admit a child whose Plan or Statement names Croscombe Church of England Primary School.

6.13 Withdrawing an allocated place

The governors will expect parents to confirm by post or email within 21 school days, their acceptance of any place offered at the school and, in the case of an in-year offer, the child must be attending school within five weeks of the date of the original offer letter. The governors reserve the right to withdraw the offer of a place if these conditions are not met and to reallocate the place to the highest ranked child on a waiting list, or to a new applicant where no waiting list exists. The governors may also withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.

6.14 Catchment map

The governors prioritise some school places on the basis of a designated school catchment area. A map indicating the catchment area boundary is available to view on the school website or a copy can be provided for viewing at the school office

6.15 Children of UK Service Personnel

The Admissions Authority endeavours to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided as proof of posting (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting.)

Formatted: Font: (Default)
Times New Roman

Formatted: Indent: Left:
1.27 cm

Usually, a place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel with a confirmed posting to the area and crown servants returning from overseas to live in the area. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting, the admissions authority will process the application. If proof of a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

Formatted: Indent: Left:
1.27 cm

If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

Formatted: Indent: Left:
1.27 cm

For further information please refer to the DfE explanatory note on Admission of Children of Crown Servants;

Formatted: Font: (Default)
Times New Roman

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461481/Admission_of_children_of_crown_servants.pdf

Formatted: Indent: Left: 1.27 cm

Deleted: .

Formatted: Indent: Left: 0 cm

Supplementary Information Form for Croscombe Church of England Primary School

This form must be completed and submitted to the school if you would like your application to be considered under criterion 4,5 or 6 of the over subscription criteria relating to regular church attendance which is:

4. Children who themselves or their parent(s) are practicing members of the Church of England
5. Children who themselves or their parent(s) are practicing members of other Christian Churches: Methodist, Roman Catholic, Baptist, Salvation Army, United reformed and Seventh Day Adventist
6. Children living, at the time of admission, within an Ecclesiastical parish adjoining the designated school catchment area, who themselves, or their parent(s) belong to other faiths

Please ensure that the attached form is completed by you and signed by the relevant church representative (vicar, priest, minister, pastor, church warden). It must be received by the school by midnight on 9 February 2017 for primary admissions. For in year admissions it must be submitted directly to the school alongside an in year application form.

Failure to send the correctly completed supplementary information form to the school by the closing date will mean that your application cannot be considered under the church attendance criterion.

Please return form to:

Croscombe Church of England Primary School
Long Street
Croscombe
Wells
Somerset
BA5 3QL

Notes for Clergy

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

The recommendation of the Bath & Wells DBE is 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 if this form is not received by the school prior to the published deadline the child cannot be considered eligible under any church attendance criteria.

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. 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.
2. The completed form must be received by the school by midnight on 9 February 2017 for primary admissions. For in year admissions the parent/carer must submit it directly to the school alongside an in year application form.
3. 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. **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.**

Please complete your child's details then give this form to your clergy leader (priest/minister/pastor), who will complete the remaining part of the form.

Details of Child/Children

Applicants Name:.....
Childs Full Name:.....
Childs Date Of Birth:.....

Details of Church and Church Representative

Name and Address of Church:.....

.....
Name and Position of Church Representative.....

.....
Church Denomination (ie Anglican, Methodist etc).....

Tel:.....

Declaration

I, (insert name).....

confirm that the child and/or parent(s)/carer(s identified above has attended
(name of church).....

at least once a month for a minimum of 6 months prior to the date of application.

Signed:.....

Date:.....

Please return form to:
Croscombe Church of England Primary School
Long Street
Croscombe
Wells
Somerset
BA5 3QL

Deleted: ¶
Croscombe Church of England
VA Primary School¶

¶
**SUPPLEMENTARY
INFORMATION FORM¶
PART A¶**

Admission in 20176¶

¶
**To be completed by the
parent/guardian ¶**

¶
Croscombe Church of England
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 4, 5, or 6 has
been met. If you wish your child to
be considered under the religious
grounds of criteria 4, 5, or 6 please
complete this form and return it to
the local authority closing date of
15 January 20176. 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 20176 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 20176
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
..... ¶

Croscombe Church of England VA Primary School

SUPPLEMENTARY INFORMATION FORM

PART A

Admission in 20176

To be completed by the parent/guardian

Croscombe Church of England 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 4, 5, or 6 has been met. If you wish your child to be considered under the religious grounds of criteria 4, 5, or 6 please complete this form and return it to the local authority closing date of **15 January 20176**. 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 20176 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 20176 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:

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>critterion 4</p> <p>critterion 5</p>	<p>Children who themselves or their parent(s) are practicing members of the Church of England (see section 6.8 Supplementary Information Form)</p> <p>Children who themselves or their parent(s) are practicing members of other Christian Churches: Methodist, Roman Catholic, Baptist, Salvation Army, United Reformed and Seventh Day Adventist (see section 6.8 Supplementary Information Form)</p>
------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

criterion 6	Children living, at the time of admission, within an Ecclesiastical parish adjoining the designated school catchment area, who themselves, or their parent(s) belong to other faiths (see section 6.8 Supplementary Information Form and 6.12 Catchment map)
-------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

Croscombe Church of England VA Primary School

SUPPLEMENTARY INFORMATION FORM

PART B

Admission in 20176

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.

Please place a tick next to the letter which describes the child's circumstances	
criterion 4	Children who themselves or their parent(s) are practicing members of the Church of England (see section 6.8 Supplementary Information Form)
criterion 5	Children who themselves or their parent(s) are practicing members of other Christian Churches: Methodist, Roman Catholic, Baptist, Salvation Army, United Reformed and Seventh Day Adventist (see section 6.8 Supplementary Information Form)
criterion 6	Children living, at the time of admission, within an Ecclesiastical parish adjoining the designated school catchment area, who themselves, or their parent(s) belong to other faiths (see section 6.8 Supplementary Information Form and 6.12 Catchment map)

--	--

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 20176.

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.