All Saints C.E. Primary School

Admissions Policy

For Entrance From September 2025

Approved: January 2024
Reviewed: January 2025

The Governing Board of All Saints CE Primary School wish to offer children a primary school education based on Christian principles.

Parents applying for a place at our school do so knowing that the school aims to provide an education based on Christian principles, and therefore the Governing Board hope that all pupils will take part in the Christian worship and religious education.

The school has a planned admissions number of 30.

There are eight criteria for entry to All Saints CE Primary School. If there are more than 30 applicants, consideration will be given to the following criteria that are expressed in order of priority.

1. Looked after children, or previously looked after children**+**. This includes children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who have a sibling[¤] at the school at the time of admission.
3. Children whose parents are committed* worshippers at the Parish Churches of Colgate and Roffey and who live in the designated area**.
4. Children whose parents are committed* worshippers at the Parish Churches of Colgate and Roffey and who live outside the designated area**.
5. Children who live in the designated area**.
6. Children whose parents are committed* worshippers at another Christian Church[#].
7. Children whose parents are committed* worshippers of another major world faith[##].
8. Other children.

Before applying the Oversubscription Criteria, a place may be allocated for any child with an Education and Health Care Plan that names All Saints CE Primary School as the school the child must attend (The Special Educational Needs Code of Practice requires the Admission Authority to admit any children with an Education and Health Care Plan naming the school, before the consideration of any other applications).

If the school is over-subscribed in any of the above criteria, children living closest to the school would be admitted first, the distance being measured by straight line from the home to the school, using address point data supplied from the LA's geographical database. Where two applications are the same distance from the school, a tie breaker will be used and the place will be determined by supervised drawing of lots.

In the event of not being offered a place, you have the right to appeal and may opt to join our waiting list. Your details will be held until the end of the academic year.

You must apply by 15th January 2025 to both the County, using the County application form, and the school, using our supplementary information form.

Deferred Entry Once a school place has been allocated, every parent has the right to request deferred entry or part-time education until the term after their child is 5 years old. We would encourage parents thinking of this option to come in and talk to the Headteacher.

Delayed Entry Parents of summer born children (April-August) may also delay entry for the whole of that academic year and apply for a place in Reception class in the September following the child's fifth birthday. We recommend that parents who are considering delaying admission to Reception to the following academic year discuss their plans with us and any other relevant professionals. Parents wishing to apply for delayed entry must apply in writing to the Governing Board, as the Admission Authority for the school, giving their reasons for this application. If delayed entry is granted then parents must follow the application round for the year group in which their child is to be admitted, even if a place was applied for and granted in the 'normal' round of application, as this is not carried forward to the next academic year.

Applications for children to enter a year group other than chronological age
The Governors will consider applications on a case by case basis for 'deferred', 'delayed' or 'accelerated' entry in circumstances where parents would like their child to be admitted to a year group either side of the chronological age year group. The reasons for the request must be fully explained in writing and included with the application form. It is highly recommended that in this case parents speak to the Headteacher to discuss this.

Children from Overseas
Governors will require proof of residency. The only exceptions are children of service personnel with a confirmed posting, or crown servants returning from overseas, who will be allocated a place in advance of

the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Where the family do not yet have an intended address, or do not yet live in the area, the school will use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Parents may request that a Unit or quartering address be used as the child's home address when considering the application against their oversubscription criteria. The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Home Address

For the purposes of school admission, the Governors' definition of a child's home address is considered to be where the child spends the majority of the school week with the person(s) who legally have care of the child. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. 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 in place at the time of application. 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.

Notes:

+ 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 (see the definition in Section 22i of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

'Previously looked after children' are children who were looked after but ceased to be because they were adopted or became subject to a residence order or a special guardianship order.

¤ **Sibling** is defined as follows **-** brothers or sisters may be half or step siblings but must be living permanently at the same address. Reference to parents includes legal guardians and includes either or both parents or a sole parent. Where only one of two parents satisfies the criterion, the application will be treated equally with applications where the criterion is satisfied by both parents.

*** Committed** is taken to mean that the parent(s) demonstrate a commitment by attending their church or place of worship more than once a month at a Sunday Service or equivalent for a period of at least one year prior to application. A clergy or church leader reference is required.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

**** Designated area** is defined by a line drawn along the North Horsham bypass (A264), the Horsham/Crawley railway line and the centre of the Rusper Road.

Christian Church is defined as any church which is designated under the Ecumenical Relations Measure nationally by the Archbishops of Canterbury and York or locally by the diocesan bishop, or is a member of Churches Together in England, or the Evangelical Alliance, or a partner church of Affinity.

Another major world faith as defined by the 2001 National Census - Buddhist, Hindu, Jewish, Muslim, or Sikh.