



**The Holme Church of England Primary School
An Academy in The Good Shepherd Trust**

The Good Shepherd Trust, Larch Ave, Guildford, Surrey, GU1 1JY
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Admissions Policy 2018-2019

Our Shared Vision:

The Holme Church of England Primary School aims to prepare every child for their future through a fun, dynamic and creative learning environment, underpinned by a nurturing Christian ethos in which expectations are high and all success is celebrated.

As a church school, we welcome applications from children of other faiths or of no faith, but we ask all parents applying for a place here to respect our Christian ethos and its importance to the whole school community.

Children start school in September following their fourth birthday. However, parents have the right to defer entry to the beginning of the term after their child's 5th birthday, but not beyond the beginning of the final term in the academic year for which the application is made. A child may also attend part time until compulsory school age is reached.

The Good Shepherd Trust is the Admission Authority for the school and has agreed a Published Admission Number (PAN) of 30 with the Local Authority, at the age of 4+. In addition, they have determined the following admission criteria which will be strictly applied in the order below, as soon as the school is over-subscribed.

1. **Looked After Children and previously Looked After Children** (see note 1)
2. **Children or families who have a serious medical, physical or psychological condition** which makes it essential that the child attends The Holme rather than any other school (see note 2)
3. **Children living *inside* the catchment area of The Holme** (see note 3)
 - (i) Children who, at the time of application, have a sibling (see note 4) on roll at the school, who will still be on roll at the time of admission
 - (ii) Children with a parent (see note 5) who is an active member of the Church of England (see note 6). A Supplementary Information Form must be completed at the time of application (see note 7)
 - (iii) Other children living in the catchment area of the school (see note 3)
4. **Children living *outside* the catchment area of The Holme** (see note 3)
 - (i) Children who, at the time of application, have a sibling (see note 4) on roll at the school, who will still be on roll at the time of admission.

- (ii) Children of staff (see note 8) who have *either* been employed at the school for two or more years at the time at which the application is made; *or*, who have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
- (iii) Children with a parent (see note 5) who is an active member of the Church of England (see note 6). A Supplementary Information Form must be completed at the time of application (see note 7)
- (iv) Children whose parents wish them to attend this church school

Applications for September 2018 should be made on-line via the Hampshire website www.hants.gov.uk/admissions or on a paper copy available from the school office or by telephoning the County Admissions Team on 0845 603 5623. The closing date is **15th January 2018** and forms must be returned to the Local Authority by that date in order to be considered. **Late applications** can only be considered after the on-time applications.

Notes:

1. Looked After and previously Looked After Children – children who are in the care of the Local Authority or provided with accommodation by that authority in accordance with S.22 of the Children Act 1989; or children who were in the care of the Local Authority or provided with accommodation by a Local Authority and who left that care through adoption, Child Arrangement Order or Special Guardianship Order. Confirmation of the child's status must be submitted by the Children's Services Department at the time of application.

2. Children or families who have a serious medical, physical or psychological condition - appropriate documentary evidence from a Consultant or from the relevant support services must be submitted at the time of application, making clear why attendance at The Holme is essential. Governors will assess such evidence and reserve the right to consult a specialist if required.

3. Children living in the catchment area of The Holme – this can be viewed on-line via www.hants.gov.uk/admissions or in the school office or on the school website. The address used for the application should be the child's permanent address or in cases of shared custody, where they spend the majority of the school week.

4. Sibling – brother or sister, half-brother or half-sister, adoptive brother or adoptive sister, step-brother or step-sister, including children living as siblings in the same family unit eg foster children. Criteria 3(i) and 4(i) include 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.

5. Parent – a natural, adoptive, step or foster parent or other legal guardian.

6. 'Active member of the Church of England' – a parent attending worship at a Church of England at least twice a month for two years preceding the deadline for applications. Parents applying under criteria 3(ii) or 4(iii) must also complete a Supplementary Information Form (Part A) which asks for declaration and verification (Part B) of such active membership (see note 7).

7. Supplementary Information Form – this is available from the school office, the school website or from www.hants.gov.uk/admissions It must be completed for

applications under criterion 3ii), 4ii) or 4iii) and returned to the school by 15th January 2018. Failure to do so will mean that your application cannot be considered under these criteria.

8. Staff – a member of staff on the payroll of The Holme, including a natural parent, legal guardian or resident step-parent of the child.

Special Educational Needs – in accordance with Section 324 of the Education Act 1996, The Holme will admit a child with a Statement of Special Educational Needs or Education Health and Care Plan that names the school (this is not an over-subscription criterion).

Tie-breaker – if The Holme is over-subscribed within any of the above criteria, priority will be given based on the shortest straight-line distance from home to school. This is measured using Hampshire County Council's Geographic Information System, from the Ordnance Survey point of the child's home, to the Ordnance Survey point of the school address. In cases where two or more applicants share the same address point or are measured as living at the same distance from the school, priority will be decided by lottery.

Out of Chronological Age Education - *For children born between 1st April 2014 and 31st August 2014* parents may wish their child's admission to Reception to be delayed until the following year, meaning that if a place could be offered, the child would be educated outside their chronological age group. Please note however, that the school cannot guarantee or 'hold open' a place for the following year's entry, when a fresh application must be made. Parents applying for their child to enter the school in later years may also choose to seek places outside their child's correct year groups, but in all cases this should be discussed with the Headteacher. Applicants must state clearly why they feel admission to a different year group would be appropriate and submit any supporting documentary evidence they may have. Governors will make their decision in the best interests of the child, taking into account the particular circumstances of the case, including the views of the Headteacher. Reasons for their decision will subsequently be set out for parents. Please note that there is no right of appeal if a place is offered that is not in the parents' preferred age group.

Multiple births – if the final place is offered to a multiple birth child, The Holme will admit any other consecutively ranked children of the same multiple birth, even though this may exceed the Published Admission Number.

Waiting list – this will be established when all places have been allocated and will be held for one year only after which time, parents should make a fresh application to the school. Places will be allocated strictly in accordance with the over-subscription criteria, taking no account of the length of time spent on the list. The list will be reviewed each time a child is added to or removed from the list, or if a child's circumstances change, affecting their priority.

In-year applications – these should be made direct to the school.

Right to appeal – if your application is unsuccessful, you have the right of appeal to an Independent Appeal Panel. Please contact the school office for details.