



**Ridgewell C of E VA Primary School**

# **ADMISSIONS POLICY 2018/2019**

## Applications

From September 2006 Essex Local Education Authority has coordinated arrangements for Reception admissions to all primary schools within its jurisdiction. It produces a common application form for Reception admissions which will be available on-line @ [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions). Paper copies of the form are also available from the School Office and the LEA. Parents should submit/send their completed application forms to the **Local Education Authority** stating their preference for Ridgewell C of E Primary School. Applications for admission to the School in the academic year commencing in September 2017/18 must be received by the LEA no later than their published deadline date.

The number intended to admit is 15.

The school capacity number is 105.

One term Early Years Admission in the Autumn Term.

In the event that there are more applications than there are places available, the following criteria will be taken into consideration in the order given:

1. Looked after children. *A "looked after child" or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence 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 (see the definition in section 22 (1) of the Children Act 1989).*
2. Whether the child has a sibling<sup>1</sup> at the school.
3. Whether a child has attended Little Stars Pre-school for at least 3 x sessions a week over a period of 2 terms or more.
4. Whether the parent(s) and children although living outside the parishes are involved in the work and worship<sup>2</sup> of the one of the churches in the area defined in (2) above. *Please complete S.I.F. form.*
5. Whether the parents and children are involved in the work and worship<sup>3</sup> of the Anglican Church. *Please complete S.I.F. Form*
6. Whether parents, although worshippers in another faith<sup>4</sup>, wish their child to attend a Christian school because of its special religious emphasis. *Please complete S.I.F. Form*
7. Remaining applications.

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<sup>1</sup> "a child living in the same family unit, in the same family household and address as a child who attends the preferred school or partner school in any year group excluding the final year. This includes brothers and sisters and step brothers and sisters. In addition, biological siblings, in any year group excluding the final year, will be treated as siblings irrespective of place of residence."

<sup>2</sup> The governors interpret this as regularly attending any of the churches in (2) at least once a month.

<sup>3</sup> The governors interpret this as regularly attending an Anglican church at least once a month.

<sup>4</sup> Worshippers attending their place of worship on a regular basis at least once (2) a month.

In the event of over-subscription within any of the above criteria, priority will be determined by straight-line distance from home to school, those living closest being given the highest priority. For all application being made under point 4, 5 or 6 an additional Supplementary Information Form (S.I.F.) will need to be completed, this can be obtained from the School Office. Closing date for this form is (TBC).

All applications received by the published closing date will be given priority over any applications received after the closing date, unless one could have not reasonably made an application on time (e.g. change of address).

Exceptional medical circumstances (supported by medical evidence) and 'Looked After' children (those in the care of the local authority or provided with accommodation by that authority) may override the above. The governors will give priority to 'Looked After' children in each of the categories. Also children with statements of special educational needs that name this school in the statement are given priority.

**Appeals Procedure:**

Should the governors refuse an application, reasons must be given for the refusal and Parent's have the right to appeal against the decision. Parents wishing to appeal should do so in writing within 14 days of receiving the decision of the governors. Correspondence should be addressed to:

The Clerk to the Independent Appeal Panel,  
PO Box 4261  
County Hall,  
Chelmsford  
Essex  
CM1 1GS



# Ridgewell C of E VA Primary School

Church Lane, Ridgewell, Halstead, Essex, CO9 4SA, Tel/Fax: 01440 785364  
[admin@ridgewell.essex.sch.uk](mailto:admin@ridgewell.essex.sch.uk)  
[www.ridgewell.essex.sch.uk](http://www.ridgewell.essex.sch.uk)

## Supplementary Information Form for Admission

Please complete this Supplementary Information Form (SIF) so that we can carry out our admissions process. Please do not be discouraged by this form if you are not a regular church attender, as this by no means excludes your child from being able to attend our school. We warmly welcome all applications.

Please supply any other information that may support the SIF on an additional sheet.

The SIF is not an application form for admission to the school. You must apply through the Local Authority's Common Application process.

### Supplementary Information

Full name of child \_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of proposed admission \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_

Contact No/s \_\_\_\_\_

Mother/Carer's name \_\_\_\_\_ Father/Carer's name \_\_\_\_\_

Do you worship regularly\* at Ridgewell, Ashen or Birdbrook churches? YES/NO

Do you worship regularly\* at any other Anglican Church? YES/NO

Do you worship regularly\* in another faith? YES/NO

Please state name and address of Church or other place of worship attended (if applicable)  
\_\_\_\_\_

Countersigned by the Priest or minister of the Church or other place of worship that you attend

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

\*For the purposes of this SIF and the school's Admission Policy "regular" means attendance once a month or more often.

**I understand that this is not an application form and in no way guarantees my child a place at Ridgewell CE VA Primary.**

**Signed Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_**

**This form and supporting information should be returned directly to the school.**