

# The Haven VA CE/Methodist Primary School

Headteacher: Mrs Sharon Trathen BA (Hons) (NPQH)



## Admission Arrangements 2019/2020

### The Haven VA CE Methodist Primary School Admissions 2019/2020

#### The Haven VA CE Methodist Primary School Admission Arrangements for 2019/2020 Academic Year

**September 2018 ~ Starting school in Reception (normal admissions round) and 2018/19 In Year Admissions**

#### Part 1 - General information

##### Introduction

These Admission Arrangements reflect the statutory requirements of the December 2014 Department for Education School Admissions Code and the School Admissions Appeals Code [www.education.gov.uk](http://www.education.gov.uk). The documents were compiled by the Haven VA CE Methodist Primary School and published on the school website following a public consultation. The administrative practices described in these arrangements are designed to be fair and reasonable and the information provided is intended to explain clearly:

- How to apply for a place at Haven VA CE Methodist 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:

The Haven VA CE Methodist Primary School  
Atlantic Drive  
Eastbourne  
East Sussex  
BN23 5SW

School website: <http://www.thehaven.e-sussex.sch.uk/>  
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School Admissions Contact: Mrs B Bundy  
Acting Headteacher: Mrs S Trathen  
Chair of Governors: Mrs N Soars

Atlantic Drive, Sovereign Harbour South, Eastbourne, East Sussex, BN23 5SW

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## **About our School**

The Haven VA CE Methodist Primary School is a highly popular oversubscribed, inclusive and happy primary school for children aged 4 to 11. We have 14 mainstream classes and serve the communities of Sovereign Harbour and Langley Point as well as children who are regularly worshippers at Sunday Services in The Haven Church and other Christian churches that are members of the Churches Together in England or the Evangelical Alliance in Eastbourne. "Regular" is defined as attending a Sunday Service at least twice a month for a period of 18 months prior to application

Our vision at The Haven School is under girded by the Christian belief that God is the creator of all and every human life is precious to him. Our aim is to ....

- provide a learning environment where everyone is given the opportunity to develop life skills which will equip them to become aspiration, inventive and adaptable individuals who can contribute to the local and global community
- encourage everyone to be responsible citizens taking ownership for their spiritual, social, physical, economic and academic wellbeing
- develop lifelong learners who are able to improvise, adapt, and overcome any challenges they may face in life.

The school is a unique venture between the Church of England and Methodist Church foundations with the clear purpose of providing a Christian education which is of a high quality and meets the needs of all the pupils.

The name of the school was chosen carefully by the Governors as it embodies all that we intend the school to be: a place of light, calm, and security; a place where each child is valued and has his or her spiritual, educational, emotional and physical needs met.

Our Mission Statement, God in all we do, underpins everything we do in the school and informs all appointments, policies and decisions which the Governing Body make. The curriculum statement makes clear the priority the Governing Body places on the Christian nature of the education provided by the school.

The school building is used as a church worship centre reflecting the joint foundation. Thus the church and school family is closely related and interdependent.

Whilst parents have a right to withdraw their children from Religious Education and Collective Worship, this will not separate pupils from the religious life of the school. Grace is said at lunchtime and a prayer at the end of the day.

A daily act of collective worship is held, drawing on and reflecting the traditions of the Methodist Church and the Church of England, celebrating and exploring the values of the school and all that it stands for. Parents are welcome to attend acts of worship on appropriate occasions.

We aim to forge strong links between the school and the Christian community worshipping at the school. Members of that community, including local clergy, will be invited to lead worship in the school.

Our curriculum is exciting and varied with a firm emphasis on the basic skills. Our children make good progress in all areas by building on a firm foundation. We have superb resources with bright classrooms, a multi-use Games Area, hall for sport and performance and a library. Children use netbooks, iPads and other ICT equipment with confidence and maturity, fully exploiting a wide range of software and apps.

Staff at The Haven VA CE Methodist Primary School are highly skilled and they provide the highest quality care, guidance and support for all children. Teachers, teaching assistants work closely together to provide good teaching and learning. Our SATs results are consistently in line with the national average. Our student & family support team ensures that children who need extra support are nurtured and encouraged.

Children take part in a wide range of extra-curricular activities including sport, music, arts and environmental issues.

Our website is regularly updated and provides a full picture of life at The Haven, please take time to browse through the class pages and other areas.

### **The Published Admission Number (PAN)**

A statutory Published Admission Number applies for the Reception year group, which indicates that 60 places that will be offered if sufficient applications are received. 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 additional places to be made available. If not, the decision will be to refuse all applications that would lead to admission of a pupil above the PAN.

The PAN for Reception is set at 60 for the 2019/20 academic year. A non-statutory admission limit has been set for all other year groups. This may be adjusted from time to time according to the level of resource available at the school and the preferred year group/class organisation.

### **Relevant Documents:**

#### **Please read this information before applying for a school place**

Important information published by local authorities applies to some areas of school admissions procedure. If you are considering submitting an application for your child to start or transfer school, you are advised to refer to your local authority's website. Documents of particular importance include:

- The Local Authority Coordinated Admissions Scheme
- The Composite Prospectus 'Primary Admissions Guide for Parents' (this will include detailed information about how to apply for a child to start school for the very first time in the Reception year group)
- 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)

### **Part 2 - Over Subscription Criteria**

Where there are more applications than there are places available within the requested year group, the Admissions Committee will apply the following oversubscription criteria for every application received. This will rank applications according to priority and so identify those children for whom a place must be offered within the Published Admission Number applying to the Reception year group, or those who may be offered a place within the admission limit.

Before applying the oversubscription criteria, a place will be allocated for any child with a Statement of Special Educational Needs or individual Education Health Plan that names The Haven VA CE Methodist Primary School as the school the child must attend.

### **When applications for places exceed the number of places available, the places will be offered in the following order of priority.**

The Governors wish to provide a place of Christian nurture for the local community and for children of church families.

To meet these aims the governors designate 30 foundation places and 30 community places.

In the event of there being fewer than 30 qualified applications for foundation places any unfilled places will become additional community places.

If there are more than 30 qualified applications for foundation places the unsuccessful applicants will automatically be considered for community places.

Where local circumstances necessitate an exceptional variation in the published admission number or a vacancy occurs.

### **Foundation Places (30)**

**All applicants for a Foundation place, must complete a Clergy Reference form and submit this to the school by 15 January. If this is not completed then the application will not be considered for a Foundation Place.**

1. Children who are looked after children and previously looked after children\* who themselves are regular\*\* worshippers at a Christian church as defined in criteria 4 - 7.
2. Children with strong medical or other exceptional evidence for attending The Haven CE/Methodist School whose parents fulfil one of the criteria 4 – 7. Documentary evidence from a doctor, social worker or educational psychologist should be submitted with the application. To be given priority for admission on this basis, the Governors would have to be satisfied that the child's needs could only be met at The Haven CE/Methodist Primary School.
3. Children of any member of staff who, at the time of application, has been employed at the School for two or more years and who are eligible under any of the Foundation criteria below (4 -7)
4. Children whose parents are regular\*\* worshippers\*\*\* at Sunday services in The Haven CE/Methodist School and live in the local area\*\*\*\*.
5. Children whose parents are regular\*\* worshippers\*\*\* at Sunday services in The Haven CE/Methodist School.
6. Children of parents who are regular\*\* worshippers\*\*\* at an Anglican Church in the Deanery of Eastbourne, or Methodist Church in the Central Sussex United Area (Methodist URC) which was formally in the Eastbourne Methodist Circuit with priority being given to Anglican and Methodist applicants alternately until all such applicants are offered a place or the category is over-subscribed.
7. Children of parents who are regular\*\* worshippers\*\*\* at a Christian church in the Deanery of Eastbourne.
8. Children of Parents who are regular worshippers at a Christian church.

#### **Notes**

- a) *Priority will be given to children who will have a sibling in the school at the time of admission within each criterion.*
- b) *Christian churches are those which are members of Churches Together in England or the Evangelical Alliance.*
- c) *All applicants for foundation places will be required to submit with their application a ministerial reference form confirming they are regular worshippers at their church.*
- d) *\*Previously looked after children are children who were looked after, but ceased to be so because they were adopted. (or became subject to a residence order<sup>1</sup> or special guardianship order<sup>2</sup>).*

<sup>1</sup> Under the terms of the Children Act 1989. See Section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

<sup>2</sup> See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order

- e) *\*\*Regular is defined as 'attendance at least twice a month at a Sunday service for a period of at least 18 months prior to application'. For families who have recently moved into the area, documented evidence of attendance is accepted from their previous church in addition to any current local church in the Eastbourne Deanery and the former Eastbourne Circuit area, totalling 18 months altogether.*
- f) *\*\*\*Regular worshippers are those who are present for the majority of the service in the main body of the church.*
- g) ***\*\*\*\* The local area lies within a line drawn along the centre of Princes Road heading towards the Sovereign Centre roundabout, turning left onto Prince William Parade until it meets Atlantic Drive at the first mini roundabout. The northern boundary heads east from the end of Princes Road along Pevensey Bay Road until it ends at the Borough boundary, with properties being on the right hand side when travelling along the road.***
- h) *The Deanery of Eastbourne refers to the Anglican Deanery.*
- i) *A sibling is a full, half or step brother or sister living permanently in the same household, including an adoptive or foster brother or sister.*
- j) *Reference to parents includes legal guardians and applies to either or both parents, or a sole parent.*
- k) *Where only one parent/guardian satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents.*

### **Community Places (30 plus any transferred)**

1. Children who are looked after children and previously looked after children\* within the Community category.
2. Children with strong medical or other exceptional reasons for attending The Haven CE/Methodist School. Documentary evidence from a doctor, social worker or educational psychologist should be submitted with the application. To be given priority for admission on this basis, the Governors would have to be satisfied that the child's needs could only be met at The Haven CE/Methodist Primary School.
3. Children of any member of staff, who at the time of application, has been employed at the School for two or more years.
4. Children of parents who live in the local area\*\*\*\* and who will have a sibling in the school at the time of admission.
5. Children who will have a sibling in the school at the time of admission.
6. Children of parents who live in the local area\*\*\*\*.
7. Children who attend the Nursery co-located on the school site.
8. Other children.

#### **Notes**

- a) *A sibling is a full, half or step brother or sister living permanently in the same household including an adoptive or foster brother or sister.*
- b) *Reference to parents includes legal guardians and applies to either or both parents, or a sole parent.*
- c) *Where only one parent/guardian satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents.*

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appointing one or more individuals to be a child's special guardian (or special guardians).

When deciding between applicants who have equal entitlement under any criteria for a community place or a foundation place, priority will be given to those children who live nearest to the school. This will be measured in a straight line from the school to the child's home, using the local authority computerised measuring system.

**\*\*\*\* The local area lies within a line drawn along the centre of Princes Road heading towards the Sovereign Centre roundabout, turning left onto Prince William Parade until it meets Atlantic Drive at the first mini roundabout. The northern boundary heads east from the end of Princes Road along Pevensey Bay Road until it ends at the Borough boundary, with properties being on the right hand side when travelling along the road.**

Parents whose applications are successful are informed in writing and asked to respond within a stated time. Unsuccessful applicants are also informed in writing and have the right to appeal against this decision; this should be done within 3 weeks of receiving the letter. The school will provide full details of the appeals procedures involved.

#### **Applying a distance Measurement and Tie Breaker:**

**Where the Published Admission Number is reached part way through any criterion, a straight-line measurement 'as the crow flies' between home and the school will be calculated for every child satisfying that criterion. The distance will be measured using East Sussex County Councils Geographic Information System method, to calculate on an electronic map, the distance 'between the front door of the child's permanent home and the main gate of the school'. Places will be offered for those children living nearest to the school until all available places have been allocated.**

**Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two or more children's homes and the school are exactly the same. This process will involve the drawing of lots, which will be supervised by a person independent of the Admissions Authority.**

#### **Part 3 – Starting School in Reception in September 2019**

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 1.4 of the Schools Admissions Code December 2014.

The application form (referred to as 'the common application form') is available from the home local authority which must be completed and returned to this authority, to arrive no later than 23.59 hours on 15<sup>th</sup> January 2019.

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 if 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.

Parents may choose to formally defer entry for their child until later in the year if he/she has not yet reached age five, or 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 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 requesting that he/she is admitted to the Reception year group where they consider this would be in their child's best interests. This must clearly set out the reasons for the request, which the governors will

consider when making their decision. The governors will only support a request in those circumstances where a place is legally available and it is clearly in the educational interests of the child concerned.

The home Local Authority will forward details of applications submitted for East Sussex County Council. The Admissions Committee at The Haven VA CE Methodist Primary School will consider all application forms that indicate a preference for the school and where necessary to do so, the committee will apply the oversubscription criteria in order to determine a priority for admission. Applications submitted before the 15<sup>th</sup> January 2019 deadline will be administered and available places provisionally allocated, before the consideration of any later application.

Application decisions will be notified by letter post or email, by the home Local Authority on behalf of the school.

#### **Part 4 - Admission to a year group during the 2018/2019 academic year (In-year admission)**

Applications can be submitted at any time during the academic year, by completing the governors' in-year application form and returning this directly to the school office. The governors will not consider any applications received during school holiday periods until school resumes. The application form is available to download from the school website, or a copy can be provided upon request to the school office.

Admissions are dealt with as and when a space becomes available, 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.

Where the school has more than one application to consider in any week 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)

Where the requested chronological age year group is oversubscribed, the governors will carefully consider whether an additional child might still be admitted to the school without impacting on the available resources or affecting the delivery of education. Normally the decision will be to refuse admission if the year group is full and, where this is the case, parents 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).

In-year decision letters are sent out from the school office within five school days of the decision being taken. Applicants will be expected to confirm their acceptance of any place offered within 14 school days (see 6.11 withdrawing an allocated place).

The Governors Admissions Committee may refer some in-year admission applications in accordance with the East Sussex County Council Fair Access Protocol, where the information provided by an applicant on the school place application form indicates that the child concerned may require additional support or an alternative school provision. Applicants are advised to read the Local Authority Fair Access Protocol document before completing an in-year application form. This document can be downloaded and/or read on the East Sussex County Council Local Authority website

#### **Part 5 - Appeals Procedure**

Applicants whose school place application has been turned down will have the legal right to appeal against the Governors decision, providing a formal application for a school place was submitted and a decision letter received. Full details explaining the appeal process will be set out in the decision letter.

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

The governors appeal form must always be completed and submitted to the school office. An appeal form will be enclosed with the refusal letter or a copy can be downloaded from the school website or obtained from the Haven School office.

## **Part 6 – Important Information**

### **Waiting Lists**

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

### **Applications for children to enter a year group other than chronological age**

The governors will consider applications on a case by case basis for 'retained' or 'accelerated' entry in cases 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 school place application form. This child will then leave school with the year group that they were admitted with as long as deferred/accelerated entry has been agreed with Admissions Authority of the secondary school.

### **Multiple birth applications (for example twins)**

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).

### **Children from Overseas**

The Governors will process admission applications for children living within the European Economic Area (EEA) or from United Kingdom (UK) citizens living abroad. All other applicants from overseas must 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.

### **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".

### **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.

### **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 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 actual permanent 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 the signing of a 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.

### **Distance Measurements**

For the purpose of measuring home to school distance, all calculations will be based on a straight-line measurement 'as the crow flies' between the main gate of the school and the front door of the child's permanent home, using an East Sussex County Councils Geographical Information System (GIS) method. In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

### **Special educational Needs – Education Health Plans**

A child with a Statement of Special Educational Needs or an Education Health Plan that identifies a specific educational placement must be admitted to school in accordance with a separate process administered by the Local Authority (LA) in whose area the family lives. The Admissions Authority must always admit a child whose Statement or individual Health Plan names The Haven VA CE Methodist Primary School.

### **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. The child must then 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 either circumstance is 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.

### **Catchment map**

A copy of the school Catchment map is available to view on the schools website or a copy can be made available by contacting the academy office.

### **General Notes**

In accordance with government policy and statutory requirements, there will be a maximum of 30 pupils in each infant class (although exceptions will be made for children with statements). The Governors have agreed that class size in Key Stage 2 is 32.

Parents considering applying to send their children to The Haven CE/Methodist School are warmly invited to visit the school, by appointment, prior to completing the application form. The Admissions Policy, the application of which is the responsibility of the Governing Body, describes the allocation of foundation and community places and the criteria for admission.

Where a vacancy occurs during the year it shall be allocated in such a way as to ensure or redress the balance in the class of 50% community and 50% foundation places.

Applications for other classes are accepted throughout the year and a place will be offered when there is a vacancy.

Reserve lists are kept for each year group. If a vacancy arises, the place is allocated subject to the priority order outlined in the Admissions Policy *at the time of the vacancy becoming available*. Please note that the reserve list does not operate on a 'first come, first served' basis. After one year parents will be asked if they wish to remain on the reserve list.

Parents of children who are offered a place at the school before they are of compulsory school age are entitled to defer their child's entry until later in the school year, but not beyond the beginning of the term after the child's fifth birthday.