



## **Aldrington CE Primary School** **Admission Arrangements – 2019/20**

### **Introduction**

These Admission Arrangements comply with the requirements of the 2014 School Admissions Code and the 2012 School Admission Appeals Code issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998 and are reviewed and published annually by the Governing Body (The Admission Authority). Should the governors propose to alter any aspect of policy or practice, a public consultation will be conducted in accordance with the statutory requirements set out in the School Admissions Code.

In the interests of clarity, this document is set out under the following headings:

- 1.0 - General Information
- 2.0 - Starting School in September 2019 - The 'normal admissions round'
- 3.0 - Changing School - The 'In-Year' application process
- 4.0 - The Oversubscription Criteria
- 5.0 - Lodging an Appeal
- 6.0 - Key contact details

Appendix A: Supplementary Information Form

If you would like to discuss your particular circumstances or require further help with any aspect of the school admissions process, please contact the School Office - telephone: 01273 542656  
It is recommended that you also visit the school website which provides a lot of useful information about the school community and curriculum which will be helpful when choosing a school  
[Aldrington.brighton-hove.sch.uk](http://Aldrington.brighton-hove.sch.uk)

Any concern relating to the statutory compliance of these admission arrangements, or the fairness and equality of local policy/practice, should initially be raised with the School Office. If the concern cannot be resolved locally, a complaint may be lodged with the Office of The Schools Adjudicator.

<b>1.0</b>	<b>General information</b>
<b>1.1</b>	<b>The School</b>
	Aldrington Church of England Primary School is a voluntary aided school in the Diocese of Chichester. It is founded upon a lively and evangelical Christian faith in which the educational and spiritual needs of each child are pre-eminent. Up until September 2013, Aldrington School was a one form entry primary school. Since September 2013 it has started to become a two form entry school - it is expanding by admitting two Reception classes per year, so by 2019 there will be two classes in each year group.

1.2	Who can apply for a school place?
	A parent, registered carer, or another person(s) who has an assigned responsibility for the child concerned (referred to throughout this document as 'the parent') may submit a school admission application on behalf of that child for any United Kingdom (UK) state funded school.
1.3	The child
	A child of statutory school age who resides within the UK has a right to receive an education. The child must, at the time of applying for a school place, be a UK citizen, or have European Economic Area Citizenship, or hold an appropriate Home Office Visa entitling him/her to reside in the UK.
1.4	The home address
	The child's home address is that at which the child lives on the closing date for preference forms. Applicants will be required to provide proof of address to the Local Authority as outlined in the Brighton & Hove Admissions Booklet. If you have recently moved into the area or are moving address, you should follow the guidelines outlined in the Brighton & Hove Admissions Booklet. If a child regularly lives at more than one address, parent(s) should also follow the guidelines outlined in the Brighton & Hove Admissions Booklet.
1.5	Siblings
	<p>The oversubscription criteria set out in section 4.2 of these admission arrangements prioritise applications for children with a sibling attending the school at the time of application who will still be on roll at the time of admission.</p> <p>If a parent wishes a sibling connection to be taken into account, the sibling's details must be provided on the admission application form. For the purposes of the school admissions process, children are siblings if they live in the same household. You may be asked to supply proof of this to the Local Authority, for example, a copy of your child benefit statement showing both children's names.</p> <p>The Published Admission Number or admission limit will be exceeded, where necessary, in order that multiple birth siblings of the same family (twin, triplet etc.) can all be offered places, where otherwise one or more of these children would be refused</p>
1.6	Waiting lists
	<p>When an admission application is refused, because the year applied for is full, the child's name will be entered onto a waiting list for that year group, which will be maintained by the Admission Authority. The child's name will remain on the waiting list for one year or until a place becomes available. After one year, the parents can request that their child's name remains on the list for a further year. Names on waiting lists are held strictly in ranked order according to the child's compliance with the oversubscription criteria. Each time a name is added, the waiting list concerned will be re-ranked. If a place becomes available in the appropriate year, this will be offered for the child ranked highest on the waiting list at that time. A child's name will be removed from the waiting list if a place is offered and accepted or offered and declined, or the parent requests the school, in writing, to remove his/her child's name. <b>With regard to Reception admissions:</b> If a parent applied for their child to start in Reception but were not offered a place at Aldrington, the child's name will automatically be placed on the waiting list until the end of the Autumn term (of the year in which the child would have been in Reception). If the parent prefers for their child to be on the waiting list for another school, then the child's name would be removed from Aldrington School's waiting list. Parents can request for their child's name to remain on the waiting list but would need to renew this request annually at the end of the Autumn term.</p>
1.7	Misleading or false information
	Should the Admission Authority become aware that a place was secured for a child at the school on the basis of misleading or false information, it will consider withdrawing the offer,

	or where a child has already started to attend the school may remove the child from the school roll. The circumstances of the case will be fully discussed with the parent and, if the decision is taken to withdraw the offer of a place, the application will be considered afresh, taking account of any new information.
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<b>2.0</b>	<b>Starting School in September 2019 (The 'normal' Admissions round)</b>
2.1	The Published Admission Number (PAN)
	The PAN for Foundation (reception) is 60. This is the number of places that can be provided according to the resources available and the need to maintain the size of infant classes within the requirements of Infant Class Size legislation (30 children to each qualified teacher unless a child qualifies as a permitted exception in accordance with section 2.15 of the 2014 School Admissions Code). If 60 or fewer reception applications are received for September 2018, every applicant will be offered a place for their child, without condition. If more than 60 applications are received, the Admission Authority will apply the oversubscription criteria in order to rank all the applications and identify a priority for the offer of places up to the PAN. Further places will only be offered where there is sufficient resource available to enable this.
2.2	Ensuring an 'on time' application
	For a child to start school in September 2019, the parent must complete the Common Application Form (CAF) available from the <u>home</u> local authority (the authority in whose area the child resides). In order for the application to be considered as 'on time' the CAF must be submitted to this local authority by 23:59 hours on <u>15 January 2019</u> . The CAF may be completed and submitted using the home local authority's 'on line' procedure, or as a paper form. Full details about the application process and information about the schools in the local authority area are explained in the 'Composite Prospectus' document, which each local authority must make available on 12 <sup>th</sup> September annually.  For families living in Brighton & Hove, the <u>home</u> local authority is Brighton & Hove City Council, and the application form and guidance contained within the Admissions Booklet can be accessed via the Council's website: <a href="http://www.brighton-hove.gov.uk">www.brighton-hove.gov.uk</a>
2.3	Late applications
	Local authorities must coordinate 'normal admission round' Foundation (reception) applications until 31 August 2018. If an application form is submitted to the home local authority after the application deadline of <u>15<sup>th</sup> January 2019</u> , it will be considered as a 'late' application and will be dealt with in line with Local Authority procedures as outlined in their admissions book. Similarly with regard to requests to change school preferences.
2.4	Notifying the application decision
	Parents will receive an admission decision in writing from the <u>home</u> local authority on or about 16 April 2019, according to the procedure set out in this local authority's Admissions Booklet.
2.5	Education Health and Care plan
	A place will be provided for a child who has an Education Health and Care Plan (EHCP) agreed at the time of application, which names Aldrington School as the education provider. This place will be allocated within the Published Admission Number (PAN) before the consideration of any other applications, or above the PAN if places have already been offered at that time
2.6	Starting school on a full or part time basis
	A parent may apply for his/her child to start school for the first time in the September following the fourth birthday and, where a place is offered, may choose for the child to start full time from day one, or to attend on a part time basis until statutory school age, which will occur during the term following the child's fifth birthday.

2.7	Deferred entry to school
	While a child is below statutory school age, the parent may choose to defer his/her child's entry to school until later in the school year. However, parents cannot defer beyond the point at which the child reaches statutory school age, or beyond the start of the last term in the school year. The school operates on the basis of a three-term year.
2.8	Applying for 'delayed entry' on behalf of a summer born child (born 1 April – 31 August)
	<p>In <b>exceptional</b> circumstances, children may be admitted to school in a different year group. This is usually due to concerns in relation to a child's development. If a parent would like to request for their 'summer born child' to start school outside of their normal age group, and be admitted to reception rather than Year 1, they should apply for the normal reception year for their child through their home Local Authority Admissions Process. The normal year in this case, is the academic year when the child will be five years old – between 1 September and 31 August. When applying, the parent should inform the School Admissions Team <b>in writing</b>, that they do not wish to send their child to school until the September after their fifth birthday and <b>request</b> that their child is admitted out of their normal age group – to reception rather than Year 1. The parent's letter or email should include reasons for their request and any evidence to support their case. Evidence could show:</p> <ul style="list-style-type: none"> <li>• information about the child's personal, social, emotional development and academic development</li> <li>• Where relevant, the child's medical history and views of a medical professional</li> <li>• whether the child has previously being educated out of their normal age/year group</li> <li>• whether the child was born prematurely</li> </ul> <p>As Aldrington School is a Voluntary Aided CE School and therefore its own admissions authority, requests for deferred entry to Aldrington will be passed to Governors for a decision. Such requests will be considered by the school's Governor's Admission Committee in line with the revised School Admissions Code 2014, the Department for Education's advice on the Admission of Summer Born Children, and the Brighton &amp; Hove Local Authority's Admissions guidance. Governors will look at each case on its merits, taking into account the child's best interest and either agree or refuse the request on that basis.</p> <p>If the Governors agree that delayed entry to Reception in 2020 is in the child's best interests, the parent will need to reapply through the Brighton &amp; Hove Admissions process for a Reception place in 2020. The application will then be considered by the school Governors' Admissions Committee alongside all other applications, in line with the school's oversubscription criteria.</p> <p>If the parent's request is refused, their child will still be considered for admission to their normal age group. If the school is undersubscribed with reception applications for September 2020, the applicant will receive the offer of a place, without condition, for his/her child on or around 16<sup>th</sup> April 2020. If the school is oversubscribed with applications for September 2020, the published oversubscription criteria will be applied in order to rank all the applications received (including delayed entry applications) and identify a priority for the offer of available reception places. <u>Whether a place can be offered will depend on the outcome of the 2020 application ranking exercise.</u> If the September 2020 reception application is refused, the right of appeal will apply. If a parent delays a child's entry until 2020 and decides that the child should join year 1 rather than reception, he/she will need to make an in-year application within six school weeks of the place being required.</p> <p>If a parent is considering making a request to delay their child's entry to Reception in 2019, it is</p>

	recommended that they discuss this at the earliest opportunity with the Headteacher.
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<b>3.0</b>	<b>Changing school – The ‘In-Year’ application process</b>
3.1	The Admission Limit
	For each year group other than the reception year of entry, the Admission Authority will set a non-statutory admission limit as a guideline to the number of places available. Admission limits will be set in order to ensure ‘the efficient delivery of education and the efficient use of resources’ taking into account factors such as; the statutory Infant Class Size limit, available budget, accommodation, the needs of the children and the specific resources required to support the children. Consequently, admission limits may be varied from time to time and so the number of places available may vary. Currently, In the Reception classes, and Years 1 and 2, Governors have agreed that the maximum number of pupils per class should be 30. In Years 3, 4, 5 and 6, the Governors have agreed that the maximum number of pupils per class should be 32. If a vacancy should arise in Year 6, then the Governors will not offer this place after the start of the Autumn term, except in exceptional circumstances.
3.2	Submitting an In-Year application
	If a parent wishes to apply for his/her child to join the school during the 2019/20 school year, the In-Year application form must be completed and submitted directly to the Local Authority. This is available to download from the Council’s website or a paper copy can be provided by the School Office. The In-Year Application Form may be submitted at anytime but will only be administered during school term time and within six <u>school</u> weeks of the place being required, unless the application is for a child from a Service family or the parent is a Crown Servant returning from overseas. In these circumstances, an application may be considered further in advance if an official letter is provided with the application, which confirms a relocation date and Unit postal address or quartering area address.
3.3	Applying for a year group other than the child’s relative (chronological) age
	The In-Year application will usually be submitted for the year group associated with the child’s age, although a parent may apply for an alternative year if he/she considers this would be in the best educational interests of the child. In these circumstances, the application must be accompanied with as much information as possible to support the case for ‘retaining’ or ‘accelerating’ the child. It is for the Admission Authority to decide whether to support such a request, which will be considered according to the information provided, the circumstances of the case and what is deemed to be in the best educational interests of the child concerned. If an application for a retained or accelerated year is refused, the Admission Authority will consider whether a place can be offered in the relative (chronological) age year group. The parent has the right to appeal the decision where a place cannot be offered in the relative year group. Retained and accelerated places secured through the in-year admissions process will be reviewed annually.
3.4	The decision
	On receipt of a signed and dated In-Year Application Form, the Admission Authority will evaluate whether a place can be made available without prejudicing ‘the efficient delivery of education or the efficient use of resources’ and/or breaching the statutory Infant Class Size Limit. The decision will be notified to the applicant in writing within ten school days of receipt of the In-Year Application Form.
3.5	Accepting the offer of a place
	Where a place is offered, the parent will be asked to confirm acceptance in writing (by letter or email) within ten school days of receipt of the offer letter, following which the place will remain available for the remainder of six school weeks from the date of this letter. If the child concerned is not attending school within this time frame, the Admission Authority will write

	to the applicant requesting an update and may, depending on the circumstances, withdraw the offer.
3.6	<b>Applying the Fair Access Protocol</b>
	Where it is has not been possible to offer a place, the Admission Authority will consider the application against the criteria set out in the Brighton & Hove City Council Local Authority Fair Access Protocol (FAP), which is published on this authority's website. If the child concerned satisfies any of the FAP criteria, the In-Year application will be referred to the local authority, which may then decide to engage with the family in order to identify a suitable educational placement.
3.7	<b>Children issued with an Education Health and Care plan</b>
	If a child is the subject of an Education Health and Care Plan (EHCP), which names a particular school, his/her parents should consult the local authority that issued the EHCP <u>before</u> applying for the child to change school.

<b>4.0</b>	<b>The Oversubscription Criteria</b>
4.1	<b>Oversubscription</b>
	If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admission Authority will assess every application against the oversubscription criteria set out in section 4.2 in order to rank these applications in priority order, before any places are offered. The oversubscription criteria will also be applied in order to rank children's names on a waiting list.
4.2	<b>The Oversubscription Criteria</b>
	<ol style="list-style-type: none"> <li>1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who, at the time of application, 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). In order to be offered a place under this priority the parent will need to supply proof of the child's status. This could be a copy of the order or adoption certificate.</li> <li>2. Children whose parents are regularly* involved in the work and worship of Bishop Hannington, or its daughter Church, Holy Cross, or its Church Plant, (Goldstone Church), or St Peter's Church, West Blatchington, and who will have a sibling at the school at the time of admission.</li> <li>3. Children whose parents are regularly* involved in the work and worship of any other Christian church and who will have a sibling at the school at the time of admission.</li> <li>4. Children who have a sibling in the school at the time of admission but do not satisfy the criteria set out in 2. and 3. regarding work and worship.</li> <li>5. Children whose parents are regularly* involved in the work and worship of Bishop Hannington Church, or its daughter Church, Holy Cross, or its Church plant (Goldstone Church) or St Peter's Church West Blatchington.</li> <li>6. Children whose parents are regularly* involved in the work and worship of any other Christian Church.</li> </ol>

	<p>* 'Regularly involved in the work and worship' means:</p> <ul style="list-style-type: none"> <li>• Attendance by at least one parent at a minimum of two services per month at a Christian Church over a period of at least eighteen months immediately preceding the closing date for applications. (If the parent has moved churches in that period, confirmation will be required from all relevant ministers),</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• Involvement of at least one parent in any other aspect of the work and worship of the Church other than as a regular worshipper.</li> </ul> <p>7. Children with known special educational, medical or social needs who would benefit from a place at the school. Documentary evidence from a doctor, social worker, educational psychologist, or other relevant professional, should be submitted with the application.</p> <p>8. Children whose parents wish them to receive a Christian education and where the parents have either:</p> <ul style="list-style-type: none"> <li>• committed themselves to a foundation course to investigate the claims of Jesus prior to the date of application. (This must be verified by the Minister on section B of the Governors' form).</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Are attending a Christian Church but the evidence provided by their minister does not support an application under criteria 2,3,5 or 6 above.</li> </ul> <p>9. Other children.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Refer to section 1.4 of these Admission Arrangements for the definition of 'home address'</li> <li>• Refer to section 1.5 of these Admission Arrangements for the definition of 'sibling'</li> <li>• The Supplementary Information Form must be completed and submitted in conjunction with the school place application <b>if</b> the applicant wishes the child to be considered against criterion 1-8 (refer to section 4.5 of these admission arrangements)</li> <li>• A Christian Church is a Church that is a full member of Churches Together in Britain and Ireland or the Evangelical Alliance or the Fellowship of Independent Evangelical Churches.</li> </ul>
4.3	Prioritising applications by distance measurement
	<p>In the event of oversubscription (more applications received than places available), the admission application ranking exercise (described in section 4.1) may indicate that the Admission Number/limit is reached part way through a particular criterion. In these circumstances, priority will be given to those children who live closest to the school. This will be measured digitally by the Local Authority, using the specialist software used to measure home to school distance for community schools and referred to in the Authority's primary admissions booklet. Measurement will be to a minimum of three decimal places accuracy. In the case of a multi-dwelling building, such as a block of flats, the same distance will apply for all occupants.</p>

4.4	<b>Applying a tie-breaker</b>
	Where two or more distances are exactly the same and it proves necessary to rank the relevant applications, a priority for admission will be determined by the drawing of lots. This activity will take place at the school and be supervised by a person entirely independent of the Admissions Authority and the school.
4.5	<b>Supplementary Information Form (SIF)</b>
	A Supplementary Information Form (SIF) is provided on the school website (Appendix A). This is used to collect information required in order to evidence that a child qualifies against oversubscription criterion 1-8. The SIF <u>must</u> be completed and submitted by the closing date for applications and in accordance with the instructions set out in the SIF <u>if</u> the parent wishes qualifying information to be taken into account, should it prove necessary for the oversubscription to be applied in order to prioritise applications. In some cases, a member of the Admission Authority, or an appointed agent, may need to contact the parent to discuss the information submitted on the SIF.

<b>5.0</b>	<b>Lodging an appeal</b>
5.1	<b>The legal right to an appeal hearing</b>
	The administration of school admission appeals is subject to statutory procedure set out in the 2012 School Admission Appeals Code issued by the Department for Education. A parent whose child is refused admission to the school is legally entitled to lodge an appeal against this decision. The refusal letter issued by the Admission Authority will explain how to complete this process using the Appeal Form which is available to download from the school website, or from the School Office
5.2	<b>The basis on which an admission application may be refused</b>
	The Admission Authority can refuse to admit a child where a further admission would <i>'prejudice the efficient delivery of education or the efficient use of resources'</i> or where the admission would breach the Government's statutory Infant Class Size (ICS) Limit, resulting in an infant teaching group of more than 30 children to one qualified teacher for part or all of the school day. In the case of an ICS refusal, specific conditions set out in section 4 of the 2012 School Admission Appeals Code are 'tested' at the appeal hearing by an independent appeal panel. The range of circumstances whereby an appeal panel might find in favour of an appellant are limited to the appeal panel's review of these conditions and the reasonableness of the decision.
5.3	<b>The appeal timetable</b>
	An appeals timetable is published on the school website by 28 February each year. This sets out the statutory time frame within which an appeal must be heard as well as the administrative timeframe within which the Admission Authority will process any appeal lodged with the school.
5.4	<b>Complaints about the administration of the appeals process</b>
	The decision of an independent appeal panel is binding on all parties. However, where there is concern that the appeal <u>process</u> has not been properly administered in accordance with the 2012 School Admission Appeals Code, a complaint should be raised with the Chair of Governors. Where no local resolution is reached the parent may escalate the matter to the Local Government Ombudsman.

<b>6.0</b>	<b>Key contact details</b>
<b>The School</b>	Aldrington Church of England Primary School Eridge Road Hove BN3 7QD <a href="http://www.aldrington.brighton-hove.sch.uk">www.aldrington.brighton-hove.sch.uk</a>

<b>For families resident in Brighton &amp; Hove the 'home' local authority is Brighton &amp; Hove City Council</b>	Brighton & Hove City Council Hove Town Hall Hove BN3 3BQ <a href="http://www.brighton-hove.gov.uk">www.brighton-hove.gov.uk</a>
<b>The Office of the Schools Adjudicator</b>	<a href="https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator">https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator</a>
<b>The Local Government Ombudsman</b>	<a href="http://www.lgo.org.uk">www.lgo.org.uk</a>
<b>The Department for Education</b>	The Department for Education Sanctuary Buildings, 20 Great Smith St, London SW1P 3BT Telephone 0370 000 2288 Electronic contact form: <a href="http://form.education.gov.uk">form.education.gov.uk</a> Website: <a href="http://www.education.gov.uk">www.education.gov.uk</a>
<b>School Admissions Code</b>	<a href="https://www.gov.uk/government/publications/school-admissions-code--2">https://www.gov.uk/government/publications/school-admissions-code--2</a>
<b>School Admission Appeals Code</b>	<a href="https://www.gov.uk/government/publications/school-admissions-appeals-code">https://www.gov.uk/government/publications/school-admissions-appeals-code</a>