



## Admission

### General Statement of the Admissions Policy

Children for whom a Statement of Special Educational Needs has been agreed naming the school are automatically admitted to the school. Where places required by Statemented children are known before the Admissions Committee meets, the number of pupils with such Statements will be deducted from the 60 places available.

Children living in the Parish of St Barnabas, Swanmore have first priority of entry to the school. Children living outside the Parish may be granted admission on religious or other grounds.

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### Application Procedure:

For September 2009-2010 the maximum number we will admit to Year R is 60 (the 'Published Admission Number'). In Years 3 - 6 we increase our class size to a maximum of 32.

For the main admission round, all preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated preference will be allocated.

If the school is oversubscribed, places will be offered in the following priority order. Places for late applications will be allocated using the same criteria. Places for late applications will be allocated using the same criteria.

1. Looked after children
  - (a) Children who are in the care of the Local Authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989 and whose parents are active members of the Church of England or who are residing with the family of an active member of the Church of England.
  - (b) Other children who are in the care of the Local Authority or provided with accommodation by that Local Authority in accordance with Section 22 of the Children Act 1989.
2. Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends the preferred school rather than any other. (Appropriate medical or psychological evidence must be provided in support.)
3. Residents in Swanmore St Barnabas Parish - regular\* worshippers at St Barnabas's Church (written clergy support is required).
4. Residents in Swanmore St Barnabas Parish - regular\* worshippers at any other Church of England or other Trinitarian Church (written clergy support is required).
5. Residents in Swanmore St Barnabas Parish of any other faith or no faith.
6. Residents outside Swanmore St Barnabas Parish, regular\* worshippers at St Barnabas Church.

7. Residents outside Swanmore St Barnabas Parish, regular\* worshippers at any other Church of England or other Trinitarian Church (written clergy support is required).
8. Residents outside Swanmore St Barnabas Parish of any other faith or no faith

Notes:

- i. Within each criterion, priority will be given to applications for children who will have a sibling on the school roll at the time of entry.
- ii. Within each criterion, priority will be given to applications for children living nearest the school measured by the shortest available walking route, ie from the Front Door of the applicant's house/flat to the School's front door, distance being applied first within each criterion to those with siblings, then to those without.
- iii. For Swanmore Church of England (Aided) Primary School the LEA (Local Education Authority) catchment area is the same as the St Barnabas Parish boundary.

\* The term "regular" is defined as "*monthly for at least the preceding year*".

### Definitions

Within the above the following definitions shall apply:-

Parent: parent, guardian and others who have actual care of the child and whose address appears on the child benefit book or other legal agreement confirming the care of the child.

Sibling: a brother or sister including half-brother or half-sister, stepbrother or stepsister, or any other child who lives in the home as part of the family.

Home: the address where the child usually lives. Places cannot be offered based on a possible future address. If parent and child move to a different address, but have not sold or given up the tenancy of the previous home, this will not be considered to be a change of address. If you allow your child to live with someone in a different catchment area, the child's usual home will be taken as your home address. Children whose parents have shared responsibility will have the address at which the parent who is in receipt of Child Benefit used as their home address.

If you are moving into the area we need one of the following before we can consider your child for a place at this school:

- a letter from a solicitor confirming that you have exchanged contracts to buy a property in the area.
- a tenancy agreement confirming that you will be renting a property in the area.
- a letter from a Housing Association confirming that you will be living in the area.

Parish: the map of the Parish of St Barnabas is available for inspection at the school office.

Catchment Area: the geographical area designed by the LEA as the area served by the school.

Other Faiths: parents of children of any other faith who wish their children to be educated at a Church of England Aided School.

### **How and When to Apply**

Admission forms are available from the School office. The white CR2 form is available during the Autumn term preceding the application deadline shown below. If you live outside our catchment area you will need to collect a CR2 form from your catchment school and return it to your first choice school.

The Governors of Swanmore Primary School will consider first all those applications received by the published deadline of **12 noon on Friday, 21<sup>st</sup> November 2008**. Late applications (ie those submitted after midday 21 November 2008) will be considered after all on-time applications have been fully processed unless exceptional circumstances merit earlier consideration. Letters to parents offering a primary school place will be sent by the County Council on 23 January 2009.

### **Visits**

It is preferable for parents to visit the school before deciding to apply for admission. Please contact the School's Administrative Officer to arrange an appointment with the Headteacher who can also give advice by telephone.

### **Distance Measurement**

If the school is oversubscribed from within any of the above categories, the distance criterion will be used to prioritise applications. This method of prioritising admissions will also apply to any "school specific" criterion unless otherwise stated in the school brochure. Schools will specify in their prospectus the point(s) at the school from which measurements will be taken. Where straight line distance is used, Hampshire County Council's Geographic Information Systems (GIS) will be used to confirm the order of applicants. Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance.

### **Multiple Births**

If the last pupil to be offered a place within the school's published admission number (PAN) is a multiple birth or same cohort sibling, any further siblings will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

### **In-Year Fair Access placements by the local authority**

The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in accordance with the provisions of any protocol approved by the Admission Forum, based on government guidance. If an admission raised the number on roll above the PAN, no further pupil will be admitted from the waiting list until a place becomes available within the PAN.

### **Waiting List**

When all available places have been allocated, school will operate a waiting list. Parents who wish their child to be included on the waiting list must inform the school in writing. Any places that become available be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. In-year fair access and school closure arrangements will take priority over the waiting list.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed from the waiting list;
- when a child's changed circumstances will affect their priority;
- at the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

### **Deferred entry to Year R**

Pupils reach statutory school age at the beginning of the term following their fifth birthday but, in Hampshire, most pupils are admitted as rising fives. Places for pupils whose parents wish to defer entry to Year R may be held open until the beginning of the spring term of the academic year of the child's fifth birthday. Places will not be reserved beyond this date. If parents of summer born rising fives wish to defer their admission until they reach statutory school age, admission will be considered for Year 1, their appropriate year group.

### **Unsuccessful applications and further information**

If your application is unsuccessful, you may appeal against the decision by writing to the Portsmouth Diocesan Education Office, First Floor, Peninsula House, Wharf Road, Portsmouth. Appeal forms are available at the school reception desk. For further clarification or enquiries regarding this policy or the present position with respect to available places, please contact the Headteacher, Mr Yeoman, at the school on 01489 894555.

### **Information on Other Schools**

Information on schools maintained by the LEA is available from the Divisional Education Office, Clarendon House, Romsey Road, Winchester, Hants, SO22 5PW.

### **Starting Age - Policy on Early Admission**

The age range for pupils at Swanmore Primary School is 4-11 years. By law, children must start to receive full-time education at the beginning of the term following their fifth birthday.

Optionally, children can start at the beginning of the school year in which they have their fifth birthday. The time at which an under-five child may start at the school, and whether part-time or full-time, is as follows:

#### Children born between:

1 September and 31 December will be admitted full-time at the beginning of the Autumn Term.

1 January and 30 April should be attending 5 sessions a week by the end of September, and in general be offered full-time immediately after the Autumn half-term.

1 May and 31 August should be attending 5 sessions per week by the end of September, and be offered full-time by the start of the Spring Term.

### **Starting at School - WHAT YOU NEED TO DO**

When your child begins school, we need:

- to inspect his/her Birth Certificate.
- your telephone number, both at home and for emergency purposes.
- the name of your child's doctor.
- the name of a relation or neighbour who is able to take charge of your child should he/she become ill during the day when you are unavailable.

PLEASE ENSURE THAT YOU INFORM US PROMPTLY OF A CHANGE TO ANY OF THIS INFORMATION