

**Cutcombe Church of England First School**  
**Admissions Policy 2018/2019**

Our Ethos Statement: *“Building on our Christian Foundation, and in partnership with our school and wider communities, we live, love and learn together in God's ever-changing world”*

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**1. About Our School**

Cutcombe Church of England First School is a Voluntary Aided School and as such the governing body is the admissions authority for the school. The school was established to serve all within its community, those of all faiths and of none, and strives to offer a high quality education underpinned by a distinctively Christian ethos.

We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply/be considered for a place here.

Further details about the school can be found on our website: <https://slp4.somerset.gov.uk/schools/ct/default.aspx>

**IMPORTANT: Please read this information before proceeding**

These published Admission Arrangements comply With the requirements of the School Admission Code and the School Admission Appeals Code, issued by the department for Education. The current edition of these codes came into force on 1February 2014. [www.education.gov.uk](http://www.education.gov.uk)

The Governing Body undertook a public admission arrangement consultation between December 6<sup>th</sup> 2012 and February 28<sup>th</sup> 2013, following which the arrangements were formally adopted and published on the school website on <https://slp4.somerset.gov.uk/schools/ct/default.aspx> . All admissions applications received in conjunction with Cutcombe School will be administered in accordance with the published arrangements.

The Governing Body will review these admission arrangements during 2018 and if any changes are proposed, a public consultation will be undertaken.

Important documents published by Somerset Local Authority will apply to some areas of the admissions procedure. Where applicable, this is indicated in the relevant section of the Governors’ admission arrangements. Applications are strongly advised to ensure that they read and understand the information contained in the relevant documents before proceeding with an application for a place at Cutcombe School.

Related documents of particular importance are:

- The Local Authority Coordinated Admission Scheme (this applies to starting and transferring school for the first time)
- The Local Authority Fair Access Protocol
- The Local Authority School Transport policy
- Free School Meal Entitlement

All applications for admission, and any supplementary information forms, must be submitted to your home Local Authority by the closing date of **15<sup>th</sup> January 2018** (for first schools, 31<sup>st</sup> October for middle and upper). The LA will forward all applications to the school and the governing body will rank them against the oversubscription criteria set out below. This list will then be returned to the LA under the co-ordinated admissions scheme and they will make a single offer of a place on **16<sup>th</sup> April 2018** (1<sup>st</sup> March for middle / upper). Where schools are over subscribed, places will be allocated up to the published admission number in strict priority order. Where more than one school can be offered, the highest ranked preference will be allocated.

## 2. Over Subscription Criteria

**The school is required to admit a child with a Statement of Special Educational Needs, if the statement names the school, before the following criteria are applied.**

If the number of applications for admission exceeds the Admission Number (12), the governors will admit children in accordance with these criteria in the following order of priority:

1. Children in the care of a Local Authority at the time of application, or whose care has ceased because he/she has become adopted or the subject of a residence or special guardianship order.
2. Children without a Statement of Special Educational Needs (SEN), whose school placement has been identified by a multi-agency professional team.
3. Children of families who are practising members of the Church of England and who live within the catchment area. (See notes regarding the definition of 'practising'). A letter of confirmation from the relevant church leader will be required. (see Appendix V)
4. Children living in the catchment area, with an older sibling at the school at the time of admission, and who live at the same address. (See notes for definition of 'sibling').
5. Children living in the designated catchment area.
6. Children living outside the catchment area, with an older sibling at the school at the time of admission, and who live at the same address.
7. Children of families who are practising members of the Church of England and who live outside the catchment area. (See notes regarding the definition of 'practising').
8. Children living outside the catchment area but nearest to the school, determined by straight-line measurement using a GIS mapping system.

### **Tie-Break Statement**

Where two or more children are assessed exactly equal against the published oversubscription criteria and it cannot otherwise be determined which child has the higher priority for a school place or a position on a waiting list, the order of priority will be determined by the drawing of lots. This will be undertaken in the school building by a person entirely independent of the Admissions Committee and with no current connection to the school. The Chair of Governors will observe this process.

### **3. Admission of pupils to school for the first time**

Applications must be made to the Local Authority for reception places for **2018** by **15<sup>th</sup> January 2018**.

All requests for school places should be made directly to the LA's School Admissions Team, using the Common Application Form (CAF). The CAF is available on the website at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions) or by calling Customer Contact on **0300 123 2224** or by writing to:

School Admissions Team  
County Hall  
Taunton  
Somerset  
TA1 4DY

Any supplementary forms must also be sent to the LA by the deadline if applicants wish to be considered against that specific criterion.

**Please note:** The following information should be read in conjunction with the **2018** Coordinated Admissions Scheme published by the Local Authority in which area the child subject to the application lives (the home local authority). Additionally, applicants should read the information contained in the Local Authority's Primary guide for

parents, which will explain the admission application process in detail. These documents should be available on the home Local Authority's website or on request to that Local Authority.

Parents may apply for their child to start school for the first time in the September following his/her fourth birthday. Application forms and any Supplementary Information Forms relating to starting school in September 2018, must be submitted directly to the home Local Authority, to arrive no later than **23.59 hours** on **15<sup>th</sup> January 2018**.

The home Local Authority will forward applications directly to the Local Authority in which area the preferred school is located and the school Governing Body will be notified of all applications received for **Cutcombe Church of England First School**. The governors Admissions Committee will rank every application received on time against the governors published oversubscription criteria and places will be allocated in strict order up to the Published Admission Number and all other applications refused.

The governor's decisions will be notified to Somerset Local Authority in accordance with the authorities Coordinated Admissions Scheme timetable and the home Local Authority will then inform parents of individual decisions on **16<sup>th</sup> April 2018** by email or second class post.

### **Admission of pupils to school for the first time**

- Statutory School Age - A child has a legal right to be admitted to school full-time at the start of the school term following their fifth birthday.
- Admission of 4 year olds - In line with the Somerset LA's policy, our policy is to admit children to school in the academic year they become 5. Parents are offered admission at the start of term (in the September), for all children whose fifth birthday falls in the ensuing academic year. It is recognised that there is a parental right to defer entry up to the start of the term following the 5th birthday. (please see deferral statement)

### **Deferred Entry**

Parents of children aged four have the right to apply for a deferred entry to school. In these circumstances, parents can request that their child start school in or at the end of the Reception year group at a later stage in the academic year, but he/she must be in full time education by the start of the term following the child's fifth birthday. Deferral will need to be requested on application and a space will be reserved until the identified starting point - prior to or until the term after the child's 5 birthday.

### **Children from Overseas**

Governors will not allocate a place to anyone moving into the country from abroad prior to their arrival in the county. Governors will require proof of residency – see definitions. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

### **Staggered Entry**

In recognition of the needs of very young children, the school makes arrangements for a gradual induction, which includes part-time schooling at the beginning of the year. Children are offered full time schooling following the autumn half term holiday. However, it is recognised that some children may need to continue on a part-time basis after half-term. Arrangements will be made in consultation between parents and the class teacher.

### **Supplementary information form (SIF)**

Supplementary information forms must be completed in order for applications to be considered against criterion 3 & 7. Applicants will need to use the attached SIF (Part A & B) in order to demonstrate their ability to meet the criterion. The form will need to be completed and signed by a member of the clergy and submitted along with the school place application.

### **Waiting List**

A waiting list will be held for children falling within the starting Reception Class for the first time until the end of December. This list will be ranked according to our oversubscription criteria and places offered when available to the highest ranked child.

### **Central Co-ordination of Admissions**

The Governors are the Admission Authority for the school, however they work in conjunction with the Somerset Local Authority (LA), which publishes the admission arrangements and booklets for all parents, which includes Application Forms and a table of relevant dates. All admissions forms need to be returned to the

LA by the published dates. The Authority encourages on line applications for first time admissions ([www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions))

#### **4. In Year Applications**

All in-year application requests for school places should be made directly to the school using the Application Form contained in Appendix 1. Where a place is available within the Admissions Limit for the year group concerned the Admissions Authority (Governors) would normally offer a place for your child.

When an application is received the school will:

- Date and time the application
- Convene a meeting to consider the application (within 5 school days of receipt)
- Make a decision and inform you in writing (within 10 school days of receipt)

Where no place is offered the child's name will be held on a waiting list (see below)

#### **5. Common Features of Starting School and In Year Applications**

##### **Appeal Procedure**

If a place is unable to be offered, parents have a legal right of appeal to an Independent Appeal Panel. The Appeal Panel is provided and conducted as laid out in the Statutory School Admissions Appeals Code. Appeal details are available from the Head Teacher/school office.

##### **Waiting Lists**

Where an application has been refused, the child will be placed on a waiting list. This will be kept in order of oversubscription criteria (as described earlier) by the Governing Body and reviewed each half term at the Full Governors meeting.

When a place arises the school will contact the parents of the child at the top of the list and offer a place. Should this place no longer be required, it will be offered to the next child on the ranked list. This will continue until the place is filled.

The list will be maintained until the end of the academic year to which the application applies.

##### **Admission Number and Infant Class Size Legislation**

An Admission Number (AN) is agreed for each school year, this takes into account the accommodation available at the school, the expected level of applications and the Infant Class Size legislation which limits Reception and Key Stage one classes to 30. The admission number for the school is **12**. The school will consider all applications in accordance with these published admissions arrangements and places will be offered until the published admission numbers is reached, at which point all further applications will normally be refused. The governors may review the Published Admission Number at any time, the change will be notified on the school website.

##### **School Charging**

The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences that would otherwise be impossible. Parents may be asked for a voluntary contribution to trips and visits. Parents will be expected to contribute as a minimum the costs of board and lodging for residential visits.

##### **Fair Access Protocol**

The Governing Body has adopted the Local Authority Fair Access Protocol to ensure access to education is secured quickly for all children who have no school place but for whom a place at a mainstream school or alternative provision is appropriate. In line with the requirements set out in the School Admissions Code this Protocol provides for children admitted to school outside of the normal admissions and under the following Categories:

- Children who have been out of education for longer than one school term, as they become known to the Local Authority.
- Children of refugees and asylum seekers.
- Homeless children
- Children returning from the criminal justice system
- Children without a school place and with a history of serious persistent attendance problems.
- Traveller children.
- Children who are carers
- Children of UK Service personnel and other Crown Servants.
- Children withdrawn from schools by their family, following fixed term exclusions and unable to find another place
- Children with unsupportive family backgrounds, where a place has not been sought.
- Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places.
- Children known to the police or other agencies.
- Children with special educational need (but without statement)
- Children with disabilities or medical conditions.

Children with statements of Special Educational Need (SEN) are not included in this protocol as their needs are considered separately by Somerset's Special Educational needs service (through Complex Places Panel). Children with disabilities, medical conditions and or special educational needs (but without statements) will be treated in the same way as all other applicants by the Governors in accordance with this published admission policy. “

## **6. Definitions for school admission purposes:**

### **a) Home address**

The home address is important as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the *majority* of their time with the person(s) who have care of the child.

Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. The Governing Body reserves the right to seek further documentary evidence to support any claim to residence.

Please note that the Governing Body is unable to allocate a place to anyone moving into the country from abroad prior to their arrival in the county. We would then require proof of residency as stated above. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats).

It should also be noted that an address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

You must notify The School Admissions Team, County Hall, Taunton (starting school) or the school (in year applications) of any change of address during the admissions procedure.

### **b) Sibling definition**

For the purposes of Admissions, a sibling is defined as 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.

### **c) Parent / Carer Definition**

Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child) is considered to be a parent in education law.



#### d) Practising Definition – Attendance at Church

“Practising” is defined as attendance at church at least once a month by at least one parent and/or child (where necessary this may be confirmed with a member of the clergy). (Attendance judged over a 6 month period). (Please see Appendix V)

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

In the case of multiple birth applications, the published admission number for the school will be increased at the point of allocation to ensure multiple birth siblings can be allocated places at the same school (sibling definition applies) (permitted exception).

#### f) Distance Calculations

For the purpose of measuring home to school distance, all calculations will be measured using a straight-line measurement from the address point of the home to the address point of the school using a GIS mapping system. In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

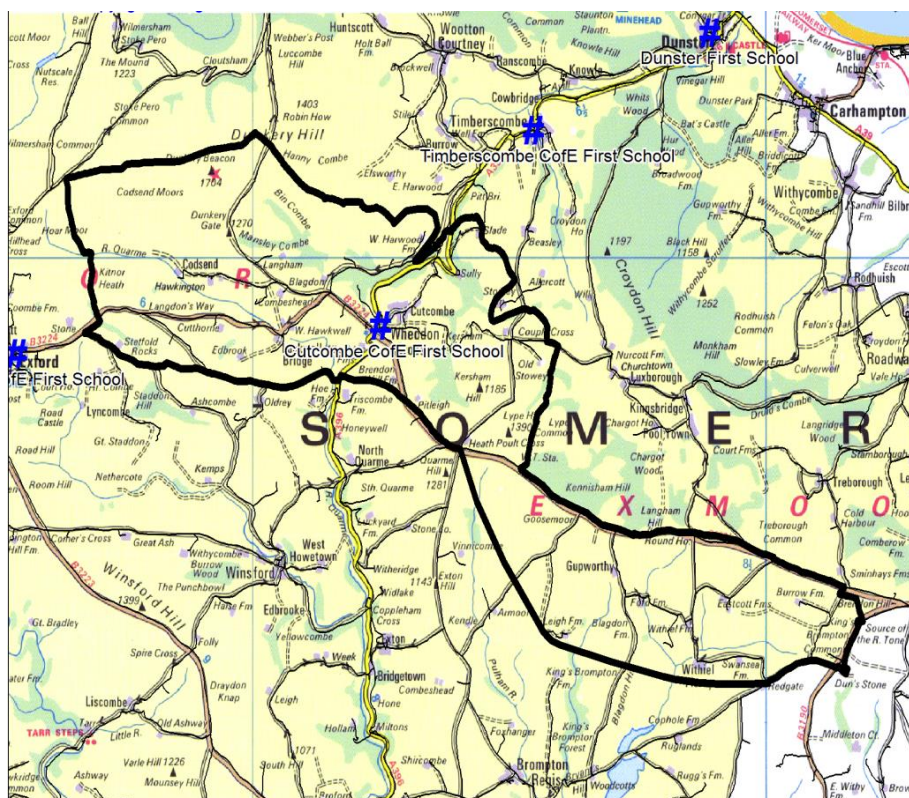
#### g) Issues relating to Shared Residency arrangements

Difficulties in the application process can occur where shared residence arrangements are in place and parents/carers of the child submit 2 separate applications for different schools. In this situation the Governing Body would ask parents try to resolve matters between themselves, and then inform the Governing Body which application should be processed. Where possible the Governing Body should not be involved in private disputes.

The Governing Body does recognise however, that there may be situations where parents cannot reach an agreement between themselves and it is necessary for the Governing Body to reach a decision. Where this is the case the Governing Body will try to establish the child’s permanent address, as set out above.

Each parent will be required to write to the Governing Body and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Governing Body may ask for additional information including who is in receipt of Child Benefit. Once the Governing Body has received all the necessary information from both parents a decision will be reached based on the evidence provided.

**i) Catchment Area:** The Catchment Area for Cutcombe Church of England First School is defined by the attached Local Authority catchment map:



**The age of pupils transferring to the next phase of education**

**Normal age of transfer**

Children transfer to the next phase of education at nine years old. Children will transfer to the next school if the appropriate age is reached between 1 September and 31 August (both dates inclusive).

----- Headteacher

----- Date

----- Chair of Governors

----- Date

**Contact Details for further Information:**

Cutcombe School, Cutcombe, Minehead, Somerset TA24 7DZ:

01643 841462 [office@cutcombe.somerset.sch.uk](mailto:office@cutcombe.somerset.sch.uk)

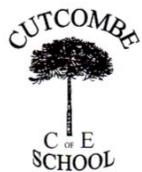
Somerset County Council, County Hall, Taunton, Somerset TA1 4DY

**0300 123 2224** [somersetdirect@somerset.gov.uk](mailto:somersetdirect@somerset.gov.uk)

Common Application Form and online application available at:

<http://www.somerset.gov.uk/somerset/learning/admissions/startingschool>

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**School Admission Supplementary Information Forms:  
Appendix I: Application for a place at Cutcombe Church of England First School  
In Year Application**

Date Received by School:  _____
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**Important Notes For The Applicant**

Applications will be processed in strict date order and a decision will be notified within ten school days  
If you have any queries about the In-Year application process, please telephone the school on **01643 841462**

**PART ONE – Child’s Details**

Child’s Surname	
Child’s Forename	
Date of Birth	
Male / Female (please circle)	<b>Male / Female</b>
Current Address	
Postcode	
(If applicable) Address if Moving	
Postcode	
Date if moving	
Current / Previous School	
Address	
If Previous School, last date on roll:	

**PART TWO – Applicant’s Detail**

Title:	Mr / Mrs / Ms / Miss / Other (Please state)
Parent / Carer’s Surname	
Parent / Carer’s Forename	
Relationship to Child	
Current Address (if different from child’s)	
Postcode	
(If applicable) Address if Moving	
Postcode	
Daytime telephone number	
E-mail Address	
Do you have legal Parental Responsibility for this child	<b>Yes / No</b> (please circle)



### PART THREE – Supporting Information

Your answers to the following questions are very important and the admissions Authority will use this information in conjunction with the appropriate published over-subscription criteria to help determine whether your child has a priority for a place at our school (in the event of over subscription and entry onto the waiting list)

1. Is this application for a child currently in the care of a local authority?	<b>Yes / No</b> (please circle)
If <b>Yes</b> , which local Authority?	
Name of Social Worker:	

2. Does your child have a statement of Special Educational Needs (SEN)?	<b>Yes / No</b> (please circle)
If <b>No</b> , do you believe there are important medical or special needs reasons why a place should be allocated at our school (This does not guarantee a place, but the admissions authority may need to consider this information in connection with published over-subscription criteria)	<b>Yes / No</b> (please circle)
Does your child have any specific disability of which a school should be aware?	<b>Yes / No</b> (please circle)
If the answer is <b>Yes</b> , please describe this on a SEN Supplementary Information Form (SIF)	

3. Are you involved with the life and worship of a Church?	<b>Yes / No</b> (please circle)
If <b>Yes</b> , please provide details of your Priest/Minister/Leader and explain the relationship on the appropriate SIF	Name: Address:

4. Will there be any siblings on roll at our school at the time the school place is required? The sibling must be resident at the same address. If **Yes**, please provide details of each sibling(s):

Child's Legal Surname:	
Child's Forename(s)	
Date of Birth	
Male / Female (please circle)	<b>Male / Female</b>
Child's current Year	
Child's Legal Surname:	
Child's Forename(s)	
Date of Birth	
Male / Female (please circle)	<b>Male / Female</b>
Child's current Year	
Child's Legal Surname:	
Child's Forename(s)	
Date of Birth	
Male / Female (please circle)	<b>Male / Female</b>
Child's current Year	

5. Fair Access Criteria – please tick if any of the following applies to your child.

Children who have been out of education for longer than one school term, as they become known to the Local Authority	
Children of refugees and asylum seekers	
Homeless children	
Children returning from the criminal justice system	
Children without a school place and with a history of serious persistent attendance problems.	
Traveller children	
Children who are carers	
Children of UK Service personnel and other Crown Servants	

Children withdrawn from schools by their family, following fixed term exclusions and unable to find another place	
Children with unsupportive family backgrounds, where a school place has not been sought	
Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places	
Children known to the police or other agencies	
Children with special educational needs (but without a statement)	
Children with disabilities or medical conditions	
Children attending a Pupil Referral Unit who need to be reintegrated back into mainstream education	

If you have ticked any of the boxes above please describe / explain this on a Fair Access Supplementary Information Form.

**PART FOUR – Declaration**

I understand that applications must be made by the child’s legal parent/carer and that by signing the declaration below I will be confirming my understanding of the information provided by the school on this application form and that the information I have provided is correct. I accept that the school reserves the right to withdraw school places which have been obtained by providing incorrect or misleading information.

I understand the parent’s responsibility to ensure the school receives the completed application form safely. I accept that the child’s home address must be the place where my child permanently resides for the majority of the time. This would normally be the same address as the person who has Parental Responsibility for the child and is their main carer. Evidence of parental responsibility will be required should there be doubt.

**DATA PROTECTION ACT 1998**  
The information that you give on this form will be used by the admissions authority for the purpose of processing your application for a school place for your child. The information will be shared with the Local Authority. It will not be used for any other purpose.

**Signature of Parent / Carer / Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Submitting your application form**

When you are satisfied that you have provided all the relevant information on your application form and any necessary Supplementary Information Form(s), please ensure that you have signed the declaration in Part Four and then submit your completed application by post or email to;

Cutcombe Church of England First School  
Cutcombe  
Minehead  
Somerset  
TA24 7DZ  
Or by email to: [cutcombe@educ.somerset.gov.uk](mailto:cutcombe@educ.somerset.gov.uk)

**(The above address is used for in-year admissions made direct to the school)**

Appendix II  
**SEN SIF**

Childs Name	
Details of any Special Needs	
Details of specific Disability	

Appendix III  
**Fair Access SIF**

Childs Name	
Explanation of Fair Access Criteria ticked.	

**SUPPLEMENTARY INFORMATION FORM**  
**Retained or Accelerated application**

**Admission in 2018**

**To be completed by the parent**

In accordance to our statement in our published admissions arrangements the governors will consider applications for delayed 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.

Please state the reasons for the request	
Please indicate any reports from Professionals that you wish to be considered to support your request and the schools subsequent decision	

Signed .....

Name .....Date: .....

**School Admission Supplementary Information Forms – Church Attendance Criteria**

**Notes for those applying for places at Church of England Voluntary Aided or Foundation Schools in the Diocese of Bath & Wells**

**If you wish for your application to be considered under any criteria relating to church attendance, you must ensure the following:**

1. That the attached form is completed by you and signed by the relevant church representative (vicar, priest, minister, pastor, church warden)
2. That the information on the form matches and fulfils the requirements set out in the specific admissions arrangements of the school for which you are applying.
3. That the completed form, signed by both you and the clergy, reaches your home Local Authority by the closing date for submission of applications. This is 15<sup>th</sup> January 2018 for first admission.
4. That a separate supplementary form be submitted for each church school for which you are applying as each is likely to have differing admissions criteria.
5. If you have recently, or are about to move to a different area, that you ensure that the appropriate church representative of the church where you have been regularly worshipping signs the supplementary information form for your application. **Please ensure that they have seen the admissions requirements for the school/s for which you are applying and are satisfied that you meet the necessary criterion/criteria.**

**Please Note:**

- Failure to send the correctly completed supplementary information form to your home Local Authority by the closing date will mean that your application cannot be considered under any church attendance criterion.
- The need to obtain the signature from a previous member of clergy/church after moving house cannot be considered as a reason for a late application to be accepted.



## Supplementary Information Form for Admission to School 2018

### PART A

In the event of oversubscription, priority will be given in Criteria 3 and 7 of the oversubscription criteria (as published) to children who themselves, or whose parent(s)/carer(s) regularly attend (minimum of once a month for at least 6 months before the date of application) a Church of England church.

Please only complete this form if you believe that you meet Criteria 3 or 7

Please complete Part A, and give this form to your clergy leader (priest/minister/pastor), who will complete Part B and return it to your home local authority. The relevant clergy must return this form to the LA by the deadline for admissions application for the 2018 academic year, which is **15<sup>th</sup> January 2018**.

#### **Details of Child/Children**

Surname:

First Name/s:

Address:

Tel:

#### **Details of Church/Clergy**

Name of Church:

Name of Clergy:

Address of Clergy:

Tel:

Signed:

Relationship to child/children:

Date:





**PART B**

**To be completed by clergy.**

The parent/carer identified in Part A has applied for a place for their child/children at Cutcombe School for the academic year **2018**. We ask that you confirm that either the child or the parent(s)/carer(s) regularly attends your church – at least once per month and has done for a minimum of 6 months prior to the date of application.

Please return this form to the home Local Authority by the deadline for admission applications, which is **15<sup>th</sup> January 2018**.

Thank you for your assistance in completing this supplementary form.

**Please note**

If this form is not completed or does not reach the LA by the prescribed date, the applicant cannot be considered as eligible for consideration under any church attendance criterion.

.....

I,.....(insert name of clergy) confirm that the child or parent(s)/carer(s) identified in Part A has

attended .....(name of church) at least once a month for not less than 6 months prior to the date of application.

Signed:

Date:

**Return to:**

School Admissions Team  
County Hall  
Taunton  
Somerset  
TA1 4DY

Customer Contact on **0300 123 2224**

# **Church of England Voluntary Aided and Foundation Schools in the Diocese of Bath & Wells**

## **School Admission Supplementary Information Forms**

**Notes for clergy or those responsible and authorised to sign supplementary information forms for those applying to church schools under a church attendance criterion**

**Please note that the recommendation of the Bath & Wells DBE is that clergy do not work in isolation when looking at school admission supplementary information form requests. The DBE strongly recommends that it is best practice to have a sub-committee of at least three members, including clergy, church wardens and those with responsibility for Sunday school to consider these requests and be authorised to sign the form if it is agreed appropriate.**

**Please also note that the completion of this form and its return in time to meet the admission application deadlines is critical for the applicant, and without it the child cannot be considered eligible under any church attendance criteria, even if they are regular attendees at church.**

**In order for the application to be considered under any church attendance criteria within the school's admissions arrangements, the following must be ensured:**

1. That the attached form is completed by the applicant and signed by the relevant church representative (vicar, priest, minister, pastor, church warden)
2. That the information on the form matches and fulfils the requirements set out in the specific admissions arrangements of the school to which the application is being made. **Clergy must be clear that the specific criterion for each school is being met by the applicant and should see the admissions criteria so that they can check..**
3. The DBE recommends that schools use the criterion that either the child or at least one parent has attended worship at the church at least once a month for a minimum of 6 months prior to the time of the application. **Please note that this does vary from school to school, with some having far more rigorous requirements.**
4. **The DBE does recommend that the child or a parent has attended actual worship and that attendance at toddler groups or other activities that are held at the church does NOT meet the requirements.**
5. That the completed form, signed by both applicant and the clergy, reaches the applicant's home Local Authority by the closing date for submission of applications. This is **15<sup>th</sup> January 2018** for first admission or **31<sup>st</sup> October 2017** for secondary transfer.
6. That a separate supplementary form be completed for each VA or Foundation church school for which the applicant is applying as each is likely to have differing admissions criteria.
7. For applicants who have recently, or are about to move to a different area, the supplementary information form should be completed by the clergy at the church where they have been regularly worshipping. It is the responsibility of the applicant to organise this and ensure that the SIF is completed and sent in on time.

### **Please Note:**

The application process is a legal one and every effort **MUST** be made to ensure that applications and any supplementary forms are completed accurately and on time. If applicants are unsuccessful, they have the right to appeal, and the information provided by clergy can be critical to the outcome of both the application and appeal, particularly where a school is very popular and oversubscribed. Competition for places at some schools can be fierce and it is vital that information supplied is accurate. **Clergy should not be pressured into signing a form if they know that the applicant does not, or are in doubt as to whether the applicant does, meet the criteria laid down by the school. This is one reason why a committee should consider every application. It is also particularly helpful where there is an inter-regnum or where clergy have been in post less than 6 months.**