



Admissions Policy	
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Introduction

Academies are responsible for setting their own admission arrangements. They must:

- Consult with all other schools in the locality, parents/carers and other interested stakeholders including the local authority if they wish to make a change.
- Consultation must not begin before 1 October, must be completed by 31 January and must last for at least 6 weeks.
- They must consult in any year if changes are proposed or as a minimum every 7 years.
- The admissions policy must cover:
 - o The admission number for each year of entry
 - o Proposed over subscription criteria
 - o Tie-break criterion
 - o Information about appeals
- The Admissions Policy must be published on the school website.

General principles

Clapham and Patching Church of England Primary School serves a catchment area that includes the villages of Clapham and Patching, and outlying areas within Lee Farm on the Angmering Farms Estate. It is set in The Parish of Findon, Clapham and Patching. The school is part of the South Downs Education Trust. Further details of catchment area are available from West Sussex County Council.

The Admission of pupils into Reception - The school participates in the Local Authority (West Sussex County Council) co-ordinated admissions scheme and all deadlines within that should be adhered to by applicants.

Information about admissions into the school at phase transfer age and access to the common application form may be obtained from the Local Authority by their website <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/apply/starting-school-places/#apply-for-a-place>, emailing admissions.south@westsussex.gov.uk or calling 033301 42903.

In addition to the Local Authority form you are asked to complete a Supplementary Information Form. This is not an application form for admission to school but will be used by the governors when applying the admissions criteria.

The Supplementary Information Forms are available on line from our website <https://www.claphamandpatching.co.uk/> or by email office@claphamandpatching.co.uk



Starting school allocation

Any child with an Education Health Care Plan (EHCP) naming the school will be admitted to the school. (An EHCP is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and social care provision required for that child).

1. Looked after children (15) and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (16). Previously looked after children are children who were looked after but ceased to be so because they were adopted (17) (or became subject to a child arrangements order (18) or special guardianship order (19). Applications for Looked after Children should be made by the relevant social worker. See section 2 for more information. Evidence must be provided.
2. Children with brothers* or sisters* already at the school and who will still be attending when the child starts who reside in the catchment area, or Parish of Findon, Clapham and Patching, (* brothers or sisters may be half, step siblings or adopted but must be living permanently at the same address), whose parent/s regularly attend a Christian denomination participating in 'Churches Together in England.'
3. Children with brothers* or sisters* already at the school and who will still be attending when the child starts who reside in the catchment area, or Parish of Findon, Clapham and Patching, (* brothers or sisters may be half, step siblings or adopted but must be living permanently at the same address).
4. Children who live in the catchment area, or Parish of Findon, Clapham and Patching.
5. Children with brothers* or sisters* already at the school and who will still be attending when the child starts who reside outside the catchment area (*brothers or sisters may be half, step-siblings or adopted but must be living permanently at the same address
6. Children out of catchment whose parent/s regularly attend a Christian denomination participating in 'Churches Together in England.'
7. Children of staff who work (on a permanent contract) for South Downs Education Trust, have worked for more than two years for the Trust or have been recruited to fill a vacant post for which there is a demonstrable skills shortage.
8. Other children who live outside the catchment area or Parish of Findon, Clapham and Patching.

Places are allocated within age-based year groups, the published admissions number per year group is eight children. In established year groups places can be offered to out of catchment children to a total of eight children.



Admission to our school is not dependent on any voluntary contribution. Pupils will be admitted without reference to ability or aptitude.

However, all decisions over early years admissions of out of catchment children will not be finalised until on or about May 31st of the academic year preceding the year of entry. After this date, places will be filled up to the admissions limit from children out of catchment with siblings in school, and then from children out of catchment whose parent/s regularly attend a Christian denomination participating in 'Churches Together in England'. After this date (May 31st), offers of places will not be retracted and governors will consider all factors when considering if an admissions limit can be exceeded by late in catchment applicants.

Mid-year and admissions will be dealt with in accordance with this policy.

Visits to the school

Prospective parents/carers and students are welcome to book a tour of the school. This can be done by emailing office@claphamandpatching.co.uk or calling the school main reception on (01903) 871214. Attending a tour does not form part of the admission process or constitute an offer of a place at the school.

Children who are Looked After or previously Looked After Children

Evidence is required to support applications for Looked after Children or previously Looked after Children who ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Applications for Looked after Children should be made by the relevant social worker.

- Applications for children who are adopted should be supported by a copy of the adoption order – made under the terms of the Adoption and Children Act 2002 (which came into force on 30 December 2005) - and the new birth certificate.
- Applications for children who are subject to a residence order – made under Section 8 of the Children Act 1989 should be supported by a letter from social services confirming the details of the arrangements for the child.
- Applications for children who are subject to a special guardianship order - made under Section 14A of the Children Act 1989 (as amended by the Adoption and Children Act 2002) should be supported by a letter from social services confirming the details of the arrangements for the child.
- (15) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.



- (16) A child regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society.
- (17) This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002(see Section 46 adoption orders).
- (18) Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- (19) See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Oversubscription Criteria

- The tie-break used is a straight-line distance. (Where the tie-break produces two or more equal distances the deadlock is broken by random allocation.)
- All distances are measured by a straight line from the school to the child's home address, using Ordnance Survey address point data from a central point in each building.
- Where priority is given for a sibling, brothers or sisters may be half or step-siblings (by marriage or co- habitation) or foster siblings but must be living permanently at the same address.
- Sibling priority is only given if the older sibling will be at the school at the time of application and will still be in the school at the time of admission. Please note it is the parent's responsibility to tell the Pupil Admissions Team about sibling links in their application.
- In the case of shared parental/care responsibility with parents/carers living at different addresses, the home address will be determined as the one which is nearest to the school.

Twins, triplets, and children from multiple births

In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever it is logistically possible, each child will be offered a place.



Late applications

Applications received after the deadline set by the Local Education Authority will be considered only after places have been allocated to those applications received on time.

Waiting lists and appeals

Children refused a place can be placed on a waiting list at their Parent/Carer's request. The waiting list is determined according to the priority of admission oversubscription criteria (6). This will mean a position will change if a later application is received from someone with higher priority according to the oversubscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant. Parents/Carers have a right of appeal to an independent panel against the decision of the Governing Body to refuse application for a school place. Details of the appeals procedure are sent out with all refusal letters and can be found <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/apply/make-an-admissions-appeal/>

In Year Applications

Details of in year applications can be found on the Local Authority website. <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/apply/moving-school/>. In year application forms can be requested by emailing the school office@claphamandpatching.co.uk A Supplementary Information Form (SIF) also needs completion.