

Admissions Policy 2017



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| Written by | : Headteacher |
| Approved by | : Governors |
| Date | : Spring 2016 |
| Next review date | : Spring 2017 |

The March Church of England Primary School has a vibrant Christian ethos. We value each child as God's unique creation and encourage them to develop their gifts into talents through our creative curriculum. We have historic links with the parishes of St Andrew's in Oving and St Peter's in Westhampnett and try to live out our Mission Statement each day.

Because of these links we give equal priority to children from our two catchment villages – Westhampnett and Oving. This is reflected in our oversubscription criteria. We give priority based on distance from **either** the March CE Primary School or St Andrew's Parish Church in Oving, whichever is closer.

The Governing Body is the Admissions authority of the March Church of England Primary School.

How do I apply?

- Complete the on-line form on the West Sussex County Council website.
- If you are supplying a church reference to support your application, please follow the above procedure then complete the church reference form available from the school office.
- The church reference form should be submitted to the school office before the application deadline.
- If the church reference form is not supplied at the time of application this will affect the priority that the school is able to give the applicant.
- Applicants will be notified of school by E-mail.

Oversubscription Criteria

The Admissions Committee of the Governing Body will not discriminate against those who have not listed The March as their first preference of school.

The following criteria apply:

1. 'Looked after children' or adopted children who were previously looked after. A 'looked after child' is a child who is in the care of a local authority or provided with accommodation by that authority.
2. A sibling who will be attending the school at the time of admission, living permanently in the same household. (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.)
3. Regular attendance of at least once a month for at least one year preceding date of application at the Parish Church of St Peter's Westhampnett or St Andrew's Oving, and living in the catchment area. Circumstances such as family relocation will be taken into consideration. Applications will need to be supported by church references, arranged by the family applying and to be submitted before the closing date.
4. Families living in catchment area. (A map of our catchment area and boundary can be viewed in school)
5. Regular attendance of at least once a month for at least one year preceding date of application at another Christian Church (being a full member of Churches Together in Britain and Ireland or of the Evangelical Alliance). This would include those attending St Peter's or St Andrew's who do not live in the catchment area. Circumstances such as family relocation will be taken into consideration. Applications will need to be supported by church references, arranged by the family themselves and to be submitted before the closing date.
6. Other children.

Involvement in worship is defined as regular attendance of at least once a month for at least one year preceding date of application. Circumstances such as family relocation will be taken into consideration. Family relocation is defined as moving from living in one Parish where parents / carers were actively involved in worship to moving within the school catchment area and being actively involved in worship at St Peter's in Westhampnett or St Andrew's in Oving.

Over subscription in categories 3 and 4 will be settled by relative proximity to school **or** St Andrew's Parish Church, Oving, whichever is shorter. The shortest distance, by straight line according to Local Authority supplied measurements, will receive priority. In the case of oversubscription in categories 5 and 6 the tie-break will be straight line distance as measured using Ordnance Survey address point data from a central point in each building. This will be provided by the Local Authority.

Parents applying under categories 3 or 5 must complete a church reference form (available from school) giving the name of the church leader to verify that the requirements of this particular category have been met and ensure that the form is returned to the school by the closing date.

There is a right of appeal to an independent panel against a decision of the governors. Parents wishing to exercise this right should write to the clerk of the governors c/o the school within 20 school days of receiving notice.

Children refused a place, at their parents' request can be put on a waiting list where priorities will also be determined by the admissions criteria set out above. Children are kept on this list for a maximum of 12 months. **Parents need to contact the school after 12 months if they wish their child to remain on the list.**

Parents applying under categories 3 or 5 must complete a church reference form (available from school) which requires a section to be completed by the church leader. This form must be returned to the school by the closing date.

N.B. Reference to parents includes legal guardians and applies to either or both parents, or a sole parent. Where only one parent/guardian satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents.

Church Reference Form

*The March Church of England Primary School, Claypit Lane, Westhampnett, Chichester, PO18 0NU.
Tel. 01243 783987 Fax: 01243 530680 E.mail: office@march.w-sussex.sch.uk Headteacher: Mrs Nicola Metcalfe BA Ed (Hons) NPQH*

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| Child's Details: (Please Print) | Surname: | Date of Birth: |
| | Christian name: | |
| Address: | Telephone number: | |
| | Position in family: | |
| | Previous school / Nursery: | |

| Governors Criteria for Admission to The March CE Primary School | Yes | No | Office Use Only |
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| Category 3. Are you a regular attender (at least once a month) at the Parish Churches of St Peter's, Westhampnett or St Andrew's, Oving and do you live in the catchment area? Have you been attending St Peter's or St Andrew's for at least one year? | | | |
| Category 5. i. Are you a regular attender (at least once a month) of any other Christian church, belonging to the Churches Together Group or or of the Evangelical Alliance or ii. Are you a regular attender (at least once a month of St Peter's or St Andrew's but do not live in the designated area? Have you been attending the church for at least one year? | | | |
| Please give any details you would like the governors to consider: | | | |
| <i>For Church use only</i> Name of Church: Comments: I certify that this family have attended this church for at least once a month for at least one year preceding the date of this application Signature of Church Leader: Name (printed): Date: | | | |

Parent / Carer's signature

Date.....