2021 Admissions Policy

Written by:	Admissions Committee
Approved by:	Governing Body
Date:	January 2020
Next review date:	January 2021

Introduction

These admission arrangements are based on:

- The school admissions code 2014
- The school admission appeals code 2012

The school is required by its funding agreement to comply with these codes and with the law relating to admissions as set out in the Schools Standards and Framework Act, 1988.
The arrangements for admissions comply with the trust's funding agreement and articles of association.

The March is a Church of England primary school in the Diocese of Chichester Academy Trust (DCAT). The trust is the admission authority for the school, responsible for all decisions in connection with admitting pupils and for the review and publication of admission arrangements which explain how the admissions process will be applied. The responsibility for admissions are delegated by the trust to the local governing body (LGB) of the school according to the scheme of delegation between the trust and the school local board.

The March Church of England Primary school is an inclusive school with a vibrant Christian ethos that welcomes children from all backgrounds, faiths and abilities. 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. It is expected that all parents/carers making applications for a place for their child will actively support the Christian ethos of the school.

Because of these links we give equal priority to children from our two catchment villages – Westhampnett and Oving.

Published admission Number

The school has a published admission number (PAN) of 30.

Education health and Care Plan (EHCP)

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 The March 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.

If a child is the subject of an Education Health and Care Plan, which names a particular school, his/her parents should consult the local authority that issued the EHCP before applying for the child to change school.

When the school receives more applications than there are places available, we will admit pupils according to the following criteria, which are listed in order of priority below:

Oversubscription Criteria

1. Looked after children or previously looked after children. A 'looked after child' is a child who is in the care of a local authority or provided with accommodation by that authority. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

2. Exceptional social or medical need [(1).]

3. Children who have a sibling who will be on roll in the forthcoming academic year living in our catchment area. *A sibling is defined as a full, half, adopted or foster brother or sister living permanently in the same household.*
   (A map of our catchment area and boundary is available from the school).

4. Children who have a sibling who will be on roll in the forthcoming academic year living outside catchment area.

5. Children who live in our catchment area and whose parent/carer* regularly and verifiably attends at least once a month for at least one year preceding date of application at the Parish Churches of St Peter's Westhampnett or St Andrew's Oving. *For families who have recently moved into the area, documented evidence of attendance is accepted from their previous church in addition to St Peter's or St Andrew's.*

6. Children living within the boundaries of the ecclesiastical parishes of St Peter's Westhampnett or St Andrews Oving.

7. Children living in our catchment area

8. Children living outside our catchment area whose parent/carer*regularly and verifiably attends at least once a month for at least one year preceding the date of application at another Christian Church (being a full member of Churches Together in Britain and Ireland or of the Evangelical Alliance).This includes families attending St Peter's or St Andrew's who do not live in the catchment area. *For families who have recently moved into the area, documented evidence of attendance is accepted from their previous church in addition to any current local church*.

9. Other children.

*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.

[(1)] The trust defines serious medical and social needs as any social need or serious medical condition which can only be met by attendance at The March school, such as loss of a parent, carer responsibilities, disability of parent or child impacting on travel to school.

Supporting evidence, from professionals independent of the family, must be provided which provided a reasoned and unequivocal opinion that the child would suffer a significant detriment specifically by not being admitted to the school.

In the event of oversubscription within any category, place allocation will be decided by prioritising applications on the basis of home to school distance measured in a straight line using the local authority computerised measuring system.

Tiebreaker

In the event that applicants cannot be prioritised using distance above because the distance measurements are the same, the school will use random allocation to decide which children will be offered the remaining places. This will be overseen by a person independent of the school and the applicants.

Parents applying under categories 5 or 7 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 for applications in the main round and at the time of application for in year places.

How to apply for a place

For a child to start at the school in September 2021,the parent/carer must complete the Common Application Form (CAF) available from the home local authority, that is the authority in which the child resides.

For West Sussex, applications can be made on line at : www.westsussex.gov.uk/admissions.

When you submit your application you will receive an email containing the information on your application as confirmation that your application has been received.

In order for an application to be considered as "on time" it must be submitted to the authority by published January 2021 deadline (date to be confirmed). Please see WSCC website for details

If you have no option but to apply on a paper form, please telephone 03330 142 903 to request one. Please note that it is your responsibility to ensure that a completed form is returned to the school by the end of the school day **on the published deadline**. West Sussex does not encourage parents to return their paper forms directly to the Pupil Admissions Team unless they use Recorded Delivery post.

Late applications

Late applications, i.e. those submitted after the closing date, without good reason, will be ranked using the oversubscription criteria but follow those submitted on time.

If an application is submitted late

but (i) it is submitted before 15 March

and (ii) there is a good reason (e.g. an application from a family who have moved into the area)

the application will be considered as if on time assuming independent supporting evidence (e.g. in the case of a house move, a solicitor's letter confirming exchange of contracts, or a signed tenancy agreement clearly showing the move took place after the closing date) is provided to show why the application was submitted late. If there is no proof, or the admissions panel does not consider the reason valid, the application will be treated as late. There is no separate right of appeal against a decision which deems an application as on time or late.

Full or part time attendance

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. If a parent wishes their child to attend on a part time basis they must meet first with the Headteacher to discuss their choice.

Deferred entry

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.

Applications submitted on behalf of summer born children (born 1 April – 31 August)

A parent of a 'summer born' child entitled to start school in September 2021, may choose to delay his/her entry to school until September 2022, where the parent considers this arrangement to be in the best educational interests of the child. The parent may also choose to apply for the reception year in September 2022 rather than year 1. This will require the parent to make an application to the home local authority during the 2021 'normal admission round' and a request to the school for delayed entry, which if agreed, the child will not be considered for September 2021 place.
Please note: Although the Admission Authority may agree to a 'delayed entry' application being submitted for a reception place in September 2022, there can be no indication given as to whether a place will be available until the 2022 local authority 'normal admissions round' allocation exercise is complete. Parents are strongly advised to contact the school and their home local authority for further information if a delayed admission is being considered.

In-year applications

Requests for admission to reception, made after the normal admission round, i.e. after August 31 2021, and requests for places in other year groups, should be made direct to the school.

The in-year form may be submitted at any time but will only be admitted during school term time and within six weeks of the place being required.

Applications for children from Service families or Crown servants returning from overseas will be considered further in advance if an official letter is provided with the application which confirms a relocation date and a unit postal or quartering area address.

Waiting List

The school maintains waiting lists for each oversubscribed year. Children who are refused admission can, at their parents' request, be placed on a waiting list, which will be maintained and ranked in order according to the oversubscription criteria. Each time a name is added, the waiting list will be re-ranked. If a place becomes available, it will be offered to the highest ranked child at that time. Waiting lists will be shut down at the end of the academic year, parents need to notify the school if they wish their child's name to be included on the waiting list for the following academic year.

Appeals procedure for unsuccessful applicants

Parents of children who have been refused admission to the school have the legal right of appeal to an independent appeal panel. The reason for refusal of a place, and the process of appeal will be explained in the decision letter. Parents wishing to appeal the decision should contact the clerk to the appeals panel, c/o the school, within 20 days of receiving notification that their application has been unsuccessful, for the appeal to be heard as on time.
The school publishes an appeals timetable on the website by February 28 each year.

Children with Special Educational Needs and Disabilities

We request that parents inform the school of any known educational, physical, medical or social needs when expressing a preference for their child to attend The March. This will help staff to plan a smooth transition to the school where a place can be offered.

Contact for further information

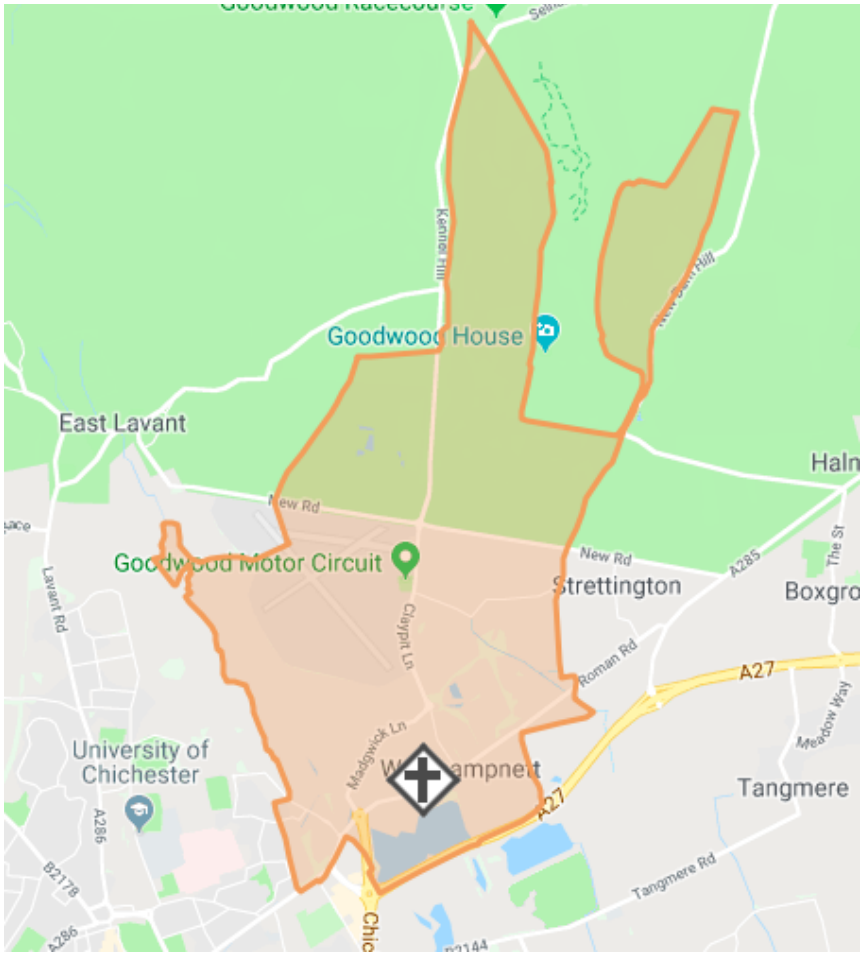
The March Church of England Primary School, Claypit Lane, Westhampnett, Chichester, PO18 0NU.
Tel. 01243 783987 Fax: 01243 530680
E.mail: office@march.w-sussex.sch.uk
Headteacher: Mrs Nicola Metcalfe BA Ed (Hons) NPQH

Church Reference Form

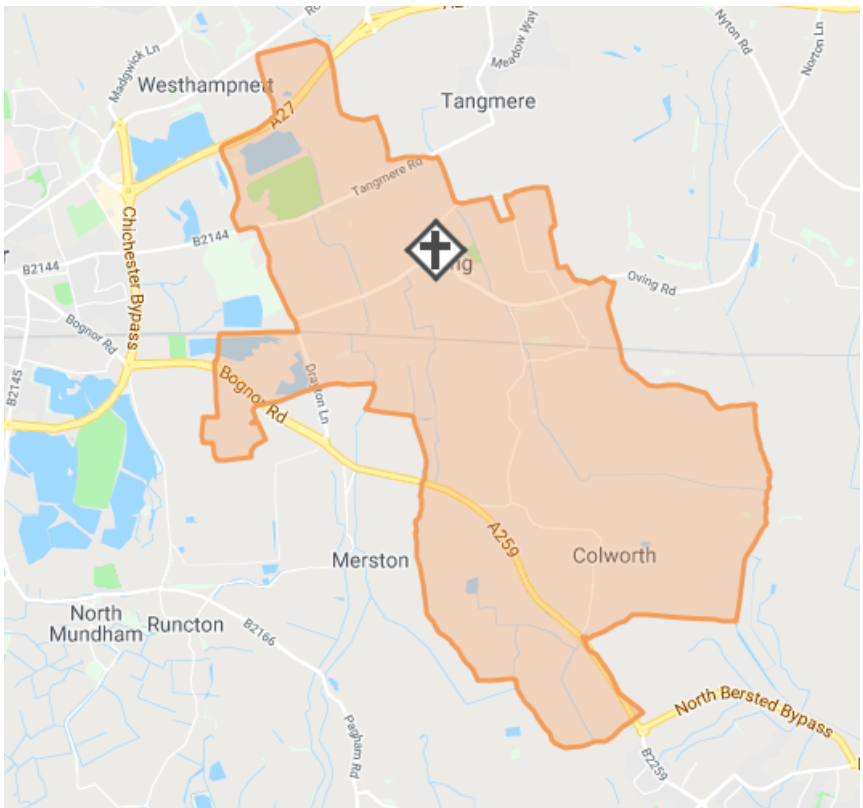
Childs Details Please Print	Surname: Christian Name: Date of Birth		
Address:			
Governors Criteria for admission to March CE Primary School	Yes	No	Office Use
Category 3 Children who live in our catchment area and who regularly and verifiably attend at least once a month for at **least one year** preceding date of application at the Parish Churches of St Peter's Westhampnett or St Andrew's Oving. *For families who have recently moved into the area, documented evidence of attendance is accepted from their previous church in addition to any current local church*.			
Category 5 Children living outside our catchment area and regularly and verifiably attend at least once a month for at **least one year** preceding the date of application at another Christian Church (being a full member of Churches Together in Britain and Ireland or of the Evangelical Alliance). This includes families attending St Peter's or St Andrew's who do not live in the catchment area. *For families who have recently moved into the area, documented evidence of attendance is accepted from their previous church in addition to any current local church*.			
For Church use **Name of Church**:……. **I hereby 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:……			

Ecclesiastical Boundaries

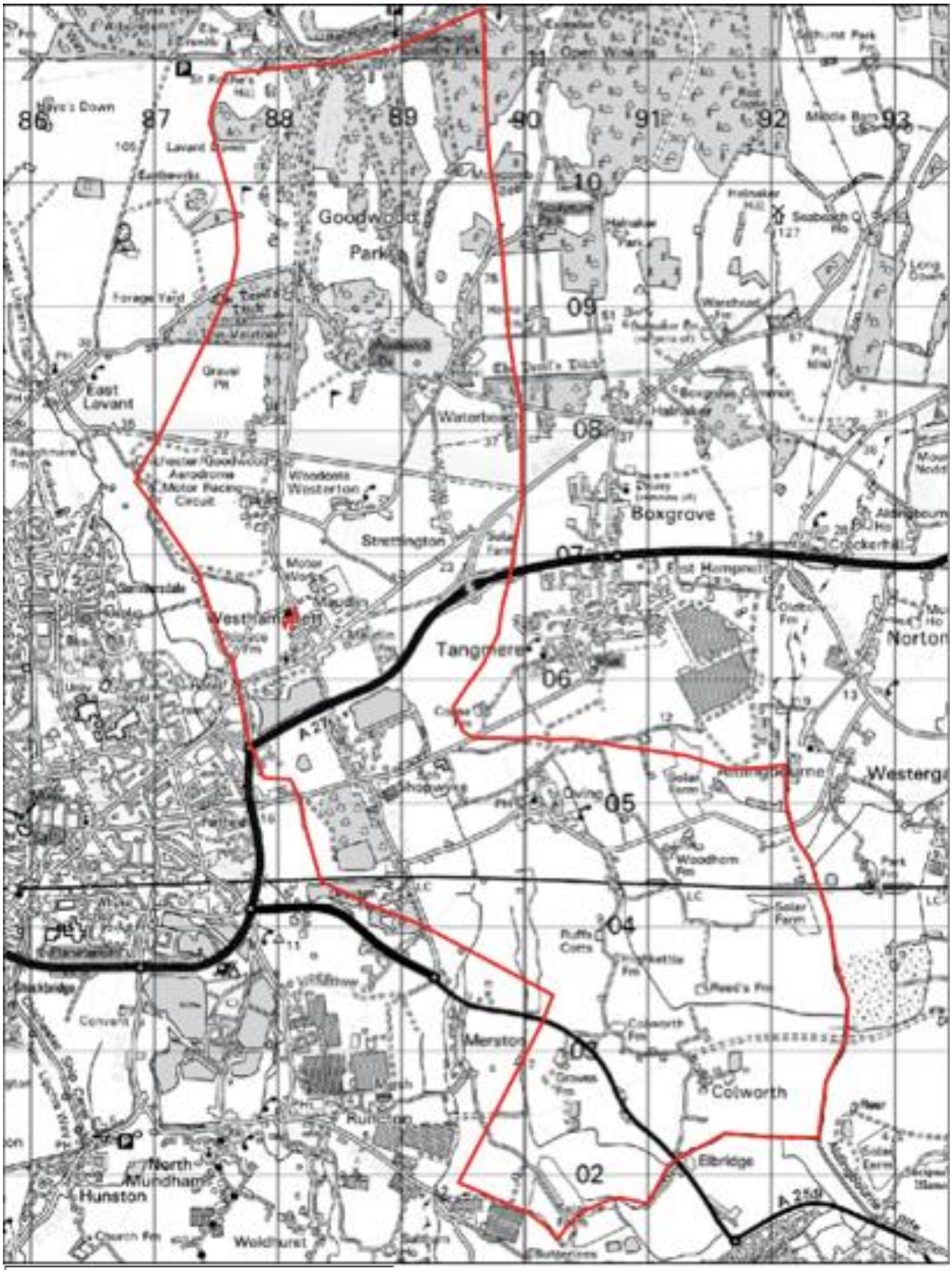
St Peters



St Andrews



School Catchment Area



Legend

▲ The March CE Primary School

The March CE Primary School Catchment Area