

# THE MINSTER NURSERY & INFANT SCHOOL

## The School Admission Policy 2019-2020

The Minster Nursery and Infant School is a Church of England Voluntary aided School within the Diocese of Southwark. The school's ethos is to provide an inclusive environment where children learn and flourish in a setting shaped by Christian values. The Governing Body has the responsibility of ensuring that all applications are considered under the strict criteria as laid out in this Policy when the school is oversubscribed.

### Admission procedure for Nursery applicants

These are dealt with via the school office on a separate application form. This can either be collected via the school office or downloaded from the school website [www.minsterinfants.co.uk](http://www.minsterinfants.co.uk)

### Admissions procedure for Reception applicants

To apply for a place at this school, you must complete the Common Application form (CAF) and submit this online application, by the date specified by Croydon Council via [www.croydon.gov.uk/admissions](http://www.croydon.gov.uk/admissions)

In addition, if you are applying to our school under the denominational criteria then the following

**Supplementary Information form (SIF) for Admission to Church of England Primary Schools in Croydon, is required.** Please collect from the school office, or download from the school website [www.minsterinfants.co.uk](http://www.minsterinfants.co.uk) , this form must be completed in addition to the Local Authority ( LA) Application form in order to be considered under this criterion.

The Foundation Governors will consider applications for a denominational place from parents who are regular and committed worshipping church members

If an applicant completes the SIF but does not complete and submit the CAF it will not be treated as a valid application by the Local Authority.

You will be advised of the outcome of your application by a common offer date specified by Croydon Local Authority (usually in April). This will be via an email sent to the applicant, from the local authority on behalf of the school. Parents will be able to view the results of their application on line as well as being able to accept or decline the offer made by downloading the parents comms app.

### Admissions procedure for In year transfers

To apply for an in year transfer to this school, you must download the In year Common Application Form (iCAF) via [www.croydon.gov.uk/admissions](http://www.croydon.gov.uk/admissions). Once completed this form must be returned to:  
The Schools Admissions Team, Department for Children, Families & Learning, Croydon Council,  
Bernard Wetherill House, 4th Floor (Zone G), 8 Mint Walk, Croydon, CR0 1EA.

In addition, if you are applying to our school under the denominational criteria then the following

**Supplementary Information form (SIF) for Admission to Church of England Primary Schools in Croydon, is required.** Please collect from the school office, or download from the school website [www.minsterinfants.co.uk](http://www.minsterinfants.co.uk) , this form must be completed in addition to the Local Authority ( LA) Application form in order to be considered under this criterion.

The Foundation Governors will consider applications for a denominational place from parents who are regular and committed worshipping church members

If an applicant completes the SIF but does not complete and submit the CAF it will not be treated as a valid application by the Local Authority.

Once a place becomes available in the specific year group that you are applying for, then the school will contact you directly to invite you and your child to visit the school with a view to commencing their attendance.

### Year 2 transfer to Year 3

Year 2 children in The Minster Nursery & Infant school **do not automatically transfer** to Year 3 in The Minster Junior school.

Parents of Year 2 children on roll at our Infant school must complete an online 'application for transfer' form via [www.croydon.gov.uk](http://www.croydon.gov.uk), naming The Minster Junior school. This must be submitted by the deadline given by The Local authority, if you wish your child to be considered for a place at The Minster Junior school.

However children on roll at The Minster Nursery & Infant school, at the time of application are given priority for admission to The Minster Junior school, after the admission of children with a statement of special educational need or Educational Health and Care Plan that names the school as one that they must attend, and applications for looked after/previously looked after children.

You will be advised of the outcome of your application by a common offer date specified by Croydon Local Authority (usually in April). This will be via an email sent to the applicant, from the local authority on behalf of the school. Parents will be able to view the results of their application on line as well as being able to accept or decline the offer made by downloading the parents comms app

## **Allocation of school places**

There are 120 places allocated in each year group. Where the school is oversubscribed, the following criteria will be used in order of priority after the admission of children with a statement of special educational needs or Educational Health and Care Plan that names the school.

### **Over subscription criteria for admission:**

#### **FIRST PRIORITY**

##### **'Looked After' Children and previously looked after children**

Looked after children are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order. The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.

If applying under the previously looked after criteria, copy of the adoption or special guardianship order must also be supplied.

#### **SECOND PRIORITY**

##### **Siblings**

If your preference is because an older child of the same family unit and living at the same address will be in attendance at The Minster Nursery and Infant School or The Minster Junior School at the beginning of the **Autumn Term 2019**, you will be allocated a place if available. (Sibling priority will not be granted where the child in attendance at the school is in the Nursery class)

A sibling is defined as a brother or sister, half brother or sister, step brother or sister, foster brother or sister or adopted brother or sister whose main residence is at the same address as the child for whom the school place application is being made.

#### **THIRD PRIORITY**

##### **Denominational Applicants**

**Supplementary Information form for Admission to Church of England Primary Schools in Croydon**, is required. Collect from the school office, or download from the school website [www.minsterinfants.co.uk](http://www.minsterinfants.co.uk), this form must be completed in addition to the Local Authority( LA) Application form in order to be considered under this criterion.

The Foundation Governors will consider applications for a denominational place from parents who are regular and committed worshipping church members.

**Regular and committed worshipping church members are defined as a minimum monthly attendance for a year by the time of the application. References on families' commitment are sought of the Parent /Carer from their Parish clergy.**

*Some examples are:*

- 1. Participating in church activities eg: home/study groups, mission, worship groups.*
- 2. Membership of church committees, provided these are not directed at social purposes eg :a committee which runs a playgroup on church premises.*
- 3. Responsibilities in the church eg: steward, sideperson, youth leader, Sunday school teacher.*
- 4. Leading or contributing towards leadership of services eg: intercessions, reading, singing in the choir.*

*In exceptional cases, if your church attendances is less than the required commitment, a parent/carer for whom unavoidable circumstances have prevented them from attending church, may be considered to be faithful and regular. The relevant Minister will be asked to confirm these unavoidable circumstances as part of the Supplementary Information Form which is completed by the applicant and then forwarded to the clergy.*

Applications will be considered in the following priority order:

- **First denominational priority:** Croydon Minster and St. George's Church, Waddon.
- **Second denominational priority:** Other Anglican churches in the Archdeaconry of Croydon.
- **Third denominational priority:** Non-Anglican Churches that are full members of the Churches Together in Britain and Ireland (see [www.ctbi.org.uk](http://www.ctbi.org.uk) or you can ask your parish clergy), and for whom The Minster Nursery and Infant School is the nearest church school.

#### **FOURTH PRIORITY**

##### **Medical Cases**

Consideration may be given to children with serious medical needs or a parent with serious medical needs which would prevent them taking their child to school. The Application **must** be supported by a recent letter from the hospital consultant and /or the family's GP attached to the online Medical form as part of the application process, giving the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. Paper copies are available from the school office or website [www.minsterinfants.co.uk](http://www.minsterinfants.co.uk). The school is not responsible for chasing you to submit medical evidence or for contacting professionals for information about your case. Any decision will be based on documents you submit by the closing date of 15<sup>th</sup> January 2018.

These are then forwarded to the Governing Body who assess the application and make a decision.

Claims for priority of admission on medical grounds submitted after a decision on the original application has been made will only be considered if the documents submitted were not readily available at the time of the application or if they relate to a new medical condition. Any submission made after the initial application must be supported by details of how the circumstances have changed since the original application and by further professional evidence.

Applicants who submit supporting information on medical grounds will not be advised whether their application is likely to be successful prior to the offer of places on 16<sup>th</sup> April 2018. If evidence is received after the closing date of 15<sup>th</sup> January 2018, it will not be taken into account until after places have been offered on the 16<sup>th</sup> April 2018.

#### **FIFTH PRIORITY**

##### **Geographical distance.**

Places will be allocated by the LA on the geographical basis described in the Admission to Primary School Brochure 2018/2019.

Distance priority will be given to pupils living nearest to the school as measured in a straight line (see note 1 & note 2)

**Note 1.** Distance will be measured in a straight line from the pupils main home to the designated main entrance, nominated by the school, using the LA's computerized measuring system and geographical reference points provided by the National Land & Property Gazetteer with those living closer to the school receiving higher priority. For shared properties eg. Flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.

**Note 2.** "Home" is defined as the address where the child normally resides as their only or principal residence. The Local Authority would expect that the parent/carer with whom the child is normally resident receives the child benefit for the child. This may be used to determine the normal place of residence for the purpose of measuring the home to school distance. Addresses involved in child minding, business or relatives cannot be considered. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The LA should be notified of changes of address immediately, failure to do so could result in the child being denied a place at a preferred school.

##### **Tie breaker**

In the event that the number of applications for places exceeds the number of places available after application of the admissions criteria, distance will be used to decide between applications. Where distance is the same for two or more applications the authority will use random allocation, which will be independently verified.

##### **Children with places in The Minster Nursery**

Children who have been allocated places in the Nursery are **not** guaranteed a place in the Infant School. Parents who wish their child to be considered for a Reception Place **must** complete the Reception application form(s) at the appropriate time. Where the Reception classes are oversubscribed all places will be allocated according to the oversubscription criteria for Admission

##### **Education, Health and Care Plan or Statement of Special Educational Needs**

Parents of pupils who have Education, Health and Care plan (EHCP) or a statement of special educational needs are required to apply for school places separately through the local authority from whom advice is available. If a child with EHCP or a statement, is placed in

the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will admit all those pupils whose EHCP or statement, names the school. NB: All schools are consulted by the LA prior to the school being named.

### Twins/triplets or multiple births for admission into an infant class

If you are applying for twins, or children from a multiple birth, and there is only one place available at the school, legislation allows the local authority to admit them all i.e. all siblings from a multiple birth.

### Late applications

The Governors will consider late applications in accordance with the procedure in the Croydon Admission to Primary School brochure for 2018-2019. All later applications for every year group are processed by the *Local Authority* using our criteria as stated above.

### Waiting lists

The waiting list is held by The Minster Infant school. However the Reception year waiting lists are held open with the Local Authority until the end of the Autumn term only, parents are then requested to complete an in-year transfer form. Once completed, the child will remain on the waiting list held at The Minster Infant school for the rest of that academic year. Parents are required to reapply each academic year if they wish to be placed on the waiting list for subsequent years. Priority in the allocation of places for pupils on the waiting list is accorded on the basis of the over-subscription criteria outlined above. In other words, the likelihood of success in securing a place does not take account of the length of time the pupil's name has been on the waiting list.

### Admission of children outside their normal age group

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

### Deferred entry

The School admits children to the reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the reception class from September, but may defer entry until the beginning of the term after their child is five years old (ie, when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until they reach compulsory school age. Parents/carers who have been offered a place at the school and wish to defer entry for their child and/or request part-time attendance must put this in writing to the headteacher at the earliest opportunity and before the start of the Autumn term.

### Fair access

The school is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include on occasion, admitting above the planned admission number.

### Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. All appeals whether on denominational grounds, or not should be made via the Local Authority website as detailed below. An independent appeals panel will be set up to review all the appeals and a Foundation Governor will attend all appeals. Should an appeal be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there has been a significant and material changes in their circumstances.

To obtain an appeal form please download:

For the reception year appeals, [https://secure.croydon.gov.uk/eforms/ufsmain?formid=EXT\\_ED\\_APPEALS\\_KS1](https://secure.croydon.gov.uk/eforms/ufsmain?formid=EXT_ED_APPEALS_KS1)

The main appeals information page is <https://www.croydon.gov.uk/democracy/feedback/appeals>