



HEENE CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

ADMISSIONS ARRANGEMENTS - 2016/2017 **- Starting School September 2016 + 2016/2017 In-Year Admissions**

Part 1 – General Information about our School

Heene School seeks to provide a place of Christian nurture, serving the whole community with special reference to the children of church families. As Heene School is a Voluntary Aided school, the Governing Body has sole responsibility for allocating places to the school. Applications are made through the West Sussex County Council Admissions Office and there is an appeal procedure should a place not be offered to you.

The Published Admission Number (PAN)

The statutory Published Admission Number applies for the year of entry (Reception - All those children who are four before 31st August can enter the school full-time from September, according to their parents'/carer's wishes). This indicates the minimum number of places that will be offered if sufficient applications are received. The Governors' Admission Committee will consider all applications for Starting School in accordance with these admission arrangements and places will be offered until the PAN is reached.

The PAN set for 2016/2017 academic year is 60.

The same number has been set as a non-statutory admission limit for all other year groups.

Relevant Documents: Important information published by the Local Authority applies to some areas of the school admissions procedure. If you are submitting an application for your child to start or transfer school, documents of particular importance are:

- **The Local Authority Coordinated Admissions Scheme**
- **The Composite Prospectus 'Primary Admissions Guide for Parents'** (this will include detailed information about how to apply for a child to start school for the very first time in the Reception year group)
- **The Local Authority School Transport Policy**
- **The Local Authority Fair Access Protocol** (this document applies only for applications made in connection with a place required during the academic year).

Starting School in Reception in September 2016

The procedure for applying to start school for the first time in Reception is coordinated by the Local Authority (LA). The application form is available from the LA which must be completed and returned to the LA, to arrive no later than 23.59 on 15th January 2016. A Supplementary Information form is available on the school website or from the school office for you to complete. This gives Governors additional information as to which criterion you wish your child to be considered under.

The LA will forward details of applications submitted. The Admissions Committee at Heene will consider all application forms that indicate a preference for the school and where necessary to do so, the committee will apply the oversubscription criteria in order to determine a priority for admission. Applications submitted before the 15th January 2016 deadline will be administered and available places provisionally allocated, before the consideration of any late applications.

Application decisions will be notified by email or letter (if the application was on paper), to be sent out on 16th April 2016 by the LA on behalf of the Governors of the School.

In-Year Admissions during the 2016/2017 academic year

Applications can be submitted to school at any time during the academic year, by completing the LA application form and returning to the LA. Where the request is for the child's chronological age group and there is a place available, the decision will normally be to admit the child concerned. In-year decision letters are sent out from the LA. Applicants will be expected to make contact with school to accept the place and start within 14 days of the offer of a place.

The Governors Admissions Committee may refer some in-year admission applications in accordance with the LA Fair Access Protocol.

Deferred admissions - We provide for the admission of all children in the September following their fourth birthday. Under these arrangements:

- a) That child is entitled to a full-time place in the September following their fourth birthday;
- b) The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Waiting Lists - The Governors operate waiting lists for every oversubscribed year group until the end of the academic year. Where a child is formally refused admission, parents may request that his/her child's name is placed on the appropriate waiting list, which is held in ranked order according to the oversubscription criteria. Each time a child's name is added, the waiting list is re-ranked. If a place becomes available within the Published Admission Number this will be offered to the child ranked highest at that time.

Appeals Procedure - Applicants whose school place application has been turned down will have the legal right to Appeal against the Governors decision, providing a formal application for a school place was submitted and a decision letter received. Full details explaining the appeal process will be set out in the decision letter sent by the Local Authority.

Part 2 — Oversubscription Criteria

Where there are more applications than there are places available within the requested year group, the Admissions Committee will apply the following oversubscription criteria in order to rank every application that is received. This will identify a priority for admission within the admission number or limit set at that time.

Before applying the oversubscription criteria, a place will be allocated for any child with an Education Health and Care Plan (EHC) or a Statement of Special Education Needs (SEN) that names Heene CofE Primary as the school the child must attend.

The Governing Body has secure admission arrangements for pupils with disabilities - please refer to the Special Education Needs and/or Disability Policy and Accessibility Plan.

OVERSUBSCRIPTION CRITERIA

Admissions will be considered in accordance with the following order of priority (within each category note A + F apply):-

1. Children Looked After (children in public care) and children who were previously looked after. Evidence must be provided (see note B on reverse)
2. Children who need a place at the school on exceptional and compelling social, psychological, or medical grounds. Evidence must be provided (see notes C on reverse)
3. Children of Church families with letters of support from the parish priests of Heene or St Matthew's (see note D on reverse)
4. Children of Church families with letters of support from another church minister, who live within the designated Parishes or Local Authority catchment area (see note D + E + G on reverse)
5. Children who live within the Local Authority catchment area
6. Children who live within the designated Parishes (see note G)
7. All other children

Please read the notes. They are an important part of the Oversubscription Criteria and help to explain it.

NOTES

- A. **Siblings:** In each category, brother or sisters will have priority.
Sibling status will only apply if the child has a sibling in the school at the time they begin to attend Heene School. Siblings may be half or step siblings living permanently at the same address as their older brother or sister.
Additional note: Children who have a sibling in the school at the time they begin to attend and whose residence is in the Local Authority catchment area prior to September 2015 and who are still living in the same residence shall be treated as though they are in the post September 2015 Local Authority catchment area.
- B. **Looked after Children** – Evidence is required to support applications for a 'looked after child'.
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.
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).
Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.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.
See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one of more individuals to be a child's special guardian (or special guardians).
- C. **Exceptional and compelling social, psychological, or medical grounds** – Parents wishing to apply under this category must submit independent professional evidence with their application which explains clearly why it is essential for the child to attend the school named as their first preference. (This evidence should be posted to the Pupil Admissions Office by Recorded Delivery, to arrive no later than the County deadline for Starting school applications).
The supporting evidence from the qualified professional (i.e. medical consultant or a psychologist) must detail fully the child's needs and address the reason why these needs can only be met at the preferred school. Letters from parents alone are not sufficient nor are letters that do not address the question of which school the child must attend. Letters from teachers at the child's current school will not be taken into account. It is a parents' responsibility to send any evidence relating to the child to support the application. The application will not be considered under this category if you do not provide the supporting evidence.
The Governing Body will consider the supporting evidence and make a decision.
- D. Letters of support will be given only if there is attendance for worship once a month for at least one year. Families new to the area will need to provide a letter of support from the minister of their previous church.
- E. Other church minister - a church affiliated to Churches Together in England and Wales, or to the Evangelical Alliance.
- F. In the event of over-subscription, priority in any of the above categories will be given to the children living the shortest distance from the school measured by a straight line from school to home using Ordnance Survey address point data.
Tie-Breaker – Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two or more children's homes and the school are exactly the same. This process will involve the drawing of lots, which will be supervised by a person independent of the Admissions Authority.
Home address – For the purposes of school admission, the Governors' definition of a child's home address is considered to be where the child spends the majority of their time with the person(s) who legally have care of the child. Documentary evidence of house ownership or a minimum six month rental agreement may be required, together with proof of actual permanent residence at the property concerned. An address used for childcare arrangements cannot be used as a home address.

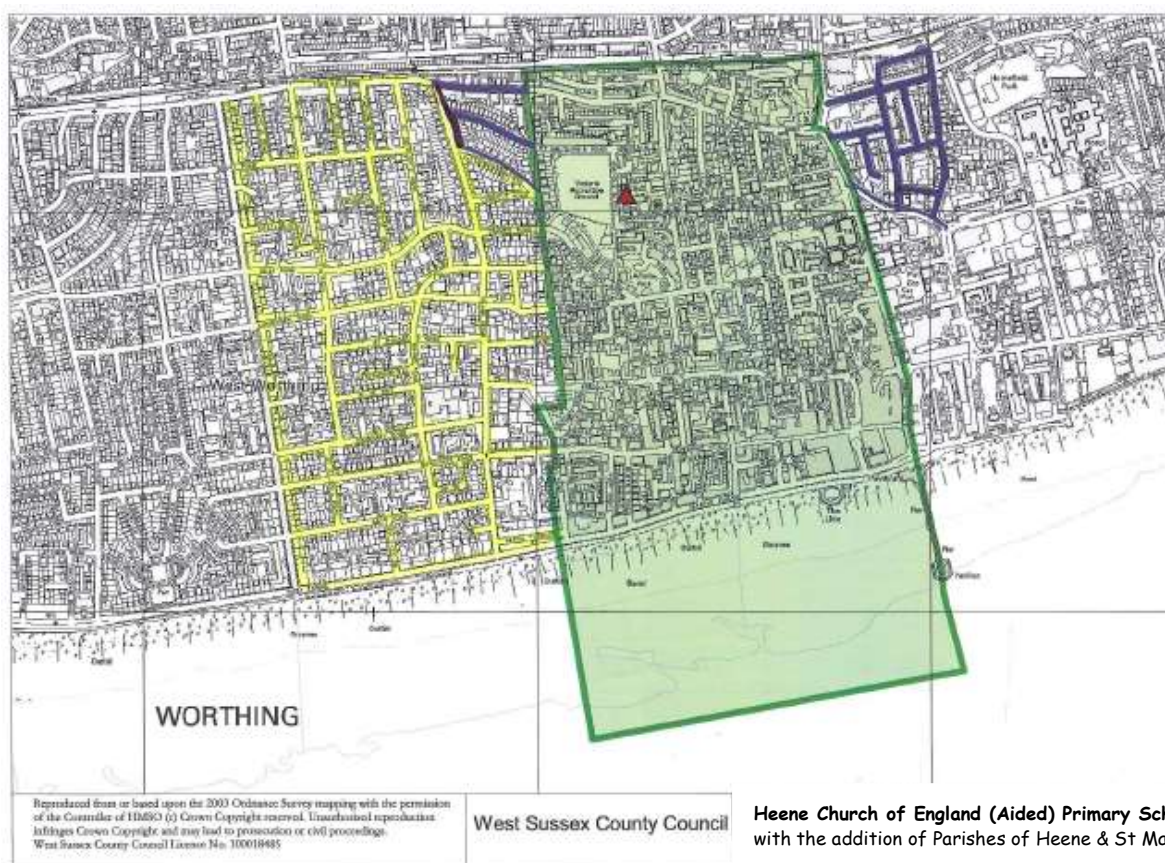
- G. The designated areas are shown on the map, and exhaustive list of roads to determine the two Parish areas.

St Matthew's Parish

Abbots Close; Amelia Road; Anglesea Street; Ashdown Road; Browning Road; Cambridge Road (odds only); Chapel Road (not 71-87); Christchurch Road (odds to 19, evens to 30); Clifton Road (all odds, evens to 6); Cobden Road, Dagmar Street (odds); Elizabeth Road (odds); Gordon Road; Heene Road (192-208 evens only); Howard Street; Lennox Road; Little High Street; London Street; Longfellow Road (evens); Newland Road (odds to 75, evens to 60); Newland Street; Norfolk Street; North Street Mansions; North Street (north side only); Orme Road; Park Crescent; Richmond Court; Richmond Road (odds to 54, evens to 76); St Matthews Road; Shakespeare Road (odds 33-67, evens); South Farm Road (1-19 odds only); South Street; Stanley Road; Station Road (2-68 evens only); Stoke Abbot Court; Stoke Abbot Road; Sussex Road (1-13, 2-12, +18); Tarring Road (odds to 155, evens to 194); Upper High Street (1-27, +18); Victoria Road (1-19, 10-38); Victoria Park Gardens; Wenban Road (odds); Winton Place; Wykeham Road.

Heene Parish


Abbey Road; Acre Gardens; Ariadne Road; Bath Road; Beccles Road; Belsize Close; Belsize Road; Berkeley Square; Boundary Close; Bowers Court; Boundary Road; Brunswick Road (west side only); Chaucer Road; College Gardens; Cowper Road; Downview Road; Elsie Road; Eton Road; Grand Avenue (odd nos. only); Harrow Road; Heene Place; Heene Road (all odd nos.; even nos. up to 190); Heene Terrace; Heene Way; High Beeches; Highgrove Gardens; Ivy Place; Langham Gardens; Lansdowne Road (even nos. up to 30; odd nos. up to 41); Little Pembrokes; Longfellow Road (odd nos. only); Manor Close; Manor Road; Mill House Gardens; Mill Road (even nos. up to 22; odd nos. up to 23); New Broadway; Richmond Road (even nos. above 78; odd nos. above 55); Rowlands Road (even nos. above 58; odd nos. above 85); Rugby Road (even nos. up to 24; odd nos. up to 29a); St. Botolph's Road; St. Michael's Court; St. Michael's Road; St. Valerie Road; Seaview Road; Shakespeare Road (odd nos. up to 29); Shelley Road (even nos. above 58; 29-31); Station Parade; Tarring Road (even nos. above 194; odd nos. between 155a & 239); The Acre Close; Valencia Road; West Parade; Winchester Road (even nos. 22 and above; and odd nos. 31 and above); and Wordsworth Road (even nos. only up to 45).



KEY

 Local Authority
Catchment area

 Heene Parish

 St Matthew's Parish
(roads outside the Local Authority catchment area)