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Archbishop Sumner Church of England Primary School

Supplementary Information Form for Admission to Archbishop Sumner Church of England School

You **must** complete both this
Supplementary Form **and** the
Local authority Common Application Form

Guidelines for completing this Supplementary Form

Please read these Guidelines and the Archbishop Sumner School Admissions Policy for entry to Reception September 2017 (Admissions Policy) carefully before completing this Supplementary Form. The Admissions Policy is attached to this Supplementary Form.

WHO SHOULD FILL IN THIS SUPPLEMENTARY FORM?

Parents/carers should fill in this Supplementary Form *only* if they are applying for a place under the church criteria ("Church Place").

IMPORTANT NOTE: ALL applicants must complete the (separate) Local Authority Common Application Form. The Common Application Form is available from your home Local Authority and you should name Archbishop Sumner School on that form to apply for a place here. You must complete the Common Application Form for the Local Authority (borough) *in which you live*; the Common Application Form should be returned direct to that Local Authority.

Both the Common Application Form and this Supplementary Form should be completed if you are applying for a place under the church criteria ("Church Place"). This Supplementary Form should be returned direct to the School.

CHURCH PLACES

Applicants for Church Places must attend one of the specified Churches of North Lambeth Parish. Please refer to the Admissions Policy attached to this Supplementary Form for details.

Applicants for Church Places will automatically be considered under the criteria for Open Places if unsuccessful under the criteria for Church Places.

CLERGY REFERENCES

A Clergy reference is required of applicants for Church Places. You must give this Supplementary Form to a member of the Clergy of North Lambeth Parish for them to provide you with a reference. He/she must complete this Supplementary Form and return it to you so that you can submit the Supplementary Form to the School. **You are responsible for ensuring the Clergy complete and return this Supplementary Form to you.**

RETURNING THE COMPLETED FORM

The completed Supplementary Form should be returned directly to the School Administration Officer of Archbishop Sumner School by the closing date. Failure to return this form will result in any application being considered under the Open Place criteria.

CLOSING DATE

You should ensure that you have read the Admissions Policy attached to this Supplementary Form prior to completing the Supplementary Form and returning it to the School by 12.00 hours on:

Friday 13 January 2017.

GENERAL ADVICE

Please complete this Supplementary Form by printing clearly.

Please return an original of your completed Supplementary Form to the School. Photocopies of the completed Supplementary Form are not acceptable.

NB: Parents should only complete this Supplementary Form if they are applying for a Church Place

If you attend one of the specified Churches of North Lambeth Parish but you have moved house within the previous two years, you may still apply for a Church Place provided you attended another Church (the Church must be a member of Churches Together in Britain and Ireland) prior to your move. Your application must be supported by proof of a change of address, the date of the change, and a letter from a member of the Clergy at your previous Church confirming that you attended that Church at least twice a month and for how long. Your

attendance at one of the specified North Lambeth Churches and your prior Church must total a period of at least two years and you must have attended Church worship at least twice a month throughout that period

1 Pupil Information:

Surname of child: _____ Other Name(s): _____
(Please use the same name and spelling as used on your Local Authority Common Application Form)
Date of birth: _____

2 Parent/Guardian Information

Name of parent(s)/guardian(s): _____ Home address: _____
Post Code: _____ Home telephone: _____
Daytime telephone (if different): _____

3 Name and year group of sibling(s)¹ currently attending ABS – if applicable

(The sibling(s) should currently be enrolled at ABS and still be attending the school in September 2017)
Name of sibling(s) _____
Year group _____

4 Church Commitment

Name of Church in the North Lambeth Parish which you attend: _____

Do you attend Church worship at least fortnightly? Yes No

Have you worshipped in a North Lambeth Parish Church for at least two years prior to application?
Yes No

If you have worshipped for less than two years at your current North Lambeth Parish Church please supply the name and address of your previous Church and minister below, in addition to your current minister. Please note that your application must be supported by proof of a change of address, the date of the change, and a letter from a member of the Clergy at your previous Church confirming that you attended that Church at least twice a month and for how long.

5 Church Information

¹ Siblings are defined as: brothers and sisters; half-brothers and – sisters; step-brothers and –sisters; foster/adopted brothers and sisters who share the same home.

Name of Priest/Minister:
Address of Priest/Minister:

Post Code:

6 Confirmation

I confirm that the information given above is correct and that I have read the admission policy.

Signed:
(Parent/guardian)

Date:

Please do not complete the Minister's section below; your minister should complete the following section to verify the information given in the paragraphs 4 above.

7 For Ministers only to complete

Can you confirm that this parent/guardian is a faithful and regular worshipper at one or more of the specified North Lambeth Parish Churches at least twice a month and has been for at least two years?

Yes No

If no, please confirm for how long and how often this person has worshipped at one of the specified North Lambeth Parish Churches.

Are there any particular circumstances that the governors should take into account, e.g., if church attendance has been less than fortnightly because the applicant is looking after an elderly relative, or for some other valid reason, please give brief details below?

NB: If a child is refused a place at the school and the parent/carer appeals against the governors' decision, this form may be used as evidence at the appeal.

I have filled in this Supplementary Form in good faith. I am aware that the offer of a place may be revoked if any misrepresentation becomes known.

Signature:
(Minister)

Date:

Name:

The Governing Body is responsible for the admission of pupils to the School and admits 30 pupils to Reception each year. The Governing Body is required to abide by the maximum limits for infant classes (for 5, 6, and 7 year olds) i.e. 30 per class.

Children who attend the Nursery at ABS are **not** given priority over other applicants. If your child attends the Nursery at ABS, you **must** follow the Admissions Procedure and submit an application for entry to Reception.

Children admitted to ABS, and their parents and guardians, are required to abide by the School regulations and to co-operate with the staff on matters of attendance, discipline, homework and dress.

Applicants are strongly urged to visit the School so that they can learn as much as possible about the School and its ethos.

The School participates with the co-ordinated admission arrangements with other primary schools in Lambeth.

To help you through the process, we have divided the information into sections.

- Section One** Church Places
- Section Two** Children of Teaching Staff
- Section Three** Open Places
- Section Four** Unfilled Church and children of staff places
- Section Five** Notes and definitions

Section One - Church Places

The Governing Body has designated a maximum of **fourteen (14) places** to be offered to pupils whose parent/carer is a **faithful and regular worshipper** (see Notes below) at either *St Peter's (Kennington Lane)*, *St Anselm's (Kennington Road)* or *The Lambeth Mission and St Mary's (Lambeth Road)*, which together are referred to as the "North Lambeth Parish Churches".

Written evidence of applicants' commitment to their place of worship is required at the time of application on the School's Supplementary Form, which must be returned to the School. This evidence must be endorsed by your Church minister.

Any Church Places not filled will be designated as Open Places.

Church Places Oversubscription Criteria

If there are more than fourteen (14) applicants who qualify for a Church Place, places will be allocated according to the following criteria. These are stated in order of priority:

- (i) **looked after children** or previously looked after children (see Notes below);
- (ii) children whose parent/carer is a **faithful and regular worshipper** (see Notes below) at *one of the North Lambeth Parish Churches*;
- (iii) children who will have a **sibling** (see Notes below) in the school at the time of both application and admission.

In the event that two or more applicants have equal right to a place under any of the criteria for Church Places and there are insufficient places, the Governing Body will use distance, in the first instance, to decide between applicants; if applicants live equidistant from the school the Governing Body will draw lots to decide between applicants.

Section Two - Children of Teaching Staff Places

The Governing Body has designated a maximum **two (2) places** each year for children of teaching staff at the School.

The member of staff must have been employed at the School for two or more years at the time of application. A maximum of **two (2) places** will be awarded under this criterion.

In the event that more than two teaching staff apply for a place the Governing Body will draw lots to decide between applicants.

Any Children of Teaching Staff Places not filled will be designated as Open Places.

Section Three - Open Places

The Governing Body has designated a minimum of **fourteen (14) places** each year as open places, to be offered to pupils who do not qualify for a Church place, but whose parents/carers have chosen the school for the type of education it provides. Parents applying for an open place do so knowing that the school aims to

provide an education based on Christian principles and, therefore, the Governing Body hopes that all pupils will take part in the Christian worship of the school and attend religious education lessons.

Any Church Places or Children of Teaching Staff Places not filled will be designated as Open Places.

Open Places Oversubscription Criteria

If there are more applicants for Open Places than the number of Open Places available then places will be allocated according to the following criteria. These are stated in order of priority:

- (i) **looked after children** or previously looked after children (see Notes below);
- (ii) children who have a **sibling** (see Notes below) in the school at the time of both application and admission; and
- (iii) children in order of **nearness of the home to the school** (see Notes below).

In the event that two or more applicants have equal right to a place under any of the criteria for Open Places and there are insufficient places, the Governing Body will draw lots to decide between applicants.

Section Four – Unfilled Church and Children of Teaching Staff Places

Any unfilled Church Places or Children of Teaching Staff Places will be designated Open Places

Section Five – Notes and definitions

Faithful and regular worshipper

A “faithful and regular worshipper” is someone who has attended worship at least fortnightly for at least two years prior to application. Those who have recently moved to the area and who worshipped previously in a different church will be asked to supply a reference from that church so that the two-year period is covered.

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.

Siblings

Siblings are defined as: brothers and sisters; half-brothers and – sisters; step-brothers and –sisters; foster/adopted brothers and sisters who share the same home.

Nearness of the home to the school

Distance will be measured in a straight line from the main entrance of the child’s home address to the main entrance of the school on Reedworth Street using the London Borough of Lambeth’s ‘Straight Line Measurement’ system. Applicants from the same block of flats will be treated as living the same distance from the school, regardless of the floor on which they live. Where a child regularly lives at more than one address, the home address for admissions purposes will be the address of the person with parental responsibility. Where parental responsibility for a child is shared the home address will be the address at which the child spends more school (Monday to Thursday) nights.

Co-ordinated Admission Arrangements

The School is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the local authority. Parents must complete their home local authority’s Common Application Form (CAF) and return the form to that Authority; if applying for a place at this School, parents must name this School as one of the preferences on the CAF. Parents must complete the CAF, even if their child attends the Nursery at this school. On-line applications may be made via <https://www.eadmissions.org.uk/eAdmissions/app>. More information is available in your Local Authority’s admission booklet or on their website.

Church places

Parents/carers who wish to apply for a Church place for their child must complete the school’s Supplementary Form and return this to the School by **noon (12pm) on Friday 13 January 2017**. Failure to return the Supplementary Form will mean that the School cannot consider the application for a Church place, and will consider the application for an Open place instead.

Late applications

The Governors will consider late applications in accordance with the procedure in the local authority’s admission booklet. In essence, this means that late applicants will be considered after the initial round of offers is made; this is likely to reduce considerably your chance of gaining a place.

Special educational needs

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

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.

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 (i.e., when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Parents/carers wishing to defer entry for their child and/or attend part-time must contact the headteacher at the earliest opportunity to discuss the arrangements.

Education out of normal (chronological) age group

Children are educated in school with others of their age group. However, in exceptional circumstances parents/carers may choose to seek places outside of their child's chronological year 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 interest and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

Appeals

Applicants who are not offered a place at ABS for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should set out their appeal in writing addressed to the Chair of Governors within 14 days of receiving the letter from the Local Authority informing them of the outcome of their application.

Waiting List

Once the first round of offers is made by the Local Authority, ABS will operate a waiting list ordered in accordance with this Admissions Policy. This means that the waiting list may change as new applications for places are received and a child who has been on the waiting list for some time may drop down the list when a new applicant is added. The list of applicants waiting for a place at ABS is maintained by the School. When a vacancy arises Governors will meet to order (against this Admissions Policy) the list as it stood on the day the vacancy arose. The waiting list is held until the end of the autumn term (i.e. until the last school day prior to 1st January 2018).

Checklist

You can use this checklist as a guide to ensure you have completed the supplementary Information form correctly.

Are you applying for a church place?

No → You need only complete the Common Application Form for your Home Local Authority. You do not have to complete the school supplementary information form.

Yes → You must complete **both** the Common Application Form for your Home Local Authority and the school supplementary information form.

If applying for a church place:

Completed the Common Application Form for your home Local Authority and submitted it to the Local Authority?

Have your clergy completed and returned the clergy reference to you?

Have you completed the School Supplementary Form?

If you can answer YES to all of the above then please return this Supplementary Form to the School Administration Officer of Archbishop Sumner School by **noon (12pm) on Friday 13 January 201**