



DULWICH VILLAGE, LONDON SE21 7AL
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E-Mail: office@dulwichvillage.southwark.sch.uk

APPLICATION FOR ADMISSION FOR SEPTEMBER 2017

Dear Parent/Carer

Thank you for considering applying for a place for your child at Dulwich Village C of E Infants' School. Please find attached the details of how to apply to the school and the criteria by which places are offered. The following applies to applicants who are due to start school in September 2017. Please complete one of each form for each child for whom you are applying.

COMMON APPLICATION FORM (CAF): both Foundation and Open Place applicants must submit a Common Application Form (CAF) and return it to the Southwark admissions team by **Sunday 15th January 2017**. The CAF can be obtained from your home local authority. Alternatively, if you are a Southwark resident you must apply online at <https://www.eadmissions.org.uk>

Please note that in order for your application to be valid a CAF from must be filled out.

SUPPLEMENTARY FORM: This form only needs completing if you are applying for a 'Foundation Place' (this is available to download from our website). Please return this form with the required information directly to the school by **Sunday 15th January 2017**. The Supplementary Form is an essential part of your application under the foundation criteria. It is **vital** that if you are applying for a Foundation Place you put the **full** name and **full** address of your current vicar/priest/minister and, if you have worshipped at your present church for less than two years, your previous clergy. The school will write to the clergy listed to ask them to complete and return a clergy form. Please note letters will be sent to your clergy **on Monday 23rd January 2017** Please can you ensure that your clergy have returned your clergy form to the school by **Monday 6th February 2017** We will not routinely send repeat requests to clergy. If the school has not received your clergy form by the date specified, applications for Foundation Places will be ineligible under the admissions criteria for Foundation Places and will be considered under the Open Places.

If you do not meet the requirements of the admissions policy relating to Foundation Places - please see the Foundation Criteria and How to Apply as your application will be considered under the criteria for Open Places.

Please see attached to this letter the current policy and details of key terms and definitions

We specialise in the infant phase and children leave our school at the end of Year Two. Please note that although we have close links with the Hamlet Junior School the children do not transfer there automatically and there is no sibling policy between the schools.

We look forward to receiving your application and we hope to welcome you and your child to the school in September.

Yours
Sincerely,

Sally Chapman

Chair of Governors



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ADMISSIONS POLICY FOR SEPT 2017

This policy is subject to annual review, which might result in amendments being made in future years. Please refer to the Glossary for details of the meanings of terms used in this policy.

The Governors will accept applications from the **1st September 2016** for September 2017 intake. Because the school is usually oversubscribed, the following criteria, approved by the Southwark Diocesan Board of Education and the London Borough of Southwark, make up the "Rules for Admission", in the following order:-

There are two types of places

Foundation Places	–	45 places
Open Places	–	45 places

Applicants will need to decide whether they are applying for a Foundation or Open Place. They cannot apply for both.

FOUNDATION PLACES – The Governing Body has designated 45 places to be offered to pupils whose parents/carers¹ (at least one) are faithful and regular worshippers² of Christian Churches³. Within this definition, priority will be given to members of St Barnabas Church, Dulwich. Please note Criteria 3, 4, 5 and 6 also require us to be the nearest Church of England School to your home.

Foundation place applicants **ONLY** must complete and return a supplementary form to the school at the time of application. The Governors will also seek verification of the applicant's faithful and regular worship² from the clergy named on the supplementary form. If the applicant has worshipped at their current church for less than the 2 years, details of their previous clergy will be required.

In the event that two or more applicants have equal right to a place under any of the criteria, the place will be offered to those living nearest the school.⁴ In the event that two or more applicants live equidistant from the school and there are insufficient places to admit all applicants, the remaining places will be allocated by drawing lots.

Foundation Places will be allocated according to the following criteria, stated in order of priority:

1. Looked after children or previously looked after and of faithful and regular worshippers² at St Barnabas Church or other Christian Churches (as defined in the glossary³).
2. Children of faithful and regular worshippers² at St Barnabas Church or other Christian Churches (as defined in the glossary³) with known special medical or social needs⁵, for whom this is the only⁴ appropriate school.
3. Children of faithful and regular worshippers² at St Barnabas Church, who will have a sibling⁶ at the school at TIME OF ENTRY and for whom this is **the nearest Church of England School**.
4. Children of faithful and regular worshippers² of other Christian Churches as defined in the glossary³, who will have a sibling⁶ at the school at TIME OF ENTRY and for whom this is **the nearest⁴ Church of England School**.
5. Children of faithful and regular worshippers² at St Barnabas Church for whom this is **the nearest⁴ Church of England School**.
6. Children of faithful and regular worshippers² of other Christian Churches as defined in the glossary³ for whom this is **the nearest⁴ Church of England School**.

OPEN PLACES – The Governing Body has designated 45 places to be offered to applicants who have not applied for a Foundation Place.

Open Places will be allocated according to the following criteria, stated in order of priority. In the event that two or more applicants have equal right to a place under any of the criteria, the place will be offered to those living nearest the school⁴. In the event that two or more applicants live equidistant from the school and there are insufficient places to admit all applicants, the remaining places will be allocated by drawing lots.

1. Looked after children or previously looked after children.
2. Children with known special medical or social needs⁵, for whom this is the only⁴ appropriate school.
3. Children who will have a sibling⁶ at the school at TIME OF ENTRY Children who live nearest⁴ to the school.
4. Children who live nearest⁴ to the school.

Any unfilled Foundation Places will become additional Open Places and any unfilled Open Places will become additional Foundation Places. To make this process work Children with statements of special educational needs naming Dulwich Village C of E Infants' School as the most appropriate school for their child will need to complete a Supplementary Form so that they are allocated a Foundation Place accordingly

FOUNDATION PLACES ONLY

Written evidence of applicants' commitment to their place of worship will be required at the time of application on the school's supplementary form which must be returned to the school. All supplementary forms must be submitted by the closing date for application by **Sunday 15th January 2017**

The school will then send a form to the clergy you have named to ask them to verify that you fulfil the requirement of regular and faithful worship (as defined in this policy) at their church. **Please note letters will be sent to your clergy on Monday 23rd January it is your responsibility to ensure that your clergy has received and returned this form direct to the school.** Unless the school has received your clergy form **by Monday 6th February** applications will be ineligible under the admissions criteria for Foundation Places and will therefore be considered for an open place

HOW TO APPLY

PLEASE READ CAREFULLY AND ENSURE THAT YOU PROVIDE THE NECESSARY INFORMATION TO SUPPORT YOUR APPLICATION.

FOUNDATION AND OPEN PLACE APPLICANTS:

- Both Foundation and Open applications must submit a CAF (Common Application Form) to Southwark Admissions Team by **Sunday 17th January 2017**.
[HTTPS://WWW.EADMISSIONS.ORG.UK](https://www.eadmissions.org.uk)

Or alternatively the CAF can be obtained from your home Local Authority.

Please note that applications must be made using a CAF otherwise they are deemed invalid.

To apply does NOT mean a place will be offered.

GENERAL RULES FOR FOUNDATION AND OPEN PLACES

LOOKED AFTER CHILDREN AND PREVIOUSLY LOOKED AFTER AND 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.

SPECIAL EDUCATIONAL NEEDS

Parents/carers 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*.

EDUCATION OUT OF NORMAL (CHRONOLOGICAL) 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 AND PART-TIME ENTRY WITHIN THE SCHOOL YEAR (ONLY RELEVANT TO SCHOOLS WITH INFANT CLASSES)

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 their child reaches compulsory school age. Parents/carers who have been offered a place at the School and wish to defer entry for their child and/or attend part-time must put this in writing to the headteacher at the earliest opportunity and before the start of the autumn term.

IMPORTANT NOTE PLEASE READ

If your child is offered a place at Dulwich Village Church of England Infants' School, this offer will be on a conditional offer on the basis that you provide all the following evidence at a time requested by the school. You will be notified of this in your conditional offer letter.

1. Short Birth Certificate of Child *and*
 2. Council Tax Bill or Statement for the **current year** *and*
 3. 1 of the following documents which confirms current name and address of child
 - a. Child Benefit or letter from the Child Benefit Office confirming you receive child benefit for the child in question. This letter must be dated less than 3 calendar months old prior to the offer letter
- OR**
- b. Child's NHS Medical Card
- OR**
- c. Family Tax Credit/ Income Support Letter

Failure to provide these documents at the requested time could result in your offer being withdrawn.

CAN WE APPEAL, IF TURNED DOWN?

Parents who are not offered a place for their child have the right to appeal to an Independent Appeals Panel. The Independent Appeals Panel will be entirely independent of the LEA and governing body and consist of 3 or 5 members.

Parents wishing to appeal should request an appeal form from the school.

WAITING LIST

Two waiting lists will be kept, one for Foundation Places and one for Open Places, ordered in accordance with the admission criteria. The waiting lists will operate so that, if either category of places is undersubscribed, the waiting list for that category, if there are any children on it, will be used first to fill any places that become available. If there are no children on one of the waiting lists (as no applicants have met the relevant criteria and have not requested to be removed from the waiting list), the waiting list for the other category will be used to fill any place. This is in order to maintain the principle that half the places should be offered to children who meet the Foundation Place criteria and half the places should be offered as Open Places.

Those who wish to be included on the waiting list for Foundation Places will have to fulfil the criteria laid down for Foundation Places in this Policy, ie, attendance at Sunday worship two weeks in four for 2 years prior to the closing date for applications Children who are the subject of a direction by the Local Authority to admit or who are allocated to the school in accordance with a Fair Access Protocol must take precedence over those on the waiting list.

CASUAL (IN – YEAR) ADMISSIONS

Application for admission to the school for children wishing to join Reception, Years 1 and 2 after the initial admission round may be made at any time by:

- a) Applications from Southwark residents – Parents must return a completed in-year application form to the school to which they are applying.
- b) Applications from families new to Southwark and Southwark residents who have children attending out of borough schools - Parents are required to return their completed in-year form to Southwark Admissions for processing stating their preferred preference for a school.

Should there be more applications than places available in Years 1 or 2 and Reception priority will be established in accordance with the admissions criteria (set out above) relating to the type of place (Foundation or Open) for which application is made.

Please note that your child will NOT automatically transfer to the Dulwich Hamlet Junior School at the age of 7 because Dulwich Hamlet Junior School operates their own admissions criteria, which differ from the admission criteria of DVIS, which are those of a voluntary-aided Church school.

GLOSSARY OF TERMS

1. **PARENT/CARER:** "Parent" as defined in section 576 of the Education Act 1996, namely
 - all natural parents, whether they are married or not
 - any person who, although not a natural parent, has parental responsibility for a child or young person
 - any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child).

2. **FAITHFUL AND REGULAR WORSHIP:** Attendance by one parent/carer at Sunday worship at least two weeks in four over a period of TWO YEARS prior to the closing date for applications.

3. **CHRISTIAN CHURCHES:** Churches which are full members of Churches Together in England, The Evangelical Alliance or an Affinity Church.

4. **NEAREST TO THE SCHOOL:** For the purpose of measurements the school determines the distance using a company called GI Tech Services who use their measurement system This system measures the distance from each applicant's home to the designated entrance of the Lake Building by the shortest straight line route in metres" The address co-ordinates, supplied by the Ordnance Survey (OS), determines the start point of the home address" If a child lives in a block of flats where a communal entrance is used, a fixed point within the block and not the individual flat is used for calculation purposes. When dealing with multiple applications from a block of flats to the school, lower door numbers will take priority." Where a child is subject to a shared residence arrangement between two parents or carers, for the purposes of measuring the distance to school the school will use the address from the evidence required stated on page 3, Section 3.

5. **SPECIAL MEDICAL OR SOCIAL NEEDS:** Children with an exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence, eg, from a relevant specialist health professional, social worker or other relevant care professional which sets out the reasons why this school is the **ONLY** school and the difficulties that would be caused if the child had to attend another school.

6. **SIBLINGS:** Includes step-siblings, half siblings, adopted and foster siblings living at the same address.