



**Supplementary Expression of Interest for  
ALL SAINTS BENHILTON C of E PRIMARY SCHOOL**

All Saints Road, Sutton, Surrey, SM1 3DA.

Headteacher: Mrs J Whelan-Cox

Tel: 020 8644 6492 Email: office@allsaintsbenhilton.org.uk

**DETAILS FOR ADMISSION REGISTER:**

**SECTION 1** *Please ensure that this is completed by the parent/carer and returned to the school with four second class stamps*

Child's Full Name ..... Male/Female.....

Date of Birth .....

Parents Full Names .....

Address .....

.....

.....

Telephone No ..... Email address.....

Name and Date of Birth of Other children in the Family .....

.....  
Please indicate if you are seeking admission to the Nursery phase and to the Primary School or to one phase only.

Nursery and Primary.                       Nursery only.                       Primary only.

If your child is transferring from another school, please give the name of the school:

.....

Pre-school Education

Please give the name of present playgroup/nursery class:

.....

It is in the child's best interest to continue with their present nursery placement. All applications for the Primary School will be considered according to the admission criteria irrespective of whether or not a child has attended All Saints Benhilton during their nursery phase.

Signed ..... Date .....

**Set out overleaf are the categories under which you may apply for your child to enter the school. Please tick the headings which support your application. If you are applying for a foundation place a church reference will be taken.**

*OFFICE USE ONLY*

**Nursery Admission Date**  
**Acknowledgement sent**  
**Birth Certificate checked**  
**Names of Siblings**

**School Admission Date**  
**Church Form sent**  
**Proof of Address noted**

## SECTION 2 CATEGORIES FOR ADMISSION

### **A. FOUNDATION PLACES**

The governors have designated **42** places each year as foundation places, to be offered to pupils whose parent(s) are faithful and regular worshippers in an Anglican or other recognised Christian Church (recognised by Churches Together in Britain and Ireland and The Evangelical Alliance). Regular, faithful worshippers will be taken to mean attendance for a minimum of two years at the time of application, at least fortnightly and show a demonstrated commitment to the life of the church as shown in Section 2 of the supplementary form.

If there are more than **42** qualified applicants, places will be allocated according to the following criteria. These are stated in order of priority. Once the number of places is insufficient for the number of qualified applicants, places will be allocated to those children living closer to the school measured in a straight line from the home address to the front door of the school. This may occur in any priority. In the rare occurrence of equi-distance from the school, lots will be drawn.

**First priority** goes to Looked After and Previously Looked After Children from parent(s)/carer(s) who meet the Christian commitment as defined above.

**Second priority** goes to those children having a brother or sister attending the school at the proposed date of admission, and whose parent(s) meets the Christian commitment as defined above

**Third priority** goes to those children of parent(s) who are faithful worshippers as defined above at All Saints Benhilton Church.

**Fourth priority** goes to those children resident within the area whose parent(s) have applied for places and have demonstrated an Anglican Church commitment as defined above.

**Fifth priority** goes to those children whose parent(s) have applied for places and have demonstrated a Christian Church commitment as defined above.

Unsuccessful applicants for foundation places will automatically be considered for any open places remaining unfilled at the end of the allocation procedure.

For all Foundation Places a fully completed supplementary form, verified by your Minister will be required.

If a Foundation applicant does not meet the Foundation criteria or fails to provide a signed supplementary form, the Governors will consider the application alongside Open applications.

## B OPEN PLACES

The governors will designate **18** Open Places, to be offered to pupils who do not qualify for a foundation place but whose parent(s) have chosen the school for the type of education it provides. Parent(s) applying for an Open Place do so knowing that the school provides an education based on Christian principles, and therefore the governors expect that all pupils will take part in the Christian worship of the school and will attend Religious Education lessons. If there are more applicants than places available, places will be allocated according to the following criteria. These are stated in order of priority. Once the number of places is insufficient for the number of qualified applicants, places will be allocated to those children living closer to the school measured in a straight line from the home address to the front door of the school. This may occur in any priority. In the rare occurrence of equi-distance from the school, lots will be drawn.

**First priority** goes to Looked After and Previously Looked After Children.

**Second priority** goes to those children having a brother or sister admitted under an open place, attending the school at the proposed date of admission.

**Third priority** is for those children resident within the local area and whose parent(s) have applied for places.

## C GOVERNORS PLACES

### i) Foundation Applicants

Governors may allocate a place to a child on compassionate grounds including children with exceptional medical or social needs, which indicate a specific requirement for All Saints Benhilton C of E Primary School. Those applying under this category should tick the appropriate box on the CAF and complete a Supplementary Form. Before any request is considered parent(s) must supply with their application form relevant written professional evidence from an appropriate agency including church minister to support their case and which sets out reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. **Any place offered under this category will reduce the admission numbers available within Section A Foundation Places**

### ii) Open Applicants

Governors may allocate a place to a child on compassionate grounds including children with exceptional medical or social needs, which indicate a specific requirement for All Saints Benhilton C of E Primary School. Those applying under this category should tick the appropriate box on the CAF. Before any request is considered parent(s) must supply with their application form relevant written professional evidence from an appropriate agency to support their case and which sets out reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. **Any place offered under this category will reduce the admission numbers available within Section B. Open Places.**

**Where an application is not accepted under this criterion, the application will be considered as a foundation or open applicant**

## Guidance Notes

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<sup>st</sup> September to 31<sup>st</sup> August) Parent/carers may opt to defer entry to the reception class until the beginning of the term after their child is five years old, but cannot defer entry beyond the end of the school year. Parents/carers may also request that their child attends part time until their child reaches compulsory school age. Parents/carers who want to opt for part time provision are asked to speak to the Headteacher.

### Special Educational Needs

Parents/Carers of pupils who have a statement of special educational needs, or Education, Health and Care Plan (EHC) 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.

### Waiting List

Waiting lists for Reception will be managed in accordance with Sutton's coordinated scheme and will be maintained until the last day of the Autumn term. Parents wishing to remain on the waiting list after this date must write to Sutton Local Authority by 31 December 2018, stating their wish and providing their child's name, date of birth and the name of their current school. After 31 December 2018, parents whose children are not already on the waiting list but who wish them to be so, must apply for mid-term admission through their Home Local Authority. Waiting lists for other year groups will be reviewed once a year. Should a vacancy become available, and there being more than one name on the waiting list for that year group, the applications will be re-considered in accordance with the criteria of the Admission Policy and Clergy references will be sought.

### Appeals

If you are not offered a place you have the right of appeal against this decision. Any such appeal should be made in writing, clearly stating the reasons, and should be addressed to the Clerk to the Appeal Committee, c/o All Saints Benhilton C. of E. Primary School. **The appeal should be made in writing within 14 days of the date of the refusal letter.**

### Under Subscription

In the event of Foundation places being under subscribed, then the unfilled places will become additional Open places and any unfilled Open places will become Foundation places.

### Procedure and Timetable

Please note that prospective parents must complete their home Local Authority's Application Form(CAF) and name All Saints Benhilton as one of the four choices and return the form to the Authority. If the application is to be considered under Foundation criteria, then our supplementary form must also be completed and returned to the school by the same date as the closing date for the return of the CAF. Failure to return the supplementary form will mean that the school cannot consider the application under the foundation places, and in this case the application will be considered under the open place criteria based on the information on the CAF.

The child's **HOME ADDRESS** excludes the address of a business, relative or childminder, and must be the applicant's normal place of residence. If there is a genuine equal share custody arrangement between two parents, the address used will be that of the parent claiming child benefit for the child.

The closing date for return of the forms and date for notification of whether a place has been offered or not will follow the LB Sutton's published timetable. Late applications will be considered after all the on time applications have been processed as per the procedure in LB Sutton co-ordinated schemes.

After the start of the academic year, applications for mid-term admissions and waiting lists will be managed in accordance with Sutton's co-ordinated scheme for mid-term admissions. Should a vacancy become available, and there being more than one name on the waiting list for that year group, the applications will be re-considered in accordance with the criteria of the Admission Policy and Clergy references will be sought.

The closing date for the Supplementary forms to be returned to us is the 15<sup>th</sup> January 2018.

### **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 and 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.

### **Brothers and Sisters**

Brothers and sisters include blood relatives, step-siblings, adopted and foster siblings living at the same address. Attendance at church must be maintained in order for siblings to be considered as a Foundation Applicant.

### **Admission of twins, triplets, other multiple births or siblings born in the same academic year**

Where a parent applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admissions criteria, in the same way as for other children.

Where there is one school place available and there is more than one sibling who is eligible for a place under the published admissions criteria, the parent will be asked whether or not he/she wishes to accept the available place and if so for which child.

### **Deferred and Part Time entry**

The school admits children to the Reception Classes in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1<sup>st</sup> September to 31<sup>st</sup> August). All parents/carers are entitled to a full-time place for their child in the reception classes for 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 All Saints Benhilton 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.

### **Education out of 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 how to make such a request are available from the school.

### **Mid Year Admissions**

All Saints Benhilton Primary School is part of Sutton's coordinated admissions scheme for Mid-Term admissions. Applications for admission to Reception after 1 September 2018 and for admission into Years 1 to 6 in 2018/19 must be made to your Home Local Authority on their mid-term or in-year application form. If you wish to apply for a place at All Saints Benhilton School, you must name the school as one of your preferences on the application form. Should a vacancy become available, and there being more than one name on the waiting list for that year group, the applications will be re-considered in accordance with the criteria of the Admission Policy and Clergy references will be sought.

### **Nursery applications**

The Governors use the same Admissions Policy for applications to the Nursery. A place in the Nursery does not guarantee a place in the school. **Please note there are no appeals for Nursery places.**