

# **ST ANDREW'S C OF E PRIMARY** **SUPPLEMENTARY INFORMATION FORM**

NURSERY WAYE, UXBRIDGE, MIDDLESEX UB8 2BX

***PLEASE COMPLETE THE RELEVANT PART(S) OF THIS FORM***

## **PART A**

CHILD'S SURNAME (*blocked capitals*): .....

CHRISTIAN/FORENAMES: .....

ADDRESS: .....

..... POSTCODE: .....

DATE OF BIRTH: ..... SEX: .....

PARENT/GUARDIAN FULL NAME: .....

ADDRESS: .....

..... POSTCODE: .....

TELEPHONE NO (*Home*): ..... (*Contact*): .....

If you already have other children at this school, please give their names and classes.

Name: ..... Class: .....

Name: ..... Class: .....

SIGNED: ..... DATE: .....

**Please turn over for Part B**

**PART B**

**ST ANDREW'S C OF E PRIMARY  
MINISTER REFERENCE FORM**

NURSERY WAYE, UXBRIDGE, MIDDLESEX UB8 2BX

**TO BE COMPLETED BY THE MINISTER/ PRIEST**

CHILD'S NAME: .....

PARENT'S/LEGAL GUARDIAN'S NAME: .....

ADDRESS: .....

Please answer the questions below, as frankly and accurately as you can. Please fill in, tick or delete as required.

1. The Parent/Guardian above worship at the church at least:

three times a month

twice monthly

2. The Parent/Guardian has worshipped with the above regularity for at least:

three years

one year

3. The Parent/Guardian has attended the church for ..... years.

Signed: ..... Date: .....

Church and Denomination: .....

Name: .....

Address: .....

Telephone Number: ..... E-Mail Address: .....

**PLEASE NOTE:**

If the family have attended your place of worship for less than three years (for category 1 admission) or less than one year (for category 3 admission), we also require a reference from the Minister, Priest or Religious Leader of their previous church.

## ADMISSION CRITERIA

The Governing Body is responsible for the admission of pupils to St Andrew's Church of England Primary School and has agreed with the Local Authority to admit 30 pupils to Reception each September.

**Where there are more applications than there are places available, the Governors will admit pupils according to the following criteria, which are listed in order of priority and reviewed annually:**

1. Children in public care ("looked after" children). \*\*
2. Children of staff:
  - a) Where the member of staff has been employed for 2 years or more at the time of application, and/or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
3. Children whose parent, legal guardians or carer has attended church 3 times a month for the past 3 years. The Governors reserve the right to ask the Parish Priest to confirm the regularity of worship. Parents, legal guardians or carers must be resident within 3 miles of the school.
4. Children whose parent, legal guardian or carer, at least one of whom worships at least twice monthly for the past year, in a church or chapel of a Christian denomination, affiliated nationally to 'Churches Together in Britain and Ireland' (CTBI) or to 'The Evangelical Alliance'. The Governors reserve the right to ask the Priest or Minister to confirm the regularity of worship. Parents, legal guardians or carers must be resident within 3 miles of the school.
5. Children of other faiths whose parent, legal guardian or carer take part at least twice monthly for the past year in their own faith and desire them to attend this Church of England school because of the school's religious tradition. The Governors reserve the right to ask the appropriate religious leader to confirm the regularity of participation in their own faith.

The School's Supplementary Information Form /Clergy Reference Form should be returned directly to the school. In the event that during the period specified for attendance at worship the church/place of worship has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

6. Children of families of no religious affiliation but whose parent, legal guardian or carer, wish their children to participate in the ethos of this Church of England School. \*\*\*

Priority, in the following order, will be given in each category to:

- a) Children who have brothers or sisters living in the same household at the same address with at least one parent/guardian in common and who will themselves be attending the school at the time of the proposed admission.
- b) The proximity of the applicant's home address to the school – measured in a straight line between the Ordnance Survey's address references for the School and the applicant's address using the London Borough of Hillingdon's computerised measuring system with those living closest receiving the highest priority.

### Waiting List

Candidates not qualifying for a place at the school will remain on a waiting list and any late or new applications received after the Admissions' Committee have made a decision about any year's admissions will also be held on the list. If a place becomes available in that school year then it will be filled using the admission criteria above, notwithstanding the exceptions noted at the beginning of this policy.

## **Oversubscription**

Where there is over-subscription in any category priority will be decided by measuring the shortest distance from the school to the child's home as measured by the Local Authority and supplied to the school. Where two or more children have the same distance a decision will be made using random allocation. Every parent has the right of appeal for a place and full details can be obtained directly from the school. The appeal will be heard by an independent panel and the decision is final.

Children with an Education Health and Care Plan (EHCP) naming St Andrew's C of E Primary School will always be offered places.

## **NOTES**

1. Children, who have an Education, Health and Care (EHC) Plan which names this school, will always be offered places.
2. Parents, guardians or carers, who are making an application under criteria 2, 3 or 4 above should either download from the school website or obtain direct from the school, a Minister's Reference Form and ask their religious leader to complete the form and return it direct to the school.
3. Sibling - a child who will have a brother\* or sister\* living in the same household with at least one parent in common and will still be attending the school at the beginning of the term in which the younger child starts full-time education. This does not include cousins or childminder's children.
4. Parent - one or both parents or legal guardian.
5. Worship - this is defined as Sunday or midweek services or a group recognised by the Church of England that meets in someone's home or elsewhere and includes elements of prayer, bible study and praise.
6. Class maximum may be increased to 31 where the school is named in a child's Statement of Special Educational Needs or Education, Health and Care Plan (EHCP); if they are from a multiple birth and at position 31; a service child or a looked after or adopted child who was previously in care.
7. Parents are required to complete a Common Application Form from their home local authority, naming the school,

\* Definition of brother or sister – half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.