

Crookham CE (Aided) Infant School

Gally Hill Road, Church Crookham, GU52 6PU

Admissions Policy 2024-2025

Ethos

The mission of Crookham C.E. (Aided) Infant school is to provide an innovative, exciting and creative curriculum which enables all children to become successful learners, who enjoy learning, make progress and achieve their full potential within a happy and caring Christian environment. As a church school, we highly value our distinctively Christian ethos, nurturing the core values of Love God, Love Others, Love Learning. We welcome applications from all denominations, and from other faiths or none. We ask all parents applying for a place for their child at the school to respect our Christian ethos and values.

Crookham Infant School is a Church of England (Aided) School catering for children aged between 4 and 7+ years. The designated catchment area is the ecclesiastical Parish of Crookham, a map of which is available in the school office, on the school website Admissions page and from this link [Catchment Map](#).

The published admission number (PAN) for Crookham CE (Aided) Infant School for 2024-2025 is 30. This PAN variation for the cohort has been approved by the DfE Office of the School's Adjudicator. As a Church Aided school, the governors are the Admissions Authority.

The governors will consider first all those applications received by the published deadline of **midnight on 15th January 2024**. Applications submitted after midnight on 15th January 2024 will be considered in line with Hampshire County Council's Co-ordinated Scheme for Admission to School. Applications must be made by completing the Hampshire application form, online (www.hants.gov.uk/admissions) or on a paper form. Offers of places will be sent from Hampshire County Council.

Starting School

Pupils reach statutory school age at the beginning of the term following their fifth birthday but in Hampshire, most pupils are admitted as rising fives. Parents can choose to defer their child's admission until later in the school year, but not beyond the beginning of the term after they reach compulsory school age nor beyond the beginning of the final term in the academic year for which the application was accepted. A child may also attend part-time if a parent so wishes, until compulsory school age is reached.

Admission of children outside their normal age group

For children born between 1st April and 31st August 2020, parents may decide to delay admission to school until the term *after* their child turns 5 i.e. when statutory school age is reached. A child would normally start school the following year in Year 1, missing out on Reception altogether. However, a parent may request that their child is admitted to Reception instead, meaning that the child would be educated outside their correct year group. In this instance parents should discuss their wishes with the Head Teacher, stating clearly why they feel admission to a different year group would be appropriate, including supporting documentary evidence if they wish. (Parents applying for their child to enter the school in later years may also choose to seek places outside their child's correct year group, but in all cases this should be discussed with the Head Teacher). The Admission Authority, together with the Head Teacher, will then make a decision as to which year group (YR or Y1) the child should enter in the following year, based on the particular circumstances of the case and in the best interests of the child. The reasons for the decision will

be shared in writing with parents. Please note that the school cannot 'reserve' a place either in Reception or Year 1 for the following year, when a fresh application must be made. For further information and on other out of correct year group requests, please see the following link:
<https://www.hants.gov.uk/educationandlearning/admissions/applicationprocess/changeorlateapplication/summerborn>

Please also note that there is no right of appeal if a place is offered that is not in the parents' preferred age group.

Categories for admission:

If the school is oversubscribed, places will be offered in the following priority order.

1. **Looked After children and previously Looked After Children:** A child who is in the care of a Local Authority, or provided with accommodation by a Local Authority in accordance with Section 22 of the Children Act 1989. This includes any child who was previously in the care of the Local Authority or provided with accommodation by a Local Authority and who left that care through adoption, Child Arrangement Order or Special Guardianship Order. A letter from Social Services confirming the child's status must be submitted at the time of application. This includes those children who appear (to the Admission Authority) to have been in state care outside England and ceased to be in state care as a result of being adopted.
2. **Exceptional Circumstances:** A child with a serious medical, physical or psychological condition or if there are sensitive family circumstances which make it **essential** that the child attends this school rather than any other. Appropriate documentary evidence from a consultant doctor or from the relevant support services must be submitted **at the time of application**. Governors will assess such evidence and make their decision on the merits of each case. If evidence is not submitted by the application deadline, exceptional circumstances cannot be considered.
NB. All schools support children with the more common medical conditions such as asthma, nut allergies and stress-related symptoms.
3. Children of staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. [Staff are defined as all staff on the payroll of the school.] (**see note 2**)
4. Children who at the time of application have a sibling on the roll of this school who is living in the family unit at the same address as the applicant.
5. Children living within the catchment area of the school with a parent who is a regular worshipper '**at the heart of**' (**see note 1**) a Christian Church, certified by the incumbent or member of the church leadership. (**see note 2**). **The total number of children seeking admission under Criterion 5 will not exceed 25% of the PAN (ie. 7 children). If this number is exceeded, those not gaining admittance under Criterion 5 will be considered under Criterion 6.**
6. Children living within the catchment area of the school in order of proximity to the school.
7. Children living outside the catchment area of the school with a parent who is a regular worshipper '**at the heart of**' (**see note 1**) a Christian church, certified by the incumbent or member of the church leadership (**see note 2**)
8. Children living outside the catchment area of the school whose parents wish them to attend this church school.

If the number of applications, within any criterion, exceeds our published admission number of 30 (or in the case of criterion 5, exceeds 7), Hampshire County Council's Geographic Information Systems (GIS) will be used to determine straight line distances (normally from the Ordnance Survey home address point to the school office). For applicants who are measured as living equidistant from the school and for those living in dwellings where there may be multiple addresses with only one address point, priority will be decided by way of an independently supervised lottery.

Pupils with Education, Health and Care Plans:

The Governors will admit any pupil whose Education, Health and Care Plan names the school. This is not an oversubscription criterion. Where possible such children will be admitted within the Published Admission Number (PAN) which is 30.

Note 1.

'At the heart of' the church means regular attendance (at least twice a month) at a Christian church service by one or both parents for at least 2 years immediately preceding the date of application. Families who have recently moved into the area must provide written confirmation of the same pattern of attendance at their previous church from the incumbent or member of the church leadership. In the event that during the period specified for attendance at worship the church 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.

Note 2.

Applicants within **criteria 3, 5 and 7** must complete a Supplementary Information Form (**available on the school's website www.crookhaminfants.co.uk or from the school office**). For applications under **criteria 5 and 7**, this form must be signed by the incumbent or member of the church leadership to confirm compliance with the above definition of 'at the heart of' the church. For applications under **criterion 3**, this form must be signed by the Headteacher. This form must be submitted to the school at the time of application.

Definition of terms

Waiting list

When all available places have been allocated, the school will operate a waiting list in line with all Hampshire schools, which will operate as follows:-

- a) Parents who wish their children to be included on the waiting list must inform the school in writing after their initial application has been refused.
- b) The order of applicants on the waiting list is strictly according to the criteria and priority set out in the admissions policy.
- c) No account is taken of length of time on the waiting list to determine an applicant's place in the priority order.
- d) Places will be offered to the applicant at the top of the waiting list at the time the place becomes available.

Parent: a natural, adoptive, step or foster parent or other legal guardian.

Sibling: brother/sister, half-brother/half-sister, step-brother/step-sister or adoptive brother/adoptive sister or foster children living in the family unit at the same address.

Multiple births

Where a twin or child from a multiple birth is admitted to a school under this policy then any further twin or child of the same multiple birth will be admitted, if the parents so wish, even though this may raise the number in the year group above the school's PAN.

Home address: the child's permanent address, or in cases of shared custody, where he/she lives for the majority of the school week.

In-year Applications: these should be made direct to the school

Appeals

Parents not offered a place have the right to appeal to an independent Appeal Panel. In the first instance parents should contact the school office.

All applicants please note – governors reserve the right to withdraw the offer of a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child.