



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

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

Headteacher: Mrs K Stanley-Bristowe

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

*'Together, within God's love, we nurture and inspire today's minds for tomorrow's challenges.'*

**DETAILS FOR ADMISSION REGISTER:**

**SECTION 1**

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 .....

.....

Is there any existing connection to All Saints Benhilton Primary School.....

.....

Has your child any special educational needs, if so please give details.....

.....

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.

**OFFICE USE ONLY**

Nursery Admission Date-

Acknowledgement sent-

School Admission Date-

Church Form sent-

*All Saints is a Voluntary Aided School within the Diocese of Southwark*

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 below 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.**

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 an Education Health Care Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a plan is placed in the school by the local authority before the normal admission round, they will be allocated a place before other applicants are considered and the number of places available to other applicants will be reduced.

### 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 2021**, stating their wish and providing their child's name, date of birth and the name of their current school. After **31 December 2021**, 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 Church of England School as one of their choices and return the form to the Authority. If the application is to be considered under Foundation criteria, then both our Supplementary Expression of Interest form and a Foundation Place Support form will need to be completed. The Foundation Place Support form will be sent to you, this needs to be fully completed and verified by your church minister. All completed forms need to be received by the 15th January preceding the September intake. Failure to return the Foundation Place Support 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 home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received and the residence is split equally by the closing date for applications, the home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken into account. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

All school admission applications for school places are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements.

These checks will be conducted by the home Local Authority; where a fraudulent address or an address of convenience are found to have been used, the application and any subsequent offer may be withdrawn.

Applicants living outside of England may only submit an application if they have a linked address within the Local

Authority area, and documentary evidence must be supplied to show they will return to the address prior to the September in the year of entry; this address must not be an address of convenience.

If parents/carers wish to discuss their circumstances prior to making their application, they should contact their home Local Authority.

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.

### **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 2021** and for admission into Years 1 to 6 in **2021/22** 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.**

June 2020