

DR RADCLIFFE'S CHURCH OF ENGLAND PRIMARY SCHOOL STEEPLE ASTON

ADMISSION ARRANGEMENTS FOR 1 SEPTEMBER 2016 - 31 AUGUST 2017

Ethos

Dr Radcliffe's School aims to create an educational environment in which every individual in the school community is valued and can develop. As a Church of England school, Christian values underpin our attitudes and actions.

- We have a strong specific commitment to religious education and there is a daily act of worship.
- We encourage all children to reach their maximum potential and pay careful attention to all the needs of each child.
- We strive constantly to raise levels of achievement and to be a school where children feel happy and secure, work hard and take an interest in all we offer.
- We aim to help our children develop physical and academic skills: literacy, numeracy and scientific understanding are valued highly as skills to be acquired.
- We also value other forms of self-expression such as art, music and sport.

Our pupils are encouraged to take pride and pleasure in learning, to develop lively, enquiring minds and to apply themselves to tasks.

Responsibility for Admissions

The Governing Body of this Church of England Voluntary Aided Primary School is the admission authority responsible for admissions to the School. The process for all admissions will be administered by Oxfordshire County Council as the local authority within its scheme of coordination for admissions to primary schools. This Admissions Policy for the school year 2016-2017 has been agreed with the Church of England's Oxford Diocese.

In exercising its functions as the admission authority, the Governing Body will use its best efforts to comply with all relevant statutory provisions, including those relating to class sizes and equal opportunities and with all mandatory provisions of the School Admissions Code. In so far as relevant statutory provisions and the School Admissions Code permit, the Governing Body will also give effect to the local authority's Fair Access Protocol in respect of in-year admissions. This paragraph is paramount and overrides anything in the Admissions Policy that may at any time be inconsistent with it.

Admission Arrangements to the Reception Year in 2016/17

At our school, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2011 and 31 August 2012 may apply for them to be admitted to the Reception Year in September 2016. There are 30 places (the published admission number) available. Our policy is not to offer admission in September 2016 to children who were born on or after 1 September 2012.

Parents of a child whose fifth birthday falls between 1 September 2016 and 31 March 2017 may request that their child is not admitted until later in the school year 2016/17 (no later than the term [using three term year] after the child's fifth birthday, when s/he reaches compulsory school age). The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2017 and 31 August 2017 (summer-born children), parents who do not wish them to start school in school year 2016-17, but to be admitted to the Reception Year in September 2017, should proceed as follows. They should apply at the usual time for a place in September 2016 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2017. NB parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2017) for a Reception place in September 2017. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2016 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2017 for a Year 1 place in September 2017. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2016-17 Reception Year group.

Until the child reaches compulsory school age, parents may also request that s/he attends part-time. In such cases, details arrangements should be discussed with the Headteacher.

Application for Admission

For children seeking a place in Reception from the start of the school year beginning in September 2016 (the "2016/17 School Year"), parents need to complete the Common Application Form - CAF (Primary) of their home Local Authority (i.e. where Council Tax is paid for the applicant's Normal Home Address (see Note B)). This is available from the home local authority and must be returned to that home Local Authority by the national deadline for receipt of applications, which is 15th January 2016 . In addition, admission booklets containing the form will be available from the School from September 2015.

For information regarding late applications, please refer to the admissions booklet available from the home Local Authority.

For children seeking a place in any class during the 2016/17 School Year, an in-year Application Form must be completed. This form is available from the School, and Oxfordshire County Council and must be returned to the latter.

Admission Decision

It is important that parents appreciate that all decisions by the School in the course of the admissions process are taken by the Admissions Sub-committee acting on behalf of the Governing Body as the School's admission authority. Merely completing an

application form, or having a conversation with the Head Teacher, other staff or an individual Governor, does not constitute an offer of a place.

Home to School Transport

Information regarding home to school transport is available from the Local Authority or local schools.

Main Entry Point Admissions

The Admissions Sub-committee will prioritize applications according to the School's Admission Criteria, as set out in this Admissions Policy (*see Admission Criteria below*). Parents who have applied for a place in the main entry round will be notified by their home Local Authority. Please refer to the Local Authority's admissions booklet for the relevant dates by which parents applying for a place for the start of the 2016/17 School Year will be offered a place or notified that no place is available.

Admission outside normal age group

Requests from parents for places outside a normal age group will be considered carefully eg, for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. The Governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal. Applications from younger children who will not reach the age of 5 during the School Year 2016/17 will not be accepted.

In-year admissions

Parents who apply for a place outside of the main entry round will be notified after a decision has been made. If a place becomes available in-year, it will be allocated in accordance with all pending in-year applications and the Register of Continued Interest (*see Register of Continued Interest below*), as soon as reasonably practicable. Whenever the Admission Sub-committee determines that a place is unavailable, the parents will be informed of their right to appeal the decision (*see Admission Appeals below*). An application for in-year admission will not be considered more than one term (in Oxfordshire's six-term year) before the term in which the child is to be admitted.

Published Admission Number (PAN)

The School's Published Admission Number is 30. All other year groups at the school have 30 places.

Oversubscription Admission Criteria

All applications will be considered without reference to academic ability or aptitude. In making offers of places for the Reception Class, the Admissions Sub-committee will apply

the oversubscription criteria set out in this section. These criteria will also be applied in the event that it is necessary to establish the priority of several applications for admission to Years 1 to 6.

Children with an up-to-date Statement of Special Need or with an Education, Health and Care Plan (EHC) naming Dr Radcliffe's Church of England Primary School will always be offered places. If there is then greater demand for admission than there are places available, the following oversubscription criteria will be applied in the order set out below.

1. A "looked after child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. (See Note B)
2. Children from families who have exceptional medical or social needs that make it essential that the children attend Dr Radcliffe's school rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note C)
3. Children with a normal home address (see Note D) in the School's catchment area at the time of application, and with a sibling (see Note E) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and is expected still to be in attendance at the time of entry. The School's catchment area is defined as the area within the boundaries of the civil parishes of Steeple Aston, Middle Aston, North Aston, Duns Tew, Rousham, Nether Worton, and Over Worton. If parents wish to check the catchment area for the School, an Ordnance Survey map can be inspected at the School office. Alternatively, they may contact the Local Authority, or look at the PDF on the school website.
4. Children with a normal home address (see Note D) in the School's catchment area at the time of application.
5. Children with a normal home address (see Note D) outside the School's catchment area at the time of application, and with a sibling (see Note E) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and is expected still to be in attendance at the time of entry.
6. Children of a member of staff who has been employed at the school for two or more years at the time at which the application for admission to the school is made.
7. Children with a normal home address (see Note D) outside the School's catchment area at the time of application.

N.B. Please refer also to Notes A, F and G. You will find all the Notes at the end of this Admissions Policy.

If there are insufficient places for all applicants who qualify in any one of categories 1-7 listed above, the Admissions Sub-committee will give priority within that category to children whose normal home address (see Note D) is closest to the School, as measured by the local authority (i.e. the nearest designated public route as defined on the Directorate for Children, Education & Families' Geographic Information System (GIS)). This data on GIS as at the closing date for applications for the year 2016/17 will be used for all admission offers for Reception year made by the Local Authority for a period up to and including September 30th 2016.

Any requests to the Local Authority for the addition or amendment of routes must be made by the normal closing date for applications for the admissions year 2016-2017 (ie January 2016). Where children in a category live an identical distance from the School, as measured by the Local Authority, the Admissions Sub-committee will give priority between these according to a random allocation. The arrangements for any such random allocation will be transparent, and will be supervised by a person who is independent of the School, in accordance with the School Admissions Code.

Information about Reception Class Applications for 2014-2015 *[To be updated to 2015-16 when information available]*

For entry to the Reception Class in September 2014, the School originally received 49 applications. The admission number for 2014-15 was 30. Actual admissions were 30 as follows:

<i>Criteria Applied</i>	<i>Admitted</i>	<i>Applied</i>
<i>Admitted</i>		
Children with Statement of Special Need	0	0
Looked after children	6	6
In-catchment with sibling in School	14	14
In-catchment with no sibling in School	6	6
Out-of-catchment with sibling in School	0	0
Exceptional medical needs	0	0
Exceptional social needs	0	0
Children of a member of staff who has been employed at the school for		
Two or more years	0	0
Other children	22	4

Admission Appeals

Parents who are not offered a place for their child are entitled to appeal to an independent panel. Information on the reason why admission was refused, the right to appeal, the deadline for lodging an appeal and the contact details for making an appeal will be provided at the time of the refusal of a place. It should be noted that, in the event of an unsuccessful appeal, parents are not entitled to apply again in the same school year, unless there has been a significant and material change in circumstances: eg, if they have earlier applied while living outside catchment, and then subsequently move into catchment.

Register of Continued Interest (“RCI”)

The School and / or the local authority will maintain an RCI for those children who are not offered a place. For the main-entry point admissions (i.e. Reception), the RCI will be maintained from immediately following initial allocation of places until the last day of the academic year of entry (31 July 2017). In the case of the In-Year applications, the RCI will be maintained until the last day of the academic year (31 July 2017). If parents require a child to remain on the RCI beyond this time, they must confirm this in writing to the School. It should be noted that the same admission criteria, in the same order of priority, will apply to children on the waiting list. No account will be taken of the length of time that an application has been on the RCI.

Further Information

For further information please contact the Chair of the Admissions Sub-committee.

Address: Chair of the Admissions Sub-committee

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Steeple Aston

Bicester

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Tel/Fax: 01869 340204

Email: office.3828@dr-radcliffes.oxon.sch.uk

Contacting the Local Authority

Address: Oxfordshire County Council, County Hall, New Road, Oxford OX1 1ND

Telephone: 01865 815175

Website: www.oxfordshire.gov.uk

Notes

- A. "Parent" means any person who has parental responsibility for, or is the legal guardian of, the child. If you are in doubt, please contact the School for advice.
- B. By a "looked after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A child arrangements order is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A "special guardianship order" is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (eg, a copy of the adoption, child arrangements or special guardianship order).
- C. When applying under criterion 2 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Dr Radcliffe's school. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.
- D. "Normal home address" means the child's home address. This will be the child's permanent address at the time that application is made for a place. It is where the child lives with his or her parent(s). We regard a child's home address to be where he or she spends the majority of the school week (Monday to Friday, including nights). We may ask to see official documentation (*e.g.* child benefit documentation) if there are reasons why a child does not live at his or her parent's address. For example, if the child is resident with a grandparent, you need to tell us on the application form. If you do not

declare any arrangements like this or use a relative's address for your application, we may consider that you have made a false declaration and withdraw the offer of a place.

Childcare arrangements are not sufficient reason for listing another address. The School reserves the right to check the validity of any address given, by asking for evidence such as inclusion on the Electoral Roll, a recent utilities bill, etc. If you are not sure whether you live in the School's catchment area, you may ask the School to check this for you, and you will receive a written response. If you are moving into the catchment area, we will ask for evidence of your move before considering your application for a place. We need to know that you will be resident within the catchment area on 1 September 2016. Typical evidence that will suffice would be a solicitor's letter confirming that you have a legally binding agreement to buy the house or a formal lease agreement. For in year Admissions we need evidence of what the child's normal home address will be on the date they will start at Dr Radcliffes.

- E. "Sibling" means a brother or sister, half-brother or half-sister, adopted/fostered brother or adopted/fostered sister, step-brother or step-sister, or any child of the parent'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 child. **Parents must specify the sibling(s) by name in their application.**
- F. Multiple birth siblings of any particular family will be admitted together, so long as at least one of them can be admitted with the admission number.
- G. Attending Steeple Aston's Pre-School does not qualify a child for automatic entry to Dr Radcliffe's Church of England Primary School, nor confer any other advantage over other applicants to the School.

This Admissions Policy 2016/17 was approved by Governing Body on 19th March 2015

LISA BOOTE
CHAIR OF GOVERNORS