

Deddington Church of England VA Primary School

Admissions Policy

School Year 2013 /14

Agreed by Governing Body 30th November 2011

The School Governors are the Admissions Authority for the School. The Admissions number for all year groups is 30

Children are admitted to the school at the beginning of the September term following their fourth birthday. Admission in September 2013 is therefore open to children born between 1st September 2008 and 31st August 2009. Parents may defer entry until later in the school year 2013-14 or until the child reaches compulsory school age, i.e. the term after the child's fifth birthday, in which case the school will hold the place for the child. Parents may also request that their children attend part-time until they reach compulsory school age, in which case they should discuss details with the Headteacher.

If the parent or guardian of a child born between 1st April and 31st August 2009 wishes to defer entry to September 2014, a fresh "in-year" application for a place in year 1 would need to be made in 2014. In such circumstances a place may not be available as Year1 could already have 30 children who entered the school at Reception (F1) age.

For purposes of this Admissions Policy, Deddington Partnership Foundation Stage Unit (PFSU) is a separate school with separate admissions criteria. Admission to the F2 class of the PFSU is no guarantee of admission to the school under this policy.

For admission purposes the 'term' dates are:

Autumn Term 1st September – 31st December

Spring Term 1st January – 31st March

Summer Term 1st April – 31st August

N.B. Oxfordshire County Council operates a six-term year in all its schools. This does not change the legal definition of a term which continues to be based on the conventional three-term pattern.

Applications for admission must be received by the Local Authority (LA) where the parent lives at the time of application (the home LA) no later than **15th January 2012**

The Governors will allocate places considering all applications equally according to the Admissions Criteria below, and advise Oxfordshire LA of the children that they propose to admit. The home LA will send allocation letters to parents on the date indicated on its admissions guide.

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Admissions criteria:

A child with a Statement of Special Educational Needs naming this school will always be admitted.

In the event of there being greater demand for admission than there are places available then the following over subscription criteria apply in the order set out:

1. Looked-after children and children who were looked-after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.
2. A child with disabilities or medical needs who does not have a Statement of Special Educational Needs, and who needs to be admitted to an accessible school, or where one or both parents has a disability that may make travel to a school further away more difficult. Applications under this criterion must be supported by professional evidence showing why this school is most suitable and the difficulties that would be caused by travelling to another school.
3. A child with a normal home address in the benefice of Deddington with Barford, Clifton and Hempton who has a sibling (brother or sister) still a member of Deddington C of E Primary School at the time when the child is admitted to the school roll, or who was a member of the school during the previous five years.
4. A child with a normal home address in the benefice of Deddington with Barford, Clifton and Hempton
5. A child of a member of the school staff who has been employed at the school for two or more years at the time the application for admission is made; or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
6. A child living outside this benefice, who has a sibling (brother or sister) on the roll of the school at the time of application and who is expected still to be in attendance at Deddington CofE Primary School at the time when the child is admitted to the school roll
7. A child one of whose parents or guardians is a regular worshipper at a Christian Church and where the application is supported in writing by the minister of that church on the School's Supplementary Information form.
8. A child who has been enrolled at the Deddington PFSU for a period of at least three months before the date of the application
9. Other children.

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Tie-break

In the case of there being more applications under any of the above criteria than there are available places, preference will be determined in the following manner:

The child whose normal home address is closest to the school using the nearest designated public route, as measured by the Oxfordshire LA's Geographical Information System (GIS). In the event of this resulting in an identical measurement for two or more children, when there are too few places to offer all those applicants a place, the school will decide by random allocation in the presence of an independent person nominated by the LA..

Vulnerable Children

The school participates in the LA's Fair Access Protocol under which one additional place in each year group may be made available to children in groups judged to be at significant risk of under-achievement. Such children will be offered a place as soon as is possible.

Equality

Within the above Admissions Criteria the Governors will treat all applications equally without regard to gender, ethnicity, mental or physical ability.

Definitions.

- i **“disabilities”** in criterion 2 are as defined in the Equalities Act
- ii **By “parent”** we mean any person who has parental responsibility for or is the legal guardian of the child. Where under criterion 6 reference is made to ‘parent or guardian’ it is sufficient for just one parent to be ‘a member and regular worshipper.’
- iii **By “normal home address”** we mean the child's home address at the time when application is made for a school place. We regard a child's home address to be where that child spends the majority of the school week (Monday to Friday including nights). We may ask to see official 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. Childcare arrangements are not sufficient reason for giving another address. 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. The school reserves the right to check the validity of any address given.
- iv **A map** showing the boundaries of the benefice of Deddington with Barford, Clifton and Hempton may be inspected at the school, and is on the school and County Council websites. Parents may ask for a written ruling as to whether or not their home is within the benefice.(telephone 01869 338430)
- v **By “sibling (brother or sister)”** we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/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.
- vi In the case of an application for the admission of **multiple birth children** (twins etc), and where parents seek admission for both/all, the school

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would hope to admit both/all children. But where one of the siblings is the 30th child admitted the Governors will admit both/all.

- vii **Infant Class size** is regulated by law to 30 children except as in para. v. above, or in the case of other permitted exceptions..
- viii **By “Regular worshipper”** we mean taking part in weekday or Sunday worship at a Christian Church that is a member of Churches Together in Britain and Ireland or the Evangelical Alliance, at least once a month for a period of six months prior to the date of the application

NOTES

The Dates and Process of Application contained in this policy conform to Oxfordshire County Council’s co-ordinated admissions scheme and apply to all schools within the County.

Parental Choice of School.

Wherever possible parents’ first preference is granted, provided that the Admissions Criteria are fulfilled and there is sufficient space in the school. If criterion 7 (church attendance) is the basis of the choice, parents will be asked to complete a supplementary form, obtainable from the school office. Details of schools and the CAF (Primary) form are contained in the County Council’s admissions book, available from the school from September 2012.

School Transport. School transport is available for children of primary age to the nearest suitable school for those who live more than two miles from the school. Full details are available from the school office.

Families moving to the area.

Parents who expect to move into the parish but have not done so at the date for receipt of applications should provide evidence of the expected move before the application can be considered. Under the co-ordinated admissions scheme the LA need to know that you will be resident in the parish on September 1st 2012. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy or rent a property, e.g. the exchange of contracts with date for completion.

Early Entry. The Governors would not normally consider an application for a child to be admitted to the school at an age younger than the September term following the child’s fourth birthday.

Deferred or Part-time Entry.

Parents allocated a place for their child may choose to defer admission to the Reception Class until later in the same school year, or until the child reaches compulsory school age in that school year. They may also choose part-time education during the same period if they consider this to be in the child’s best interests. Should they wish to change this choice before the end of the school year there must first be full discussion with the Headteacher.

Late Applications.

Applications for admission received after the final date for receipt will be considered by the LA after offers have been made and may be added to the waiting list.

Waiting List.

The school maintains a waiting list, the “continued interest list”, for those children whose applications have not yet been considered and for those who are not offered a place. The order of priority on the waiting list is the same as the list of criteria given above, including in the event of a tie-break. No account is taken of length of time on the waiting list. The school may from time to time seek confirmation that parents wish a child’s name to be kept on the waiting list.

Older children and in-year admissions

Application for the admission of a child other than at Reception (F1) age, known as “in-year admissions”, for the school must be made direct to the school. When a vacancy occurs in any year-group the Governors will offer a place in accordance with the Admissions Criteria given above.

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Withdrawal of an offer of admission.

The Governors reserve the right to withdraw an offer of admission to the school if the parent has not responded to a written offer within a reasonable time – e.g. 2 school weeks – or within a further seven days after a reminder has been given or if the application is found to contain fraudulent or misleading information.

Appeals.

There are established arrangements for appeals against non-admission. Details are available from the school. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the Governors do not consider any further application in the same school year (September 1st – August 31st) except where there has been a substantial change in the applicant's circumstances.

The School's Supplementary Information Form, for admission in 2013/14 under criterion 7, will be available from the school from **September 2012** and should be completed at the same time as the application form of the home.LA.

By “**regular worshipper at a Christian Church**” we mean taking part in weekday or Sunday worship at a Christian Church at least once a month for a period of six months prior to the date of the application.

Admissions for 2011/12

There were 62 applications for admission to Foundation Year 1 for September 2011 This included those for whom the school was 1st, 2nd or 3rd choice

The numbers admitted under the Admissions Criteria were:

Criterion 1 - 0

Criterion 2 -1

Criterion 3 -10

Criterion 4 - 19

Criterion 5 - 0

Criterion 6 - 0

Criterion 7 - 0

For further information, please contact:

Deddington C of E Primary School, Earls Lane, Deddington, OX15 0TJ
01869 338430 office.3452@deddington.oxon.sch.uk

The Governors have made every effort to ensure that these arrangements comply with all relevant legislation, including that on infant class sizes and equal opportunities.

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**SUPPLEMENTARY INFORMATION FORM FOR ENTRY INTO
DEDDINGTON C.E.SCHOOL**

**Earls Lane, Deddington, Banbury OX15 0TJ
01869 338430**

School year: September 2013 – August 2014

Part 1

**To be completed by a parent/guardian applying for a place under criterion 7
(Church attendance) and to be returned to the School.**

1. Name(s) of Parent(s) or Guardian(s)
.....
2. Name of child
3. Date of Birth Gender: male/female
4. Address of child's home
.....
.....
- 5.. Parent/ Guardian Tel. no.
6. Are you (parent/Guardian) regularly involved in worship at a Christian Church? (*'Regular Worship' is understood as taking part in weekday or Sunday worship at a Christian Church at least once a month for a period of six months prior to the date of the application.*)

YES/NO

If YES which one?

Please ask your Vicar, Minister, Priest or Church leader to complete Part 2 which should then be returned to the School office.

Signature Date20....

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Earls Lane, Deddington, Banbury OX15 0TJ
01869 338430

School year: September 2013 – August 2014

Part 2

Parents applying for a place under Admission criterion 7 (Church Attendance) should ask their Vicar, Minister, Priest or Church Leader to complete this part before it is returned to the school.

DEDDINGTON CHURCH OF ENGLAND PRIMARY SCHOOL

Name of child:

Name of parent/guardian:

Address

To the Vicar, Minister, Priest or Church leader

Application is being made for this child to be admitted to Deddington Church of England Primary School on the basis of the parent(s) or guardian(s) being regular at worship at a Christian Church. By 'regular worship' we mean taking part in weekday or Sunday worship at a Christian Church at least once a month for a period of six months prior to the date of the application.

Your assistance in affirming this would be much appreciated by the School Governors.

Church attended.....

How frequently has the parent or guardian been taking part in weekday or Sunday worship at the church during the past six months ?

Signed

Position* Date.....201.....

* e.g., Vicar, Rector, Parish Priest, Minister, etc.

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