

St Peter's CE Infant School
ADMISSIONS POLICY 2017-2018

Belonging, Believing, Building a Future

It is our mission for everyone to experience the joy of God's love in their lives as part of St Peter's family through trust and friendships. We aim for everyone to be nurtured and to grow in peace, hope and understanding of God, themselves and one another in order to achieve and live fulfilled lives.

“May the God of hope fill you with all joy and peace in believing, so that you overflow with hope by the power of the Holy Spirit” (*Romans 15:13*)

The Criteria Laid Down By The Governors For Admission

1. The Governing body is responsible for admissions. Details of the Local Authority (LA) arrangements are in the Oxfordshire 'Starting School' booklet. This explains how parents can express a preference for a school and give reasons for that preference. Decisions on which children are to be offered a place, based on the over-subscription criteria will be made by the Admissions Committee of the school in accordance with the LA Co-ordinated Admissions Scheme. The Governors and Headteacher will agree annually the number of children to be admitted into full-time schooling. Our admission number into mainstream education for the school year 2017-2018 will be 14 pupils.
2. Children will be admitted into school full time at the beginning of the school year in which they will be five, without reference to ability or aptitude, but subject to a place being available.
No application for an earlier admission would be considered.

The school year for admission purposes is deemed to run from 01 September to 31 August.

3. Parents may apply for a place by completing the common application form of the home LA in which they live at the time of application and to which they pay their council tax. The closing date for applications is 15 January 2017 (postal applications need to be received by 13 January 2017 – the last working day before the closing date) and offers and refusals of places will be posted by the home LA on the first working day after 16 April 2017. Applications for the Reception Year 2017 will be accepted for children who were born between 01 September 2012 and 31 August 2013 and who will reach the age of 5 during the school year 2017-2018.

Parents who accept an offer of a place but who wish to delay entry until later in the school year or until their child is of compulsory school age (the start of the Autumn, Spring or Summer term after their child's 5th birthday) may do so, providing the place is taken up within the same school year 2017-2018. (Please refer to note 1.) Under such circumstances the school will hold the place for that child, although in the majority of cases the school finds that children benefit from starting with other children. Parents can request that their child attends part-time until the child reaches compulsory school age. A part-time place will be available if parents/carers consider this is in their child's best interests, but if parents choose this option, and then wish to increase to full-time before their child reaches statutory age, the parents/carers must discuss this with the Headteacher to agree the date this will commence. For summer born children whose fifth birthday falls between 01 April 2018 and 31 August 2018, parents who do not wish them to start school in school year 2017-2018, but to be admitted into year 1 in September 2018 for school year 2018-19, should discuss this with the school at an early stage. They may decide not to apply for a Reception place in school in September 2017, but to apply in the second half of the summer term 2018 (in-year admission) for a Year 1 place in September 2018. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2017-18 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2017 as above) for a Reception Year place in September 2018, but would need to provide strong supporting reasons for seeking a place outside the normal year group (see Admission outside normal age group).

Late applications

Applications received after the closing date will be handled in accordance with the home LA's Co-ordinated Admissions Scheme. This means that if no places are left after considering all the applications received by the deadline, even if the late

applicant fulfils a higher criterion than that under which places have been offered to other applicants, the late applicant will be unsuccessful.

In-Year admissions

In-year applications will be considered provided that there are places available in the relevant year group using the criteria as set out in the relevant admissions policy for the specific year group. Children with Statements of Educational Need or Education, Health and Care Plan naming St Peter's CE Infant School will always be admitted, with priority then being given to children admitted under the Oxfordshire In-Year Fair Access Protocol. Parents should apply for a place by contacting the school to obtain an in-year application form, which when received the school, will consider and then offer or refuse the place. Acceptance of the place should be made to the school by the date on the offer letter.

Admissions to the school during the school year 2017-2018 ('in-year' admissions or at the beginning of years 1-3) depends on whether or not there are places available. All year groups (Year R, 1, 2 and 3) have 14 places. Please note the age range of the school will be increasing over a number of years and therefore Years 4, 5 and 6 will not be available in the 2017-18 academic year. Applications must be made directly to the school on a form available from the school.

Admission outside normal age group

Requests from parents for places outside a normal age group will be considered carefully e.g. 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. The governors will ask relevant professionals for their opinion on the case. Those refused places outside the normal age group will be informed of their statutory right to appeal.

Continued interest list

An unsuccessful application may be kept on the continued interest list in the event of a place becoming available. Parents should follow the information provided by the Oxfordshire LA in the admissions booklet and the details provided with the initial offer of a school place (which was ranked 2nd or 3rd preference), **but should also** advise St Peter's in writing of their request to keep their application on file. No account will be taken by the school of the length of time that an application is kept on file at St Peter's or when the application was received. The order of priority of the applications kept on file will be the same as the list of criteria for over-subscription. Under these circumstances, if a place becomes available in the relevant year group, the school will contact parents to advise them how to proceed, should they still wish to accept a place. (Please also see Fair Access below.)

Fair Access

The school participates in Oxfordshire LA's Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the continued interest list.

4. If the school is oversubscribed (and the school is informed with supporting evidence), then children with a statement of Special Educational Needs or an Education, Health and Care Plan, naming St Peter's CE Infant School will always be admitted. Thereafter the following criteria will be applied in the order set out.
 - i. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after they became subject to an adoption, child arrangements or special guardianship order. (Evidence will be required to support this.) (Please refer to note 2.)
 - ii. Families who have exceptional medical or social needs that make it essential that their child attends this school rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (Please refer to note 3.)
 - iii. Children living in our catchment area, predominantly the villages of Alvescot, Black Bourton and Kencot. (Please refer to note 4.)
 - iv. Children with a sibling on the roll of the school at the time of application and who is expected to still to be on roll at the time of entry to the school, preference being given to those children whose siblings, already at the school, are closest to them in age. (Please refer to note 5.)
 - v. Children of staff, where the member of staff 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 and/or the children of staff who have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

- vi. Children with a sibling who was a former pupil who attended the school, and for whom the school has a record as held on the school's management system, preference being given to those children whose siblings left the school most recently.
- vii. Children living outside of the catchment area but within the area of the Benefice of Shill Valley with Broadshire. (Please refer to note 4.)
- viii. Other children who have no siblings connected with the school. (Please refer to note 5.) *'Proximity of the child's home to the school'* as described in note 6 will be used to differentiate between children in the criteria above should the need arise.

5. Information regarding Home to School transport can be found in the booklet entitled "Starting School", produced by the Local Authority and available from Primary Schools in September 2016.

Breakdown by over-subscription criteria for the most recent year for which statistics are available

For entry to the Foundation Stage Year 2015-16, the school received 51 applications. 17 places were offered. Of the 17 places offered, 13 places were accepted. There were no appeals. The school received 3 late applications. The criteria (based on the 2015-16 admissions policy) applicable to the final 16 places accepted were as follows:

- Criterion i (looked after children) - 0
- Criterion ii (medical and social need) - 0
- Criterion iii (catchment) - 3
- Criterion iv (siblings attending the school) - 4
- Criterion v (children of staff) - 0
- Criterion vi (sibling was a former pupil) - 0
- Criterion vii (outside of catchment but within Benefice) - 1
- Criterion viii (no sibling connection) - 8

Appeal Arrangements

1. Parents have the right to appeal against the decision of the governors, who request that the appeal is made within fourteen days of receiving a letter of refusal of a place. An appeals form should be completed and returned to school c/o Chair of Governors. The Diocese will then be requested to arrange an appeal hearing for an independent panel of people.
2. In the event of an unsuccessful appeal the school will not consider any further application in the same school year (01 September 2017 to 31 August 2018). However, if requested in writing by the parent, the child's name may be placed on the continued interest list. The order of priority of will be the same as the list of criteria for over-subscription. Parents have the right to a second application within the same academic year if there is a material change in circumstances, e.g. change of address which results in a move from outside the catchment area to inside it.

Notes:

- Note 1: By *'parents'* we mean any person(s) who has parental responsibility for or is the legal guardian of the child. Evidence may be required to support this.
- Note 2: 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 one 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 (e.g. a copy of the adoption, child arrangements or special guardianship order).
- Note 3: When applying under criterion ii (exceptional medical or social needs) the application must include supporting evidence from an independent professional person who is aware of the situation and supports the reasons given for preferring this school. This supporting evidence must clearly demonstrate why this school is the most suitable and must illustrate the difficulties that would be caused if the child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of the child's or parent's 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.

Note 4:

By 'catchment area' and 'area of the Benefice of Shill Valley with Broadshire' we mean the areas defined on the attached map(s) which are also held in the school office.

Please contact the school if you require any further information regarding the catchment area.

By 'living' we mean your child's permanent, normal 'home address'. By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving house, the school will ask for evidence of the move, before considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

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Note 5: By '*siblings*' 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. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form. In the case of multiple births living at a single address, where one or more children could be admitted without exceeding the number of places available, all the children will be admitted as excepted children.

Note 6: Proximity of the child's home to the school is by the nearest designated public route as defined on the home LA's Geographical Information System, with those living nearer being accorded the higher priority. Where the measurement of the distance 'tie-break' produces an identical measurement for two or more applicants, random allocation (see Note 7) will be used to determine who will be offered a place if all the following circumstances apply – that they are not twins/multiple births living at the same address and that there are insufficient places to offer to all the affected applicants.

Note 7: The process for random allocation is as follows:
Children's names will be numbered in no particular order by the clerk to the governors or the school secretary.
A number will be drawn by a member of the Performance and Standard committee (but not the headteacher) or the Chair of Governors, under the supervision of a member of Alvescot Parochial Church Council or other independent person. The corresponding child will be offered a place.
The independent person will then sign a slip to confirm their own identity, their role, number drawn and date of draw. The list of numbered names, the number drawn and the signed slip will be filed as a record.
A fresh round of random allocation will be used for those on the waiting list if this is required according to the criteria.

Additional details regarding admission arrangements can be found in the school prospectus and the induction pack, which all parents will receive prior to their child starting school. The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation, including that on infant class sizes and equal opportunities.

If you require any further information, please contact the school. Contact details are as follows:

Address: St Peter's CE Infant School
Alvescot
Bampton
Oxfordshire
OX18 2PU

Telephone: 01993 842535

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