

# St Christopher's CE Primary School



## Admission Policy 2017-2018

POLICY TYPE	STATUTORY
OWNER	HT
APPROVING COMMITTEE	P&S
REVIEW EVERY	7 Years
APPROVED BY	
POSITION	
DATE	25 <sup>th</sup> February 2016

# **St Christopher's CE Primary School**

## **Vision Statement**

*'Our vision is for every child to reach their full potential within a stimulating, healthy and safe environment.*

*We will ensure that every child has the skills to grow into a confident and happy adult through the guidance of Our Lord, Jesus Christ.'*

St Christopher's CE Primary School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our 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.

Oxfordshire County Council has fully coordinated admission arrangements for all community, voluntary controlled and voluntary aided schools. Parents (see Note 2) wishing to apply for the Reception [Foundation] Year or Year 3 in September 2017 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2017.

Late applications will be considered after those received by the deadline. This means that if no places are left after considering all the applications received by the deadline, even if a child fulfils a higher criterion than that under which places have been offered to other applicants, he/she will be unsuccessful. A place cannot be guaranteed if parents fail to give sufficient notice. St Christopher's CE School follows the guidance for late admissions as set out in the LA scheme of co-ordination.

For the year of 2017-18 we can admit 18 children into the reception year and 6 children into year 3. This admissions number is consistent with the requirements of the class size regulations for F1 and Key Stage 1 and will be reviewed annually by the Headteacher and Governors.

Parents of a child whose fifth birthday falls between 1 September 2017 and 31 March 2018 may request that their child is not admitted until later in the school year 2017/18 (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 2018 and 31 August 2018, parents who do not wish them to start school in school year 2017-18, but to be admitted 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 the school but to apply in the second half of the summer term 2018 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 2018) 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.

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming St. Christopher's CE School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

### **Foundation Stage Intake**

1. 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.(see note 1).
2. Children (or a parent) who have exceptional medical or social needs that make it essential that they attend St. Christopher'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 6).
3. A child with a normal home address (see note 2) within our designated area (the villages of Broadwell, Broughton Poggs, Filkins, Kelmscott, Langford and Little Faringdon) and with a sibling (see note 4) already on roll at St Christopher's at the time of application (see note 5).
4. A child with a normal home address (see note 2) within our designated area (the villages of Broadwell, Broughton Poggs, Filkins, Kelmscott, Langford and Little Faringdon) without a sibling (see note 4) already on roll at St Christopher's at the time of application (see note 5).
5. A child with a normal home address (see note 2) outside our designated area (the villages of Broadwell, Broughton Poggs, Filkins, Kelmscott, Langford and Little Faringdon) and with a sibling (see note 4) already on roll at St Christopher's at the time of application (see note 5).

## 6. Other children

### **Year 3 Intake**

1. 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.(see note 1).
2. Children (or a parent) who have exceptional medical or social needs that make it essential that they attend St. Christopher'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 6).
3. A child attending St Peter's, Alvescot wishing to transfer as a Year 3 pupil with a sibling (see note 4) already on roll at St Christopher's at the time of application.
4. A child attending St Peter's, Alvescot wishing to transfer as a Year 3 pupil without a sibling (see note 4) already on roll at St Christopher's at the time of application.
5. A child with a normal home address (see note 2) within our designated area (the villages of Broadwell, Broughton Poggs, Filkins, Kelmscott, Langford and Little Faringdon) and with a sibling (see note 4) already on roll at St Christopher's at the time of application (see note 5).
6. A child with a normal home address (see note 2) within our designated area (the villages of Broadwell, Broughton Poggs, Filkins, Kelmscott, Langford and Little Faringdon) without a sibling (see note 4) already on roll at St Christopher's at the time of application. (see note 5).
7. A child with a normal home address (see note 2) living outside our designated area (the villages of Broadwell, Broughton Poggs, Filkins, Kelmscott, Langford and Little Faringdon), wishing to transfer as a Year 3 pupil and with a sibling (see note 4) already on roll at St Christopher's at the time of application (see note 5).
8. Other children

In the event of there being too many applications falling under the same criterion, the straight line distance used to determine proximity of the home to the school will be measured by Oxfordshire's LA's Geographical Information System as described in the Oxfordshire's LA admissions booklet. Those living nearer being accorded the higher priority to determine which child should be offered the place. In the unlikely event where there is an identical measurement for two or more applicants, the school will use random allocation with the process being conducted by an independent person to determine who will be offered a place.

## **In Year Admissions**

In-Year Admissions will be admitted provided that there are places available in the relevant year group. Should the school have a vacancy and more than one application or child on a waiting list then priority will be given using the same list of criteria for over-subscription of our foundation stage intake.

## **Multiple births**

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number.

## **Fair Access**

The school participates in Oxfordshire's LA's Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. 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 waiting list.

## **Appeals**

The Governors' decisions on admissions are final. However, there are established arrangements for appeals against non-admission. All appeals against a decision on admission should be made in writing to the Chair of Governors. Further details regarding the appeals procedure are available from the school. In the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August).

## **Interest List**

The school maintains a continued interest list for those children who are not offered a place; the priority on the waiting list is the same as the list of criteria for over-subscription of our foundation stage intake. No account is taken of length of time on the continued interest list. All details of the continued interest list are included in the admissions booklet provided by the LA. The school will periodically seek confirmation that parents wish to keep a child on the continued interest list.

## **Note 1**

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 2**

“Parent” is defined in law (The Education Act 1996) as either:

- any person who has ‘parental responsibility’ (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

**Note 3**

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, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

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.

#### **Note 4**

By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/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.

#### **Note 5**

By designated area we mean civil parish and a map with the catchment area marked is available in the school office, can be found on our web site and is also shown in appendix 1.

**Note 6**

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 St. Christopher'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.

Children who applied to attend St. Christopher's in 2016/2017 and were accepted, met the following criteria:

Criteria	Foundation	In year transfer	New to area
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

For further information please contact the admissions secretary at the school.

The Admissions Secretary  
St Christopher's CE School  
Langford  
Near Lechlade  
GL7 3LA  
Tel No: 01367 860318

### **Appendix 1 - Map with the catchment area marked**

