



# SCHOOL ADMISSIONS POLICY

## Clanfield Church of England Primary School

<b>Reviewed by:</b>	Headteacher	<b>Date:</b> 06.12.2021
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<b>To be Authorised by:</b>	Governors – Curriculum Committee	<b>Date:</b> 12.12.2021
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<b>Date of next review</b> (or earlier should legislation require it)	<b>Date:</b> November 2022
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<b>Type of Policy</b>	Statutory
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## **INTRODUCTION**

The school adheres to Oxfordshire County Council's Admissions Policy and places are allocated by the County Council's Admissions Team.

## **ETHOS**

Our School values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, supporting and caring environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

## **RESPONSIBILITY FOR ADMISSIONS**

The Oxfordshire County Council is the Admissions Authority for this Church of England Primary School. The Governors work closely with the Local Authority (LA) to coordinate admissions, as detailed in the annual LA Starting School Booklet (See <http://www.oxfordshire.gov.uk/cms/public-site/startingschool>), available locally in September each year. All comments on this policy must be made in accord with the current School Admissions Code and relevant Regulations. In the first instance, you must contact the LA.

The Governing Body has made all efforts to ensure that these arrangements comply with the Schools Admissions Code 2014 and all relevant legislation, including that on infant class sizes and equal opportunities.

## **PARENT OPPORTUNITIES TO EXPRESS SCHOOL PREFERENCE**

Parents can find out about schools in Oxfordshire by consulting the Local Authority Starting School Booklet for the current school year. They can complete the appropriate Admission form. Residents of Oxfordshire must complete the Common Admission Preference Form (CAPF).

## **APPLICATION FOR RECEPTION ADMISSION TO THE SCHOOL**

Admission by application [www.oxfordshire.gov.uk/admissions](http://www.oxfordshire.gov.uk/admissions). All applications will be treated equally irrespective of need or ability. Parents (see Note 9) wishing to apply for the Reception [Foundation] Year in September 2021 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 2021. Applications received after this date will normally only be considered after all those received on or before the cut-off date.

Offers and refusals of places will be posted by the home LA on or about 16th April 2021. Note that for entry to the Reception Year this policy applies only to children who reach the age of 5 by 31st August 2021 applications for younger children cannot be accepted.

## **STARTING FULL TIME SCHOOL**

In line with Government policy, children are eligible to start full time in the Autumn Term 2021 if they are four on or before 31st August 2021 and 5 before 31st August 2022 (Note that national guidelines refer to a 3-term year not 6 as in Oxfordshire).

The school does not accept applications for entry in 2021-22 if the child reaches five on or after 1st September 2021. The school encourages children to start full-time school in September, but they are not, however, required to enter full time education until the term (where the term begins in September, January or April) after their fifth birthday. There are two possibilities in this situation:

- parents can request that the date their child starts school during the school year 2021-2022 is deferred to later in that year, at the latest to the term starting in January or April when the child reaches compulsory school age and
- parents may request that their child takes up the place part-time until the child reaches compulsory school age.

In such cases parents are required to discuss details with the Headteacher, following the offer of a place. Once details of a deferment have been agreed, the place is reserved for the child. For children, whose fifth birthday falls between 1 April 2022 and 31 August 2022 (summer-born children), parents who do not wish them to start school in school year 2021-22, but to be admitted to the Reception Year in September 2022, should proceed as follows. They should apply at the usual time for a place in September 2021 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2022.

NB parents would need to provide 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 2022) for a Reception place in September 2022. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2021 (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 2022 for a Year 1 place in September 2022. Parents should be aware that the Year 1 group may have no vacancies as it could be full of children transferring from the 2021-22 Reception Year group.

## **PUBLISHED ADMISSION NUMBER (PAN)**

The Governing Body has agreed to admit no more than 15 pupils (the published admission number or PAN) to this year group. Note that all other year groups have the same limit on entry number.

## ADMISSION DECISIONS FOR OTHER THAN THE RECEPTION YEAR GROUP (IN-YEAR ADMISSIONS)

Applications for admission to the school in any year other than Reception (and to Reception once the school year 2021-2022 has started) should be made direct to the School Office.

Before being considered the LA is to be informed of the application and to also ascertain if any additional applications have been received. They will be considered by the Governors on an individual basis on receipt of a completed application form. The LA will inform the parents in writing of the decision as soon as possible.

The governors subscribe to the LA in-year fair access protocol which means that these children will be offered a place as soon as possible, even if the school is full or, if appropriate, they will be given top priority on the waiting list.

## ADMISSION OVER-SUBSCRIBED CRITERIA

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Clanfield Church of England Primary School will be viewed in accordance with Oxfordshire's rigorous procedures. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. **Looked After Children:** 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 for definition.
2. **Exceptional Medical or Social Needs:** Families who have exceptional medical or social needs that make it essential that their child attends Clanfield Church of England Primary 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 2)
3. **Catchment Area and Sibling in School:** Children with a normal home address (see note 3) in the School catchment area (see note 4) with a sibling (see note 5) on the roll of the school in Reception Year or upwards at the time of application, or whose parent has accepted an offer of a place at the school and who is expected to still be in attendance at the time of entry to the school.
4. **Catchment Area with no Sibling in School:** Children whose normal home address (see note 3) is in the Schools catchment area (see note 4).
5. **Outside of Catchment Area with Sibling in School:** Children whose normal home address is outside the School's catchment area (see note 4), and with a sibling (see note 5) on the roll of the school in Reception Year or upwards and at the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.

6. **Other children:** Other children - see also note 7 on multiple births.

Note: Attendance at St John's Nursery class does not qualify a child for automatic entry into the primary school.

## **LATE APPLICATIONS**

Late applicants will be offered any available places according to the criteria in this policy. Please note late applications can only be considered after those applications made on time have been processed and places allocated. If there is a vacancy, and there is no child on the relevant continued interest list with a higher priority (according to the over-subscription criteria 1-6 above), a place will be offered. The LA usually consider each application only once in a school year unless there is a major change in an applicant's circumstances. If a year group is full, but parents wish to maintain an interest in a place, any available places are allocated according to the admission criteria.

## **ADMISSIONS 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. It is recommended that parents discuss their wishes with the head teacher 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.

## **ADMISSION APPEAL**

Parents of children who are refused places have a statutory right of appeal against the decision of the Governors. Parents wishing to appeal must complete an appeal form, available from the school, and return it to the Director of Learning & Culture, Macclesfield House, New Road, OXFORD, OX1 1NA.

Following an unsuccessful appeal, the LA cannot accept a repeat application for a place in the same year group unless there has been a material change in the child's circumstances, e.g. a move from outside the catchment area to inside it.

## **CONTINUED INTEREST LIST**

The LA maintains a continued interest list for the 2021-22 School Year on behalf of the Governing Body for those children who are not offered a place, and the parents ask for the child's name to be added to the continued interest list.

The order of priority on the continued interest list is the same as the list of criteria for over-subscription and does not depend on the date on which an application is received. No account is taken of length of time on the continued interest list.

The school periodically seeks confirmation that parents wish a child to be kept on the continued interest list. The continued interest list will close at the start of the school year to which this policy applies. Parents are asked to inform the school if they accept a place elsewhere.

## VISITS

All parents interested in making an application for a place at Clanfield Church of England Primary School are encouraged to visit the school. Please contact the School Office on 01367 810257 to make an appointment with the Headteacher.

## CLARIFICATION NOTES LINKED TO THE POLICY

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).
2. 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 Clanfield church of England Primary 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 LA reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.
3. **Normal Home Address.** This must be where the parent of legal carer (see note 8) 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 to 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 the LA 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 judgement about which address to use for the purpose of determining whether or not to offer a place.

The LA will take into consideration the following:

- any legal documentation confirming residence
- the pattern of 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 its parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position

The LA 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 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 a child has started at the school.

With regards to a child's home address to where he or she sleeps for the majority of the school week (Monday to Friday), the LA 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 parents 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 the parents move to a new 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, the LA will ask for evidence of the move, when considering any application for a place under the co-ordinated scheme.

The LA 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 they 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. They 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 they would require proof.

4. The **school catchment area** is defined by the LA.

5. **Sibling** refers to 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 of the 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.
6. **Oversubscription:** In the event of oversubscription in any category then distance criteria will be applied. Proximity of the child's home to the school will be measured using the nearest public designated route as defined by LA Directorate for Children and Young People's Geographic Information System, with those living nearer being accorded the higher priority, and will serve to differentiate between children in criteria 3 onwards should the need arise. The reference point for the School is the main entrance doorway by the Office. If the child's normal home address is in a block of flats, the reference point for the child's normal home address measurement will be taken from the main entrance door to the flats. In the event that two distance measurements are identical, the LA will use random allocation to decide which child should be offered a place. The process will be conducted by drawing lots in the presence of an independent witness appointed by the governing body. This person will not be currently associated with the school in any way.
7. **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 children in the case of other multiple births) even if this meant exceeding the agreed admission number of 15 for Reception year or the number of places of 15 in other year groups. The children admitted to the Reception Year over the PAN are considered by the School Admissions Code as 'excepted pupils' (see note 9).
8. **Parent:** "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.
9. **Excepted Pupils:** Excepted pupils are additional children admitted to an Infant Class and taking the number of pupils in the class above 30. They will have been admitted according to specific criteria. Further information is available from the LA if required.