

<b>TITLE</b>	<b>Admission arrangements for Voluntary Aided Schools</b>
<b>FOR CONSIDERATION BY</b>	Admissions Forum on 15 February 2011
<b>REPORT PREPARED BY</b>	<b>Sue Riddick</b>

**SUMMARY**

The School Admissions Forum is consulted annually on changes to school admission arrangements. This report informs the Forum of consultations issued by the admissions authorities for voluntary aided schools

**RECOMMENDATIONS**

That the Forum considers the arrangements and whether it wishes to respond to these consultations.

**SUPPORTING INFORMATION**

Proposed admission arrangements are attached from the following aided schools:

Finchampstead CE Aided Primary School

Grazeley Parochial CE Aided Primary School

St Dominic Savio Catholic Primary School

St Sebastian's CE Aided Primary School

St Teresa's Catholic Aided Primary School

The Piggott Church of England School

Sonning CE Aided Primary School and Shinfield St Mary's CE Aided Junior School are not proposing to make any changes to their admissions policy for 2011/2012 and are therefore not undertaking consultation.

The arrangements for All Saints CE Aided Primary School and Earley St Peter's CE Aided Primary School were considered at the Forum meeting on 23 November 2010.

A summary of the response that have been made to each admission authority by the local authority is attached.

**List of Background Papers**

Relevant regulations	
<b>Held by</b> Sue Riddick	<b>Service</b> Children's Services
<b>Telephone No</b> 974 6113	<b>Email</b> sue.riddick@wokingham.gov.uk
<b>Date</b> 4 February	<b>Version No.</b> 1

## **SUMMARY OF RESPONSES BY WOKINGHAM BOROUGH COUNCIL TO THE PROPOSED ADMISSION ARRANGEMENTS OF CHURCH AIDED SCHOOLS**

### **Finchampstead CE Aided Primary School**

The policy and supplementary information form is compliant with the statutory requirements of the School Admissions Code however it is recommended that the policy details how the school will address the issue of the admission of children for a school place outside their normal age group (Code 2.70 refers).

### **Grazeley Parochial CE Aided Primary School**

The policy and supplementary information form is compliant with the statutory requirements of the School Admissions Code in all except the tiebreaker used by the school which requires clarification.

It is recommended that this is amended to state that admissions will be determined by the distance from the home address and the school in terms of radial distance. Distances will be measured consistently, using the local authority computerized mapping system and the distance will be measured as a straight line between the Land Property Gazetteer address points for the respective home address and school.

Provide a map of the schools designated area (Code 2.45 refers).

It is recommended that the policy details how the school will address the issue of the admission of children for a school place outside their normal age group (Code 2.70 refers).

### **St Dominic Savio Catholic Primary School**

The policy and supplementary information form (SIF) is compliant with the statutory requirements of the School Admissions Code, however it is recommended that the school requires the supplementary information forms to be returned to the school and the common application form to the child's home authority. Whilst Wokingham Borough Council will forward any SIFs received by it to the school, another local authority may not carry out the same service.

There are no longer Fair Access Protocols for children in public care and casual admissions. Children in public care are included in the Fair Access Protocol for the Placement of Vulnerable Pupils and the council has adopted co-ordinated admission arrangements for in-year applications. Please amend this section.

### **St Sebastian's CE Aided Primary School**

The policy refers to the acceptance of the offer of a place within 21 days of the letter. The regulations require acceptance within 14 days.

There are no longer Fair Access Protocols for children in public care and casual admissions. Children in public care are included in the Fair Access Protocol for the Placement of Vulnerable Pupils and the council has adopted co-ordinated admission arrangements for in-year applications. Please amend this section.

## **St Teresa's Catholic Primary School**

The local authority understands the reasons for the reduction in the admission number to 35 which is in line with the school's current net capacity assessment.

Comment cannot be made on the school's supplementary information form as this was not submitted with the proposed policy.

Comment cannot be made on the school's nursery policy and application form as this was not submitted with the proposed policy. 1.30(f) of the Code stipulates that admission authorities **must** consult on any separate entry requirements and oversubscription criterion for nursery places together with 1.30(a) consultation on admission numbers for any years to which it is intended to admit pupils and (d) any application forms to be used by the school.

2.66 of the Code states that where schools have a nursery class attached, separate admission arrangements **must** be published for entry to the nursery. 2.66 also states that published admission arrangements **must** make clear to parents that their child's attendance at the nursery class does not guarantee admission to the school for primary education and that a separate application **must** be made for transfer from nursery to primary school. The school policy does not comply with this element of the Code.

The policy also does not refer to waiting lists or the impact of Fair Access Protocols on any waiting lists.

It is recommended that the school requires the supplementary information forms (SIFs) to be returned to the school and the common application form to the child's home authority. Whilst Wokingham Borough Council will forward any SIFs received by it to the school, another local authority may not carry out the same service.

## **The Piggott Church of England School**

A separate letter will be sent to the school regarding the school's proposed admission number.

The paragraph relating to applications for multiple births siblings suggests that such children will be treated differently at the initial allocation of places, where they would be offered a place even if to do so would mean exceeding the determined admission number but then after the allocation of places this will not apply and siblings will be treated individually ordered by lot, if aged the same. This is contradictory and inconsistent. The local authority requests the school to look at their multiple birth policy to provide a more consistent approach.

The policy makes it clear that there is an admission number of 15 for external applicants to the sixth form. However the first paragraph under the heading 'Criteria for Admission' is contradictory. This should state that the governors will, in any case, admit all applicants who are already at the school plus 15 external applicants, if there are sufficient applications. Consideration should be given to the removal of the first sentence as it is irrelevant.

Comment cannot be made on the school's supplementary information form (or denominational certificate) as this was not submitted as part of the consultation.

## **Finchampstead Church of England (Aided) Primary School**

### **ADMISSIONS POLICY FOR SEPTEMBER 2012-AUGUST 2013**

The School can accommodate 119 children, with up to 17 admitted to each year group. The planned number of children to be admitted to the Reception Class in the year September 2012 – August 2013 is 17. The closing date for applications for these reception places is ? January 2012.

The Governors of a voluntary aided school like Finchampstead are responsible for deciding and publishing an admissions policy setting out all the arrangements for admissions to the school. The Oxford Diocesan Board of Education, Wokingham Borough Council (the local education authority) and other relevant admission authorities and relevant parents have been consulted about the contents. This policy complies with all relevant legislation, including that on infant class sizes and equal opportunities.

#### **How and when to apply.**

The administration of applications is handled by Wokingham Local Authority (LA) in consultation with other Local Authorities under a Co-ordinated Admissions Scheme. Dates for applications and offers and the details of the processes for dealing with applications in accordance with the LA Co-ordinated Scheme, including how to express a preference for a school, will be published in the LA booklet which will be available in Autumn 2011. The Governors of Finchampstead C of E (Aided) Primary School will be responsible for ranking applications according to the school's criteria described below but will then give the ranked list to Wokingham LA to make the formal offers, thus ensuring that each child receives an offer of one school place only. The Governors do not accept applications for entry before the year in which the child reaches 5.

For admission to the 2012/13 academic year, the Governors' policy will be to offer all children a full time school place from the September following their 4<sup>th</sup> birthday. This results from a change in law approved by Parliament in February 2010.

Parents (see note 1) may request that their child attends part-time until the child reaches compulsory school age.

Parents have the right to defer their child's admission until later in the school year or until the child reaches compulsory school age in that school year. Under such circumstances, the school will hold the place for that child and not offer it to another child.

However, parents will not be able to defer beyond the beginning of the term following the child's 5<sup>th</sup> birthday nor beyond the academic year for which the application was accepted (i.e. 2012/13). If parents do not wish to take up the allocated place until the next school year, the place will not be held. Under these circumstances, a fresh application will have to be made and a place cannot be guaranteed, as the year group may already be full.

Where parents choose to defer their child's admission, or take up the place part-time but later wish to increase it to full-time before their child has reached statutory school age, this must be discussed with the Headteacher or Foundation Stage Leader to agree the effective date.

Appointments will be offered to parents during May 2012 (after offers have been accepted) to discuss part-time or deferment options with the Headteacher or Foundation Stage Leader. These appointments are intended to help parents decide what will be best for their child and enable the school to make appropriate staffing plans.

#### **Applications made beyond the deadline or outside the main Admissions time**

Applications received after the deadline but before offers are made will be considered "late". The Governors will require evidence to support the reason for the late application. If this is accepted, then the application will be processed as if it was on time. Otherwise, it will be set on one side and considered according to the admissions criteria once all the applications submitted on time have been processed and rankings advised to the LA under the Co-ordinated Admissions Scheme, i.e. there may not be places left even for a category 1 child.

Where parents apply after the offers have been made, or where the child is older than the normal admission age (e.g. families who have recently moved home), these are considered as 'In Year' applications. In year applications for all year groups will be administered by the LA in accordance with their published Co-ordinated Admissions Scheme. Places will be offered if there is space available in that year group, taking account of the admissions criteria listed below. Details of how to apply will be in the LA's composite prospectus.

### **Application Forms**

Applications for admission must be made to the Local Authority in which the parents are resident regardless of the location of the school on that LA's Common Application Form. The Local Authorities will co-ordinate applications across boundaries so that subsequently only one offer will be made.

**In addition, all applicants under category 3, 5 and 6 (church connection, see below) must also submit the school's Supplementary Information Form** completed respectively by the Rector of St James' or minister of the other Christian church (or other competent church authority at a time when there is no such minister.) **This form is an essential part of a denominational application and must be submitted to the school by the same deadline as the Common Application Form. If the Supplementary Information Form is not received on time, the application will be considered under the next appropriate category (which may mean that no place is available.)**

Forms should be obtained from the Local Authority in which the parents reside. For Wokingham Borough Council residents, this is Wokingham LA, Shute End, Wokingham, Berkshire, RG40 1WN. Telephone: 0118 9746105. Its Common Application Form can also be accessed online at [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions).

The Supplementary Information Form can be obtained from the school or is downloadable from the school website, [www.school.finchampstead.co.uk](http://www.school.finchampstead.co.uk) or Wokingham LA's website.

### **How the School places are allocated**

Children with Statements of Education Need naming Finchampstead C of E School will always be admitted. If the number of applications exceeds the number of places available after places have been offered to these children, the remaining places will be allocated strictly in accordance with the criteria set out below, i.e. first to those in category 1, next to those in category 2, and successively thereafter. If there is insufficient space for all children in any one category to attend, then places will be allocated to those who live nearest to the school, measured by the LA computerised mapping system as the radial distance between the Land Property Gazeteer address points for the home address and the school. In the event of there being applications of exactly equal distance in a category, the order of those applications will be decided by lot (note 2).

All applications will be considered equally against these criteria irrespective of need or ability. The Governors reserve the right to verify any of the information given on the application forms and the Church reference.

The Admissions Forum for Wokingham Local Authority Schools has agreed arrangements to secure the timely placement of all pupils in schools. These In-Year Fair Access Protocols have been adopted into the admission arrangements agreed by the Governors for Finchampstead C of E School i.e. such children will be offered a place as soon as possible, even if the school is full, or if appropriate will be given top priority on the waiting list.

**Admission Policy Over-subscription Categories – how the applications are ranked if there are more applications than places available.**

[The figures in brackets after each category show the numbers of children admitted recently to the Reception group to help you judge how likely your child is to gain a place.]

**Category 1.** Children in the care of local authorities as defined by the Children's Act 1989 ("looked-after children"), whether living in the catchment area or not, who the local authority has confirmed will still be in public care when admitted to the school. [0 for 2008/9, 0 for 2009/10]

**Category 2.** Children with a normal home address (see Note 3) within the area defined by the shaded area on the map attached (Finchampstead Village and surrounding roads). A list of the roads involved is also attached. [8 for 2008/9, 11 for 2009/10, including one on appeal and one found to be in catchment after the offers had been made.]

**Category 3.** Children from parents (see Note 1) at least one of whom is a regular worshipper at the Parish Church of St. James', Finchampstead (see Note 4), and who request admission on denominational grounds **and** having a sibling (see Note 5) who will be attending the School at the applicant's point of entry date. [3 for 2008/9, 0 for 2009/10]

**Category 4.** Children having a sibling (see Note 5) who will be attending the School at the applicant's point of entry date. [5 for 2008/9, one of whom was admitted on appeal, 2 for 2009/10]

**Category 5.** Children from parents (see Note 1) at least one of whom is a regular worshipper at the Parish Church of St. James', Finchampstead (see Note 4) and who request admission on denominational grounds. [2 for 2008/9, 4 for 2009/10]

**Category 6.** Children from parents (see Note 1) at least one of whom is a regular worshipper at another Christian church and who request admission on denominational grounds (see Note 6). [1 for 2008/9 admitted on appeal, 2 for 2009/10]

**Category 7.** Children or families with exceptional medical needs [where the application does not fall into an earlier category] supported by written evidence, normally given by an independent medical officer or other appropriate person, showing why the school is the most suitable and the difficulties that would be caused if the child had to attend another school (see Note 7). [0 for 2008/9, 0 for 2009/10]

**Category 8.** Children or families with exceptional social needs [where the application does not fall into an earlier category] supported by written evidence, normally given by a social worker, Educational Welfare Officer or other appropriate person, showing why the school is the most suitable and the difficulties that would be caused if the child had to attend another school (see Note 7). [0 for 2008/9, 0 for 2009/10]

**Category 9.** Children of parents who wish them to attend Finchampstead School but do not fall into any of the above categories. [0 for 2008/9, 0 for 2009/10]

Applications from children with disabilities or other Special Educational Needs but without a Statement will be considered in the same way as any other application.

Note 1: A parent is any person who has parental responsibility for, or is the legal guardian of, the child. Where admission arrangements refer to 'parental attendance at church', it is sufficient for just one parent to attend. If in any doubt, please contact the school for advice.

Note 2: The drawing of lots will be conducted by two members of the Admissions Committee and the process will be supervised by someone independent of the school.

Note 3: by normal home address, we mean your child's home address. This is your child's permanent address at the time you make your application for a place. It is where you and your child live. We regard a child's home address to be where (s)he spends the majority of the school week (Monday to Friday, including nights). We may ask to see official documentation, such as a benefit book or medical card if there are reasons why a child does not live at his/her parent's 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. If you are due to move house, we will ask you to produce a solicitor's letter or equivalent evidence.

Note 4: The criterion for 'regular' worship being attendance at St James' church services by parent/guardian at least twice a month over the twelve months preceding the application date as verified by the Rector on the school's Supplementary Information Form. Families new to the area and to St. James' wishing to claim category 3 or 5 status will also need written references to confirm 'regular worship' from their previous rector/vicar.

Note 5: Siblings refers to brother or sister, half brother or half sister, adopted brother or adopted sister, step brother or step 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. In the case of twins, triplets etc or same cohort siblings, the school will offer places in an order drawn by lot (note 2)(multiple births) or to the eldest (birth dates in the same academic year) up to the stated maximum of 17. If this results in splitting the family, parents may wish to decline the offer and seek places for all their children elsewhere.

Note 6: The criterion for 'regular' worship being attendance at church services by parent/guardian at least twice a month over the 12 months preceding the application date as verified by the minister of religion or other competent Church authority on the school's Supplementary Information Form.

Note 7: the Governing Body reserves the right to seek further information on the exceptional medical or social needs from appropriate professionals.

Parents must accept the offer of a place in accordance with the timing indicated by the home LA admission arrangements (for Wokingham, this is 14 days from the offer letter but other LAs may differ.)

### **Appeals**

The LA will inform all unsuccessful applicants of their right of appeal and the process for appeals. Appeals regarding this school should be sent to the school for the attention of the Admissions Governor who will forward them to the Appeals Officer at the Diocese of Oxford to arrange for an independent Appeal Panel, constituted in accordance with the School Standards and Framework Act 1998, to hear the appeal. The Diocesan Appeals Officer will write and tell you the arrangements. You and the Governors will have a chance to send in any papers you wish and to speak at the hearing. The Appeal Panel's decision as to whether or not your child can come to Finchampstead School is binding in law. It should be noted that, in the event of an unsuccessful appeal against non-admission, it is the Governors' policy not to reconsider applications within the same school year (1 September - 31 August) unless there is a major change in circumstances, eg change of address.

### **Waiting List**

In addition to a parent's right to appeal, parents whose application has not been successful may add their child's name to the School's Waiting List. Should a casual vacancy occur, a place will be offered by the LA first to any child covered by an In-Year Fair Access Protocol and then to a child on the Waiting List, in line with the arrangements for the Co-ordinated Scheme. The order of priority on the Waiting List is the same as the list of criteria for over-subscription. No account is taken of length of time on the Waiting List. The school (and the LA) periodically seeks confirmation that parents wish a child to be kept on the Waiting List.



The Waiting List will be retained by the LA until such time as the policy is changed to fill places that may become available during the school year.

### Contact Details

For further information and to arrange visits, please contact the Clerk to the Governors.

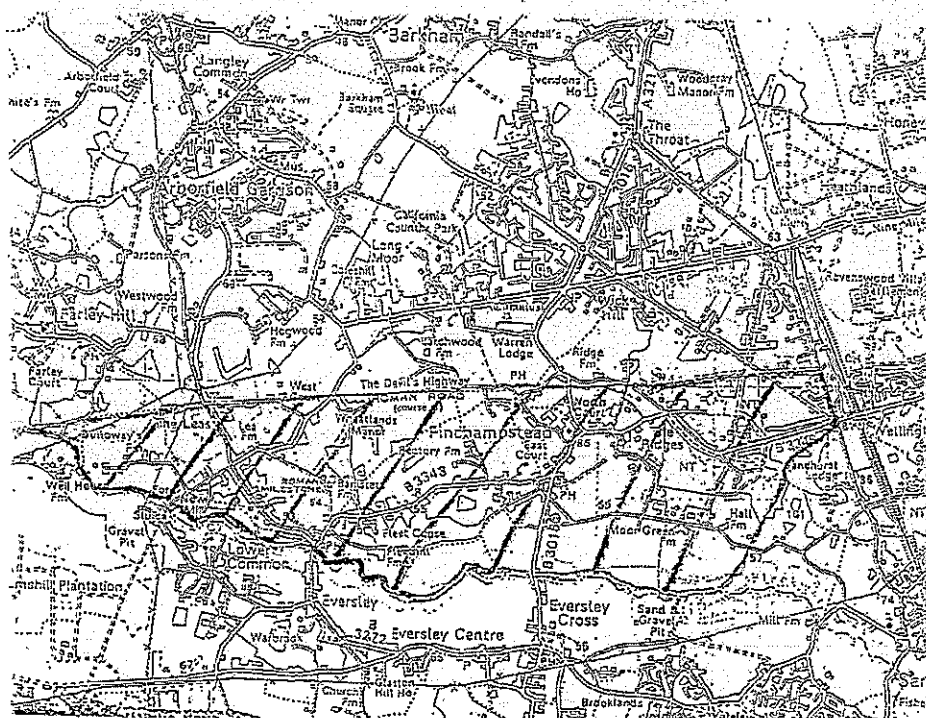
Address: Finchampstead Church of England (Aided) Primary School  
The Village  
Finchampstead  
Wokingham  
Berkshire  
RG40 4JR

Telephone: 0118 9732166

Email: [admin@finchampstead.wokingham.sch.uk](mailto:admin@finchampstead.wokingham.sch.uk)

(Reviewed by the Governing Body in Autumn 2010, and effective from September 2011.)

Finchampstead Church of England (Aided) Primary School  
ADMISSIONS – Catchment Area



- |                      |                             |
|----------------------|-----------------------------|
| Blackwater View      | Lower Wokingham Road (part) |
| Burnmoor Meadows     | New Mill Road               |
| Church Lane          | Park Lane (part)            |
| Corfield Close       | Priors Wood                 |
| Cricket Hill         | Reading Road                |
| Dell Road            | Rectory Hill                |
| Drift Lane           | Roman Ride                  |
| Fleet Hill           | Talisman Close              |
| Fleet Lane           | The Ridges                  |
| Forges Lane          | The Rise                    |
| Jubilee Road         | The Village                 |
| Liddell Close        | Wellington Avenue           |
| Longwater Lane       | Woodmoor                    |
| Longwater Road       |                             |
| Lower Sandhurst Road |                             |

**Finchampstead Church of England (Aided) Primary School**  
***The Village, Finchampstead, Berkshire RG40 4JR***

**Supplementary Information Form 2012-13 to support an application based on a parent/guardian's regular worship at a Christian church**

N.B. This form is only required where a parent is seeking admission for a child on denominational grounds (Criteria 3, 5 and 6 of the school's admission arrangements). After completion by the priest or minister, this form should be returned direct to the school by the same deadline as the Local Authority common application form (? January 2012).

Name of Child:

Name of Parent/Guardian seeking confirmation of 'regular worship':

(Please print name).....

Please sign & date.....

Church Attended (Full name and address):

**Minister's Confirmation**

Has the parent or guardian attended Church services at least twice monthly over the 12 months preceding this application date, as shown above?

Signed: .....

Position\*: .....

Date: .....

\* For example, Vicar, Rector, Minister, etc

## **Grazeley Parochial C of E (Aided) Primary School**

### **Admissions Policy for September 2012- August 2013**

The Governing Body of Grazeley Parochial Primary School is responsible for deciding admissions to the school. The Local Authority (LA) (Wokingham Borough Council), through the co-ordinated admission arrangements, manages the application process.

A pupil is enrolled at this Aided School in accordance with the Governors' Admissions Policy, which has been published after consultation with the Oxford Diocesan Board of Education, the Local Authority and other relevant Admission Authorities, in accordance with the School Admissions Code February 2010. All applications will be treated fairly, in order of the admissions criteria, irrespective of the need or ability of the child.

Due regard is paid to the Schools Admissions Code 2010 and to the implications of wider policies ensuring fair access. The school will be participating in the LA 'in-year' fair access protocol.

Parents can express a preference for this school by completing the Common Application Form obtainable from the LA in which they live (the home LA).. If applying under the school's admission criteria 2 and 6 (Denominational grounds) the Grazeley Parochial C of E (Aided) School Supplementary Information Form should be completed and returned to the school by the **xxx January 2012 (See note 7)**.

Applications made after the deadline for receipt will only be considered after all of those received by the deadline.

The supplementary form can be obtained from the school, the school website, [www.grazeley.wokingham.sch.uk](http://www.grazeley.wokingham.sch.uk), Wokingham Borough Council or online [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions)

If the Supplementary Form is not received the application will not be considered under criteria 2 and 6 but will be considered under criteria 3 to 5 and 7 in respect of criterion 2 or under criterion 7 in respect of criterion 6.

The admission number for entry to the Reception year in September 2012 is 15. Other year groups also have 15 places.

Parents of children younger than five have the right to delay entry to the school until no later than the term after the child's fifth birthday (when the child reaches compulsory school age). This must be within the same academic year. In other words, parents cannot defer entry until September for a child whose fifth birthday falls between 1 April 2013 and 31 August 2013.

If the child has not been admitted to the Reception Year in the school year 2012/2013, a separate application should be made in the second half of the summer term 2013 for a Year 1 place in September 2013.

Parents should be aware that the Year 1 group may have no available places as it could be full with children transferring from the 2012/2013 Reception Year.

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.

Until the child reaches compulsory school age, parents also have the right to request that s/he attends part-time. In such cases, detailed arrangements should be discussed with the head teacher.

However, the Governing Body recommends that the child should attend full time when they start school.

Applications to school 2010/2011 were as follows

33 applications were received and ranked according to the admissions criteria

0 were ranked in criterion 1

1 was ranked in criterion 2

10 were ranked in criterion 3

19 were ranked in criterion 4

0 were ranked in criterion 5

0 were ranked in criterion 6

3 were ranked under criterion 7

There were insufficient places to meet parental preference for 15 applications under criterion 4

### **Admission Criteria**

1. Children in public care. (See note 6)

2. Children of parents who live within the Benefice of Loddon Reach and who attend St Michael & All Angels Church Spencers Wood, St Mary The Virgin Beech Hill, South of Reading Christian fellowship or Beech Hill Baptist Church. The child and a parent must have attended church at least twice a month for a period of at least 12 months prior to the date of the application (See notes 2 & 7) (in accordance with the historic intent of the school's Trust Deed)

3. Children who have brothers or sisters attending the school **at the time of their term of entry**. (See note 4)

4. Children of parents who live within the Benefice of Loddon Reach and who wish their child to attend this Church of England School.

5. Children/families with strong medical, social reasons for attending the school (see note 8)

6. Children whose parents live outside the Benefice of Loddon Reach and have a strong affiliation with the Church of England or any other Christian denomination and the child and a parent have attended church at least twice a month for a period of at least 12 months prior to the date of the application (See notes 2 & 7)

7. Children of other parents who wish their child to attend this Church of England School

## **Children with Statements**

Children with a Statement of Special Educational Need will be admitted to the school where parents name this school whether there are places available or not.

## **Oversubscription Criteria**

The criteria for admission are only applied if there are more applications than places.

In the event of there being more applications than places available fulfilling the first or subsequent admissions criteria then admissions to the school will be determined by distance from the school using the Wokingham LA computerised mapping system. Radial mileage will be used to measure distance from the school in all criteria using a Postcode Search from a Direct Gov. website measuring system. The child living closest to the school will be considered for a place.

A map of the catchment area of the school can be obtained from the school office.

In the case of twins or multiple births the admission criteria will be applied to each child for whom an application is made. If this results in one or more of the children of multiple births not being offered a place we will offer a place to the child nominated by the parents. Parents may choose to seek a school where both/all the children could be accommodated. However, parents also have a right to appeal for a place in the school.

The Governors of the school will participate in the Wokingham LA In-year Fair Access Protocol.

This may result in the school being obliged to admit over its admission number. In-year applications for places in the school will take priority on the school's waiting list in line with the In-year Fair Access Protocol.

Applications for admissions should be made in accordance with their home LA's co-ordinated scheme.

Parents will be required to provide additional information to the home LA common application form when applying for a place under criteria 2 and 6 (denominational grounds) in the school. Copies of the Supplementary Information Form will be available from Wokingham's Admissions department (and from the school) and should be returned direct to the school. The school Admissions Panel will rank applications for admission strictly according to the school admissions criteria and return this list to Wokingham LA by the **xxx March 2012**, in the case of the main round of admissions to the Reception Year.

The school's Admissions Committee will then make decisions on which children are to be offered a place and the home LA will inform parents of their decision by the date specified in the home LA's co-ordinated scheme. Parents must accept or decline the offer of a place at the school by the deadline in the home LA's co-ordinated scheme.

It is the Governors' policy not to reconsider applications within the same academic year unless there is a material change in circumstances.

**Appeals** against refusal for entry should be sent in writing, with reasons, to the Chairperson of the Governors Admissions Committee within three weeks of receipt of the letter refusing a place at the school. A panel organised by the Oxford Diocesan Board of Education will hear the appeal.

Applications made for **other year groups** must be made through the home LA and will be subject to application of the criteria by the School's Admissions Committee. Parents will be informed in writing of the decision by their home LA.

### **Waiting Lists**

A waiting list is held by Wokingham LA for applications or appeals which have not been successful. Should a place become available it will be offered to a child on the waiting list in line with the arrangements for the co-ordinated scheme. The order of priority on the waiting list is the same as the list of criteria for over subscription. The length of time on the waiting list will not be taken into account. The school will keep the LA informed of any places becoming available.

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with an in year fair access protocol must take precedence over those children on the waiting list.

For further details please contact the Admissions Governor at the school and the Wokingham LA Admissions Department

The Admissions Governor  
Grazeley Parochial Primary School  
MereOak Lane  
Grazeley  
Berkshire  
Tele 01189883340  
Fax 01189886342  
[admin@grazeley.wokingham.sch.uk](mailto:admin@grazeley.wokingham.sch.uk)

Wokingham Borough Council  
P.O.Box 156  
Shute End  
Wokingham  
Berkshire  
RG1 1LY  
01189746105  
[www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions)

## Note

1. **Parents;** a parent is any person who has parental responsibility for or is the legal guardian of the child.
2. **Church attendance (criteria 2 and 6)** an adult or adults with parental responsibility and child attend church at least twice a month for 12 months prior to the date of the application.
3. **Normal home address;** child's permanent address at the time of the application. Home address may also include the place where the child spends the majority of the school week (Monday to Friday, nights included). Official documentation may be required if a child does not live at his or her parent's address and should be declared on the application form. **If you do not declare any arrangements that are made or use a relative's address, we may consider a false application has been made and withdraw your application and offer of a place.** Childcare arrangements are not sufficient reason for listing another address. If you are moving into the catchment area, we will ask for evidence of your move before considering any application for a place.
4. **Sibling;** 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 sibling. In the case of twins or multiple births the admission criteria will be applied to each child for whom an application is made. If this results in one or more of the children of multiple births not being offered a place we will offer a place to the child nominated by the parents.
5. If by offering all children a place the class would breach the infant class size legislation, the school will not offer places.
6. **Children in Public Care** includes children in the care of local authorities as defined by the Children Act 1989. A 'looked after child' is only considered as such if the local authority confirms he or she will be in public care when he or she is admitted to a school
7. Parents will be required to ask their priest or minister to confirm their church attendance in writing and to complete the relevant section on the Supplementary Form. The Supplementary Form must be sent to the school by the deadline date.
8. Parents should request a letter from a registered health professional such as a doctor or social worker setting out the particular reasons why this school is the most suitable school for the child and the difficulties that would be caused if the child had to attend another school. This supporting evidence should be submitted with the home LA's Common Application Form and will be

considered by the School Admissions Committee. A decision will be made based on the ability of the school to best meet the needs of the child.

9. **Fair Treatment:** All applications will be treated fairly, in strict order of the admission criteria, irrespective of need or ability of the child or family i.e. disabilities, special needs (without statements) or challenging behaviour. The Grazeley Parochial Primary School Admissions policy complies with all relevant legislation including that on infant class sizes and equal opportunities.



GRAZELEY PAROCHIAL C of E (AIDED) PRIMARY  
Mere oak Lane, Grazeley, Reading, Berkshire RG7 1JY  
Tel.01189883340 Fax. 01189886342  
E-mail admin@grazeley.wokingham.sch.uk

SUPPLEMENTARY INFORMATION FORM  
THIS FORM NEED ONLY BE COMPLETED IF APPLYING UNDER CRITERIA  
2&6

PLEASE COMPLETE THIS FORM AND RETURN IT TO THE SCHOOL.  
N.B APPLICATION FORMS MUST BE OBTAINED FROM, COMPLETED AND  
RETURNED TO THE LOCAL AUTHORITY TO WHOM YOU PAY YOUR COUNCIL TAX.

SURNAME OF CHILD..... DATE OF BIRTH .....

CHRISTIAN NAMES ..... BOY/GIRL .....

ADDRESS .....

.....POSTCODE .....

HOME TEL. NO. .... MOBILE NO.....

CHRISTIAN NAME & SURNAME OF PARENT/GUARDIAN .....

Which Church do you attend?

.....

Have you and your son/daughter attended the above named church at least twice a  
month for the 12 months prior to the date of application?

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

To be completed by the priest or minister of.....Church

I confirm that the above declaration regarding attendance and membership of the  
above church is accurate at the time of application. The child and a parent has  
attended church at least twice a month for the last 12 months  
I therefore support the parent's application under denominational grounds.

Signed:.....Print .....

Date..... Telephone no.....

This information is for school use only.

**Admission Policy  
School Year 2012/2013**

St Dominic Savio Catholic Primary School is a Voluntary Aided school in the trusteeship of the Catholic Diocese of Portsmouth and is maintained by Wokingham Borough Council.

The school is situated within the Loddon Valley Pastoral Area which includes the parishes of St John Bosco, Woodley, Our Lady of Peace and Blessed Dominic Barberi, Earley, St Thomas More, Twyford and Christ the King, Whitley.

This policy has been prepared by the Governing Body following consultation with the Diocese of Portsmouth, the relevant Admissions Authorities and relevant parents. Consultation will be completed before 7<sup>th</sup> February 2011. Determination will be completed by 15<sup>th</sup> April 2011.

Admission Arrangements for 2012/2013

In the school year 2012/2013 the Governors will admit up to 60 children (Published Admission Number) who reach their 5<sup>th</sup> birthday between September 1st, 2012 and August 31st, 2013. The two classes will have a maximum of 30 pupils in line with infant class legislation (1998).

Admission to the school is the responsibility of the Governing Body. The school is a partner in the co-ordinated admission arrangements with Wokingham Borough Council who are responsible for co-ordinating all the arrangements across the authority.

In November 2011, common application forms will be sent by the Borough Council to parents/carers whose children will reach compulsory school age between September 1st, 2012 and August 31st, 2013. Applications for entry to St Dominic Savio Catholic Primary School in the school year commencing September 2011 must be on the common application form.

Wokingham Borough residents must apply using the Wokingham Borough application form to apply for schools within the Borough and to other areas of England. The application form is available on request or can be downloaded at: [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions). Residents of other local authorities in England must apply to their home authority for schools in the Wokingham Borough. Parents are advised to check offer and acceptance dates with their home authority, if not Wokingham Borough Council.

In addition to the common application form parents/carers are asked to complete a separate supplementary information form. The additional information on this form assists governors in placing applications in the correct oversubscription category. If no supplementary information is submitted governors can only rank the application on the basis of the information contained in the common application form. These forms are available either from the school office, the school website or Wokingham Borough Council. We request that these are returned to the local authority or the school office. The deadline for applications is 16<sup>th</sup> January 2012.

The Governors' Admissions Committee will consider all complete applications received by the published admission deadline, according to the admission criteria. In the event of more than 60 applications being received, places will be allocated strictly according to the oversubscription criteria. The Governors will operate an Equal Preference Policy. This means that all applications will be treated equally, irrespective of need or ability and without reference to the positioning in the ranked list on the application form. Offers of places will be made by the Borough Council on behalf of the Governing Body on 20<sup>th</sup> April 2012. Parents who apply online will also be able to view the results of their application on 20<sup>th</sup> April 2012. Parents are required to accept the offer of a place by 4<sup>th</sup> May 2012.

Children with a Statement of Special Educational Need with the school named in the Statement will be guaranteed a place and have priority over other applicants. The admission of children with a Statement will count towards the school's Published Admission Number.

- All children will be offered full time places from the September after their 4<sup>th</sup> birthday.
- Parents will have the right to defer entry until later in the year or until their child is of statutory school age, but may not defer until the next school year.
- Where entry is deferred, the school will hold the place for that child and not offer it to another child.
- Until their child is of statutory school age, parents who wish to do so may opt for their child to take up the allocated place on a part time basis.
- Where parents do not wish to take up the allocated place until the next school year, the place will not be held. A fresh application would have to be made and there would be no guarantee that a place would be available at the school.

From time to time the Governors receive requests for children to start school earlier than the published times. Parents/carers should note that such applications will only be considered under very exceptional circumstances, for example family bereavement. The needs of working parents and associated childcare arrangements should not be considered as exceptional.

#### **Admission criteria**

Should there be more than 60 applications children will be admitted in the following category of priority:

- Category A Baptised Catholic children in Local Authority Care (Looked After Children)  
Category B Baptised Catholic siblings of pupils of St Dominic Savio Catholic Primary school at the time of entry to the school.  
Category C Baptised Catholic children  
Category D Non Catholic children in Local Authority Care (Looked After Children)  
Category E Other siblings of pupils of St Dominic Savio Catholic Primary School at the time of entry to the school.  
Category F Other children.

#### **Documentation in support of applications**

- (i) Child's baptismal certificate (categories A, B and C)

#### **Oversubscription**

Within the categories above, priority will be given to children whose home address is nearest to the school. Distances will be measured consistently using the local authority GIS computerised mapping system, for the respective home address and school, with those living closer to the school receiving the higher priority. In the event of identical or equidistant addresses (including flats and multiple occupancy buildings) random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by two members of the Governing Body.

#### **Appeals**

Parents have the right to appeal if the Governors refuse a place for their child. The appropriate form can be obtained from the address below and should be returned by 4<sup>th</sup> May 2012. An Independent Appeal Panel will be convened to hear the appeal. Parents will be fully informed of the arrangements and have the chance to submit any relevant papers and to speak at the hearing. The Appeal Panel's decision is binding.

The Clerk to the Appeals Panel  
Member Services Section

Wokingham Borough Council  
Shute End  
Wokingham  
RG40 1WQ

Telephone: (0118) 974 6059

It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further applications for appeals in the same school year (September 1 to August 31) unless there has been an exceptional change in circumstances.

#### Waiting List

A list is maintained for those children who are not offered a place, including those unsuccessful at appeal; the order of priority on the list is the same as the list of criteria for over-subscription. No account is taken of length of time on the list. Should a casual vacancy occur, a place would be offered to the child at the top of the list using the over-subscription criteria. The list is held by Wokingham Borough Council under the co-ordinated scheme until 30<sup>th</sup> September 2013. After that date the school will maintain the list although continuing to liaise with the Local Authority. We will seek confirmation periodically from parents that they wish their child to be kept on the list.

The Admissions Forum for Wokingham Borough Council Schools has agreed arrangements to secure the timely placement of all pupils in schools. Currently there are protocols agreed that deal with children in public care (Looked After Children), and for casual admissions (including children moving into the area). In-year Fair Access Protocols are also in place for Placement of Vulnerable Pupils and Managed Transfers and Reintegration of Pupils in primary schools. These protocols have been adopted into the admission arrangements agreed by the Governors of St Dominic Savio Catholic Primary School. Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with an In-Year Fair Access Protocol must take precedence over those on a waiting list.

#### Late Applications

Late applications will be allocated according to the Admission Criteria after all other applications have been considered. If places are not available they will be added to the aforementioned list. Applicants will be notified by the Borough Council about the success of their application.

#### Applications outside the normal admissions cycle

In accordance with the co-ordinated admissions scheme, applications for in year admission should be made on the common application form. Information on the availability of places and the common application form can be obtained from Wokingham Borough Council. Wokingham Borough residents must apply using the Wokingham Borough application form to apply for schools within the Borough and to other areas of England. The application form is available on request or can be downloaded at: [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions). Residents of other local authorities in England must apply to their home authority for schools in the Wokingham Borough.

#### Admission outside normal age group

Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health, etc.

Each case will be considered on its own merits and circumstances and will only be agreed by the Governing Body where there is consensus between the parents, schools concerned (both current and preferred) and any relevant professionals asked for their opinion by the Governing Body, that to do so would be in the pupil's interests.

**Explanatory notes**

**Catholic**

A Catholic is a baptised member of a church in communion with the See of Rome.

**Parent**

S576 Education Act 1996

A parent in relation to a child, includes any person who is not a parent but has parental responsibility for a child or who has care of a child.

**Siblings**

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 sibling. A sibling will have a brother or sister still at the school in the academic year in which they join the first year of the Foundation Stage.

**Multiple births or children with birth dates in the same academic year**

Where the application of oversubscription criteria results in splitting children with either the same birth dates or children born in the same academic year from the same family, places will be offered even if this will result in the school going above the admission number with one exception, where to do so will result in the school breaching infant class size legislation at Key Stage 1 (e.g. class size must not break 30 children to 1 qualified teacher). In this instance the place will be offered by the drawing of lots (multiple births) or eldest (birth dates in the same academic year), the unsuccessful child(ren) will be placed and remain at the top of the waiting list, in such instances parents will be offered the place and will need to decide whether they wish their children to be split or consider placement at an alternative school together.

**Home Address**

This is a child's permanent address at the time of the application. We regard this as where the child spends the majority of the school week (Monday to Friday including nights).

**Looked After Child**

By a 'Looked After Child' we mean a child who is looked after by a local authority in accordance with section 22 of the Children's Act 1989 at the time an application is made, and who the local authority has confirmed will still be looked after at the time when admitted to the school.

**Admissions in 2011/2012**

*Figures to be provided after admission offers have been finalised during the Summer Term 2011.*

Category	Applications received by the closing date	Admissions
Category A		
Category B		
Category C		
Category D		
Category E		
Category F		
Total		

Any requests for further information should be addressed, in the first instance, to the School Secretary, on telephone number (0118) 969 3893, e-mail: [schoolsecretary@st-dominicsavio.wokingham.sch.uk](mailto:schoolsecretary@st-dominicsavio.wokingham.sch.uk).