

TITLE Proposed admission arrangements for voluntary aided schools and Academies 2014/2015

FOR CONSIDERATION BY Admissions Forum on 13 February 2013

REPORT PREPARED BY Sue Riddick

SUMMARY

This report updates the Forum on consultations issued by the admission authorities for voluntary aided schools and Academies

RECOMMENDATIONS

That the Forum considers the proposed arrangements, together with the proposed local authority response and advises whether it wishes to respond.

SUPPORTING INFORMATION

The following schools are formally consulting:

Finchampstead CE Aided Primary School – closing date 26 February 2013

Grazeley Parochial CE Aided Primary School – closing date 15 February 2013

Sonning CE Aided Primary School – closing date 22 February 2013 (viewed by Forum at last meeting)

St Sebastian's CE Aided Primary School – closing date 15 February 2013

St Teresa's Catholic Primary School – closing date 15 February 2013

Shinfield St Mary's CE Aided Junior School – closing date 8 February 2013 (viewed by Forum at last meeting)

The Piggott School – closing date 25 February 2013 (viewed by Forum at last meeting)

The following schools have not formally consulted on any changes for 2014/15:

All Saint's CE Aided Primary School – policy already determined by governing body (viewed by Forum at last meeting) however clarification is being sought regarding a policy for consultation on the school's website which differs to the determined policy.

Earley St Peter's CE Aided Primary School (viewed by Forum at last meeting)

St Dominic Savio Catholic Primary School

The Holt School

Maiden Erlegh School

Oakbank School

All schools will be required to determine their policies by 15 April 2013 and forward their full, determined arrangements to the local authority by 1 May 2013. Each admission authority will be required to notify appropriate bodies and post their determined arrangements on to the school's website notifying how objections can be made before 30 June 2013 to the Office of the School's Adjudicator.

List of Background Papers

School Admissions Code

Proposed response by local authority to consulting own admission authority schools

Held by	Sue Riddick	Service	Children's Services
Telephone No	974 6113	Email	sue.riddick@wokingham.gov.uk
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**COMPLIANCE CHECK ON OWN ADMISSION AUTHORITY SCHOOL
PROPOSED POLICIES – INITIAL COMMENT**

Finchampstead CE Aided Primary School

Criterion 1 – there should be no qualification for LAC or previously LAC. The school should not indicate that discussion to confirm that the school rather than any other can meet the child's need is required. If the supporting evidence from local authority for LAC names the school then this must be taken.

Criterion 3 & 5 – remove the word 'still' as if the offer is accepted they will not have started.

Grazeley CE Parochial Aided Primary School

Waiting list includes 'appeals which have not been successful'. If a parent has appealed for the school then an applicant would have been received and parent can indicate that they wish to be on the waiting list.

Not sure what relevance note 4 is to criterion 3. Surely note 4 would apply to all with the exception of those children who are considered 'excepted pupils'. I think the school means note 3.

Note 8 is missing for social/medical criterion.

Criterion 1 should refer to note 5 not 6.

No SIF submitted or map submitted in contravention of the School Admissions Code

Sonning CE Aided Primary School

Tie breaker should read multiplied by not divided by.

Waiting lists – clarification as to why parents would have to re-apply for a place at the school after 31 December 2014. The list will transfer and the school will be notified if parents want to go onto waiting lists after that if an application is received in-year. The wording is contrary to 'Applications will not be considered more than once in a school year'.....the paragraph preceding waiting lists.

Registering for a place; it would be helpful if the school could also say that registering for a place is a separate process to aid the school to gauge numbers; to apply for the school, parents would need to complete an application form and submit it to the LA by the deadline.

SIF – whilst the SIF only requires one parental signature it is still asking for details of both in part 1. Reference should only be made to one parent.

There is a typographical error in paragraph relating to identical distances.

St Sebastian's CE Aided Primary School

Tiebreaker – multiplied by not divided by

St Teresa's Catholic Primary Schools

All local authorities will have the same closing date as this is now a national date.

What does the term practicing mean for criterion 9 and 10 – Christians & other faiths – this is given on the SIF but not in the policy.

Multiple births – first section is ok but second section refers to the 'available place'. Children admitted above number are considered exceptions; therefore there is no 'available place'.

It is advisable that the paragraph on children with SEN is placed prior to the oversubscription criteria.

No offer information is given in the previous year.

The school should submit the application form for the pre-school as part of the consultation as this forms part of the admission arrangements.

SIF – surely the counter signature is also required for criteria 9 & 10 too. Bottom paragraph on form refers.

As at 30 January 2013, the consultation is not on the school's website contrary to the regulations, nor is there any evidence that the parent body has been notified via newsletter.

The policy is unclear as to whom applications are made in-year.

Shinfield St Mary's CE Aided Primary School

Page 2 could not be read on the website – spoke to school 1/2/13. Therefore this page has not yet been checked for compliance.

Note 6 – SIF is to be returned to the school – not the LA as indicated on the SIF.

Piggott CE Aided Primary School

Policy – 3rd paragraph refers to the policy having been determined, this should read proposed.

No information is provided or signposted about offer information in the previous year.

6th form - the clarity of the pathways is good. The policy indicates that 'applications from those not attending the school will also be accepted'. Recommend wording changed to 'considered'.

LA – for information, in-year applications may not be notified by other LAs if a co-ordinated scheme is not in operation. In which case, as WBC is co-ordinating we will notify outcome on behalf of school.

No denominational certificate was submitted or provided online, this form forms part of the admission arrangements for the school.

The council has no objection to the proposed change in DA to include Hurst.

All Saint's CE Aided Primary School

The LA was notified on 29 October that the school was not consulting on any changes to their policy for 2014/15 and the associated paperwork would suggest that the school had determined unchanged policy (although this is still to be fully checked).

When checking the website 1/2/13, there is a consultative policy without displaying the required wording about the consultation and to whom responses can be made and by when. This policy includes information that requires consultation – the medical criterion has been promoted, for instance and the school indicates that in-year will be handled by the school. This policy has not been forwarded to the relevant area. No policy for the nursery is included.

This policy does not make it clear that attending the nursery will guarantee a place at the school and that a separate application process applies.

No mention is made about accepting offers.

The paragraph on children admitted outside normal year group is at odds with the first paragraph of the policy – 'our policy is not to offer admission in September 2014 to children who were born on or after 1 September 2010.'

Finchampstead Church of England (Aided) Primary School

ADMISSION POLICY FOR SEPTEMBER 2014 – AUGUST 2015

The School has a distinctive Christian ethos which is embodied in our Vision Statement: that our children

- feel cared for unconditionally and valued as unique creation made in the image of God
- become enthusiastic self-motivated learners with a thirst for life-long learning, built on a firm foundation
- have learnt from, and aspired to excellence in, a wide range of academic, sporting, musical, artistic and social activities
- have a strong set of Christian values, including tolerance, respect for the planet, self and others, honesty and sincerity, kindness and friendship, love and forgiveness, justice and personal responsibility

so that our pupils can create their place, and have a positive influence, in tomorrow's world.

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.

The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2012 and all relevant legislation, including that on infant class sizes and equal opportunities.

Admission arrangements to the Reception Year in September 2014

At our school, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2009 and 31 August 2010 may apply for them to be admitted to the Reception Year in September 2014. There are 17 places (the published admission number) available. Our policy is not to offer admission in September 2014 to children who were born on or after 1 September 2010.

Parents of children younger than five may request that their child is not admitted until later in the school year 2014/15 (no later than the term 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 2015 and 31 August 2015 parents cannot defer entry until September 2015 because that would mean admission to a different school year. If the child has not been admitted to the Reception Year in school year 2014/2015, a separate application should be made in the second half of the summer term 2015 for a Year 1 place in September 2015. However, in almost all cases, the Year 1 group will have no available places as it will have 17 children transferring from the 2014/2015 Reception Year.

Until the child reaches compulsory school age, parents may also request that s/he attends part-time. In such cases, detailed arrangements should be discussed with the head teacher or Foundation Stage Leader. Appointments will be offered to parents during May/June 2014 (after offers have been accepted) to discuss part-time or deferred options. These appointments are intended to help parents decide what will be best for their child and enable the school to make appropriate staffing plans.

Parents (see Note 1) wishing to apply for the Reception [Foundation] Year in September 2014 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 2014**. 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 16 April 2014.

[In addition, all applicants under category 5, 7 and 8 (church connection, see below) must submit the school's Supplementary Information Form completed respectively by the Rector of Finchampstead and California (for St James' Church connection) 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 15 January 2014, 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.) The Supplementary Information Form can be obtained from the school or is downloadable from the school website, www.school.finchampstead.co.uk or Wokingham LA's website.]

FinchCE(Aided)PrimaryAdmission Policy 2014-15 for consultation 21 Dec 12

Over-subscription criteria

Children with a Statement of Special Educational Need naming Finchampstead Church of England (Aided) Primary 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:

- 1 Looked-after children and children who were previously looked after but ceased to be so because, immediately after being looked after, they were adopted or became subject to a residence order or special guardianship order, subject to confirmation from the relevant local authority and discussion to confirm that Finchampstead Church of England (Aided) Primary School rather than any other will best meet the child(ren)'s needs (see Note 2).
- 2 Children with a normal home address (see Note 3) in the catchment area (see Note 4) and who (or whose parent) have(has) exceptional medical or social needs that make it essential that they attend Finchampstead Church of England (Aided) 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 5).
- 3 Children with a normal home address (see Note 3) in the catchment area (see Note 4) and with a sibling (see Note 6) on the roll of 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.
- 4 Children with a normal home address (see Note 3) in the catchment area (see Note 4).
- 5 Children with a normal home address (see Note 3) outside the catchment area (see Note 4) and from parents (see Note 1) at least one of whom is a regular worshipper (see Note 7) at the Parish Church of St. James', Finchampstead and who request admission on denominational grounds and with a sibling (see Note 6) on the roll of 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 Children with a normal home address (see Note 3) outside the catchment area (see Note 4) and with a sibling on the roll of 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.
- 7 Children with a normal home address (see Note 3) outside the catchment area (see Note 4) and from parents (see Note 1) at least one of whom is a regular worshipper (see Note 7) at the Parish Church of St. James', Finchampstead and who request admission on denominational grounds.
- 8 Children with a normal home address (see Note 3) outside the catchment area (see Note 4) and from parents (see Note 1) at least one of whom is a regular worshipper (see Note 7) at another Christian church (see Note 8) and who request admission on denominational grounds.
- 9 Other children.

Proximity of the child's home, as measured by the straight line distance (see Note 9) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 9 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

All Other Admissions

Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have 17 places. Applications must be made directly to the Wokingham LA on a form available from Wokingham LA with whom the school has a voluntary co-ordination arrangement. Admissions outside the normal age group will be dealt with as indicated below.

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1 – 9 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the LA and Governing Body up to half a term [using the three term year] in advance of the desired date for entry. For example for entry in January, the application will not be considered until after the October half term break.

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.

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.

Waiting Lists

The school and Wokingham LA maintain waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting 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 a waiting list. The school and LA periodically seek confirmation that parents wish a child to be kept on the waiting list.

Multiple births

In the case of twins, triplets etc or same cohort siblings where there are insufficient places available for all the children, the school will offer places in an order drawn by random allocation (multiple births) or to the eldest (birth dates in the same school year) up to the stated maximum of 17. The process will be conducted in the presence of a person independent of the school. If this results in splitting the family, parents may wish to decline the offer and seek places for all their children elsewhere. The school has to take this stance because of pressure on classroom space at Key Stage 2 (Juniors) when two year groups of 17 are together in one classroom.

Fair Access

The school participates in Wokingham 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

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. 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 application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the School Office.

Admissions in September 2013

The school received ... applications expressing a preference for admission to the Reception Year in 2013 by the closing date in January 2013. These were ranked as follows:

Children with statements naming the school

Criterion 1

Criterion 2 (In 2013 the criteria here of 2, 3 and 4 were together as one criterion of 'catchment')

Criterion 3 (not a separate criterion in 2013)

Criterion 4 (not a separate criterion in 2013)

Criterion 5 (In 2013 this was the third criterion)

Criterion 6 (In 2013 this was the fourth criterion)

Criterion 7 (In 2013 this was the fifth criterion)

Criterion 8(In 2013 this was the sixth criterion)

Criterion 9

N.B. In 2013 there was a separate 7th 'medical' criterion
and a separate 8th 'social' criterion

... places were offered, with the cut-off coming under criterion ... at a distance of ... miles

Further information

For further information and to arrange visits, please contact the School Office.

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

Telephone: 0118 9732166

Email: admin@finchampstead.wokingham.sch.uk

Notes

Note 1 "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 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. Adoption orders come under the terms of the Adoption and Children Act 2002, Section 46. A 'residence 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). 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, residence or special guardianship order).

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 "catchment area" we mean 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. The position of this category is in line with the school's Trust Deed.

Note 5 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 Finchampstead Church of England (Aided) 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 school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

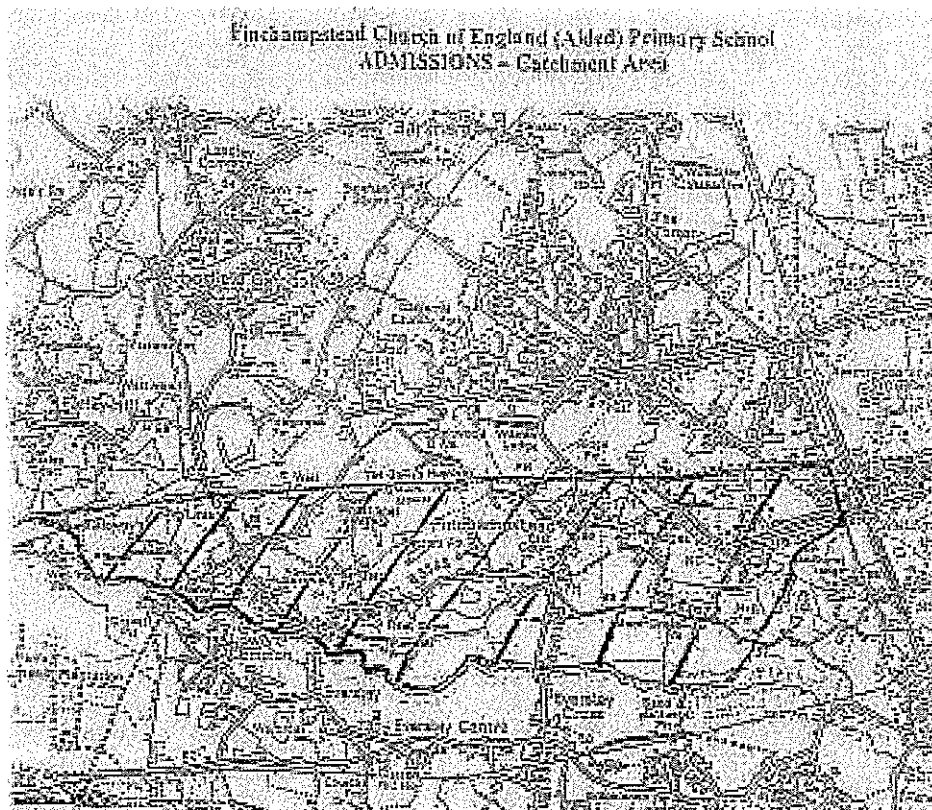
Note 6 By "sibling" we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful 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 7 By "regular worshipper" we mean attendance at church services by a parent/guardian at least twice a month over the twelve months preceding the application date or, in the case of long term sickness, being in receipt of regular Home Communion, as verified by the Rector/Minister on the school's Supplementary Information Form. Families new to the area wishing to claim category 5, 7 or 8 status will also need written references to confirm 'regular worship' from their previous rector/vicar/minister so that the two periods can be aggregated.

Note 8 By "Christian church" we mean a church which ascribes to the doctrine of the Trinity, and confirmed by the minister on the school's Supplementary Information Form.

Note 9 The straight line distance used to determine proximity of the home to the school will be measured by Wokingham LA's Geographical Information System as described in the Wokingham LA admissions booklet.



- | | |
|----------------------|-----------------------------|
| Blackwater View | Lower Wokingham Road (part) |
| Buramoor Meadows | New Mill Road |
| Church Lane | Park Lane (part) |
| Corfield Close | Priors Wood |
| Cacker Hill | Reading Road |
| Dell Road | Rochery Hill |
| Drift Lane | Roman Ride |
| Frost Hill | Talham Close |
| Fleer Lane | The Ridges |
| Foggar Lane | The Rise |
| Jubilee Road | The Willand |
| Liddell Close | Wellington Avenue |
| Longwater Lane | Woodmanor |
| Longwater Road | |
| Lower Sandhurst Road | |

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

Supplementary Information Form 2014-15 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 5, 7 and 8 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 (15 January 2014). For a parent who has moved into the area during the period, a form will be required from both churches showing the part of the 12 month period covered by each.

Name of Child:

Statement of Parent/Guardian regarding 'regular worship':

(Please print name).....

Church Attended (Full name and address):

I confirm that I have attended church services at least twice monthly over the twelve months preceding this application date. (*Period:.....*)
I confirm that I have received regular Home Communion from the church, because of incapacity. (*Period:.....*)
(Please delete which is not applicable.)

Please sign & date.....

Minister's Verification

I verify that the above statement about attendance is true.
I confirm that the parent or guardian has received regular Home Communion from this church because of long term incapacity for the period stated.
(Please delete which of these two statements is not applicable.)

Signed:

I confirm that my church ascribes to the doctrine of the Trinity

Signed:

Position*:

Date:

* For example, Vicar, Rector, Minister, etc

Grazeley Parochial C of E (Aided) Primary School

Admissions Policy for September 2014- August 2015

Grazeley Parochial C of E Aided Primary School has a distinctive 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 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.

The governors have made every effort to ensure that these arrangements comply with the school admissions code 2012 and all relevant legislation including that on infant class sizes and equal opportunities

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.

Due regard is paid to the Schools Admissions Code 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 at the time of the application (the home LA), which may not be Wokingham or online.

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

The admission number for entry to the Reception year in September 2015 is 15. Other year groups also have 15 places.

The school does not accept applications for the admission of children who will not reach the age of 5 until the 1st September 2015 or later.

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 school year. In other words, parents cannot defer entry until September 2015 for a child whose fifth birthday falls between 1 April 2015 and 31 August 2015.

If the child has not been admitted to the Reception Year in the school year 2014/2015, a separate application should be made in the second half of the summer term 2015 for a Year 1 place in September 2015.

Parents should be aware that the Year 1 group may have no available places as it could be full with children transferring from the 2014/2015 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.

Admission Over Subscription Criteria

Children with a Statement of Special Educational Need naming the school will always be admitted to the school whether there are places available or not. Once such children have been offered places, remaining places will be offered according to the criteria below and in that order.

1. Looked after children or children who were looked after but were adopted or immediately after being looked after became subject to a residence order or special guardianship order (See note 6)
2. Children/families with strong medical or social reasons for attending the school (see note 8). These needs must be fully supported by written evidence from the appropriate professional person involved with the family.

3. Children of a parent or parents who live within the Benefice of Loddon Reach and with a sibling on the roll of 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. (See note 4)

4. Children with a normal home address in the Benefice of Loddon Reach (see map attached)

5. Children whose parents live outside the Benefice of Loddon Reach and with a sibling on the roll of the school at the time of the 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.

7. Children of other parents who wish their child to attend this school.

Over-Subscription 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 the distance from the home address and the school in terms of radial distance. Distances will be measured consistently, using the local authority computerised 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. The child living closest to the school will be considered for a place. Where two applications share the same post code and are equidistant from the school, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school

All Other Admissions

In the case of twins or multiple births the admission criteria will be applied to each child for whom an application is made. Where one or more but not all the children could be admitted without exceeding the admission number or the number of places available then each child will be admitted.

Admission Outside Normal Age Group

Children are admitted to school within their own 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, cases 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.

The Governors of the school will participate in the 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 for entry to the Foundation Class (Class 1) in the school year 2014-2015 should be made in accordance with the LA co-ordinated scheme by the 15th January 2014, which is the national application deadline.

The school Admissions Panel will rank applications for admission strictly according to the school admissions criteria and return this list to the LA by the xxxxxxx 2014.

The school's Admissions Committee will make decisions on which children are to be offered a place and the home LA will inform parents of their decision on the date indicated in the home LA's guide (xxxxx 2014 for Wokingham residents).

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

Parents must accept or decline the offer of a place at the school by the xxxx 2014.

Appeals against refusal for entry should be sent in writing, with reasons, to the Chairperson of the Governors Admissions Committee by the xxxxx 2014. This allows the appellant 20 school days from the date of

notification that their application was unsuccessful to lodge their written appeal. 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 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 the Local Authority.

Waiting Lists

A waiting list is held by the Local Authority 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.

Applications to school 2012/2013 were as follows

55 applications were received and ranked according to the admissions criteria

0 were ranked in criterion 1

5 was ranked in criterion 2

6 were ranked in criterion 3

36 were ranked in criterion 4

1 was ranked in criterion 5

none were ranked in criterion 6

7 were ranked in criterion 7

There were insufficient places to meet parental preference for 32 applications under criterion 4

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

The Admissions Governor
Grazeley Parochial Primary School
Mereoak Lane
Grazeley
Berkshire
Tele 01189883340
Fax 01189886342
admin@grazeley.wokingham.sch.uk

Wokingham Borough Council
P.O.Box 156
Shute End
Wokingham
Berkshire
RG1 1LY
01189746105
www.wokingham.gov.uk/admissions

Note

1. **Parent:** a parent is any person who has parental responsibility for or is the legal guardian of the child.
2. **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.
3. **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.

4. If by offering all children a place the class would breach the infant class size legislation, the school will not offer places.
5. **Looked After Children and Previously Looked After Children**
A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
A previously looked after child is a child who
(a) has been adopted under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).
(b) has a 'residence order' under the terms of the Children Act 1989. (See Section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live).
(c) has a special guardianship order (See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). Parents will need to provide evidence of the above along with their application to the LA e.g copies of the residence, special guardianship order or adoption order along with their application to the LA
6. Parents will be required to confirm their church attendance in writing and to complete the relevant section on the Supplementary Form. The Priest or Minister of the church must verify the parent's statement. The LA application form must be sent to the Local Authority and the Supplementary Form returned to the school by the ~~xxxx~~ 2014 for the main entry round. For in year applications the LA application form must be returned to the LA and the Supplementary Form to the school.
7. **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 Governing Body has made

every effort to ensure that the Grazeley Parochial Primary School Admissions policy complies with all relevant legislation including that on infant class sizes and equal opportunities.