

TITLE	Admission arrangements for voluntary aided schools and Academies
FOR CONSIDERATION BY	Admissions Forum on 2 December 2013
REPORT PREPARED BY	Sue Riddick, Lead Admissions Officer

SUMMARY

This report informs the Forum of consultations issued by the admissions authorities for voluntary aided schools and Academies where known

RECOMMENDATIONS

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

SUPPORTING INFORMATION

Admission arrangements for 2015/2016 are attached from the following voluntary aided schools:

All Saint's CE Aided Primary School – draft papers received. Unlikely to consult as no change proposed.

Shinfield St Mary's CE Aided Junior School – determined without consultation as no changes proposed.

The local authority is aware that the following Academies will be proposing changes to their admission arrangements but the consultation documentation is not yet released.

The Forest School

The Holt School

Maiden Erlegh School

List of Background Papers

School Admissions Code and School Admissions Appeals Codes 1/2/12 and relevant regulations

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ALL SAINTS CE (AIDED) PRIMARY SCHOOL, WOKINGHAM

SCHOOL ADMISSION ARRANGEMENTS SEPTEMBER 2015 – AUGUST 2016

All Saints CE [Aided] Primary School takes children from wide ranging backgrounds. We pride ourselves on being an inclusive school. We value each individual, their uniqueness and the contribution they can make to our school community. We provide a safe, caring, enjoyable and challenging learning environment. The school has a Resourced Unit for pupils with physical disabilities. We believe that every child has equal worth and is entitled to experience a broad and balanced curriculum, which is delivered through the National Curriculum and is matched to the needs of the individual.

This school is a Church of England school that welcomes applications from all members of the community without reference to ability or aptitude, and All Saints School values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

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 2015

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 2010 and 31 August 2011 may apply for them to be admitted to the Reception Year in September 2015. There are 45 places (the published admission number) available. Our policy is not to offer admission in September 2015 to children who were born on or after 1 September 2011.

Parents of children younger than five may request that their child is not admitted until later in the school year 2015/16 (no later than the term [using three term year] after the child's fifth birthday, when s/he reaches compulsory school age). The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it. For children whose fifth birthday falls between 1 April 2016 and 31 August 2016 parents cannot defer entry until September 2016 because that would mean admission to a different school year. If the child has not been admitted to the Reception Year in school year 2015/2016, a separate application should be made in the second half of the summer term [using three term year] 2016 for a Year 1 place in September 2016.

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.

Parents (see Note 1) wishing to apply for the Reception [Foundation] Year in September 2015 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 2015. 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 2015.

Attendance in the nursery class at the school **does not** guarantee admission to Foundation Stage 2 (Reception) at the school.

A separate application for admission to Foundation Stage 2 (Reception) will have to be made in accordance with the local authority co-ordinated admissions scheme as described above.

Over-subscription criteria

Children with a Statement of Special Educational Need naming All Saints CE (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:

- i 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. (See Note 2)

- ii Children (or a parent) who have exceptional medical or social needs that make it essential that they attend All Saints CE (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 3)

iii Children with a normal home address (See Note 4) in the Ecclesiastical Parish of All Saints, Wokingham and with a sibling (see Note 5) 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.

iv Children with a normal home address in the Ecclesiastical Parish of All Saints, Wokingham

v Children with a normal home address outside the Ecclesiastical Parish of All Saints, Wokingham, 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.

vi Children of staff at the school where :

- The member of staff has had a contract of employment for two or more years at the time the application for admission is made

or

- The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage

vii Other children.

Proximity of the child's home, as measured by the straight line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria i to vi 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 45 places. Parents should direct applications for admission arising mid-year to their home Local Authority and the governors of the school will consider admission against places available as and when requested to do so. The Wokingham Borough Council will allocate places from the waiting list if places are available at the school. The management of the waiting list allows for a vacant place to be filled by the first child eligible to take up the place immediately.

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 i – vii 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 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. Please note that the school does not have a normal point of entry to Year 3 – applications for entry at the beginning of Year 3 are treated as indicated in this section.

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

In addition to a parent's right to appeal, the Governors offer parents whose application has not been successful the chance to add their child's name to the School's Waiting List which will be held by the L.A. Should a casual vacancy occur, a place will be offered first to any child covered by the 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 Waiting List will be retained by the L.A. until such time as the policy is changed to fill places that may become available during the school year. The school (and the L.A.) periodically seeks confirmation that parents wish a child to be kept on the Waiting List. The school will keep the L.A. informed of any places becoming available.

Multiple births

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 45 for Reception 2015-16 or the number of places (45) in other year groups.

Fair Access

The school participates in Wokingham Borough Council'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 Admissions Secretary at the school.

Admissions in September 2014

The school received XX applications expressing a preference for admission to the Reception Year in 2014 by the closing date in January 2014.

Further information

Further information can be obtained from the Admissions Secretary at the school [0118 9787173 or admin@allsaints.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 When applying under criterion ii (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 All Saints CE (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 4 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 5 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 6 The straight line distance used to determine proximity of the home to the school will be measured by Wokingham Borough Council's computerised mapping system as described in the Wokingham Borough Council's admissions booklet.

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras's Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiply by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

[See appendix for catchment area map]



ALL SAINTS CE (AIDED) PRIMARY SCHOOL, WOKINGHAM

NURSERY ADMISSION ARRANGEMENTS SEPTEMBER 2015 – AUGUST 2016

All Saints CE [Aided] Primary School takes children from wide ranging backgrounds. We pride ourselves on being an inclusive school. We value each individual, their uniqueness and the contribution they can make to our school community. We provide a safe, caring, enjoyable and challenging learning environment. The school has a Resourced Unit for pupils with physical disabilities. We believe that every child has equal worth and is entitled to experience a broad and balanced curriculum, which is delivered through the National Curriculum and is matched to the needs of the individual.

This school is a Church of England school that welcomes applications from all members of the community without reference to ability or aptitude, and All Saints School values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

1. Introduction

The Governing Body of All Saints CE (Aided) Primary School, Wokingham, applies the regulations on admissions fairly and equally to all those who wish to attend this school in accordance with the mandatory provisions identified in the Admissions Code. All Saints CE (Aided) Primary School is an inclusive school that welcomes children from all backgrounds and abilities. Parents (see note 1) who wish to visit the school are welcome to do so. Please make an appointment through the school office (0118 9787173).

As a Voluntary Aided School, the Governing Body of All Saints CE (Aided) Primary School determines and implements its own admissions arrangements. Details of our Admissions Policy and the waiting list can be obtained directly from the school office.

2. Entitlement

The entitlement for each child is 15 hours free education per week, for 38 weeks, per year during term time, with a number of flexible places being available – parents can apply for their child to have three longer sessions equating to the 15 hours entitlement. Parents may choose to take up as much or as little of this entitlement as they choose, using a maximum of two providers.

If the child is born between:	They are eligible for a free part-time place in the term following their third birthdays:
1 September and 31 December	Spring term
1 January and 31 March	Summer term
1 April and 31 August	Autumn term

An application for admission earlier than this would be considered only in the exceptional circumstances of a recommendation from the Learning Difficulties and Disabilities team or Social Services for early entry in the term the child becomes 3 years of age.

It is generally regarded as good early years' practice that your child attends only one setting for their free entitlement as this is believed to be in the best interests of a child, and all settings should be able to offer the 15 hours. However we are aware, that sometimes this is not possible due to individual circumstances.

3. The Admission Number

The admission number is set taking into consideration the staffing levels and physical limitation of the space available at the Early Years setting. The admission number at All Saints C of E (Aided) Primary School Nursery allows for up to 60 part time places.

4. Applications

Parents may apply at any time for a place for their child.

Parents should ensure that they read the admissions policy and complete the standard application form for admission at FS1.

Parents will be notified of place availability for their child

- For admission in the following January – notification by end of October

- For admission in the following April – notification by the end of February
- For admission in the following September – notification by the end of June

Parents may apply for between one and five sessions per week. Parents applying for less than five sessions will be given equal consideration as those applying for five sessions.

Applications will be considered by the Headteacher plus the Foundation Stage Leader and will be referred to the Admissions Committee of the Governing Body.

Following the allocation of a place, parents will be asked to provide the child's birth certificate in order to verify the child's date of birth.

Parents will be asked to declare that the address used will be their place of residence beyond the date of the child starting at the setting, the offer of a place may be withdrawn if false or misleading information is given. Verification of home address (see note 4).

5. Over-subscription Criteria

Where more applications than can be accommodated, the following oversubscription criteria will be used :

Children with a Statement of Special Educational Need naming All Saints CE (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:

- i 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. (See Note 2)
- ii Children (or a parent) who have exceptional medical or social needs that make it essential that they attend All Saints CE (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 3)
- iii Children with a normal home address (See Note 4) in the Ecclesiastical Parish of All Saints, Wokingham and with a sibling (see Note 5) 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.
- iv Children with a normal home address in the Ecclesiastical Parish of All Saints, Wokingham
- v Children with a normal home address outside the Ecclesiastical Parish of All Saints, Wokingham, 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.

vi Children of staff at the school where :

- The member of staff has had a contract of employment for two or more years at the time the application for admission is made
- or
- The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage

vii Other children.

Proximity of the child's home, as measured by the straight line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria i to vii 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.

6. Waiting Lists

A waiting list will be held of unsuccessful applicants in case spaces become available during the year. The waiting lists are constructed according to the oversubscription criteria outlined above and based on radial distance within each criterion. Late or in-year applications will be added to the waiting list in accordance with oversubscription criteria. Parents will be asked periodically whether they wish to remain on the list. The waiting list will be retained until the end of FS1.

7. Late Applications

If an application is received after the date by which parents are notified of places, this will be considered 'late'. Late applications will be considered against the waiting list and over-subscription criteria, unless exceptional circumstances apply, e.g. hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required.

Applications received after the notification date will be considered as an 'in-year' application. Places will be offered if available or names added to the waiting list.

8. 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 setting going above the admission number.

9. Accepting or declining the offer of a place

Parents are required to accept or decline the allocated place using the form sent with the allocation letter.

The form must be returned to the school **within three weeks** from the date of the offer letter. If a form is not received, there will be one further written reminder and failure to respond may result in the place being withdrawn and, in the case of oversubscribed settings, a place offered to the next on the waiting list.

Parents are requested to advise the school at any stage, if you are not accepting the place for any reason.

10. Deferring a place

Parents who are offered a place for their child may decide to defer (delay) their child's start date by a maximum of one term. Where parents wish to defer they are required to declare this on the acceptance form. Deferment of a place will not prejudice the application.

11. Offers of sessions

Parents will be invited to indicate, on application, the number of sessions (up to a maximum of five funded) they wish their child to attend. The school will indicate their pattern of sessions taking into account the national guidance.

12. Exceeding capacity

Whilst there is no statutory right of appeal in the case of an unsuccessful application to the Nursery, parents do have the right to appeal by using the Governors' complaints procedure. Governors will be prepared to consider a further application.

More information may be obtained from the Governing Body, c/o the School Office.

Clerk to the Governors' Admissions Panel :
All Saints CE (Aided) Primary School
Norreys Avenue
Wokingham
Berks
RG40 1UX
0118 9787173

13. Admission to the School

Attendance at All Saints Nursery **does not** guarantee a school place at our school.

A separate application for admission to Foundation Stage 2 (Reception) will have to be made in accordance with the local authority co-ordinated admissions scheme.

14. Review

This policy will be reviewed annually during the Autumn term by the Governing Body.

APPENDIX 1 ~Notes

Note 1

By 'parent' we mean both natural parents; or any person who, although not a natural parent, has parental responsibility for the child. If in doubt contact the school for advice.

Note 2

A child in public care (looked after child), is a child who is in the care of a local authority or provided with accommodation by that authority.

Note 3

A sibling is a brother or sister, this includes a brother or a sister of the whole or half-blood, or any child (including an adopted or fostered child) who permanently resides at the same address and for whom the parent has parental responsibility.

In the event of an application on behalf of children from a multiple birth which would cause the school to exceed its planned admission number of 60 the governors will seriously consider the parents' wishes for the children to be educated together.

Note 4

By 'normal home address' we mean the child's home address. This is your child's address at the time you make an application for a place. We regard a child's home address to be where he/she spends the majority of the school week (Monday to Friday including nights). The school reserves the right to check the validity of any address given by asking for evidence such as inclusion on the electoral roll or a recent council tax or utilities bill confirming your name and address. If there is any reason why a child does not live at his/her parents address, for example, he/she is resident with a Grandparent, you must inform us on the application form. 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. However, if you are moving into the area served by the school we will request that you provide evidence of your move, e.g. a solicitor's letter or a letting agreement, before considering an application. We need to know that you will be resident in the Ecclesiastical Parish of All Saints, Wokingham, on 1 September 2015.

Where the school is oversubscribed, further information may be required to verify the home address e.g. council tax or utility bill and child benefit payment arrangements (if applicable) or medical card. When families move to the designated area, documentary evidence of the move must be provided e.g. rental agreement or exchange of contracts. Where a family claims to be resident at more than one address, justification and evidence of a family's circumstances (e.g. legal separation) will be required. Where sessions are being taken across the week, but a child spends part of the week with parents at different addresses, the home address will be where the child usually spends the majority of the school week (Sunday night 1800hrs to Friday 0900hrs) with a parent. Where sessions are being taken up on fewer than five days, the same principle will be applied across the relevant days to identify which address should be used for the purposes of the oversubscription criteria.

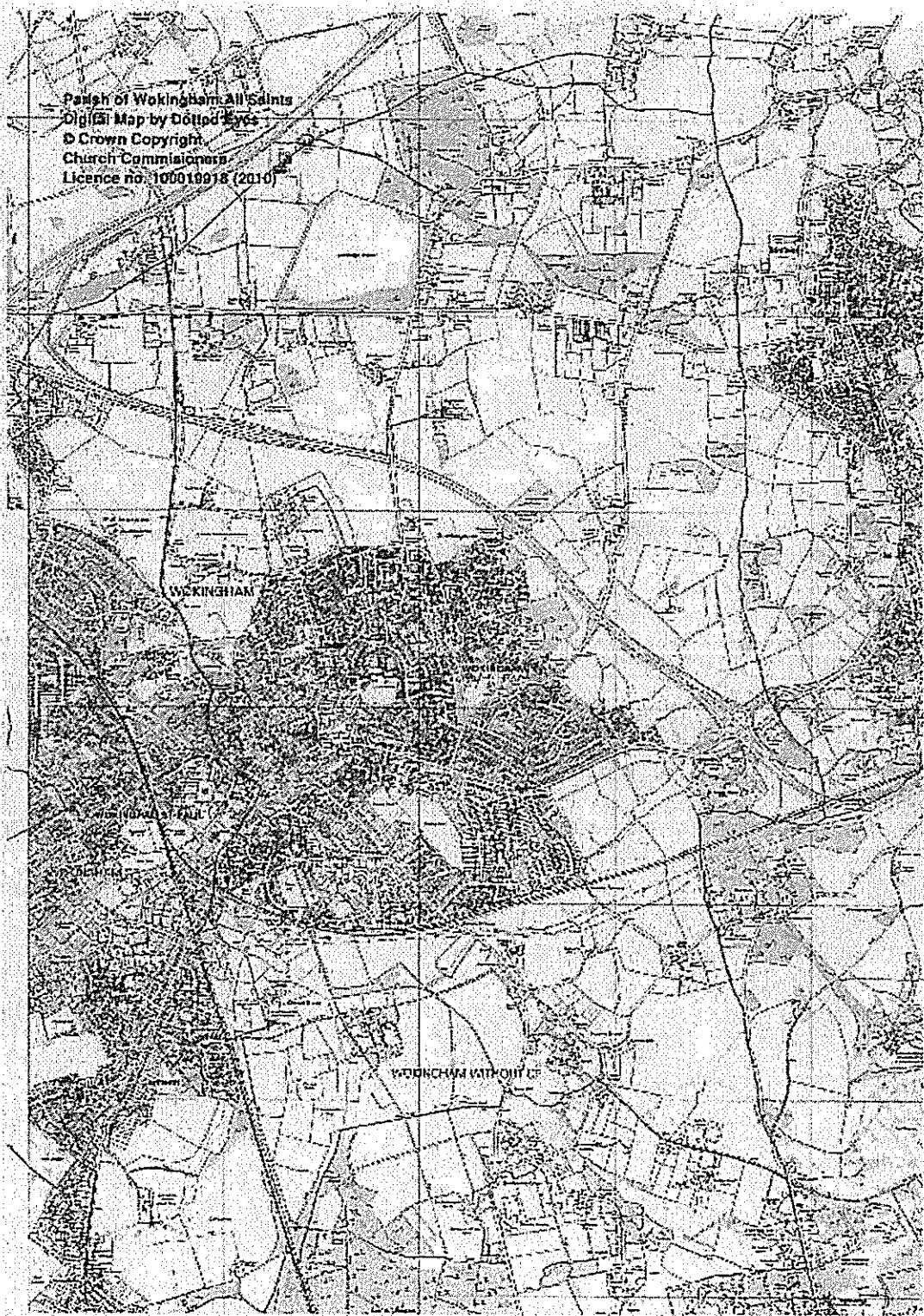
Note 5

Information on the exceptional medical or social needs criteria must be provided by the appropriate qualified professionals, e.g. medical consultant, general practitioner, social worker or educational psychologist. The professional reports should set out the reasons why the school is the most suitable and the difficulties that would be caused if the child had to attend another school. All reports will be assessed by the school's Inclusion team and with reference to the Admissions Committee. The Governing Body reserves the right to seek further advice from relevant professionals as appropriate.

Note 6

The straight line distance used to determine proximity of the home to the school will be measured by Wokingham Borough Council's computerised mapping system as described in the Wokingham Borough Council's admissions booklet.

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras's Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiply by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.



Shinfield St. Mary's Church of England (VA) Junior School

Admissions Policy for 2015-2016

1 Introduction

- 1.1 Shinfield St. Mary's CE (VA) Junior School values highly its Christian ethos, its close links with the local church and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school we welcome applications from Christian families and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.
- 1.2 The Governing Body is responsible for deciding admissions to the school. The Local Authority (LA) (Wokingham Borough Council), through the coordinated admission arrangements, manages the application process which is common to all schools within the LA and follows their admission timetable.
- 1.3 A pupil is enrolled at this Aided School in accordance with the Governors' Admissions Policy. This 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. All applications will be treated fairly, in order of the admissions criteria, irrespective of the need or ability of the child.

2 Aims and objectives

- 2.1 We are an inclusive school that welcomes children from all backgrounds and abilities.
- 2.2 All applications will be treated equally and in a sensitive manner.
- 2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at their preferred school. This, however, is not always possible when demand exceeds the number of places available.

3 Admission Arrangements to Year 3 in September 2015

- 3.1 Parents (see Note 1) wishing to apply for a Year 3 place in September 2015 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.
- 3.2 There are 63 places available (the published admission number or PAN) in Year 3 in September 2015.
- 3.3 Applications for entry to Year 3 at Shinfield St. Mary's CE (VA) Junior School should be submitted on the Common Application Form and received by the local authority by **January 15, 2015**. Offers of a place will be sent out by the LA by **April 16, 2015**. **Parents must accept offers before April 30 2015.**

Applications received after the deadline for receipt will only be considered **after** all those received by the deadline. This means that, if no places are left after considering all the applications received by the deadline, the application will be unsuccessful.

The school application pack can be obtained from the LA or accessed online at: www.wokingham.gov.uk/admissions. Online applications will open on 12 November 2014.
- 3.4 If applying under the school's admission criterion 4.6 (Denominational grounds) the Shinfield St. Mary's CE (VA) Supplementary Information Form should be completed and returned to the school by **January 15, 2015** (See Note 6).
- 3.5 The supplementary form can be obtained from the school, the school website (www.shinfield-st-marys.wokingham.sch.uk), the LA or online at www.wokingham.gov.uk/admissions
- 3.6 If the Supplementary Information Form is not received the application will not be considered under criterion 4.6 but will be considered under criteria 4.2 - 5 and 4.7.

- 3.7 Living in the designated area is not a guarantee of an offer of a place at the school (See Appendix 3 for map).
- 3.8 At Shinfield St. Mary's CE (VA) Junior School, pupils are normally admitted at the beginning of the academic year (1 September) in which they reach their eighth birthday, without reference to ability or aptitude. Entry in September 2015 is therefore open to all children born between September 1, 2007 and August 31, 2008.
- 3.9 The Admissions Forum for Wokingham Local Authority Schools has agreed arrangements to secure the timely placement of all pupils in schools. These protocols have been adopted into the admission arrangements agreed by the governors for Shinfield St. Mary's CE (VA) Junior School. The school will be participating with the LA In-Year Fair Access Protocols. All applications should be made in accordance with the LA's coordinated admissions policy.

4 Admission Criteria

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

- 4.1 Looked after 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. (See Note 2)
- 4.2 Children/families with exceptional medical or social needs that make it essential that they attend Shinfield St. Mary's rather than any other school. These needs must be fully supported by written evidence from the appropriate professional person involved with the family (See Note 3)
- 4.3 Children who have a sibling on the roll of the school or on the roll of Shinfield Infant & Nursery School at the time of application and who is expected to be in attendance at the school at the time of their entry. (See Note 4).
- 4.4 Children on the roll of Shinfield Infant & Nursery School on the date of application (See Note 5)
- 4.5 Children where their normal home address is in the designated area. (See Note 5)
- 4.6 Children where a parent has attended a Church of England church or a church of any other Christian denomination at least twice a month for a period of at least 12 months immediately prior to the date of application. Where parents have not lived in the area for long enough to satisfy the attendance requirements at a particular church, aggregate attendance at a previous church and the new church will be considered (See Note 6)
- 4.7 Other children.

The school's Admissions Panel will rank applications for admission strictly according to the school admissions criteria and return this list to the LA by March 17, 2015.

5 Oversubscription Criteria

- 5.1 The Admission Criteria are only applied if there are more applications than places.
- 5.2 In the event of there being more applications than places available under any admissions criteria then priority will be given to the applicant whose normal home address (see Note 2) is nearest to Shinfield St. Mary's CE (VA) Junior School. Distances will be measured using the LA's method (details of which are found in the LA Parent's Guide to Primary School Admissions).
- 5.3 In the case of twins or multiple births, or children born in the same academic year, and from the same family where the admission criteria results in splitting children, places will be offered, even if this results in the school exceeding the admission number.

6 In-Year Admissions

- 6.1 Admissions for year groups other than the main entry year or for the main entry year after the offer of places in that year are co-ordinated by Wokingham BC. All year groups at the school have an admission number of 63. Applications should be on the in-year Common Application Form of the LA in which you live if that authority is operating a co-ordinated scheme and be

sent to that LA for processing, or you may apply direct to Wokingham Borough Council. Wokingham BC will contact the school to ascertain whether or not there are places available and will make any offer on behalf of the school.

- 6.2 The Governing Body will only consider in-year admissions up to half a term 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. The over-subscription criteria above will be applied in the event of there being more applications than places available in the year group in question.
- 6.3 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.

7 Admissions in September 2013

The school received 40 applications expressing a preference for admission to Year 3 by the closing date. *All applications were successful*

8 Waiting Lists

- 8.1 When all available places have been allocated, Shinfield St. Mary's will operate a waiting list. Parents who wish their child's name to be included on a waiting list must inform the school in writing. Any places that become available will be allocated according to the criteria in paragraph 4. Late applications will be processed by April 30, 2015.
- 8.2 The waiting list will be reviewed and revised:
- ❖ each time a child is added to, or removed from, the waiting list.
 - ❖ when a child's changed circumstances will affect their priority.
 - ❖ at the end of the school year when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.
 - ❖ 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 will take preference over those on a waiting list.
 - ❖ The waiting list will be maintained until the end of the autumn term in the admission year.

9 Parents' Right of Appeal

- 9.1 The Appeals Code states that parents have 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. **Appeals** against refusal for entry should be sent in writing, with reasons, to the Admissions Clerk at the school. A panel organised by the Oxford Diocesan Board of Education will hear the appeal. An appeal panel's decision is binding for all parties concerned. If the panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Schools Admissions Appeals Code)
- 9.2 There were no appeals for admission to the school in 2013.
- 9.3 It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not normally consider any further application in the same school year (1 September to 31 August). Parents have the right to a second application within the same academic year *if there is a major change in circumstances eg change of address*. Parents may request that the child's name is added to the waiting list (see 8.1).

10 Additional Information

- 10.1 Additional information on the Admissions process can be obtained from the admissions clerk.
- 10.2 The school's equal opportunity policy will operate in all cases of admissions to the school.
- 10.3 There is no charge or cost related to the admission of a child to the school.
- 10.4 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.

- 10.5 This policy will be reviewed annually by the Governing Body.
- 10.6 In year applications for all year groups for the academic years 2014-2015 and 2015-2016 will be administered by the LA in accordance with their published co-ordinated admissions scheme.

11 Contact Details

For further information, in the first instance, please contact the Admissions Clerk.

Admissions Clerk
Shinfield St. Mary's CE (VA) Junior
School
Chestnut Crescent
Shinfield
Reading RG2 9EJ

Tel: (0118) 988 3663
admin@shinfield-st-marys.wokingham.sch.uk

To contact the LA:

Wokingham Borough Council
PO Box 156
Shute End,
Wokingham RG41 1WN

Tel: (0118) 974 6105
www.wokingham.gov.uk/admissions

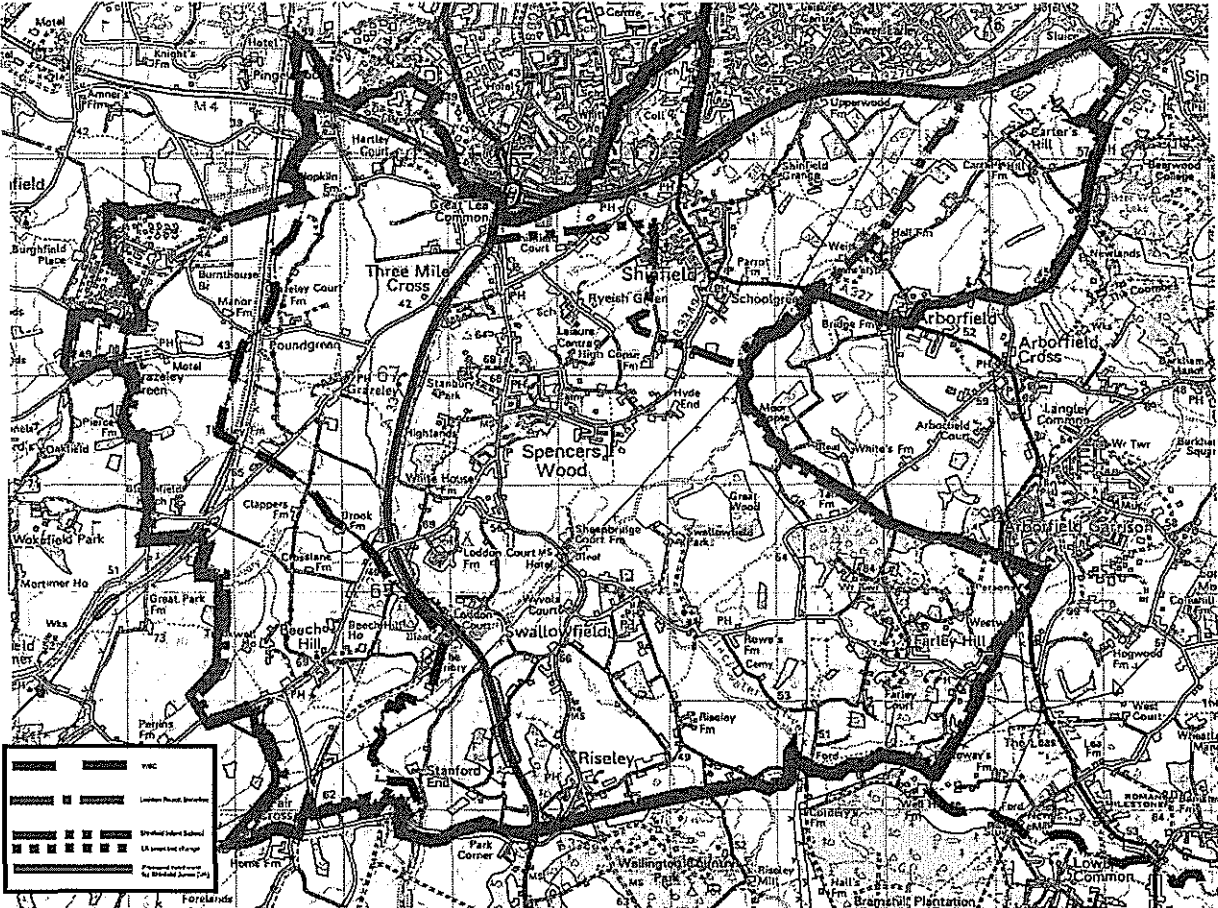
Appendix 1 Notes

- Note 1. Parent: a parent is any person who has parental responsibility for or is the legal guardian of the child.
- 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. Parents should request a letter from a registered health professional such as a doctor, Education Welfare Officer, social worker or other appropriate person 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 will be brought before the full Governing Body and a decision made based on the ability of the school to best meet the needs of the child.
- Note 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.
- Note 5. 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 he or she spends the majority of the school week (Monday to Friday, including nights). We may ask to see some official documentation if there are reasons why a child does not live at his or her parents' address. For example, if he or she is resident with a grandparent, you need to tell us this on the application form. 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. Childcare arrangements are not sufficient reasons for listing another address. The school reserves the right to check the validity of any address given, by asking for evidence such as inclusion on the Electoral Roll, or a recent utilities bill confirming your name and address.
- If you are not sure whether or not you live in the designated area, you can ask the school to check this for you and you will receive a written response. If you are moving into the designated area, we will ask for evidence of your move before considering any application for a place. We need to know that you will be resident in the designated area on **September 1, 2015**. If you move later, we will still need evidence before considering an application. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy the house or a formal lease agreement.
- Note 6. 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 (or forms where aggregate attendance at more than one church is to be considered). The LA application form and Supplementary Form(s) and supporting evidence must be sent to the school by the deadline date. 'Christian Denomination' is defined as a denomination that is a member of Churches Together in Britain and Ireland (CTIBI) or Evangelical Alliance (EA)
- Note 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 Shinfield St. Mary's CE (VA) Junior School Admissions policy makes every effort to comply with all relevant legislation including that on class sizes and equal opportunities.

Appendix 2 Summary of Dates

Applications to be received by: 15 January 2015	Offers sent out by: 16 April 2015	Parents to accept by: 30 April 2015	Appeals lodged by: 16 May 2015
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Appendix 3: Map of Designated Catchment Area





Shinfield St. Mary's C.E. (VA) Junior School

Chestnut Crescent, Shinfield, Reading RG2 9EJ

Tel. 0118 988 3663 Fax. 0118 988 6138

Email: admin@shinfield-st-marys.wokingham.sch.uk

Headteacher: Mrs Clare Wagstaff

CONFIDENTIAL

Denominational Application to attend Shinfield St. Mary's CE (VA) Junior School

Name of child: _____

Name of parent/guardian: _____

Church attended: _____

I have attended this church, at least twice a month for the last year.

Signed: _____

Date: _____

Please give this form to your Priest/Minister to complete.

To the Priest/Minister.

To enable the school to apply its admissions policy, it would be helpful if you could verify that, to the best of your knowledge, the above statement is correct.

I am able/unable to verify the above statement.

Signed:

Name:

Position:

Date:

THIS FORM SHOULD BE RETURNED TO THE SCHOOL BY 15 JANUARY 2015

Wokingham Borough Council



The Church of England



Diocese of Oxford