

Earley St. Peter's Church of England (Aided) Primary School

Admissions Policy for the Academic Year 2018-2019

Earley St. Peter's CE Primary 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.

Admission arrangements to the Reception year in September 2018

The governors believe that these arrangements comply with the School Admissions Code and all relevant legislation, including that on infant class sizes and equal opportunities.

Parents (see Note 1) who wish to apply for the Reception Year in September 2018 must complete the common application form, paper or online, 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 application must be received by that LA no later than 15 January 2018. Applications received after this date will normally be considered only after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 15 April 2018.

The published admission number is **70**. In 2018-2019 the Governors will therefore admit a maximum of seventy children whose fifth birthday falls between 1 September 2018 and 31 August 2019. The School will not accept applications for children who will not reach the age of five during the admission year 2018-2019.

Parents of a child whose fifth birthday falls between 1 September 2018 and 31 March 2019 may request that the child is not admitted until later in the school year 2018-19 (no later than the term after the child's fifth birthday, when the child 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 2019 and 31 August 2019 (summer-born children), parents who do not wish them to start school in school year 2018-19, but to be admitted to the Reception Year in September 2019, should proceed as follows. They should apply at the usual time for a place in September 2018 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2019. NB parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2019) for a Reception place in September 2019. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2018 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2019 for a Year 1 place in September 2019. Parents should be

aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2018-19 Reception Year group.

Until the child reaches compulsory school age, parents may also request that the child attends part-time. In such cases, detailed arrangements should be discussed with the Headteacher.

NOTE: The Governors reserve the right to verify any of the information given on the application form and the church attendance form (the supplementary information form), and to re-categorize the application in the light of any inconsistencies.

Over-subscription criteria

Children with an Education Health and Care Plan (EHCP) or a Statement of Special Educational Needs naming Earley St. Peter's Church of England (Aided) Primary School in the Plan or the Statement will always be offered admission.

If there is then a greater demand for admission than there are places available, the following over subscription 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 became subject to an adoption, child arrangements or special guardianship order. (See Note 2)
- 2 Children, one of whose parents is a regular worshipper (at least once a month for at least the 12 months preceding the application date) at Earley St Peter's Church. In order for an application to be considered under this criterion the parent must complete the school's Church attendance form (countersigned by the relevant Priest/Minister) and send this form directly to the School. For those who have recently moved into the area and are attending Earley St. Peter's Church, worship prior to the move at their previous Anglican church will be taken into account (so the total qualifying period will be regular worship at least once a month for at least 12 months prior to the application date). The parent will also be required to provide a church attendance form, countersigned by the relevant Priest/Minister of the previous church, with their application.
- 3 Children with a normal home address (see Note 3) in the catchment area (see Appendix) and with sibling (see Note 4) on the roll of the school at the time of application and who is expected still to be in attendance at the time of entry to the school.
- 4 Children with a normal home address in the catchment area.
- 5 Children with a normal home address outside the catchment area and with sibling on the roll of the school at the time of application and who is expected still to be in attendance at the time of entry to the school.
- 6 Other children.

Within these criteria, should the need arise, priority is given to children living closest to the school. Distances will be measured using the Local Authority GIS computerized mapping system or another system adopted by the school. The distance is measured as a straight line between the

respective home address and the School using the system applied at the time of the application. In the event that two or more distance measurements are identical, random allocation will be used to decide which child will be allocated the place. This will be by supervised drawing of lots, carried out in the presence of a person independent of the school.

For entry to the Reception Year in 2017-2018, the school received () applications.

70 offers were made. The criteria applicable to the applications were as follows (NB The oversubscription criteria were changed for 2018-2019):

2017-2018	No. of applications	No. of offers
EH&CP or Statement naming school		
Category 1 Looked after		
Category 2 Church (local)		
Category 3 Sibling		
Category 4 Catchment		
Category 5 Church (other)		
Category 6 Other		
Total		

(Insert number) appeals were made. **(This will be updated at a later date)**

NOTE: A separate admissions policy is applied to Earley St. Peter’s Nursery and an offer of a Nursery place does **NOT** guarantee an offer of a school place.

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 70 places. Applications must be made directly to the school on a form available from the school. If there is a vacancy, and there is no child on the relevant continued interest list with a higher priority (according to the over-subscription criteria 1-6 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will be considered by the Governing Body only 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.

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, or 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

Although most children will be admitted to the school within their own age group, requests from parents for school places outside their normal age group will be considered carefully eg. 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 between the parents, the school, the LA and any relevant professionals asked for their opinion by the Governing Body that it is in the best interests of the child.

Continued interest list

The school maintains a continued interest list for those children who are not offered a place, including those unsuccessful at appeal; the order of priority on the continued interest list is the same as the list of criteria for over-subscription. Continued interest lists are maintained for each year group which is full. Should a casual vacancy occur, a place would be offered to the child at the top of the list using the over-subscription criteria (unless an application has been received that takes priority over the continued interest list). Positions on continued interest lists may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on a list. The school periodically seeks confirmation that parents wish a child's name to be kept on the continued interest list.

A written offer will be sent to the most recent address provided for the child in question, and parents should note that if they do not accept the place by the date indicated in the letter (normally two weeks from the date of the letter), or the place will be offered to the next name on the continued interest list.

Fair Access

The school participates in the Wokingham Local Authority'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

Parents whose application is not successful have a right of appeal. Appeals should be sent on the appropriate appeal form, to the Chair of Governors, at the school, within 20 school days of receiving the letter refusing a place. An appeal form can be obtained from the school secretary or the school website.

An independent appeal panel, convened by the Oxford Diocesan Director of Education, hears appeals. In the event of an unsuccessful appeal, the school does not consider any further application in the same school year (1 September to 31 August), unless there is a material change in circumstances.

It should be noted that if a place is requested outside the normal age group and is refused, but one in the normal age group is offered, then there is no right of appeal.

Further information

Any requests for further information or to arrange a visit to the school should be addressed, in the first instance, to the School Secretary, on telephone number 0118 926 1657

NOTES

Terms used are as defined below:

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 "Looked after" means a child in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A "child arrangements order" is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A "special guardianship order" is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Note 3 "Normal home address" means 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.

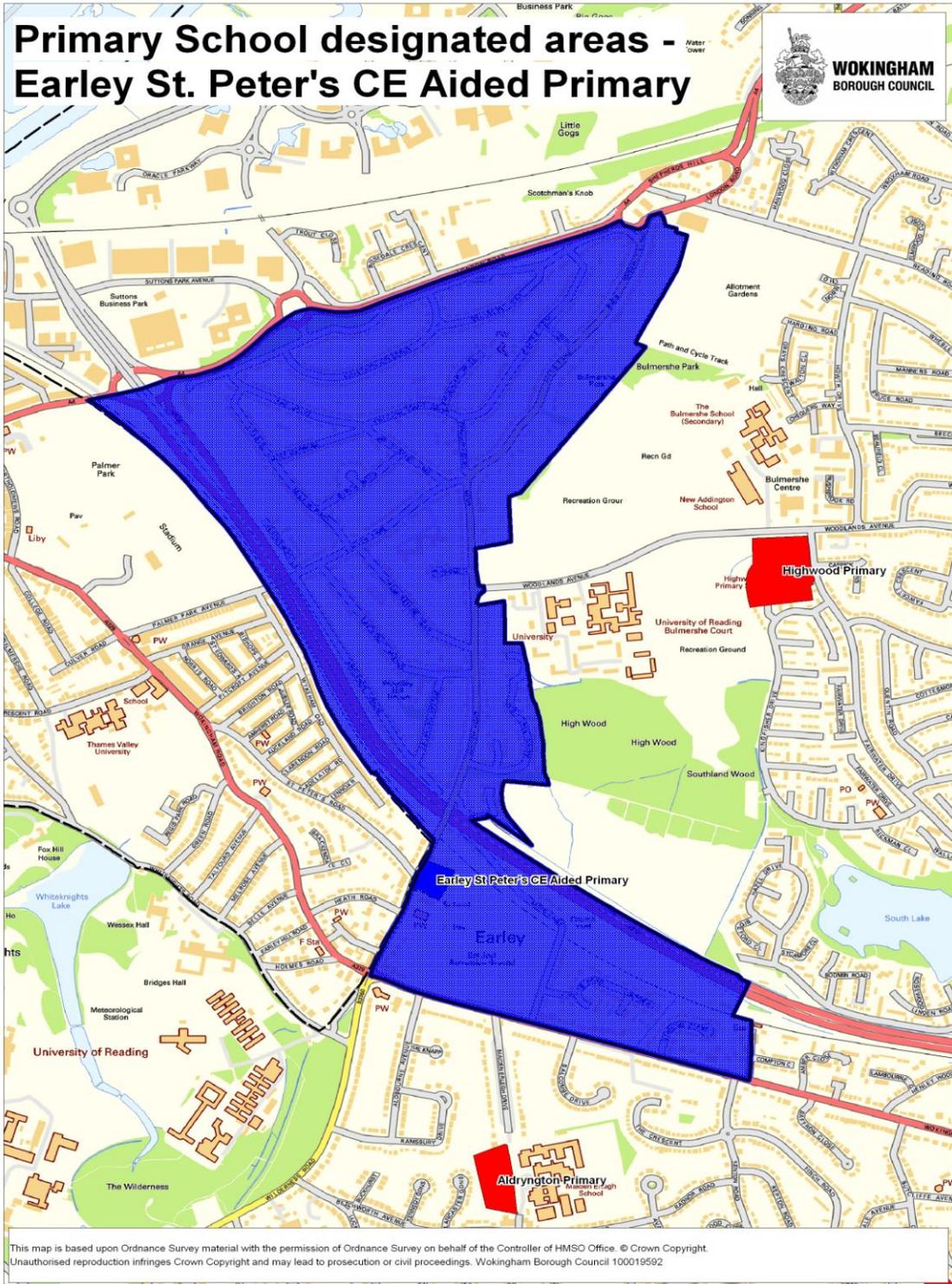
Note 4 "Sibling" means brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form if the sibling has a different family name. When there is more than one sibling at the school, only the youngest need be listed on the application form.

Appendix

The school's catchment area, shown on the map below, includes the following roads

Anderson Ave	Erleigh Court Gardens	Nuthatch Drive
Barrington Close	Fairview Ave	Oldfield Close
Blackthorn Close	Gardner Place	Palmerstone Rd
Bridges Grove	Gladridge Close	Pitts Lane
Byron Rd	High Tree Drive	Pocket Place
Chiltern Crescent	Hilltop Rd	Sidmouth Grange Close
Church Rd (both sides excluding no.74 and odd nos. 1 – 67)	London Rd (south side nos. 228 – 404 only)	Sidmouth Grange Rd
Courts Rd	Mays Close	Stanton Close
Culver Lane	Mays Gate	Station Road (no 4, Corner House, No 5, Tudor Cottage, No 7, The Haven, No 9 Flats 1-5 and No 9, The Willows.
Delamere Rd	Mays Lane	The Drive
Eastcourt Ave	Milton Rd	Whitegates Lane
Erleigh Court Drive		Wokingham Rd (north side nos. 197 – 301 only)

Primary School designated areas - Earley St. Peter's CE Aided Primary



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