

ADMISSIONS POLICY 2017/18

“All Saints School has a distinctive Christian 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 has made every effort to ensure that the Admissions Policy of All Saints' C.E. (Aided) Primary School complies with all relevant legislation including the Equal Opportunities Act and legislation on infant class sizes. The governors, who are responsible for admissions to this Church of England Aided Primary School, have agreed with Oxfordshire Education Authority to admit up to 60 pupils to the Reception Year in 2017/18. Other year groups also have 60 places. These arrangements are reviewed annually.

There is no automatic right of entry from All Saints Nursery to Reception. Parents will need to make a separate application for a Reception place.

Parents living in Oxfordshire are entitled to list three preferences on the CAF Form. It is strongly recommended that parents visit the school before submitting an application, in order to make an informed choice. Parents living outside Oxfordshire at the time of application must complete the application form of the local authority in whose area they live (the home LA) and submit it to the home LA.

The dates and process of application will adhere to the co-ordinated admission scheme, details of which will be published by the Oxfordshire County Council. All applications will be treated equally, irrespective of ability or aptitude.

Our catchment area is The Ladygrove Estate, bounded on the southern side by the railway line and the Wallingford Road, and the western side by Cow Lane and Mersey Way. (Map attached and available on the school's website.)

Children with Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming All Saints School will always be offered places. If there is then greater demand for admission than there are places available, the Governors will admit pupils according to the criteria and in the order of priority listed 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.
2. Families who have exceptional medical or social needs that make it essential that their child attends All Saints School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.

- 3.1 Children with a normal home address in the catchment area with a sibling on the roll of All Saints 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 and who are attendees at church.
- 3.2 Children with a normal home address in the catchment area with a sibling on the roll of All Saints 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.
- 4.1 Children with a normal home address in the catchment area and who are attendees at church.
- 4.2 Other children with a normal home address in the catchment area.
- 5.1 Children with a normal home address outside the catchment area with a sibling on the roll of All Saints 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 and who are attendees at church.
- 5.2 Children with a normal home address outside the catchment area with a sibling on the roll of All Saints 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.
- 5.3 Other children with a normal home address outside the catchment area and who are attendees at church.
- 5.4 Other children with a normal home address outside the catchment area.

Proximity of the child's home, as measured by the straight line distance between the home and the school with those living nearest being accorded the higher priority, will serve to differentiate between children in criteria 1 – 5.4 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.

DEFINITION OF TERMS USED

'Looked-after' children

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

Exceptional medical or social needs

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 All Saints 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 or social worker 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.

Children with a normal home address in our catchment area

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.

Sibling.

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.

Parent.

"Parent" is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

Attendee at Church

For priority to be given, a parent and the child for whom the application is made must have attended a Christian church at least once a month for at least one year prior to the application. A Christian church is defined as one in membership of Churches Together in Britain and Ireland. To be given priority as a church attendee, it is necessary to complete the school's supplementary information form (available from the school office and on the website) and return it to the school by 15 January 2017 for entry to the Reception Year in 2017 or with the application form for in year applications.

Straight Line Distance

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

Applications

Applications must be made initially on the CAF Form sent to you by the LA in the Starting School book or on the application form of your home LA. In year applications should be made to Oxfordshire CC.

Point of Admission.

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 2012 and 31 August 2013 may apply for them to be admitted to the Reception Year in September 2017. There are 60 places (the published admission number) available. Our policy is

not to offer admission in September 2017 to children who were born on or after 1 September 2013.

Parents of a child whose fifth birthday falls between 1 September 2017 and 31 March 2018 may request that their child is not admitted until later in the school year 2017/18 (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 2018 and 31 August 2018 (summer-born children), parents who do not wish them to start school in school year 2017-18, but to be admitted to the Reception Year in September 2018, should proceed as follows. They should apply at the usual time for a place in September 2017 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2018. 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 2018) for a Reception place in September 2018. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2017 (NB it will still be subject to the over-subscription criteria above) or to withdraw their application and apply in the second half of the summer term 2018 for a Year 1 place in September 2018. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2017-18 Reception Year group.

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 wishing to apply for the Reception Year in September 2017 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 2017. 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 Oxfordshire CC or the home LA on behalf of the governors by the date listed in the Starting School book or the home LA's booklet.

Multiple Births

If the last pupil to be offered a place within the school's published admission number is a multiple birth or same cohort sibling, any further sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's Published Admissions Number or number of places available in a particular year group. The Published Admissions Number will remain unchanged so that no other pupil will be admitted until a place becomes available within the Published Admissions Number.

Fair Access Protocol

The school observes and operates the fair access protocol in consultation with the LA. 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.

Home to School Transport

Information regarding Home to School Transport can be found in the booklet entitled Starting School in September 2017.

Late Applications and Waiting Lists.

Applications received after the closing date will be allocated, if spaces are still available, in the order of the criteria detailed above. Any waiting lists are maintained by the Local Authority in accordance with the Coordinated Admissions Scheme.

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 60 places. Applications must be made directly to the school on a form available from the school. 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 1-5.4 above) a place will be offered.

In-year admissions or admissions at the beginning of the 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.

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 and Crown Servants returning from overseas 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.

Applications for Admission to a Year Group other than that Indicated by the Age of the Child

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

Admissions Appeals

Parents who are not offered a place for their child are entitled to appeal to an independent committee. Admissions Appeals are administered in accordance with the School Standards and Framework Act 1988. Parents wishing to appeal should complete an appeal form available from the school. This form should be sent to the Chair of Governors, within 20 school days from the notification of the decision not to admit. 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.

Applications in the Previous Year

In 2015 141 applications for the Reception classes were received. These were ranked according to our admissions policy and 60 places were offered as follows:

- 1 place to a child with exceptional medical needs
- 2 places to children with a normal home address in catchment with a sibling and a church attender
- 18 places to children with a normal home address in catchment with a sibling
- 2 places to children with a normal home address in catchment and a church attender
- 31 places to children with a normal home address in catchment
- 1 place to a child with a normal home address outside catchment with a sibling and a church attender
- 5 places to children with a normal home address outside catchment with a sibling.

There were two appeals which were both unsuccessful. Whilst cohorts vary, the school usually fills its places.

For further information, please contact the school office during school hours, 01235 819143. Visits to view the school may be made by contacting the office.

Anyone objecting to this policy may refer it to the Schools Adjudicator, provided that the person or body making the objection provides their name and address and that the objection is received by the Adjudicator on or before 30 June 2016. Further details on how and where to object is available on the Office of the Schools Adjudicator website (www.education.gov.uk/schoolsadjudicator).

To be reviewed February 2017.

Signed

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(Head Teacher)

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(Chair of Admissions Sub-committee)

Date: