

# ETON PORNY C of E FIRST SCHOOL



**‘Together, we can be the best that we can be’**

## **Admissions Policy 2018/19**

### **1 INTRODUCTION**

Eton Porny C of E First School is a one form entry first school catering for children aged 4 to 9, based on Eton High Street.

In September 2018, there will be 30 places available in Reception.

The school has a long history of serving the community of Eton and surrounding area. As a small school, we pride ourselves in knowing our children individually very well. In February 2016, we became an Academy and joined the Slough and East Berkshire CofE Multi Academy Trust, SEBMAT, which gives us access to the wealth of opportunities that brings, working closely with other schools in the Trust.

Parents are very welcome to telephone or email the school directly to arrange a visit and request information about current availability of places. We encourage all prospective parents to visit the school and we would be delighted to show you around and answer any queries. Contact details can be found on the school website:

<http://www.etonporny.org.uk/about-us/contact-us>

We are committed to straightforward, open, fair and transparent practices and policy in relation to Admissions. The school will act in accordance with the School Admissions Code, the School Admission Appeals Code and admissions law as they apply to Academies.

### **2 ADMISSION OF CHILDREN TO RECEPTION 2018**

#### **2.1 Application Process for Foundation Stage Applications (Reception Places)**

The Planned Admission Number (PAN) for 2018/19 for Reception is 30 (one form of entry). We are required to organise our infant classes in groups of 30 or fewer to a teacher.

In line with national policy, all children at Eton Porny start school in the September prior to their fifth birthday and are entitled to a full Reception (Foundation 2) year.

## **Admission dates by birth are:**

Date of birth: 1st Sept 2013 - 31st Aug 2014    Entry: Sept 2018    Apply by: January 2018

Applications for initial school entry at Foundation Stage are dealt with by the Royal Borough of Windsor and Maidenhead (RBWM).

Applications for Foundation Stage are made via a Common Application Form (CAF) provided by your Local Authority.

The Royal Borough of Windsor and Maidenhead (RBWM) processes these applications for the school.

If the number of requests for places is equal to or less than the number of places available, then all applicants could be offered a place.

Full details of the admissions criteria, catchment areas, appeals and further details on the admissions process will be published on the RBWM website.

The main Admissions Criteria are also set out in paragraph 2.6 below.

## **2.2    Waiting Lists**

Once the offers have been sent out by RBWM, any questions about waiting lists should be made directly to Eton Porny and parents will be signposted to RBWM. If there is pupil movement after allocations have been made and we can offer additional places, we will keep RBWM informed and they will offer these places on our behalf. For full details please see the RBWM website.

Priority order on the waiting list will be determined by the over-subscription criteria, not by the date of joining the waiting list, and the child's position can go up or down. Places available on the waiting list will be offered from May 2018.

## **2.3    Late Applications**

Late applications will be dealt with according to the Local Authority coordinated scheme and will be dealt with after any 'on time' applications have been processed. Enquiries for late applications should be directed to the RBWM School Admissions Team in order to receive the relevant application form.

They can be contacted by phone: 01628 683 870 or email: [school.admissions@rbwm.gov.uk](mailto:school.admissions@rbwm.gov.uk)

## **2.4    In-Year Transfers**

Applications for in-year entry (where children are changing schools within a school year) must be made directly to the school. Should you wish your child to join Eton Porny mid-year, please complete the In-Year Application form which can be found on the Eton Porny website and email it to [etonporny@rbwm.org.uk](mailto:etonporny@rbwm.org.uk) If you are applying on denominational grounds, please also provide a Supplementary Information Form in addition to your application.

These forms can be found on the Eton Porny website:

<http://www.etonporny.org.uk/school-info/admissions-information>

## **2.5 Admissions Policy: Reception**

The published admission number (PAN) for Reception for 2018 is 30.

## **2.6 Admissions Oversubscription Criteria**

Children who have an Education Health and Care Plan (formerly a statement of Special Educational Needs) which names the school must be considered by Eton Porny. Where the school feels it can meet the needs of the child a place will be offered.

**Places will then be allocated in line with the following objective over-subscription criteria in this order:**

1. Looked After Children, children who have been previously looked after and adopted children who were formerly looked after by the Local Authority will take priority over all other applicants.

Note: “children looked after” by the Local Authority are those who are (a) in the care of a Local Authority or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (See Section 22(1) of the Children Act 1989.

2. Children with a strong social or medical reason. An application in this category will only be considered where the child, or their parent or carer, can demonstrate a wholly exceptional medical or social requirement why attendance at the preferred school is significantly more suitable than any other school. It is expected that places will be given under this category in no more than a small number of instances in a year, if at all. Please see the RBWM Guide to Starting School for further details of the level of evidence required.
3. Children who live in the ‘designated area’ of the school and who have a sibling in attendance at the school at the time of the application and who is expected still to be attending the school at the time of entry.
4. Children who live in the ‘designated area’ of the school without a sibling in attendance at this school.
5. Children who live outside of the ‘designated area’ of the school who have a sibling in attendance at the school at the time of the application and who is expected still to be attending the school at the time of entry.
6. Children who live outside of the ‘designated area’ whose parents choose the school on denominational grounds.
7. Children whose parents have any other reason for their preference.

### **Designated area:**

Please use the Know Your Neighbourhood facility on [www.rbwm.gov.uk](http://www.rbwm.gov.uk) to check whether your home address is in the designated area of the school before applying.

**Sibling definition:**

A sibling would need to be attending the school at the time of admission of the child for whom a place is sought. The term 'sibling' includes a half or step child permanently living in the same family unit or a foster child permanently living in the same family unit whose place has been arranged by the social services department of a local authority. Sibling eligibility will flow from a foster child to other children of the family or from a child of the family to a foster child.

**Children of Multiple Births:**

In cases where there is only one place available at a school and the next child on the waiting list is one of a twin or other multiple birth group, both twins will be admitted (or all the siblings in the case of multiple births) even if this exceeds the admissions number for the school.

**Distance:**

If the school does not have places for all the children in a particular category, distance will be used as a criterion. Proximity to the school will be measured in a straight line from the address point of the pupil's house as determined by Ordnance Survey to the address point of the school using the RBWM GIS system. In the event that two or more children live at the same distance from the school (for example families living in flats) and there are fewer places available then random allocation will be used to decide which child will be allocated the remaining place(s). The names will be drawn and the whole process scrutinised by independent persons.

**Denominational grounds:**

Where denominational grounds are a reason for the application, it will be necessary for at least one of the parents/carers of the child concerned to regularly attend a church that is part of the group of Churches together in Britain and Ireland. This group includes the following types of church: Church of England, all the protestant nonconformist churches (e.g. Baptist, Methodist, United Reform) and Roman Catholic. Attendance does not include services of marriage, funerals or christenings (except for the christening of the child seeking entrance to the particular school). Applicants will need to complete the relevant section of the common application form in order to confirm that they are applying to the school on denominational grounds. In addition it will then be necessary for the form to be passed onto their local clergy for verification before it is sent to School Admissions.

**Armed Service families:**

We recognise the particular needs of Armed Service families and others serving the Crown, many of whom have to manage frequent moves from within the UK and overseas. Further details can be found on the RBWM website.