

## **The Admission Authority Saint Sebastian's Church of England Primary School Governing Body.**

Saint Sebastian's Church of England Primary School values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian, environment where everyone is welcome and every child is motivated to acquire skills for life and a love of learning. 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 2014 and all relevant legislation, including that on infant class sizes and equal opportunities.

The governing body of the school, not Wokingham Borough Council, is responsible for deciding on admissions to the school. However, under co-ordinated admissions arrangements, applications to the school for entry to the Reception year 2019-20 must be made to the home LA (i.e. the Local Authority you pay your Council Tax to) which may not be Wokingham. Full details of Wokingham LA's co-ordinated admission arrangements are published in the Children's Services' Parents' Guide to Primary School Admissions by the relevant authority. This explains how parents can express a preference for a school and give reasons for that preference. Saint Sebastian's School operates an equal preference scheme for admissions.

### **Application, Admission Decisions and Offer Dates:**

These dates are applicable to Wokingham Borough Council residents – other local authority dates may vary

Applications for entry in the school year September 2019-August 2020 to be received by the LA by:	15 January 2019
Decisions on which children are to be offered a place will be made available to the LA by:	15 March 2019
Coordination between local authorities	29 March 2019
Offer letters will be sent out by the LA by:	16 April 2019
Acceptances received by	3 May 2019

Applications received after date to be advised by WBC but before the first day of the school year will be considered as late, and will be subject to the following constraints. These applications will only be considered after all those received by 15 January 2019. This means if no places are left after considering all the applications received by 15 January 2019, even if you fulfil a higher criterion than that under which places have been offered to other applicants, you may be unsuccessful.

## Published admissions information

All applications, where a parent expresses a preference for the school will be considered equally. Prior to making an application, parents may visit the school to look around and have an informal discussion with the Headteacher, but this will not be used to determine the allocation of places.

### Admission to the Reception Year 2019-20

If parents wish to apply for a place in the Reception Year 2019-20, a home authority (i.e. the authority who you pay Council Tax to) common application form is to be completed and returned to the home LA. The Admission number for entry to the Reception Year in 2019-20 is 26. The school's, and not the home LA's admissions Over-subscription criteria will be used to determine places. If you are applying under criteria numbers 3, or 6, the school's own supplementary information form (available from the school's Website) will also need to be completed and returned to the school by 15 January 2019 for entry in the year September 2019 – August 2020. Parents may also make their application online. All successful applicants will be asked to produce proof of age. Should this not be forthcoming by the start of the autumn term the governing body will deem the place to be obtained fraudulently and therefore withdraw it.

Children are admitted in the September of the school year in which they reach the age of five. The school does not accept applications for earlier entry.

Parents of a child whose fifth birthday falls between 1 September 2019 and 31 March 2020 may defer entry until their child reaches compulsory school age (the term beginning in January or April after his or her fifth birthday). The school will hold the deferred place for the child (provided it is taken up during the school year 2019-20), 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 2020 and 31 August 2020 (summer born children) who do not reach compulsory school age until September 2020, parents who do not wish them to start school in school year 2019-20 but to be admitted to the Reception Year in September 2020, should proceed as follows: They should apply at the usual time for a place in September 2019 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2020. NB parents would need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. The school will consider the request carefully and if it is agreed this should be clear before the national offer day (16 April 2019), their application for the normal age group may be withdrawn before any place is offered. They should then reapply in the normal way (no later than 15 January 2020) for a Reception place in September 2020. If their request is refused, the parents must decide whether to wait for any other offer of a place in September 2019 (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 of the summer term 2020 for a Year 1 place in September 2020. Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 2019-20 Reception Year group.

Until the child reaches compulsory school age, s/he may attend part-time. If parents wish to exercise this right they should discuss detailed arrangements with the headteacher.

The Governing Body of the school decides the criteria used to admit children. Saint Sebastian's is a Church of England school and, therefore, our criteria may be different from those of an LA community 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 26 places. Applications must be made directly to the LA on a form available from the LA. 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 1-7 below), a place will be offered.

If parents are moving house, the LA will ask for evidence of the move, when 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.

### **Over-subscription Criteria and Arrangements for Admission to the School**

In the event of there being a greater demand for admission than there are places available, the following criteria will apply in order of priority. Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming the school will always be admitted. Subsequently, all applications will be considered equally against these criteria irrespective of ability.

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.<sup>1</sup>
2. Families who have exceptional medical or social needs that make it essential that their child attends Saint Sebastian's School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.<sup>2</sup>

3. Children one of whose parents<sup>3</sup> worships regularly<sup>4</sup> at St Sebastian's Church. Verification of regular worship is required in the form of the incumbent's signature on the supplementary form.
4. Children who have a sibling<sup>5</sup> 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
5. Children who live in the Ecclesiastical Parish of St. Sebastian's<sup>6</sup>. (Map attached to this policy document).
6. Children, one of whose parents worships regularly at another Christian Church, which is Trinitarian in doctrine<sup>7</sup>. Verification of regular worship from the minister at the relevant Church is required in the form of his/her signature on the supplementary form. The school may subsequently contact the Minister by telephone.
7. Other children

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' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then divide 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.

Where the application of oversubscription criteria results in splitting siblings with the same birth dates, places will be offered even if this will result in the school going above the admission number.

Where there are 2 or more applicants with identical distance measurements, the place will be allocated by random allocation in the presence of an independent person.

If an application is received for a child to be admitted outside their normal age group (e.g. gifted and talented, those with additional needs or those who may have missed a significant amount of schooling due to ill health), we will judge each such

application individually based on the circumstances of each case. Additional evidence may be requested.

A parent should make an application for their child's normal age group at the usual time, but submit a request for admission out of the normal age group at the same time and the school will ensure that the parent receives the response to their request before primary national offer day

Once decisions have been made, the school will not reconsider applications unless there is genuine reason for doing so, for example, if the family has moved address.

### **Appeals**

Parents of children who have been refused a place have the right of appeal against the decision of the Governing Body. Letters of appeal should be addressed to the Chairman of Governors, c/o the school and should be received within twenty-one days of the date of the letter of refusal. An Independent Appeal Panel will be convened to hear the appeal. Parents will be fully informed of the arrangements. Parents and the Governors will have a chance to send in any papers they wish and to speak at the hearing. The Appeal Panel's decision as to whether or not a child can come to St Sebastian's School is binding. Parents should please refer to the school office for a copy of the Appeals procedure. It should be noted that in the event of an unsuccessful appeal, it is the Governing Body's policy not to reconsider applications within the same academic year. However, parents have the right to a second application within the same academic year if there is a major change in circumstances e.g. change of address.

### **Waiting List**

The school maintains waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list

### **Admissions without discrimination**

The school's equal opportunity policy will operate in all cases of admissions to the school. There is no charge or cost related to the admission of a child to the school.

### **Fair Access**

The school participates in Wokingham LA's Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

### **Review:**

This policy is subject to review on a yearly cycle by the Governing Body.

### **Next Review Date: Autumn 2018**

**For further information please contact the School:**

The Headteacher  
 St Sebastian's C of E School  
 Nine Mile Ride  
 Wokingham  
 Berkshire  
 RG40 3AT

Telephone: 01344 772427

<sup>1</sup> 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)."

<sup>2</sup> 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 Saint Sebastian's 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.

<sup>3</sup> A parent is any person who has parental responsibility for, or is, the legal guardian of the child.

<sup>4</sup> Attending a regular church service at least once a month over the year preceding the application. For applicants who have moved into the area, previous church attendance will be taken into account. Provided that verification from a previous church is included in the application.

<sup>5</sup> 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.

<sup>6</sup> Permanent home address denotes the address where a child lives with a parent for the majority of each school week. For this purpose the school week begins at 6pm on Sunday evening and ends at 6pm on Friday evening including night times.

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:

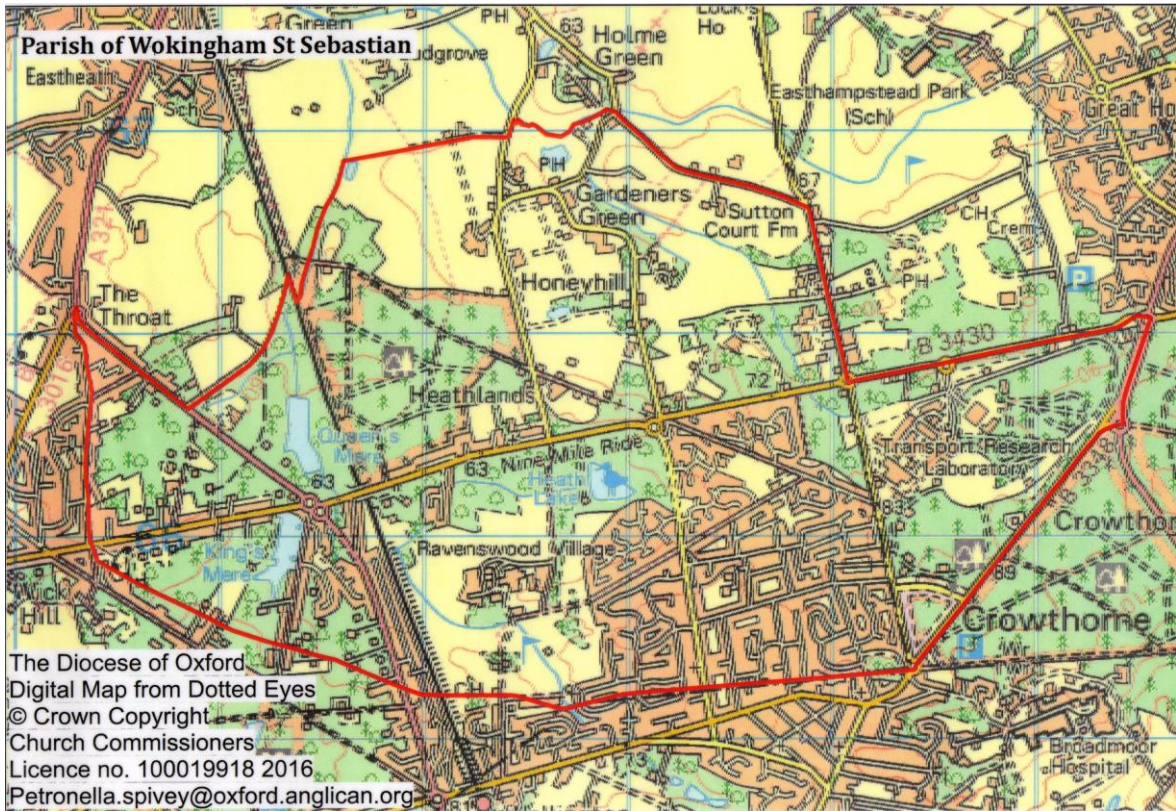
- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- Any other evidence the parents may supply to verify the position.

Governors reserve the right to investigate for evidence of a child's address. 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

Please contact the school if further information is required.

<sup>7</sup> By this we mean a church which believes in God as Father Son and Holy Spirit.

## Map of St Sebastian's Parish





**Saint Sebastian's Church of England  
Primary School**

Governors' Supplementary Information Form  
For Admission to St Sebastian's School  
2019-20

**Child's Surname**.....

**Forenames**.....

**Address**.....

..... **Post Code**.....

**Date of birth**.....

**Name of parent/guardian**.....

Please read the school's admission arrangements carefully. All applicants applying on denominational grounds (under criteria, 3, and 6) need to complete this supplementary form, and then return it **directly to the school**, who will acknowledge receipt. You will need to have the form countersigned by your priest or minister to confirm the information you have given. Please note that the common application form should be returned to your home Local Authority.

**In what year do you wish your child/ren to start school?**

**Which criterion are you applying under?** .....

**Which church do you attend?** .....

**Have you been attending weekday or Sunday services at this church at least once a month, over the past year?** (Please circle)

Yes      No

I certify that the information given in answer to the questions above is complete and correct.

Signed.....Date.....  
[Parent or Guardian]

**To be completed by the Parish Priest or Minister**

I verify/do not verify that, to the best of my knowledge, the answers given by the parent/guardian are correct.

I verify/do not verify that the church which I serve and at which the applicant worships is Trinitarian in its doctrine.

Signed.....

Name (please print).....

Position\*.....

Address.....

.....

Telephone number.....

Date.....

\* For example, Vicar, Rector, Minister, etc.

*On occasion we may need to contact your parish priest or minister directly, in order to clarify the information given on this form.*

**Please return this form directly to St. Sebastian's School**

**For St. Sebastian's School office purposes only:**

Agreed by:

Chair of Admissions

Headteacher

Governor

## Appendix

The table below gives a breakdown of number of applications against the criteria at the time of allocation. St Sebastian's School operates under the equal preference system when allocating places. The number of pupils against criteria at the time of acceptance may indicate that pupils in the lower criteria would be successful in their application. The School may be contacted for further information regarding the process.

<b>Applications for the Year 2018/2019</b>	
<b>Criteria number*</b>	<b>Number of applicants</b>
1. Looked after	0
2. Exceptional medical or social needs	0
3. Church St Sebastian's	4
4. Sibling	9
5. Catchment	17
6. Church other	1
7. Other	12
Late applicants	1
<b>Total Applicants</b>	<b>44</b>

\* The full list of criteria relevant to the table above can be found in the Admission policy for 2018/2019.