



CHESTERTON C. E. (V. A.) PRIMARY SCHOOL

ADMISSIONS POLICY FOR SEPTEMBER 2017 – AUGUST 2018

Chesterton School has a distinctive Christian ethos which is at the centre of school life. This is exemplified in the clear focus on the Christian values of integrity, creativity, respect, compassion and self-belief. 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. However we ask that parents and children respect our ethos and its importance to the whole school community.

We provide an inclusive, supportive and caring environment in which children can learn and flourish.

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.

Responsibility for Admissions

The Governing Body of this **Church of England Voluntary Aided Primary School**, not Oxfordshire County Council Local Authority, is responsible for deciding on admissions to the school, but works closely with the LA to co-ordinate admissions to all maintained schools in Oxfordshire. Details of the LA arrangements are in the Oxfordshire Admissions and Transfers Booklet. The booklet also explains how parents can express a preference for a school and give reasons for that preference. Late applications and applications for entry into other years should also be made in line with the co-ordinated scheme. **In-year admissions will be administered by the Governing Body via the LA.**

**Chesterton Primary School also has its own supplementary evidence form. If you would like your application to be considered under criteria relating to church attendance this supplementary form must be completed by yourself and a member of the clergy and returned to the school office.
For transport entitlement please refer to the same booklet, Home to School Transport (children age 5 to11)**

The LA will notify the Admissions Committee at the school of every application that has been made for entry to the reception year. The Admissions Committee will then prioritise those applications according to the admissions criteria for 2017/18, as set out in the policy below, and will inform the LA, who will notify parents of those decisions.

At Chesterton, pupils are admitted in the September of the academic year in which they reach their fifth birthday, without reference to ability or aptitude.

Entry during the school year 2017/2018 is; therefore, open to all children born between 1st September 2012 and 31st August 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 2017/18 school year but no later than the term after the child's fifth birthday (using the 3 term system) when he or she reaches compulsory school age. The school will hold any deferred place for the child (provided it is taken up during the school year 2017/18) 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 1st April 2018 and 31st August 2018 (summer born children), parents who do not wish their children to start school in the 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 Headteacher 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 15th 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. Subject to the over-subscription criteria below) 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 for the 2017/18 Reception year group.

Parents may request that their child attends school part-time until they reach compulsory school age. **If parents wish to exercise this right they should discuss detailed arrangements with the Headteacher.**

It is not our policy at Chesterton School to accept children who will not reach the age of five until 1st September 2018 or later.

The admission number for the year commencing September 2017 is 20.

All Other Admissions

Admission to the school during the school year depends on whether or not there are places available. Applications must be made to the Oxfordshire LA via their website, who will then contact 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 1-8 below), 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 of entry. For example for entry in January, the application will not be considered until after the half term break in October.

If parents are moving house the school will ask for evidence of the move before considering any application for a place.

We would not normally accept an address where: there is a second address and the main home is elsewhere; where the child is resident other than with a parent or carer unless this was part of a fostering or formal care arrangement; where part of the family had moved unless connected with a divorce or permanent separation arrangement. In all cases we would require documentary evidence.

Admissions outside normal age group

Requests from parents for places outside a 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 that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. The governors may ask for advice from relevant professionals on such cases. 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.

Admission Decision

It is important that parents appreciate that all decisions by the School in the course of the admissions process are taken by the Admissions Sub-Committee; acting on behalf of the Governing Body as the School's Admission Authority. Merely completing an application form, or having a conversation with the Headteacher or an individual Governor, does not constitute an offer of a place. Attending Chesterton Playgroup does not qualify a child for automatic entry to Chesterton Church of England School, nor confer any other advantage over other applicants to the School.

In all cases, all applications will be treated equally, not taking into account academic ability and aptitude. **In making offers of places for the Foundation Class, the Admissions Sub-Committee will apply the oversubscription criteria set out in this section. These criteria will also be applied in the event that it is necessary to establish the priority of several applications for admission to Y1 to Y6.**

If the number of applicants seeking admission exceeds the admission number for the year group in question, the Admissions Sub-Committee will first offer places to all children with an up-to-date Statement of Special Educational Needs or with an Education, Health and Care (EHC) plan naming Chesterton School.

Once these children have been admitted, the Admissions Sub-Committee will allocate the remaining places in accordance with the following oversubscription criteria, which are listed in order of priority.

1. "Looked-after children", whether living in the catchment or not 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. Families who have exceptional medical or social needs that make it essential that their child attends Chesterton 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**).
3. A child with a normal home address (see **note 4**) in the civil parishes (see **note 7**) of Chesterton, Middleton Stoney and Weston-on-the-Green, with a sibling (see **note 5**) already on the roll at the school at the time of application and who is expected still to be on the roll at the time of entry. (A map is available from the school office).
4. A child with a normal home address (see **note 4**) in the civil parishes (see **note 7**) of Chesterton, Middleton Stoney and Weston-on-the-Green at the time of application.
5. A child with a normal home address (see **note 4**) outside the civil parishes (see **note 7**) of Chesterton, Middleton Stoney and Weston-on-the-Green and with a sibling (see **note 5**) on the roll at the school at the time of application and who is expected still to be on the roll at the time of entry.
6. Children whose parents have a denominational preference for a Church of England School, supported by the Supplementary Evidence Form (an example at the end of this policy), submitted at the time of the date of the application, showing evidence that a parent has been for the year preceding the date of the application, a regular worshipper (at least once a month) at a Christian Church that is a member of "Churches Together in Britain and Ireland" (CTIB) (see **note 6**)
7. Children with a normal home address outside the School's catchment area at the time of application.

Proximity of the child's home with those living nearer being accorded the higher priority, will serve to differentiate between pupils in **criteria 1-8** should the need arise. The straight line distance used to determine proximity of the home to the school will be measured by Oxfordshire LA's Geographical Information System as described in their Admissions Booklet.

Where children in a category live an identical distance from the School, as measured by the LA, the Admissions Sub-Committee will give priority between these according to a random allocation.

The arrangements for any such random allocation will be transparent, and will be supervised by a person who is independent of the School, in accordance with the School Admissions Code.

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.

Note 2: A 'looked after' child is a child who is (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 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 (eg a copy of the adoption, child arrangements or special guardianship order).

Note 3: 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 Chesterton 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 and may seek the advice of appropriate educational professionals where necessary.

Note 4: by normal home address, we mean your child's home address. This is your child's permanent address at the time you make 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 official documentation, such as a child's 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, 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 you have made a false declaration and withdraw the offer of a place. Childcare arrangements are not sufficient reason 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 current driving licence/utility bill (if not a driver) confirming your name and address. If you are not sure whether or not you live in the civil parishes (see **note 7**) of Chesterton, Middleton Stoney or Weston-on-the-Green, you can ask the school to check this for you and you will receive a written response. If you are moving into the catchment area, we will ask for evidence of your move **when** considering any application for a place. We need to know that you will be resident in the catchment area on 1st September 2017. If you move later we will still need evidence **when** 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 for at least 12 months. The school reserves the right to verify that you live at the address.

Note 5: 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.

If the last pupil to be offered a place within the school's published admission number is a multiple birth, any further sibling can be admitted. This may raise the intake number above the school's Published Admissions Number. 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.

Note 6: the Governing Body asks the parents to complete the form and for the priest or minister to sign it, confirming church commitment. The completed, signed form should be returned with the CAF form.

Please note that the accepted definition of a Christian Church is one which subscribes to the doctrine of the Trinity. Please note that previous church attendance will be aggregated with attendance at the 'new' church if a parent has moved home and is unable to fulfil the requirement for regular church attendance over the stated period.

Note 7: The civil parishes' boundaries as notified in 1998. (Ordnance Survey). Please refer to the map at the end of this policy.

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 now be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school **cannot** consider a second application in the same school year 1st September – 31st August unless there is a major change in circumstances eg. Change of address.

Waiting List

The School maintains a waiting list for those children who are not offered a place; 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 a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

In-Year Fair Access Protocol for Oxfordshire:

Chesterton School follows the Fair Access Protocol for Oxfordshire. 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

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This Admissions Policy has been agreed with the Oxford Diocese and the Local Authority for the school year 2017/2018

For further information in the first instance please contact the Admissions Secretary at the school. Contact details are as follows:

Chesterton Primary School
Alchester Road
Chesterton
Bicester
Oxon OX26 1UN

Telephone: 01869 252498
Fax: 01869 244012
Email: office.3082@chesterton.oxon.sch.uk

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made via the school office.

This Admissions Policy 2017-2018 was approved by the Governing body on:

Date.....



CONFIDENTIAL

Application to attend Chesterton Church of England Primary School

This form indicates denominational preference for a Church of England school and will be used as evidence of regular worship at a Christian church that is a member of 'Churches together in Britain'. (Chesterton Primary School Admissions Policy)

Name of child:

Name of parent/guardian:

Church attended:

I have attended the church named above at least once a month for the year preceding the date below:

Signed

Date

This form should be completed by the parent/guardian and passed to the priest or minister for verification.

To the priest/minister of the church named above:

Please could you confirm that the above named parent has attended your church at least once a month for the year preceding the stated date. Thank you.

I confirm that the information given above is correct to the best of my knowledge.

Signed.....

Name/Position.....

Date.....

THE CATCHMENT AREA

The school catchment area includes the parishes of Chesterton, Middleton Stoney and Weston-on-the-Green.

