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

ADMISSIONS POLICY FOR SEPTEMBER 2026 – AUGUST 2027

Chesterton CE Primary School has a distinctive Christian vision and ethos which is at the centre of school life. This is also exemplified by our values of Respect, Compassion, Resilience, Hope, Integrity and Humility.

Although we are a Church of England VA School, we welcome applications from all members of the community without reference to aptitude or attainment, and irrespective of whether they are of the Christian faith, another faith or no faith. However, we expect that parents and children respect our 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 2021 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. **Parents (see Note 1) wishing to apply for the Reception Year in September 2026 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 application must be received by the home LA, online or manually, no later than 15 January 2026. 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 the home LA on 17 April 2026.**

For information on school transport; please refer to the Oxfordshire County Council website under School Admissions.

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 2026/27, as set out in the policy below, and will inform the LA, who will notify parents of those decisions.
At Chesterton CE Primary School, pupils are admitted in the September of the academic year in which they reach their fifth birthday, without reference to ability.

Entry during the school year 2026/27 is; therefore, open to all children born between 1st September 2021 and 31st August 2022.
Parents of a child whose fifth birthday falls between 1st September 2026 and 31st March 2027 may request that their child is not admitted until later in the 2026/27 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 2026/27) 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 who are born between 1st April 2022 and 31st August 2022 (summer born children), parents who do not wish their children to start school in the school year 2026/27 but to be admitted to the Reception year in September 2027, should proceed as follows:
They should apply at the usual time for a place in September 2026 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2027. NB. Parents would need to provide 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 2027) for a Reception place in September 2027. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2026 (NB. Subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2027 for a Year 1 place in September 2027. Parents should refer to DfE Guidance on requesting a delayed school start for children born in the summer. Summer born children: advice for parents.

Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2026/27 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 CE Primary School to accept children who will not reach the age of five until 1st September 2027 or later.

The admission number (P.A.N.) for the year commencing September 2026 is 30.

All Other Admissions

In-year admissions will be administered by the Governing Body via the LA. Parents applying for a place from outside Oxfordshire should complete the CAF on the Oxfordshire County Council website via the School Admissions link. 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 1-6 below, a place will be offered.

Admission to the school during the school year depends on whether or not there are places available. Admissions outside the normal age group will be dealt with as indicated below.

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, regarding 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). A parent of a summer-born child who wishes their child to start in the autumn term following their 5th birthday (ie. in the Reception year rather that Year 1) should refer to: DfE Guidance: Making a request for admission out of the normal age group. 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 at the earliest opportunity. 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 attainment 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 (and also Year R once the school year 2026/27 has started).

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, including those who appear to have been in state care outside England, 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 6**) of Chesterton, Middleton Stoney, Wendlebury 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.

4. A child with a normal home address (see **note 4**) in the civil parishes (see **note 6**) of Chesterton, Middleton Stoney, Wendlebury 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 6**) of Chesterton, Middleton Stoney, Wendlebury 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 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 3-6** 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:

"The start point of a measurement is the "seed point" of the home address. The "seed point" is provided by Ordnance Survey from information compiled from Royal Mail and/or district or city councils. The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest ten centimetres. It is possible to move the location of an individual seed point, but this is not necessary for most addresses. It is not possible to verify the individual location of every seed point prior to measuring due to the number of addresses in Oxfordshire and surrounding areas.

From the seed point the route firstly connects to the nearest point of the digitised network. The positioning of front doors, driveways and back gates is not relevant to the route or the measurement and they are not programmed to be used by the measuring system.

The digitised network is constructed from road data supplied by Ordnance Survey called the Integrated Transport Network (ITN). The Integrated Transport Network has been accurately digitised to measure along the centre of roads and takes corners at right angles. This is the same underlying information as used by internet-based mapping solutions (e.g. Google Maps). However, the LA has a more accurate start point than internet-based mapping solutions and the ITN has been augmented by the LA to take into account other available public routes (e.g. alleyways, public footpaths, bridleways, etc). The augmented ITN used by the LA is accurate to at least 1 metre.

All 548,000 kilometres of roads in Great Britain are accurately mapped in a consistent and logical network. The network does not include routes that are not defined as public; these include crossing parks with no paths where the park is not open and available all the time, "short-cuts" across patches of open land without paths, or footpaths across private land which are not defined by Ordnance Survey as public routes.

The end point of the "shortest designated route" is the nearest open gate of the school first arrived at from the direction of travel that is officially available for use by students for entry and exit to the school site at the start and end of the school day. The location of these gates has been set by the LA. The LA consults with each individual school annually to ensure accurate placement of the gate and its availability for use.

The shortest designated route is established using an algorithm within the bespoke software used by the LA. This software is called RouteFinder and is produced by Higher Mapping Solutions (www.highermappingsolutions.com). This programme integrates with the LA's database (ONE) which is supplied by Capita Children's Services (www.capitacs.co.uk).

RouteFinder measures in kilometres and the measurement is converted into miles accurate to three decimal places, which gives an accurate reading up to 1.609344 metres.

The "shortest designated route" is not necessarily a driving route because it may use in whole or in part a non-driveable route (e.g. footpaths). The "shortest designated route" is also not necessarily a walking route for example, where roads are used, the measurement is along the centre of the road not along the edge (pavement or equivalent) of the road.

Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system into account because this would constitute maladministration of the admissions process.

For addresses which are outside the digitised network (approximately 6 miles outside Oxfordshire's county boundary) an internet mapping solution will be used. For addresses in the UK and Europe, we use Google Maps (www.google.co.uk) which allows measuring by shortest routes when set to 'walking' mode. For addresses outside Europe we measure a straight line distance using longitude and latitude. Firstly, we derive a start point (the home address) using itouchmap.com/latlong.html We then measure the straight line distance in statute miles from this start point to the end point (the school gate) using www.nhc.noaa.gov/gccalc.shtml"

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. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. 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). Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

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 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 a 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 appends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgement 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 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.

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, Wendlebury 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 2026. 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 civil parishes' boundaries as notified in 1998. (Ordnance Survey). Please refer to the maps at the end of this policy.

The school received ……applications expressing a preference for admission to the Reception Year in 2025 by the closing date of January 2025. These were ranked as follows:
Children with statements or EHC plans naming the school

Criterion	Number
1.	
2.	
3.	
4.	
5.	
6.	

……..places were offered, with a cut-off coming under criterion ……at a distance of…….miles.

Multiple Births

In cases where there is one place available and the next child on the list is a twin, triplet etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number.

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 may need to maintain 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. The list will be re-ranked in accordance with the published oversubscription criteria each time that a name is added to or removed from the list.

In-Year Fair Access Protocol for Oxfordshire:

Chesterton CE Primary 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 2026/27.

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
Email: office.3082@chesterton.oxon.sch.uk

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

This Admissions Policy 2026/27 was approved/determined by the Governing body on:

Date: .....

Headteacher: ……

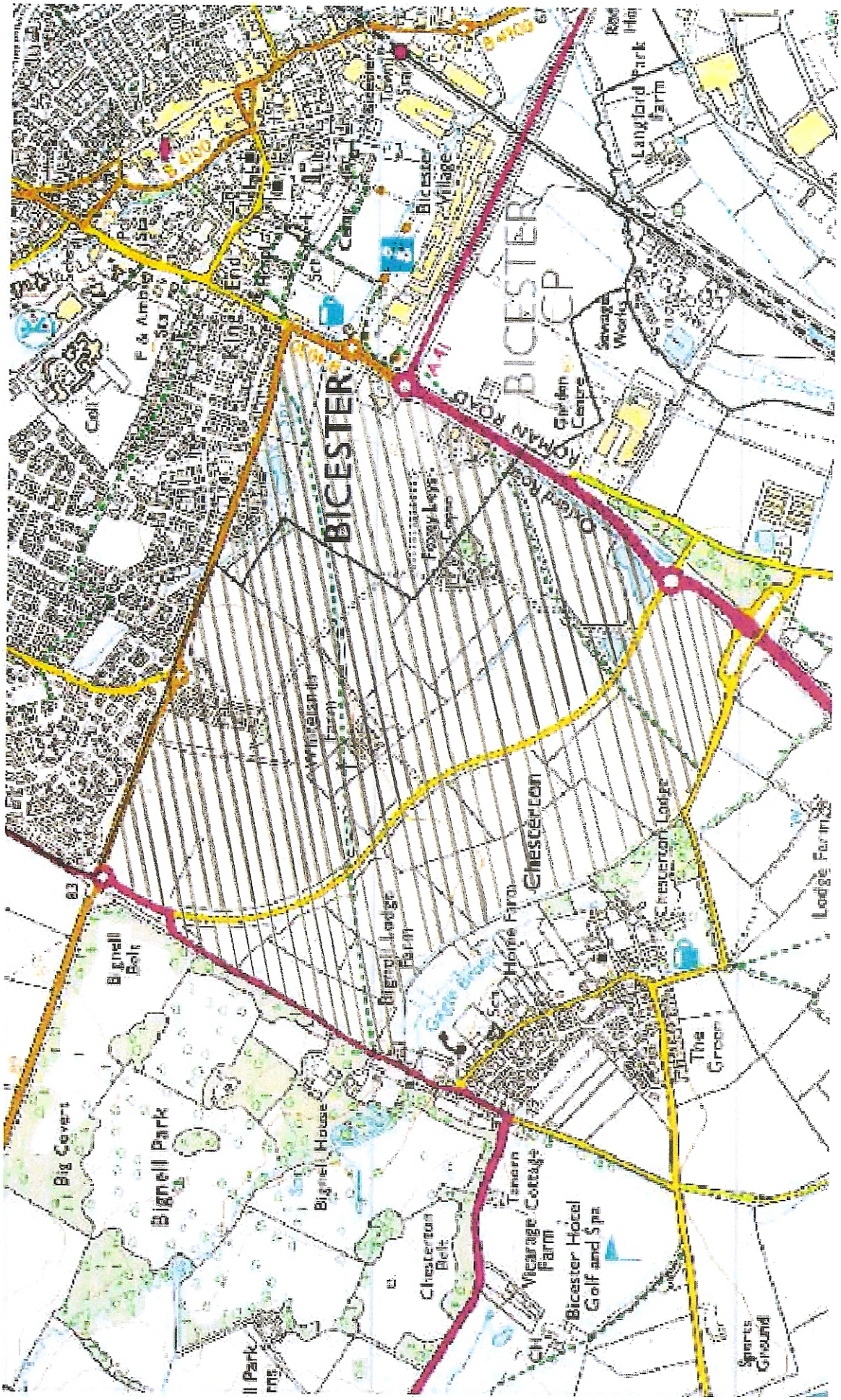
Chair: ……...

THE CATCHMENT AREA

The school catchment area includes the parishes of Chesterton, Middleton Stoney Wendlebury and Weston-on-the-Green. **See Maps A & B below**. Please note the Kingsmere area is excluded as shown on the attached map B; this is part of the St Edburg's Primary School catchment area.

Kirtlington
Lower Heyford
Northbrook
A4095
Caulcott
Middleton Stoney
Bletchingdon
Weston-on-the-Green
Chesterton
BICESTER
Wendlebury
Merton
Ambrosden
A4421
Caversfield

Map A


BICESTER
Bignell Park
Chesterton
Bicester Hotel Golf and Spa
Bignell Lodge Farm
Lodge Farm
Langford Park Farm
Garden Centre
Sports Ground

Map B