



CHECKENDON PRIMARY SCHOOL

ADMISSIONS POLICY FOR 2019/20

Checkendon Primary School is a dynamic Church of England school in which our Anglican Christian values of respect, courage, integrity, compassion and hope are at the heart of everything we do. We give every pupil the opportunity to develop their particular capabilities in our stimulating and caring environment where creative teaching and an inspiring curriculum lead to high-quality learning and outstanding achievement. We work in partnership with parents and the wider community to help every pupil make excellent progress, develop a lifelong love of learning and broaden their sense of citizenship, as they grow in mind, body and spirit.

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 size and equal opportunities.

Admission arrangements to the Reception year in 2020

At our school, pupils are normally admitted in the September of the academic year (1 September to 31 August) in which they reach their fifth birthday, without reference to ability or aptitude. Parents whose children were born between 1 September 2015 and 31 August 2016 may apply for them to be admitted to Reception year in September 2020. There are 15 places (the published admission number) available. Our policy is not to offer admission in September 2020 to children who were born on or after 1 September 2016.

Parents of a child whose fifth birthday falls between 1 September 2020 and 31 March 2021 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 any deferred place for the child (provided it is taken up during the school year 2020/21), 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 2021 and 31 August 2021 (summer-born children) who do not reach compulsory school age until September 2021, parents who do not wish them to start school in school year 2020/21, 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 2020 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2021. 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 2020), 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 2021) for a Reception place in September 2021. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2020 (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 summer term 2021 for a Year 1 place in September 2021. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2020/21 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 head teacher.

Parents (see Note 1) wishing to apply for the Reception Year in September 2020 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 2020. 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 16 April 2020.

Over-subscription criteria

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Checkendon Primary School will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out 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. (See Note 2)
- 2 Children with a normal home address (See Note 3) in the catchment area and with a sibling (see Note 4) 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.
- 3 Children with a normal home address outside the catchment area and with a sibling 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.
- 4 Children with a normal home address in the catchment area.
5. Children with at least one parent or guardian who is church attending (See Note 5)
- 6 Other children.

Proximity of the child's home, as measured by the nearest designated public route (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 6 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.

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 15 places. In year admissions must be made via Oxfordshire LAs website.

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 1-6 above), 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 for entry. For example for entry in January, the application will not be considered until after the October half term break. (Please note that the school does not have a normal point of entry to Year 3 – applications for entry at the beginning of Year 3 are treated as indicated in this section.)

If parents are moving house, the school 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

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 above), a place will be offered.

Admission outside normal age group

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.

Waiting Lists

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.

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 of 15 for Reception 2019/20 or the number of places (15) in other year groups.

Fair Access

The school participates in Oxfordshire LA's Fair Access Protocol. 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.

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 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.

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

Admissions in September 2017

The school received 32 applications expressing a preference for admission to the Reception Year in 2018 by the closing date in January 2018. These were ranked as follows:

Children with statements or EHC plans naming the school	0
Criterion 1	0
Criterion 2	0
Criterion 3	7
Criterion 4	8
Criterion 5	0
Criterion 6	17

15 places were offered, with the cut-off coming under criterion 4 at a distance of 3.8 miles

Further information

Further information can be obtained from the school secretary

The School Secretary

Checkendon School

Checkendon

Reading

RG8 0SR

Tel No. 01491 680693

Policy approval

This policy was approved by the Governing Body on 1 October 2018

Headteacher

Chair of Governors

Notes

Note 1 “Parent” is defined in law (The Education Act 1996) as either:

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

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

Note 2 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).

Note 3 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, when 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.

Note 4 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.

Note 5 By church attending, we mean

- A parent or guardian who is an actual communicant member of Checkendon Parish Church and who regularly attends worship at Checkendon Church. Actual communicant member means a person who is baptized, is on the electoral roll of SS Peter and Paul, Checkendon,

and has received communion in accordance with the use of the Church of England at least three times in the twelve months preceding the date of application. By regularly attend worship we mean at least once a month for the previous twelve months prior to application.

- A parent or a guardian who is an actual communicant member of the Church of England and who attends a Church of England Church other than Checkendon.
- A parent or guardian who is a member of another Christian Church that subscribes to the doctrine of the Trinity.
- It is sufficient for just one parent to be church attending, as set out in the above criteria.

A supplementary information form should be completed by parents and signed by their Vicar or Parish Priest. Parents should note that a pattern of regular worship (similarly, at least twice a month), for six months is required before a person is eligible to come on to a church's electoral roll.

Note 6 The shortest designated public route used to determine proximity of the home to the school will be measured by Oxfordshire LA's Geographical Information System as described below.

For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body) has a policy to use the LA's measuring system, the route from home to school has been measured using the "shortest designated route" since September 2005 *.

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 namely the road on which the house is situated. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and 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). Ordnance Survey assures that 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 from the seed point 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 and consulted with each individual school 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.capita-cs.co.uk).

RouteFinder measures in kilometres and the measurement is converted into miles accurate to three decimal places, which gives an accuracy 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 mal-administration of the admissions process by the Admissions Authority for the school.

* A small number of ‘Own Admission Authority’ schools measure using a straight-line distance from home to school. The LA also calculates these distances for those particular schools.

Terms used in this explanation

“shortest designated route”: The shortest distance between two points calculated using a computer programme as defined in this explanatory document

Geographic Information System (GIS): A system designed to capture, store, manipulate, analyse, manage and present all types of geographic data. The Admissions Team of Oxfordshire County Council uses MapInfo (supplied by Pitney Bowes Software) for its GIS needs

Local Authority (LA): Oxfordshire County Council

Admissions Authority (AA): The authority that has responsibility for admissions decisions. For Community and Voluntary Controlled schools the AA is Oxfordshire County Council For all other schools and academies the AA is the Governing Body, a sub-group of the Governing Body or a group given authority to make admissions decisions by the Governing Body. The AA is never an individual person

Ordnance Survey: The national mapping agency for Great Britain, an executive agency and non-ministerial government department of the UK Government

“seed point”: A geographically defined spatial point set by Royal Mail and/or district or city councils, and supplied to Ordnance Survey which then sells that data to other organisations (e.g. Oxfordshire

County Council). The seed point used by the Admissions Team of Oxfordshire County Council is the “all numeric British Co-ordinate System” (easting and northing)

easting: a measurement in metres east of the south-west corner of the SV square of the Ordnance Survey mapping grid (this square is in the far south-west of the British Isles and includes the Scilly Isles). Oxfordshire County Council uses a six-digit integer and a single decimal place (accuracy to 10 centimetres)

northing: a measurement in metres north of the south-west corner of the SV square of the Ordnance Survey mapping grid (this square is in the far south-west of the British Isles and includes the Scilly Isles). Oxfordshire County Council uses a six-digit integer and a single decimal place (accuracy to 10 centimetres)

digitised network: the geographic database of all possible, available, measurable routes. The digitised network is based on the Integrated Transport Network (ITN) produced by Ordnance Survey augmented to include additional non-driveable public routes

“nearest open gate”: the first gate arrived at from the direction of travel which is available for use by students for entry and exit to the school site at the start and end of the school day

algorithm: a series of programmed instructions carried out by the RouteFinder software which calculates all available routes between the start and end points and outputs the shortest

RouteFinder: GIS-based software produced by Higher Mapping Solutions (www.highermappingsolutions.com) which is designed to find the shortest measurement between two defined points using the available network.

ONE database: Database created by Capita Children’s Services (www.capita-cs.co.uk) used by Oxfordshire County Council to hold information about children and their applications for school places

Checkendon C of E (V.A.) Primary School

SUPPLEMENTARY INFORMATION FORM

Attendance/Involvement at a Church or Place of Worship

Please complete all sections below in full and return to the school

Child' surname.....Forename.....

Date of Birth.....Sex.....

Parent's /Guardian's Name.....

Church/Place of Worship attended (please tick box below as appropriate):

St Peter & St Paul, Checkendon

Other (Please specify).....

Do you attend church at least once a month? Yes/No

Have you done so for the previous 12 months? Yes/No

Are you on the Electoral Roll of this Church? Yes/No

Are you baptized? Yes/No

Have you received Communion at least 3 times in the previous 12 months? Yes/No

Signature of Parent/Guardian

.....Date.....

Please ask your Vicar/Priest to countersign this form below and then return it to the school.

To the priest/minister

Please verify the information given by the parent named above Yes / No

Please confirm that your church ascribes to the doctrine of the Trinity Yes / No

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

Signature..... Print Name.....

Position..... Date.....