

BRADFIELD C.E. PRIMARY SCHOOL

ADMISSIONS ARRANGEMENTS FOR THE ACADEMIC YEAR 2018 - 2019

DATE: OCTOBER 2017

REVIEW DATE: FEBRUARY 2018

Bradfield CE Primary School values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. 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, but we expect parents to respect the Christian ethos of our School 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 2012 and all relevant legislation, including that on infant class sizes and equal opportunities.

Admission arrangements to the Reception Year in September 2018

At our school, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2013 and 31 August 2014 may apply for them to be admitted to the Reception Year in September 2018. There are 30 places (the published admission number) available. Our policy is not to offer admission in September 2018 to children who were born on or after 1 September 2014.

A child is of compulsory school age on the 1st January, 1st April or 1st September following their 5th birthday. Compulsory school age starts at different times as described below:

- Children becoming 5 years old between 1st January and 31st March are of compulsory school age at the beginning of the term after 1st April.
- Children becoming 5 years old between 1st April and 31st August are of compulsory school age at the beginning of the term after 1st September.
- Children becoming 5 years old between 1st September and 31st December are of compulsory school age at the beginning the term after 1st January.

Parents of a child whose fifth birthday falls between September 2018 and the 31st March 2019 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 within the year 2018-19), although, in the majority of cases, we find that children benefit most from starting at the beginning of the year, rather than part way through it.

For children whose fifth birthday falls between 1st April 2019 and 31st August 2019 (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 2018-19 but to be admitted to the Reception Year in September 2020, should proceed as follows:

- They should apply at the unusual time for a place in September 2018 together with a written request that the child is admitted outside his/her normal age group to the Reception Year in 2019.

- 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.
- The school will consider the request carefully and if it is agreed this should be clear before the national offer day (16th April 2018), 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 January 15th 2019 for a Reception place in September 2019).
- If their request is refused, the parents must decide whether to wait for any other offer of a place in September 2018 or to withdraw their application and apply in the second half of the summer term 2019, for a year 1 place in September 2019.
- Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 18/19 Reception Year group.

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

Parents (see Note 1) wishing to apply for the Reception [Foundation] Year in September 2018 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 2018. 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 2018.

Over-subscription criteria

Children with a Statement of Special Educational Need naming Bradfield CE Primary School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- i Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they were adopted or became subject to a residence order or special guardianship order. (See Note 2)
- ii Children (or a parent) who have exceptional medical or social needs that make it essential that they attend Bradfield CE 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)
- iii Children with a normal home address (See Note 4) in the Parishes of Bradfield and Stanford Dingley and with a sibling (see Note 5) 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, in both cases, still to be in attendance at the time of entry to the school.
- iv Children with a normal home address in the Parishes of Bradfield and Stanford Dingley
- v Children with a normal home address outside the parishes of Bradfield and Stanford Dingley 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, in both cases, still to be in attendance at the time of entry to the school.

- vi. 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 30 for Reception 2018-19.
- vii. Other children.

Proximity of the child's home, as measured by the straight line distance (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 i to vi 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 30 places. Applications must be made directly to West Berkshire Admissions on a form available from 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 i – vi above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception, where there is no current vacancy, will only be considered by the Governing Board for the term beginning in January, April or September in advance of the desired date for entry. For example for entry in January, the application will not be considered until Term 2.

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, 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.

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. The governors will ask relevant professionals for their opinion on the case. Those refused places outside the normal age group will be informed of their statutory right to 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.

Fair Access

The school participates in West Berkshire 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.

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 Admissions Secretary at the school.

Admissions in September 2017

The last child admitted in September 2017 was under criteria vii.

Further information

Further information can be obtained from the Admissions Secretary at the school:
Mrs. Sue Aslett – telephone number 0118 9744 304; e-mail address:
office@bradfieldceprimary.co.uk

Notes

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.

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. Adoption orders come under the terms of the Adoption and Children Act 2002, Section 46. A ‘residence 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). 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, residence or special guardianship order).

Note 3 When applying under criterion ii (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 Bradfield CE Primary 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.

Note 4 By normal address, we mean children whose permanent home address is within the catchment area of the school, shown on the map at www.westberks.gov.uk/catchment. Where necessary, priority will be given to siblings in catchment. It is the child’s normal permanent home address (see Paragraph A below) where he or she lives with his or her parents/carers that is used to decide in which school’s catchment area the child lives. Where parental responsibilities are shared, the home address will normally be considered to be with the parent/carer with whom the child spends the majority of days and nights Monday to Friday; this will normally be expected to be with the parent/carer that receives the pupil’s Child Benefit, where this benefit is still available. Where there is any doubt about the split of the residence then the relevant address used will be that at which we are satisfied that the child spend the majority of the school week. Temporary addresses cannot be used to obtain school places, e.g. temporary addresses whilst retaining a previous permanent home will not be accepted. (see Paragraph B)

If parents/carers are in the process of moving from the address they live at currently and want to use the new address for the school place allocations, evidence that they have moved and are already living in the new address will need to be provided. Even if a move is planned, a future address must not be used and will not be accepted. Confirmation received after these dates will not normally be taken into account until immediately after allocation dates and waiting lists adjusted accordingly. At all other times changes of address will be considered immediately on receipt of evidence. Any child offered a school place based on fraudulent or intentionally misleading information concerning a catchment area permanent home address will have their place withdrawn and a new application will be required, by which time preferred schools may be full. This may also occur after the child has been admitted to a school.

Paragraph A

The permanent home 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. 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. If you own a house or flat and are renting and living in another property, we will consider the rental address as your permanent address if:

1. your owned property is rented and
2. you have been living at the rented address for at least 1 year (we will require proof) and
3. your rental agreement shows you will continue to live in the rented property for at least a year after the application for a school place.

In some cases we may consider a rental address where you have lived for a period shorter than a year as your permanent address if your owned property is a considerable distance away from the rented accommodation you are living. In these cases we will decide what evidence you should provide us and we will review it and make a decision.

Paragraph B

If we determine an equal split, we will make the judgement about which address to use for the purpose of deciding whether or not to offer a place.

To establish where the child resides we may ask for the following information, for instance:

- any legal documentation confirming residence such as the legal separation documents
- information on the actual pattern of residence such as a joint declaration from the parents stating the exact pattern of residence
- the length of time the residence arrangements have been in place
- confirm past residence arrangements from previous schools
- Where the child is registered with the GP and
- we may request additional documents as well.

Note 5 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 6 The straight line distance used to determine proximity of the home to the school will be measured by West Berkshire's Geographical Information System as described in the West Berkshire admissions booklet.