

## **ADMISSION FORUM – 24 NOVEMBER 2009**

### **Dr Radcliffe's CE Primary School**

#### **Comments on draft Admissions Policy 2011-12 received from Val Coombs, Oxford Diocese, 22.10.09**

1. In year applications for 2011-12: These now have to be administered by the LA on behalf of the governing body in accordance with the co-ordinated admissions scheme. (Admissions Code 2009 paras 3.6 - 3.8) so I am afraid you need to make it clear that applications must be made through the LA.

#### **Important note: In year applications during the academic year 2010-11:**

When the latest Schools Admission Code came into force on 10.02.09, it contained a section which required the LA to manage all casual admissions for the academic year 2010-11. Obviously policies for that year had already gone to consultation, so it was too late to write an appropriate section into them.

If the 2010-11 policy states that the governors will be handling these, you are required by the legislation to issue a statement to state that the LA will administer these as determined by the Admissions Code 2009 and in accordance with the co-ordinated admissions scheme. (Admissions Code 2009 para 3.4)

So - the advice from the DCSF and the Schools Adjudicator is that it is not necessary to seek a variation order to the 2010-11 policies but it would be sufficient to add an amendment when going to consultation for the 2011-12 policies, ie now. So, if your 2010-11 policy states the governors will handle in-year/casual applications, you will need to issue an amendment to state that the LA will be administering casual/in-year applications for 2010-11. If the LA has been handling them, and your 2010-11 policy makes this clear, there is no need for any amendment. The paragraph of the Code which is relevant is 3.4.

2. Applications in the previous year: At this stage I think you could use the 2009 statistics

3. Multiple births: clear details of the random selection process must be specified in the policy ie how this will operate and that this is transparent, that you will use a fresh round of random allocation for those on the waiting list, and you so need to state the independent person who will supervise the process (Details are in the Admissions Code 2009 paras 2.33-2.35). Some LAs are prepared to administer this on behalf of the governors so I suggest you check with them. However you may prefer to offer the choice to the parent; if so, this must be specified.

**DR RADCLIFFE'S CHURCH OF ENGLAND PRIMARY SCHOOL  
STEEPLE ASTON**

**ADMISSION ARRANGEMENTS FOR 1 SEPTEMBER 2011 - 31 AUGUST 2012**

**Responsibility for Admissions**

The Governing Body of this Church of England Voluntary Aided Primary School is the admission authority responsible for admissions to the School. The process will be handled within the scheme of coordination for admissions to primary schools that is run by Oxfordshire County Council as the local authority.

This Admissions Policy for the school year 2011-2012 has been agreed with the local authority, and with the Church of England's Oxford Diocese.

In exercising its functions as the admission authority, the Governing Body will comply with all relevant statutory provisions, including those relating to class sizes and equal opportunities. In so far as relevant statutory provisions permit, the Governing Body will also give effect to the local authority's fair access protocol in respect of in-year admissions. This paragraph is paramount and overrides anything in the Admissions Policy that may at any time be inconsistent with it.

**Eligibility for attending the School**

A child is eligible to start in the School's Reception Class in the September following his or her 4th birthday. Entry into the Reception Class is for full days.

Parents of a child who has been admitted to the Reception Class have the right to defer the child's actual entry to the School until the child is of compulsory school age (*i.e.* until the beginning of the term after the child's 5th birthday, but in any event not beyond the school year for which the application was accepted).

Children will not be considered for admission to the Reception Class outside their year group.

**Home to School Transport**

Information regarding home to school transport can be found in the booklet entitled *Starting School in September 2011* which is available from the local authority.

**Application for Admission**

For children seeking a place from the start of the school year beginning in September 2011 (the "2011/12 School Year"), parents need to complete the Common Application Preference Form - CAPF (Primary). This is available from the local authority. In addition, admission booklets containing the form will be available at the School from September 2010. Parents applying for a place for the start of the 2011/12 School Year must complete and return the CAPF (Primary) form by • November 2010. For late applications, please refer to the booklet entitled *Starting School in 2011* which is available from the local authority.

For children seeking a place in any class during the 2011/12 School Year, a Common Application Preference Form for in-year admissions - CAPF (Primary In-year) - must be completed. This is available from the School.

### **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 Head Teacher or an individual Governor, does not constitute an offer of a place.***

The Admissions Sub-committee will prioritize applications according to the School's admission criteria, as set out in this Admissions Policy (see *Admission Criteria below*). Parents who have applied for a place will be notified either by the local authority or by the School. Please refer to the local authority's admissions booklet for the relevant dates by which parents applying for a place for the start of the 2011/12 School Year will be offered a place or notified that no place is available. If a place becomes available in-year, the Admissions Sub-committee will normally allocate that place, in accordance with all pending in-year applications and the waiting list (see *Waiting List below*), as soon as reasonably practicable and no later than the date of the next regular meeting of the Governing Body; provided that an application for in-year admission will not be considered more than two statutory terms before the term in which the child is to be admitted. Whenever the Admission Sub-committee determines that a place is unavailable, the parents will be informed of their right to appeal the decision (see *Admission Appeals below*).

### **Admission Number**

The School's admission number is 30. This admission number applies to the Reception Class, and continues to be applied for Years 1 to 6.

### **Admission Criteria**

All applications will be considered without reference to academic ability or aptitude. In making offers of places for the Reception Class, the Admissions Sub-committee will apply the admission 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 Years 1 to 6.

If the number of applicants seeking admission exceeds the admission number for the year group in question, the Admissions Sub-committee will first accept all children with an up-to-date Statement of Special Need naming Dr Radcliffe's Church of England Primary School, in accordance with section 324 of the Education Act 1996. 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.

*If there are insufficient places for all applicants who qualify in any one of categories 2-7 listed below, the Admissions Sub-committee will give priority within that category to children who live closest to the School, as measured by the local authority. Where children in a category live an identical distance from the School, as measured by the local authority, the Admissions Sub-committee will give priority within that category according to a random allocation.*

1. Children in the care of the local authority or provided with accommodation by the local authority (“looked after children”), in accordance with the Education (Admission of Looked after Children) (England) Regulations 2006.
2. Children with a normal home address (see Note B) in the School’s catchment area at the time of application, and with a sibling (see Note C) already in attendance at the School at the start of the school year for which the application is made.

*The School’s catchment area is defined as the area within the boundaries of the civil parishes of Steeple Aston, Middle Aston, North Aston, Duns Tew, Rousham, Nether Worton, and Over Worton. If parents wish to check the catchment area for the School, an ordnance survey map can be inspected at the School office. Alternatively, they may contact the local authority.*

3. Children with a normal home address (see Note B) in the School’s catchment area at the time of application.
4. Children with a normal home address (see Note B) outside the School’s catchment area at the time of application, and with a sibling (see Note C) already in attendance at the School at the time of admission.
5. Children with exceptional medical needs, supported by written evidence that will normally have been given by a medical practitioner or other appropriate person (see Note D).
6. Children with exceptional social needs, supported by written evidence that will normally have been given by a Social Worker, Education Welfare Officer or other appropriate person (see Note D).
7. Children with a normal home address (see Note B) outside the School’s catchment area at the time of application.

*N.B. Please refer also to Notes A, E and F. You will find all the Notes at the end of this Admissions Policy.*

### **Information about Reception Class Applications for 2010-2011**

For entry to the Reception Class in September 2010, the School originally received • applications. The admission number for 2010-2011 was 30. Actual admissions were • as follows:

<i>Criteria</i>	<i>Applied</i>	<i>Admitted</i>
Children with Statement of Special Need		
Looked after children		
In-catchment with sibling in School		
In-catchment with no sibling in School		
Out-of-catchment with sibling in School		
Exceptional medical needs		
Exceptional social needs		
Other children		

### **Admission Appeals**

Parents who are not offered a place for their child are entitled to appeal to an independent panel under provisions of the Education Act 1980. Parents wishing to appeal should contact the School office (telephone 01869 340204) to obtain an appeal form, and for information about their rights and the procedure to be followed. There is no statutory time limit on submission of an appeal, but parents are requested to lodge any appeal within 15 school days from the date of notification that their application for a place was unsuccessful, so that related appeals can be heard together.

It should be noted that, in the event of an unsuccessful appeal, parents are not entitled to apply again in the same school year, unless there has been a significant and material change in circumstances: *e.g.* if they have earlier applied while living outside catchment, and then subsequently move into catchment.

### **Waiting List**

The School and / or the local authority will maintain a waiting list for those children who are not offered a place. It should be noted that the same admission criteria, in the same order of priority, will apply to children on the waiting list. No account will be taken of the length of time that an application has been on the waiting list. A child will remain on the waiting list until a specific request is made to remove the child from the list; but the School reserves the right to remove a child if the parents are no longer contactable at the address supplied to the School.

### **Further Information**

For further information please contact the Chair of the Admissions Sub-committee.

Address: Chair of the Admissions Sub-committee  
 Dr Radcliffe's Church of England Primary School  
 Fir Lane  
 Steeple Aston  
 Bicester  
 OX25 4SF  
 Tel/Fax: 01869 340204  
 Email: [office.3828@dr-radcliffes.oxon.sch.uk](mailto:office.3828@dr-radcliffes.oxon.sch.uk)

## Contacting the Local Authority

Address: Oxfordshire County Council, County Hall, New Road, Oxford OX1 1ND  
Telephone: 01865 792422  
Website: [www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)

## Notes

- A. "Parent" means any person who has parental responsibility for, or is the legal guardian of, the child. If you are in doubt, please contact the School for advice.
- B. "Normal home address" means the child's home address. This will be the child's permanent address at the time that application is made for a place. It is where the child lives with his or her parents. 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 (e.g. 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 the child is resident with a grandparent, you need to tell us 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 that 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, a recent utilities bill, etc.

If you are not sure whether you live in the School's catchment area, you may 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 before considering your application for a place. We need to know that you will be resident within the catchment area on 1 September 2010. Typical evidence that will suffice would be a solicitor's letter confirming that you have a legally binding agreement to buy the house or a formal lease agreement.

- C. "Sibling" means a brother or sister, half-brother or half-sister, adopted brother or adopted sister, step-brother or step-sister, or any child of the parent'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 child. **Parents must specify the sibling(s) by name in their application.**
- D. Evidence of exceptional medical or social needs should be in the form of a letter from a registered professional in the appropriate specialist field, such as a doctor or a social worker, setting out the reasons why the School would be the most suitable one, and the difficulties that would be encountered if the child had to attend another school. Evidence of exceptional medical or social needs must be assessed objectively, and the Admissions Sub-Committee reserves the right for this purpose to obtain at the School's expense, and rely on, further opinions on any such needs from appropriate independent professionals.

- E. Multiple birth siblings of any particular family up to a maximum of two in excess of the admission number will be admitted together into Year 3 or above, so long as at least one of them can be admitted within the admission number. This does not apply to the Reception Class, or to Years 1 and 2. Where the School is unable to admit all multiple birth siblings of any particular family seeking admission, the Admissions Sub-committee will make a random allocation of the available places.
- F. Attending Steeple Aston's Pre-School does not qualify a child for automatic entry to Dr Radcliffe's Church of England Primary School, nor confer any other advantage over other applicants to the School.

This Admissions Policy 2011-2012 was approved by Governing Body on • [2010].

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Lisa Boote, Chair of Governors

Draft 1: 29.9.09