

SPEEN CHURCH OF ENGLAND VOLUNTARY AIDED SCHOOL ADMISSIONS POLICY 2018



The school is primarily a village school, having a catchment area comprising Speen, North Dean and Great Hampden. Speen Church of England 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. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community *Parents can find out if they live in the catchment area by keying in their postcode on the county website.* <http://www.buckscc.gov.uk/schooladmission>

Applications from outside the catchment area are welcomed. Children are admitted without reference to ability or aptitude. Parents wishing to apply for the Reception [Foundation 2] 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. Supplementary Information Forms are available from the school office and on the school website, www.speen-cofe.bucks.sch.uk . Completed forms should be sent directly to Speen Church of England School by 15th January 2018.

In drafting this policy, the Governing Body of Speen Church of England School has made every effort to comply with current legislation.

As a voluntary aided school, the Governing Body is responsible for deciding on admissions to the school, but works closely with Buckinghamshire County Council (the Local Authority) which co-ordinates admissions to all maintained schools in Buckinghamshire.

Details of the LA's co-ordination scheme (the Primary Scheme) in which the school participates, are in the Buckinghamshire admissions booklet, available from the school and on-line from 12th September 2017. The closing date for applications is 15th January 2018.

The booklet explains the timetable for applications, how parents can express a preference for a school, give reasons for that preference, and how they will be informed of the result of their application. It also gives details of how applications received after the deadline, changes of preference, and waiting lists will be handled.

Admissions Policy for the Reception Year/Foundation 2

See below for the procedures for applying for a Nursery place.

From September 2011 all children have been entitled to start school on a full time basis (25hours per week) in the September following their fourth birthday.

Parents may elect to take the place up on a part time basis if they feel their child is not yet ready for full time attendance. A part-time place at Speen CE School is only available 8:45 am to 12:00, Monday to Friday, for 5 mornings.

A parent may also choose to keep their child in the Private, Voluntary or Independent sector until statutory school age but if they choose to do so their child will only have an entitlement to 15 hours of free education there.

Parents of a child whose fifth birthday falls between 1 September 2018 and 31 March 2019 may request that their child is not admitted until later in the school year 2018/19 (no later than the term [using three term year] after the child's fifth birthday, when s/he reaches compulsory school age). The school will hold any deferred place for the child, 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 2019 and 31 August 2019 (summer-born children), parents who do not wish them to start school in school year 2018-19, but to be admitted to the Reception Year in September 2019, should proceed as follows. They should apply at the usual time for a place in September 2018 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2019. 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 head teacher 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 2019) for a Reception place in September

2019. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2018 (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 2019 for a Year 1 place in September 2019. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2018-19 Reception Year group.

ADMISSION DATES TO SPEEN C OF E SCHOOL

Birth Date	Reception/Foundation 2
01 Sep 2013–31 August 2014	September 2018

Speen Church of England School Admission arrangements for children who have their fifth birthday in ACADEMIC YEAR 2018-2019- RECEPTION YEAR

The Admission policy for Reception consists of a *PLANNED ADMISSION NUMBER OF 15* and the criteria listed below. Please read the Notes at the end of this document.

Children with an Education Health and Care Plan or Statement of Special Educational Needs, naming Speen Church of England 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:

- Category 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. (Note 1)

- Category 2 Children, normally living (Note 2) with a parent or guardian, (Note 3) within the defined catchment area.

- Category 3 Children with a normal home address outside the catchment area and with a sibling (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.

- Category 4 Children with a sibling on the roll of St. John's CE Combined School, Lacey Green, at the time of application and who is expected still to be in attendance at that school at the time of admission to Speen CE School, or children with a sibling in Y2 of Speen CE School at the time of application and for whom an application has been made to transfer to St. John's School, Lacey Green in September 2017 (Note 4)

- Category 5 Families who have exceptional medical or social needs that make it essential that their child attends Speen Church of England School rather than any other. These needs must be fully supported by written evidence from the appropriate senior professional person involved with the family. (See Note 5)

- Category 6 Children who have a parent who has regularly attended Christian worship, at least once each month for the previous year, to the date of application. Details to be provided, on Speen C of E School's Supplementary Information Form, of the name of Church or Christian Group, name of the Minister/Leader and appropriate telephone number. A parent should sign the Supplementary Information form stating compliance with this criterion. They should then ask a priest/minister to verify this statement. (Note 8)

- Category 7 Other children by distance from the school, with priority for admission given to children who live nearest to the school. (Note 7)

Where the school can accommodate some, but not all, of the children who qualify for one of the above criteria, priority will be given to children by having regard to the subsequent criteria.

In 2016 for the 2016/2017 intake, 42 applicants expressed a preference for Speen CE School prior to closing date. 9 in-catchment and 6 out of catchment children were offered places.

In July 2016, 10 children left Year 2. 8 transferred to St John's School, Lacey Green and 2 transferred to the private sector.

Parents seeking a place at Speen C of E School for admission in 2018-2019 under Categories 4, 5 or 6 should obtain a Supplementary Information Form from the school office or school website in addition to that of Bucks County Council. The SIF should be completed and returned to Speen CE School by 15th January 2018.

The school observes and operates the Fair Access protocol in consultation with the County Council and the Local Authority for in year applications.

http://www.buckscc.gov.uk/assets/content/bcc/docs/schools/fair_access_protocol.pdf

RECEPTION PLACES

Once a child has been allocated a reception place under the primary scheme they will be offered a full-time place from September 2018.

- When all places have been filled, parents may make a request to be put on a waiting list. The list will be kept in over-subscription order as above. Places will be allocated, as they arise, according to the admission criteria,
- Please note: places cannot be allocated in the anticipation of a house move. Service families and other families moving into the area should also refer to the Fair Access protocol above.
- Parents may appeal to the Governors should their application be unsuccessful. Appeals are referred to the Diocese of Oxford Board of Education who facilitates independent appeals tribunals.
- Late applications (irrespective of admission criteria) are considered after applications submitted by the deadline referred to above.

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. Applications must be made **directly to the school** on an in-year application form available from the school. The school will also accept the Bucks County in-year/casual application form. Admissions outside the normal age group will be dealt with as indicated below. The school participates in the Buckinghamshire Fair Access Protocol.
- 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 above), a place will be offered.
- 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

SPEEN CHURCH OF ENGLAND VOLUNTARY AIDED SCHOOL **Admission Policy for Nursery/Foundation 1**

The Governors of Speen Church of England School are usually able to offer free places to children in the term following their fourth birthday, on a part time basis (16.25 hours- 5 mornings per week (Monday to Friday) when space permits. Parents are encouraged to visit the school with their child in order to acquaint themselves with present policy and to collect the school Nursery application form and register their child with the Headteacher if a nursery place is required. Applications should be made to the governors, not the common application form of the home LA

We strongly advise parents to register their children as early as possible for a place at Speen CE School.

Closing date for the receipt of applications for admitting four year olds (Foundation 1) is the second Friday in October for the following year. Applications received after the closing date will not be considered unless places are left available by timely applicants. Subsequent places will be allocated in the order of receipt. Parents may appeal against the Governors' allocation of places directly to the School Governors within 2 weeks of their decision.

The Admissions Policy for Nursery consists of a *PLANNED ADMISSION NUMBER OF 15* and the criteria listed below. Please read the Notes below.

Children with an Education, Health and Care Plan or Statement of Special Educational Needs naming Speen Church of England 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:

- Category 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 1)
- Category 2 Children, normally living (Note 2) with a parent or guardian, (Note 3) within the defined catchment area.
- Category 3 Children with a normal home address outside the catchment area and with a sibling (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.
- Category 4 Children with a sibling on the roll of St. John's CE Combined School, Lacey Green, at the time of application and who is expected still to be in attendance at that school at the time of admission to Speen CE School, or children with a sibling in Y2 of Speen CE School at the time of application and for whom an application has been made to transfer to St. John's CE School, Lacey Green in September 2018 (Note 4).
- Category 5 Families who have exceptional medical or social needs that make it essential that their child attends Speen Church of England School rather than any other. These needs must be fully supported by written evidence from the appropriate senior professional person involved with the family. (See Note 5)
- Category 6 Children who have a parent who has regularly attended Christian worship, at least once each month for the previous year, to the date of application. Details to be provided, on Speen C of E School's Supplementary Information Form, of the name of Church or Christian Group, name of the Minister/Leader and appropriate telephone number. A parent should sign the Supplementary Information form stating compliance with this criterion. They should then ask a priest/minister to verify this statement. (Note 8)
- Category 7 Other children with priority for admission given to children who live nearest to the school. (Note 7)

Parents seeking a place at Speen C of E School for admission in 2018 under categories 4, 5 or 6 for the nursery should also obtain a Supplementary Information Form from the school office or school website. It should be completed and returned to Speen CE School with the Nursery Application Form.

NURSERY PLACES

- *Parents will be informed of the result of their nursery application within two weeks of closing date.*
- *Parents must respond to the offer within 15 working days and should ensure they have informed the school before the date when offers are to be made, if response may not be possible e.g. holiday or illness.*
- *The Governors may reconsider unsuccessful applications if applicant's circumstances change.*
- *Applications for any places available, which are received after the deadline, will be considered in the order of the date received.*
- *It is not possible to guarantee that children who secure a place in the nursery will be able to progress to the main school. In all cases the admission rules to Reception will apply.*

Note 1. 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 2 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, before 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 3. Definition of parent

This is as defined in law (the Education Act 1996) as either:

- Any person who has parental responsibility (defined in Children Act 1989) for the child or young person; or
- Any person who has care of the child or young person.

Note 4: Definition of sibling

A sibling is a brother or sister. For admission purposes we mean one of two or more individuals who have one or more parent in common, 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. Or any other child (including an adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility. In a circumstance where one place remains to be allocated and the next child in the rankings is a sibling, the Governing Body would consider it unreasonable to separate such children. They would exceed the stated admission number. 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 When applying under Category 5 [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 Speen Church of England 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 6. Where a child is admitted to a school's Foundation 1, (nursery) group there can be no guarantee of a place in the main school as Buckinghamshire County Council use the coordinated admissions scheme to decide who should be admitted to the main school.

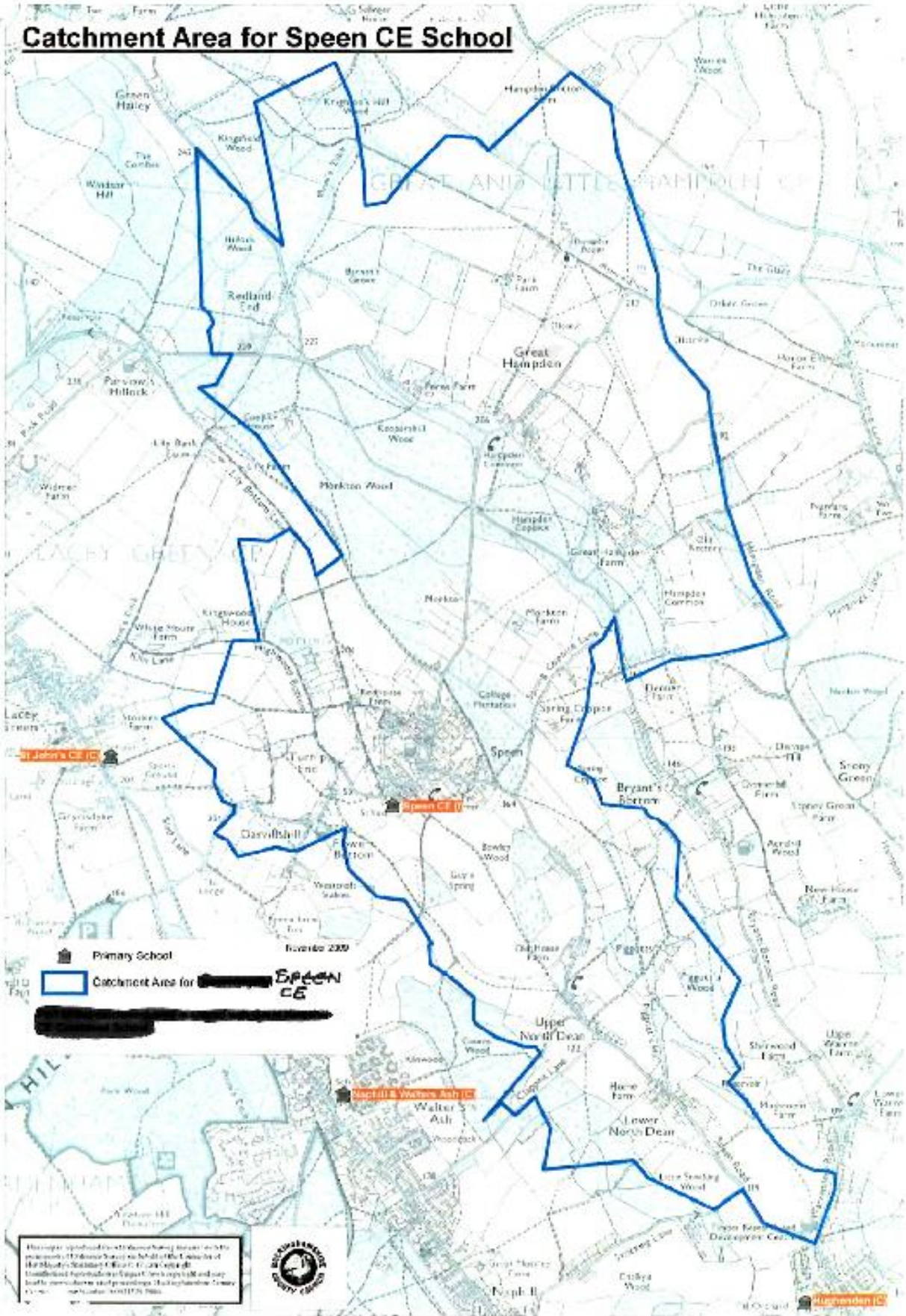
Note 7 The straight line distance used to determine proximity of the home to the school will be measured by Buckinghamshire LA's Geographical Information System as described in the Buckinghamshire LA admissions booklet

Note 8 The Christian Church should be a member of Churches Together in Britain and Ireland and/or the Evangelical Alliance. Where families have moved house then more than one supplementary information form may be used in order to confirm the requirement for this category.

Further information may be obtained by contacting:

Mrs D J Nayna Head teacher
 Speen C of E School
 Flowers Bottom Lane, Speen
 Princes Risborough
 BUCKS HP27 0SX
 Telephone: 01494 488 321
 Website: www.speen-cofe.bucks.sch.uk
 Email: office@speen-cofe.bucks.sch.uk

Catchment Area for Speen CE School



SPEEN CHURCH OF ENGLAND SCHOOL



ADMISSION SUPPLEMENTARY INFORMATION FORM

This supplementary form can be used if you are applying to seek admission for a child to Speen C of E School under Categories 4, 5 and 6. You should complete **all** relevant categories.

NAME OF

CHILD.....

NAMES OF PARENTS/GUARDIANS

.....

.....

<p><u>CATEGORY 4:</u> Children who will have a brother/sister in Years 3 to 6 at St John's CE Combined School, Lacey Green, at time of admission.</p> <p>..... Date of Birth:</p> <p>Signed.....(Parent/Guardian) Date:</p>

Category 5: Do you or your child have exceptional medical or social needs that make it essential that they attend Speen Church of England School rather than any other. Please attach evidence from a professional person and their contact details.

<p><u>CATEGORY 6:</u> For child whose <i>parent</i> has regularly attended Christian worship, at least once each month for the previous year, to the date of application.</p> <p>Details are to be provided on this supplementary information form; the name of Church or Christian Group, name of the Minister/Leader and appropriate telephone number.</p> <p>This supplementary information form must be signed by the Minister/Leader.</p> <p>I (name) have attended worship at least once each month in the past year</p> <p>.....<i>parent</i></p> <p>Name and Address of Church/Group</p> <p><u>Name of Minister/Leader:</u></p> <p><u>Telephone Number:</u></p> <p>To the Priest/ Minister named above. Please confirm the statement below.</p> <p>Have the above parent/s attended Christian worship at least once each month for the past year?</p> <p style="text-align: center;"><u>Indicate</u> YES / NO</p> <p><u>Signed:</u> Minister/Leader</p> <p><u>Date:</u></p>
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