



APPLETON C.E.(A) PRIMARY SCHOOL ADMISSIONS ARRANGEMENTS FOR SEPTEMBER 2017-AUGUST 2018

Appleton CE (A) Primary School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude. 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 our Christian 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 2014 and all relevant legislation, including that on infant class sizes and equal opportunities.

Admission arrangements to the Foundation Stage in September 2017

At our school, pupils are normally admitted at the beginning of the school year in which they reach their fifth birthday (1st September – 31st August). Parents whose children were born between 1st September 2012 and 31st August 2013 may apply for them to be admitted to the Foundation Stage in September 2017. There are 28 places available. Our policy is not to offer admission in September 2017 to children who were born on or after 1st September 2013.

Parents of a child whose fifth birthday falls between 1 September 2017 and 31 March 2018 may request that their child is not admitted until later in the school year 2017/18 (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 2018 and 31 August 2018, parents who do not wish them to start school in school year 2017-18, but to be admitted in September 2018 for school year 2018-19, should discuss this with the school at an early stage. They may decide not to apply for a Reception place in the school but to apply in the second half of the summer term 2018 for a Year 1 place in September 2018. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2017-18 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2018) for a Reception Year place in September 2018, but would need to provide strong supporting reasons for seeking a place outside the normal year group."

Until the child reaches compulsory school age, parents may also request that s/he attends part-time. In such cases, detailed arrangements should be discussed with the head teacher.

Parents (see Note 1) wishing to apply for the Foundation Stage in September 2017 must complete the common application form (CAPF form) provided by their home local authority (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 2017. 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 or about 16 April 2017.

Over-subscription criteria

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Appleton C.E. (A) 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 became subject to an adoption, child arrangements or special guardianship order. (See Note 2)
- ii Families who have exceptional medical or social needs that make it essential that their child attends Appleton C.E. (A) 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 Ecclesiastical Parishes of St. Laurence's (Appleton with Eaton), St Nicholas's (Fyfield, Netherton, Tubney) and St Lawrence's (Besselsleigh) 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 still to be in attendance at the time of entry to the school.
- iv Children with a normal home address in Ecclesiastical Parishes listed above.
- v Children with a normal home address outside the Ecclesiastical Parishes 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.
- vi Children where parents have expressed a preference for a Church/Faith School and are supported by written evidence from a priest/minister that a parent has been a regular worshipper at a church ascribing to the doctrine of the Trinity for the year preceding the date of the application (at least six times a year – See Note 6). Where parents have not lived in their present area long enough to satisfy these attendance requirements at a particular church, the school is prepared to take into account aggregate attendance at the previous church and the new church with two Supplementary Information Forms being completed.
- vii Children of staff at the school in the following circumstances:
 - a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- viii Other children.

Proximity of the child's home, as measured using the shortest designated route (see Note 7) 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 viii 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. Applications would be placed in a box and selected by the Clerk to the governors in the presence of at least two other governors.

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 28 places. Applications must be made directly to Oxfordshire LA Admissions team who will provide an in-year admissions form. In-year admissions 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 Foundation will only be considered by the Governing Body up to a term [using the six term year] in advance of the desired date for entry. For example for entry in January, the application will not be considered until Term 2. **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, before 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

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. Where the parents of a summer born child choose not to send that child to school until the September following their fifth birthday, they may request that they are admitted out of their normal age group – to Reception rather than Year One.

Any decision will be made on the basis of the circumstances of each case. This will include:

- taking account of the parent's views;
- any information about the child's academic, social and emotional development;
- whether they have previously been educated out of their normal age group;
- the views of the head teacher of the school.

When informing a parent of the decision on the year group to which their child should be admitted, the Governors will give clear reasons for the decision. Where it has been agreed that a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the application will be:

- processed as part of the main admissions round, unless the parental request is made too late for this to be possible; and
- considered against the determined admission arrangements only, including the application of oversubscription criteria where applicable.
- The Governors will not give a lower priority on the basis that the child is not of the correct age.
- Parents' statutory right to appeal against the refusal of a place at a school for which they have applied will not apply if they are offered a place at the school but it is not in their preferred age group."

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 28 for Foundation Stage in 2017-18 or the number of places (28) 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 (1st September – 31st 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 2016

The school received 63 applications expressing a preference for admission to the Reception Year in 2016 by the closing date in January 2016. These were ranked as follows:

Children with statements naming the school
Criterion i
Criterion ii
Criterion iii
Criterion iv
Criterion v
Criterion vi

For entry to the Foundation Stage beginning in September 2015 the school received 58 applications 26 places were offered, with the cut-off coming under criterion viii at a distance of 4.382 miles. The criteria applicable to applications were as follows:

Criterion	Places offered and accepted
i	1
ii	1
iii	7
iv	6
v	4
vi	None
vii	None
viii	7

Further information

Further information can be obtained from the Admissions Secretary at the school [01865 862794 – office.3850@appleton.oxon.sch.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. 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 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 Appleton C.E. (A) 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 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 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 Governing Body asks the priest or minister to complete a supplementary form confirming church/faith commitment. This will form an essential part of the application on the grounds of church/faith preference. A copy of this form is attached to the school's admission policy. Where a parent has moved and now attends a new church the current priest/minister should be asked to complete the supplementary form in addition to the previous priest/minister's form.

Note 7 The most direct route will be measured by the shortest designated route as defined on the Directorate for Children, Education & Families Geographic Information System as described in the Oxfordshire LA admission booklet.

Supplementary information:

CONFIDENTIAL

Application to attend APPLETON CE (A) SCHOOL

Name of child:

Date of birth:

Name of parent/guardian:

Church attended:

Have you attended this church at least six times in the last year?

Yes/No

Signed:

Date:

Please pass this form to your priest or minister.

To the priest/minister of the above named church

To enable the school to apply its admission policy, it would be helpful if you could verify the statement made above about church attendance. Thank you

I am able/unable to confirm that the statement made by the parent named above is correct.

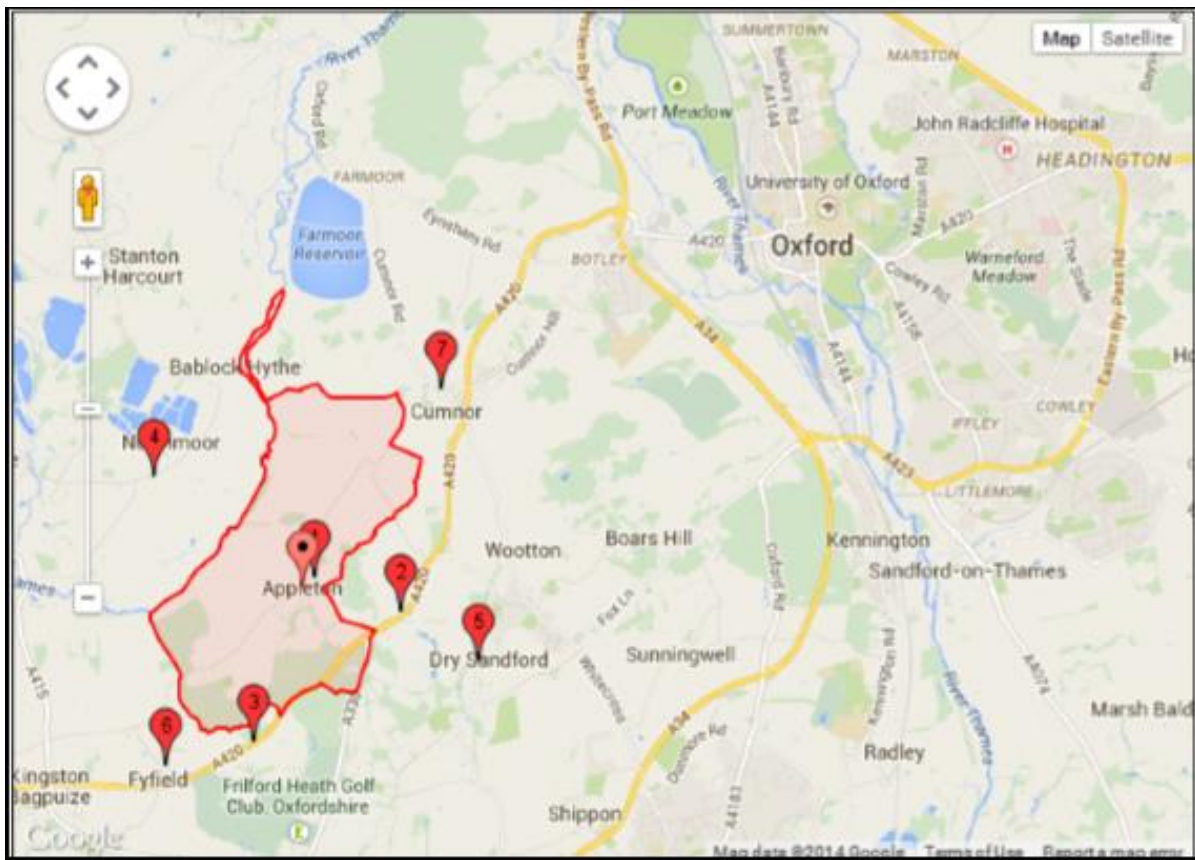
I can/cannot confirm that the above named church ascribes to the doctrine of the Trinity.

Signed Name
(block capitals)

Date Position

Please return this form to Appleton CE Primary School, Church Road, Appleton, Abingdon, Oxon OX13 5JL by 15th January 2017 if applying for a place in the Foundation Stage (Early Years) for the following September, or for in year admissions at the same time as sending the completed application form to the local authority.

Appleton CE Primary School Catchment Area
Map showing other primary schools in area



- A Appleton CE Primary School
- B Botley Primary School
- C Cumnor CE Primary School
- D Dry Sandford Primary School
- E North Hinksey CE Primary School
- F St Peter's CE Primary School, Wootton

