

Finchampstead Church of England (Aided) Primary School

ADMISSIONS POLICY FOR SEPTEMBER 2013-AUGUST 2014

The School can accommodate 119 children, with up to 17 in each year group. The planned number of children to be admitted to the Reception Class in the year September 2013 – August 2014 is 17. The closing date for applications for these reception places is 15 January 2013.

The Governors of a voluntary aided school like Finchampstead are responsible for deciding and publishing an admissions policy setting out all the arrangements for admissions to the school. The Oxford Diocesan Board of Education, Wokingham Borough Council (the local education authority) and other relevant admission authorities, parents and other persons have been consulted about the contents. This policy makes every effort to comply with all relevant legislation, including that on infant class sizes and equal opportunities.

How and when to apply.

The administration of applications in the main Admissions round is handled by Wokingham Local Authority (LA) in consultation with other Local Authorities under a Co-ordinated Admissions Scheme. Dates for applications and offers and the details of the processes for dealing with applications in accordance with the LA Co-ordinated Scheme, including how to express a preference for a school, will be published in the LA booklet which will be available in Autumn 2012. The Governors of Finchampstead C of E (Aided) Primary School will be responsible for ranking applications according to the school's criteria described below but will then give the ranked list to Wokingham LA to collate the preferences and make the formal offers to Wokingham residents, thus ensuring that each child receives an offer of one school place only on or about 16 April 2013 at the highest preference school at which a place is available. It should be noted that parents resident outside Wokingham and wanting a place at the school must apply on the common application form of the LA in whose area they live at the time of the application (the home LA). They will receive the results of their application from the home LA on the date mentioned in that LA's admissions guide.

The Governors do not accept applications for entry before the year in which the child reaches 5.

For admission to the 2013/14 academic year, the Governors' policy will be to offer all children a full time school place from the September following their 4th birthday.

Parents (see note 1) may request that their child attends part-time until the child reaches compulsory school age (the term after their fifth birthday).

Parents have the right to defer their child's admission until later in the school year or until the child reaches compulsory school age in that school year. Under such circumstances, the school will hold the place for that child and not offer it to another child.

However, parents will not be able to defer beyond the beginning of the term following the child's 5th birthday nor beyond the school year for which the application was accepted (i.e. 2013/14). If parents of children who reach their fifth birthday between 1 April and 31 August 2014 do not wish to take up the allocated place until the next school year, the place will not be held. Under these circumstances, a fresh in year application for a Year 1 place will have to be made in the summer of 2014 and a place cannot be guaranteed, as the year group may already be full.

Where parents choose to defer their child's admission, or take up the place part-time but later wish to increase it to full-time before their child has reached statutory school age, this must be discussed with the Headteacher or Foundation Stage Leader to agree the effective date.

Appointments will be offered to parents during May 2013 (after offers have been accepted) to discuss part-time or deferment options with the Headteacher or Foundation Stage Leader. These appointments are intended to help parents decide what will be best for their child and enable the school to make appropriate staffing plans.

Applications made beyond the deadline or outside the main Admissions time

Applications received after the deadline but before offers are made will be considered “late”. The Governors will require evidence to support the reason for the late application. If this is accepted, then the application will be processed as if it was on time. Otherwise, it will be set on one side and considered according to the admissions criteria once all the applications submitted on time have been processed and rankings advised to the LA under the Co-ordinated Admissions Scheme, i.e. there may not be places left even for a category 1 child.

Where parents apply after the offers have been made, or where the child is older than the normal admission age (e.g. families who have recently moved home), these are considered as ‘In Year’ applications. Places will be offered if there is space available in that year group, taking account of the admissions criteria listed below. Details of how to apply and an appropriate application form will be in the LA’s composite prospectus.

Application Forms

Applications for the main Admissions round must be made to the home LA regardless of the location of the school on that LA’s Common Application Form. The Local Authorities will co-ordinate applications across boundaries so that subsequently only one offer will be made by the home LA.

In addition, all applicants under category 3, 5 and 6 (church connection, see below) must also submit the school’s Supplementary Information Form completed respectively by the Rector of Finchampstead and California (for St James’ Church connection) or minister of the other Christian church (or other competent church authority at a time when there is no such minister.) **This form is an essential part of a denominational application and must be submitted to the school by 15 January 2013, the same deadline as the Common Application Form. If the Supplementary Information Form is not received on time, the application will be considered under the next appropriate category (which may mean that no place is available.)**Forms should be obtained from the Local Authority in which the parents reside. For Wokingham Borough Council residents, this is Wokingham LA, Shute End, Wokingham, Berkshire, RG40 1WN. Telephone: 0118 9746105. Its Common Application Form can also be accessed online at www.wokingham.gov.uk/admissions.

The Supplementary Information Form can be obtained from the school or is downloadable from the school website, www.school.finchampstead.co.uk or Wokingham LA’s website.

How the School places are allocated

Children with Statements of Education Need naming Finchampstead C of E School will always be admitted. If the number of applications exceeds the number of places available after places have been offered to these children, the remaining places will be allocated strictly in accordance with the criteria set out below, i.e. first to those in category 1, next to those in category 2, and successively thereafter. If there is insufficient space for all children in any one category to attend, then places will be allocated to those who live nearest to the school, measured by the LA computerised mapping system as the radial distance between the Land Property Gazetteer address points for the home address and the school. More detail of how this measurement is taken can be found on the Wokingham Borough Council website. In the event of there being applications of exactly equal distance in a category, the order of those applications will be decided by lot (note 2).

All applications will be considered equally against these criteria irrespective of need or ability. The Governors reserve the right to verify any of the information given on the application forms and the Church reference. Offers may be withdrawn if obtained through a fraudulent or intentionally misleading application.

The Governors have agreed to co-operate with Wokingham Local Authority’s In-Year Fair Access Protocols to ensure that unplaced children, especially the most vulnerable, are offered a place as soon as possible, even if the school is full, or if appropriate are given top priority on the waiting list.

Applications for a school place outside a child’s normal age group (i.e. gifted and talented children or those who have experienced problems or missed part of a year e.g. due to ill health) will be considered on an individual basis.

Admission Policy Over-subscription Categories – how the applications are ranked if there are more applications than places available.

[The figures in brackets after each category show the numbers of children admitted recently to the Reception group to help you judge how likely your child is to gain a place.]

Category 1. Children in the care of local authorities as defined by the Children's Act 1989 ("looked-after children"), whether living in the catchment area or not, or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order as defined by the Children's Act 1989, subject to confirmation from the relevant local authority and discussion to confirm that the School will best meet the child(ren)'s needs. [0 for 2010/11, 1 for 2011/12.]

Category 2. Children with a normal home address (see Note 3) within the area defined by the shaded area on the map attached (Finchampstead Village and surrounding roads). A list of the roads involved is also attached. [9 for 2010/11, 11 for 2011/12, one of which was on appeal.]

Category 3. Children from parents (see Note 1) at least one of whom is a regular worshipper at the Parish Church of St. James', Finchampstead (see Note 4), and who request admission on denominational grounds **and** having a sibling (see Note 5) who is in attendance at the School at the closing date for applications and expected to be still in attendance at the applicant's point of entry date. [1 for 2010/11, 4 for 2011/12.]

Category 4. Children having a sibling (see Note 5) who is in attendance at the School at the closing date for applications and expected still to be in attendance at the applicant's point of entry date. [2 for 2010/11, 2 for 2011/12.]

Category 5. Children from parents (see Note 1) at least one of whom is a regular worshipper at the Parish Church of St. James', Finchampstead (see Note 4) and who request admission on denominational grounds. [0 for 2010/11, 0 for 2011/12.]

Category 6. Children from parents (see Note 1) at least one of whom is a regular worshipper at another Christian church and who request admission on denominational grounds (see Note 6). [1 for 2010/11, 0 for 2011/12.]

Category 7. Children or families with exceptional medical needs [where the application does not fall into an earlier category] supported by written evidence, normally given by an independent medical officer or other appropriate person, showing why the school is the most suitable and the difficulties that would be caused if the child had to attend another school (see Note 7). [0 for 2010/11, 0 for 2011/12.]

Category 8. Children or families with exceptional social needs [where the application does not fall into an earlier category] supported by written evidence, normally given by a social worker, Educational Welfare Officer or other appropriate person, showing why the school is the most suitable and the difficulties that would be caused if the child had to attend another school (see Note 7). [0 for 2010/11, 0 for 2011/12.]

Category 9. Children of parents who wish them to attend Finchampstead School but do not fall into any of the above categories. [3 for 2010/11, 0 for 2011/12,]

Applications from children with disabilities or other Special Educational Needs but without a Statement will be considered in the same way as any other application.

Note 1: A parent is any person who has parental responsibility for, or is the legal guardian of, the child. Where admission arrangements refer to 'parental attendance at church', it is sufficient for just one parent to attend. If in any doubt, please contact the school for advice.

Note 2: The drawing of lots will be conducted by two members of the Admissions Committee and the process will be supervised by someone independent of the school.

Note 3: by normal home address, we mean your child's home address. This is your child's permanent address at the time you make your application for a place. It is where you and your child live. We regard a child's home address to be where (s)he spends the majority of the school week (Monday to Friday, including nights). We may ask to see official documentation, such as a benefit book or medical card if there are reasons why a child does not live at his/her parent's address. 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. The school reserves the right to check the validity of any address given. If you are due to move house, we will ask you to produce a solicitor's letter or equivalent evidence.

Note 4: The criterion for 'regular' worship being attendance at St James' church services by parent/guardian at least twice a month over the twelve months preceding the application date or, in the case of long term sickness, being in receipt of regular Home Communion, as verified by the Rector on the school's Supplementary Information Form. Families new to the area and to St. James' wishing to claim category 3 or 5 status will also need written references to confirm 'regular worship' from their previous rector/vicar.

Note 5: Siblings refers to brother or sister, half brother or half sister, adopted brother or adopted sister, step brother or step sister, or the child of the parent/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. In the case of twins, triplets etc or same cohort siblings, the school will offer places in an order drawn by lot (note 2)(multiple births) or to the eldest (birth dates in the same school year) up to the stated maximum of 17. If this results in splitting the family, parents may wish to decline the offer and seek places for all their children elsewhere.

Note 6: The criterion for 'regular' worship being attendance at church services by parent/guardian at least twice a month over the 12 months preceding the application date or receipt of regular Home Communion as verified by the minister of religion or other competent Church authority on the school's Supplementary Information Form.

Note 7: the Governing Body reserves the right to seek further information on the exceptional medical or social needs from appropriate professionals.

Parents must accept the offer of a place in accordance with the timing indicated by the home LA admission arrangements (for Wokingham, this is 14 days from the offer letter but other LAs may differ.)

Appeals

The home LA will inform all unsuccessful applicants of their right of appeal and the process for appeals. The deadline for preparing and lodging a written appeal is 20 school days from the date of notification of the unsuccessful application. Appeals regarding this school should be sent to the school for the attention of the Admissions Governor who will forward them to the Appeals Officer at the Diocese of Oxford to arrange for an independent Appeal Panel, constituted in accordance with the School Standards and Framework Act 1998, to hear the appeal. The Diocesan Appeals Officer will write and tell you the arrangements. For applications made in the normal admissions round, appeals must be heard within 40 school days of the deadline for lodging appeals. For applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged. You and the Governors will have a chance to speak at the hearing. The Appeal Panel's decision as to whether or not your child can come to Finchampstead School is binding in law. It should be noted that, in the event of an unsuccessful appeal against non-admission, it is the Governors' policy not to reconsider applications within the same school year (1 September - 31 August) unless there is a major change in circumstances, eg change of address.

Waiting List

In addition to a parent's right to appeal, parents whose application has not been successful may add their child's name to the School's Waiting List. Should a casual vacancy occur, a place will be offered first to any child covered by an In-Year Fair Access Protocol and then to a child on the Waiting List, in line with the arrangements for the Co-ordinated Scheme. The order of priority on the Waiting List is the same as the list of criteria for over-subscription. No account is taken of

length of time on the Waiting List. The Waiting List will be retained by the School for the first term of the academic year of admission.

Contact Details

For further information and to arrange visits, please contact the School Office.

Address: Finchampstead Church of England (Aided) Primary School
The Village
Finchampstead
Wokingham
Berkshire
RG40 4JR

Telephone: 0118 9732166

Email: admin@finchampstead.wokingham.sch.uk

(Reviewed by the Governing Body in Autumn 2011, determined in April 2012 and effective from September 2012.)

Deleted: 1



Finchampstead Church of England (Aided) Primary School
The Village, Finchampstead, Berkshire RG40 4JR

Supplementary Information Form 2013-14 to support an application based on a parent/guardian's regular worship at a Christian church

N.B. This form is only required where a parent is seeking admission for a child on denominational grounds (Criteria 3, 5 and 6 of the school's admission arrangements). After completion by the priest or minister, this form should be returned direct to the school by the same deadline as the Local Authority common application form (15 January 2013). For a parent who has moved into the area during the period, a form will be required from both churches showing the part of the 12 month period covered by each.

Name of Child:

Statement of Parent/Guardian regarding 'regular worship':

(Please print name).....

Church Attended (Full name and address):

I confirm that I have attended church services at least twice monthly over the twelve months preceding this application date.

I confirm that I have received regular Home Communion from the church, because of incapacity. *(Please delete which is not applicable.)*

Please sign & date.....

Minister's Verification

I verify the above statement about attendance to be true.

I confirm that the parent or guardian has received regular Home Communion from this church because of long term incapacity. *(Please delete which is not applicable.)*

Signed:

Position*:

Date:

* For example, Vicar, Rector, Minister, etc