



# **Admissions Policy** **2022-2023**

Following Jesus' teachings about peace and love, we strive to develop our school family into people who will serve the community they live and work in with respect and compassion. We encourage everyone to develop their unique talents, achieve their full academic potential and take pride in all they do.

<b>Chair of Governors</b>	Mr I Bailey
<b>Head Teacher</b>	Mrs S Smith
<b>Admissions Chair</b>	John Harrop
<b>Adopted by the Local Governing Body on:</b>	Updated Sept 2021
<b>Date of next review:</b>	Every academic year – new admissions policy



## CHRISTOPHER RAWLINS CE PRIMARY SCHOOL

*Christopher Rawlins CE Primary School seeks to create an environment that reflects our Christian ethos, providing safe, happy and challenging working conditions for all members of the school. This environment is exemplified by our school values of compassion, peace and service at its hub.*

### Admissions Policy

**For the academic year 1<sup>st</sup> September 2022 to 31<sup>st</sup> August 2023**

At Christopher Rawlins CE Primary School, we encourage pupils to take pride and pleasure in learning, to develop lively, enquiring minds and to apply themselves to tasks. We seek to give all our children levels of self-esteem, confidence and self-discipline, which will enable them to succeed in the next phase of their education and throughout their adult life.

Our school has a distinctive Christian ethos which is at the centre of school life. We aim to serve our community by providing an education of the highest quality within the context of Christian belief and practice. 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, 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.

The Christian values we hold as a school, permeate throughout all areas of school life.

**Compassion**

**Peace**

**Service**

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.

### **Responsibility for Admissions**

The Admissions Committee and Full Governing Body of this Church of England Voluntary Aided Primary School is the admission authority responsible for admissions to the School. The process for all admissions will be administered by Oxfordshire County Council as the local authority within its scheme of coordination for admissions to primary schools. This Admissions Policy for the school year 2022-2023 has been agreed and fully determined by the Trustees for the Diocese and ODST.

In exercising its functions as the admission authority, the Governing Body will use its best efforts to comply with all relevant statutory provisions, including those relating to class sizes and equal opportunities and with all mandatory provisions of the School Admissions Code. In so far as relevant statutory provisions and the School Admissions Code 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.

It is important that parents appreciate that all decisions by the School in the course of the admissions process are taken by the Admissions 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, other staff or an individual Governor, does not constitute an offer of a place.

For purposes of this Admissions Policy, Christopher Rawlins Church of England Foundation Stage Nursery class has separate admissions criteria. Admission to the Nursery class is no guarantee of admission to the school under this policy. (See Note 6)

The School Governors are the Admissions Authority for the School.  
The Published Admissions Number for entry to our Reception year is 45.

### **Admission arrangements to the Reception Year in September 2022**

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 2017 and 31 August 2018 may apply for them to be admitted to the Reception Year in September 2022. **There are 45 places (the published admission number "PAN") available.** Our policy is not to offer admission in September 2022 to children who were born on or after 1 September 2018.

Parents of a child whose fifth birthday falls between 1 September and 31 March may request that their child is not admitted until later in the school year (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 and 31 August (summer-born children), parents who do not wish them to start school in this school year, but to be admitted to the Reception Year, should proceed as follows. They should apply at the usual time for a place in September together with a written request that the child is admitted outside his or her normal age group to the Reception year in. 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 15 January) for a Reception place. If their request is refused, the parents must decide whether to wait for any offer of a place (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 2022 for a Year 1 place in September 2022. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2021-2022 Reception 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.

### **Application for Admission to Reception 2022-2023**

**Parents (see Note 1) wishing to apply for the Reception [Foundation] Year in September 2022 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. 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.**

### **Over-subscription criteria**

A child with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Christopher Rawlins Church of England 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:

1. Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted. (Note 2)
2. Children (or a parent) who have exceptional medical or social needs that make it essential that they attend Christopher Rawlins Church of England 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)
3.
  - a) Children with a normal home address (see note 4) in the Civil Parish of Adderbury or Milton 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.
  - b) Children with a normal home address (see note 4) in the Civil Parish of Adderbury or Milton who attend the Foundation Stage Unit attached to the School.
  - c) Children with a normal home address (see note 4) in the Civil Parish of Adderbury or Milton.
4. Children of staff who are employed at the school, if:
  - i. The member of staff has been employed for two or more years at the time the application is made or;
  - ii. The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
5.
  - a) Children living outside the civil parish of Adderbury or Milton 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.; (see note 5)
  - b) Children living outside the civil parish of Adderbury or Milton who attend the Foundation Stage Unit attached to the school.
6. Children with a normal home address (see note 4) outside the civil parish of Adderbury or Milton at the time of application.

If, there are insufficient places for all applicants who qualify in any one of categories 1-6 listed above, the Admissions Committee will give priority within that category to children whose normal home address (see note 4) is closest to the school, as measured by the Local Authority (i.e. the nearest designated public route as defined on the Directorate for Children, Education and Families Geographic Information System (GIS)). This data on GIS as at the closing date for applications for the year, will be used for all admission offers for Reception (FS1) year made by the Local Authority for a period up to and including September 30<sup>th</sup>.

Any requests to the Local Authority for the addition or amendment of routes must be made by the normal closing date for applications for the admissions year (i.e. January). 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 between these according to a random allocation. The arrangements for any such random allocation will be transparent, and will be supervised by a person who is independent of the School, in accordance with the School Admissions Code. Please refer to the Notes at the end of this Policy.

N.B. Maps indicating the school's civil and ecclesiastical parish boundaries are on display in the school office or copies can be posted if requested.

### **All other Admissions**

Admission to the school during the school year depends on whether or not there are places available.

From September 2022, Reception, Year 1, Year 2, Year 3 Year 4 and Year 5 each has an admission number of 45 children.

Year 6 has an admission number of 30 children.

Following a meeting with the Headteacher in school, admission forms should be completed online with the Local Authority at [www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk).

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 Continued Interest List (see below) with a higher priority (according to the over-subscription criteria above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception (FS1) will only be considered by the Governing Body up to half a term [using the three term year] in advance of the desired date for entry. For example for entry in January, the application will not be considered after the October half-term break. **Please note that the school does not have a normal point of entry to Year 3 – application 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, or 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.

Parents will be notified of the result of their application in writing within 15 school days - as a school will aim to do this in 10 school days.

### **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. 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.

### **Register of Continued Interest**

The school and /or the local authority maintains a Register of Continued Interest for those children who are not offered a place. 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.

For the main-entry point admissions (i.e. Reception (FS1 Class)), the RCI will be maintained from immediately following initial allocation of places until the last day of the academic year of entry. In the case of the In-Year applications, the RCI will be maintained until the last day of the academic year. If parents require a child to remain on the RCI beyond this time, they must confirm this in writing to the School.

### **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 45 or 30.

### **Equality**

Within the above admissions criteria, the governors will treat all applications equally without regard to gender, ethnicity, mental or physical ability.

### **Fair Access Protocol**

The school participates in Oxfordshire County Council's (the 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.

### **Visiting the School**

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the School Office Manager.

### **Home to School Transport**

Information regarding home to school transport is available from the Local Authority or local schools.

### **Further information**

Further information can be obtained from the School Office Manager at the school:

Christopher Rawlins Church of England Primary School  
Aynho Road,  
Adderbury,  
Oxfordshire  
OX17 3NH

Email: [office.3453@christopher-rawlins.oxon.sch.uk](mailto:office.3453@christopher-rawlins.oxon.sch.uk)

### **Contacting the Local Authority**

Address:  
Oxfordshire County Council,

County Hall,  
New Road,  
Oxford  
OX1 1ND  
Telephone: 01865 815175  
Website: [www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)

## **Notes**

### **Note 1:**

*A parent is any person who has parental responsibility for or is the legal Carer of the child.*

“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. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is 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). Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.”

### **Note 3:**

When applying under criterion 2 (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 Christopher Rawlins Church of England 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:**

Attending Christopher Rawlins Church of England Foundation Stage 2/3 class does not qualify a child for automatic entry to Reception (FS1 class), nor confer any other advantage over other applicants to the school.

This Admissions Policy 2022-2023 was approved by the Governing Body in Jan 2021