

# **Hawridge and Cholesbury CE School**



## **Admissions Arrangements for September 2019**

## **HAWRIDGE & CHOLESBURY CHURCH of ENGLAND SCHOOL**

### **ADMISSIONS ARRANGEMENTS – SEPTEMBER 2019**

Hawridge and Cholesbury CE 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, 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 governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2012 and all relevant legislation, including that on infant class sizes and equal opportunities.

The school has two points of admission:

- An admission of 30 children to the reception class
- An admission of a further 2 to the Year 3 class making classes of a maximum of 32 in Key Stage 2

#### **Admission arrangements to the Reception Year in September 2019**

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 2014 and 31 August 2015 may apply for them to be admitted to the Reception Year in September 2019. There are 30 places available. Our policy is not to offer admission in September 2019 to children who were born on or after 1 September 2015.

Parents of children younger than five may request that their child is not admitted until later in the school year 2019/20 (no later than the term 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 2020 and 31 August 2020 parents cannot defer entry until September 2020 because that would mean admission to a different school year. If the child has not been admitted to the Reception Year in school year 2019/2020, a separate application should be made in the second half of the summer term 2020 for a Year 1 place in September 2020. In almost all cases, the Year 1 group will have no available places as it will have 30 children transferring from the 2019/2020 Reception Year.

The school will implement a staggered intake for reception based on a number of factors including but not exclusive to the age of the child.

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 Reception [Foundation] Year in September 2019 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 14 January 2019. 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 15 April 2019.

## **Over-subscription criteria**

Children with a Statement of Special Educational Need naming Hawridge and Cholesbury CE 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 were adopted or became subject to a residence order or special guardianship order. (See Note 2)
- ii Children (or a parent) who have exceptional medical or social needs that make it essential that they attend Hawridge and Cholesbury CE 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 our catchment area (see attached map) 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 our catchment area (see attached map.)
- v Children with a normal home address outside the [catchment area description] 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 with a parent who regularly attends Church worship at a Church in the school catchment area (See Note 7). In the case of a parent having moved into the area, confirmation of regular Church attendance at his or her previous Church together with that at the new Church will be acceptable.”
- vii Other children

Proximity of the child’s home, as measured by the straight line distance (see Note 6) 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 vii 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. The process will be conducted in the presence of a person independent of the school.

### **Year 3 Admissions**

Hawridge and Cholesbury CE School has an admission number of a further two places in Year 3 making classes in Key Stage 2 a maximum of 32. The oversubscription criteria are as above. Applicants must be made by the January 2019 requested deadline as set out by the LA.

### **All Other Admissions**

Admission to the school during the school year depends on whether or not there are places available. All year groups in Reception and Key Stage 1 have 30 places. Key Stage 2 classes have 32 places. Applications must be made directly to the school on a form available from the school. 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 relevant waiting list with a higher priority (according to the over-subscription criteria i – vii above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the Governing Body up to half a term in advance of the desired date for entry. For example for entry in January, the application will not be considered until after the October half term break.

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**

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. The governors will ask relevant professionals for their opinion on the case. Those refused places outside the normal age group will be informed of their statutory right to appeal.

### **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 30 for Reception 2019-20 or the number of places (30) in other year groups.

### **Fair Access**

The school participates in Buckinghamshire 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.

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 2018**

The school received 71 applications expressing a preference for admission to the Reception Year in 2018 by the closing date in January 2018. These were ranked as follows:

Children with statements naming the school

Criterion i	1
Criterion ii	
Criterion iii	4
Criterion iv	6
Criterion v	10
Criterion vi	1
Criterion vii	7

29 places were offered, with the cut-off coming under criterion vii at a distance of 4.402 miles

### **Further information**

Further information can be obtained from the Admissions Secretary at the school - telephone: 01494-758368 – email: [office@hawridge-cholesbury.bucks.sch.uk](mailto:office@hawridge-cholesbury.bucks.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. Adoption orders come under the terms of the Adoption and Children Act 2002, Section 46. A ‘residence 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). 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, residence 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 Hawridge and Cholesbury CE 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 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 (see catchment area map).

**Note 7** Parents seeking a place at the school on the grounds that one of them is a regular worshipper at a Christian Church should arrange for a Supplementary Information form SF1 (available from the school office to be completed by the Priest or Vicar. For the purposes of the Admissions Policy references to 'Church' applies to a Christian Church which is a member of 'Churches Together in the Britain and Ireland'. By 'regularly attend' we mean you must have attended church at least once a month over the two years immediately preceding the date of the application. Form SF1 should be returned to the School by 14 January 2019 or with the application form for an 'in year' application. Where there is aggregate attendance at more than one Church, two separate SF1 forms should be provided.



**HAWRIDGE & CHOLESBURY CHURCH of ENGLAND SCHOOL  
SUPPLEMENTARY INFORMATION FORM**

Parents are invited to complete this form to support their application on faith grounds

**Part A**

Name of child .....

Name of parent .....

Normal home address  
(incl. postcode) .....

.....

.....

Telephone Number: .....

Church/  
Place of regular worship .....

Address .....

I have attended the above-named church once a month for the past two years

Parent Signature.....Date.....

*Those who attend regular faith worship are advised to now take this form to their minister of religion to seek his/her support with this application before returning it to Hawridge & Cholesbury CE School*

**Part B: Minister of Religion's Supporting Information**

**Note to Clergy**

When the number of applications for admission to voluntary aided schools exceeds the number of places available, we use admission rules to decide to whom the places are offered. You are being asked to complete this form because the above parent is claiming they meet one of these rules which relates to church attendance. It is the parent's commitment to the church that counts, not the child's.

**Declaration by Minister of Religion**

I confirm/am unable to confirm that the statement by the above-named parent is true to the best of my knowledge.

NAME .....

SIGNATURE .....

DATE .....

(Parish stamp to be applied over the signature please)

Return to: The Secretary, Hawridge & Cholesbury CE School