

GORING CHURCH OF ENGLAND AIDED PRIMARY SCHOOL – ADMISSIONS POLICY

ADMISSION ARRANGEMENTS FOR SEPTEMBER 2010 – AUGUST 2011

Admission arrangements to the Reception Year in September 2010

The Governing Body of the school, not Oxfordshire Local Education Authority (the LA), is responsible for deciding on admissions to the school, but works closely with the LA who coordinate admissions to all schools in Oxfordshire. The LA arrangements are outlined in the Starting School booklet. Details of how to obtain this booklet will be sent by the LA to appropriate parents and it is also available from Admissions Team, Macclesfield House, New Road, Oxford OX1 1NA (Telephone 01865 815175, Email admissions.schools@oxfordshire.gov.uk).

The LA booklet contains a Common Admissions Preference Form (CAPF), explains the timetable for application, details how parents will be informed of the result of their application, and how parents can express a preference for a school and give reasons for that preference. It also gives details of how applications received after the deadline will be treated, and of how continued interest (waiting) lists will be handled. Alternatively parents can now find this information and apply on-line by visiting www.oxfordshire.gov.uk/admissions.

In addition to completing the Common Admissions Preference Form contained in the LA booklet, or applying on-line, we ask that parents who are seeking a place at the school on the grounds that one of them is a regular worshipper at a Christian church (see Note 5 below) also complete a supplementary form which is available from the school. This should be returned to the school by 13th November 2009.

Reception entry in 2010/11 is open to all children born between 1 September 2005 and 31 August 2006. Entry is not open to children born before these dates. The number of intended admissions for the year commencing 1 September 2010 is 30. This number reflects the net capacity of the school.

Parents (see Note 1) may request that a child whose fifth birthday falls between 1 September 2010 and 31 March 2011 does not start at school until later in the school year 2010/2011, when the child reaches compulsory school age (the term after the child's fifth birthday). Under such circumstances, a place will be held for that child.

Parents cannot defer entry until September 2011 for a child whose fifth birthday falls between 1 April 2011 and 31 August 2011. If the child has not been admitted to the Reception class in the school year 2010/2011, a second separate application must be made in the summer term 2011 for a Year 1 place in September 2011. In almost all cases, the Year 1 group will be full to the admission number with children transferring from the 2010/2011 Reception class and a place will therefore not be available.

In accordance with Section 324 of the Education Act 1996 children with a Statement of Special Need naming Goring CE Primary School will be admitted as the highest priority. This is not an oversubscription criterion.

Once places have been given to children with a Statement of Special Need naming Goring CE Primary School, in the event of there being a greater demand for admission than there are

places available, the following criteria will be applied in the order set out below – all applications under these criteria will be treated equally, irrespective of special educational needs and ability.

- i. In accordance with the Education (Admission of Looked After Children) (England) Regulations 2006 a child who is “looked-after” (see Note 2)
- ii. A child with a normal home address (see Note 3) in the catchment area and with a sibling (see Note 4) already in attendance at Goring CE Primary School at the time of entry to the school. The catchment area is defined as the civil parishes of Goring on Thames and Ipsden (the latter includes Braziers Park and Hailey). A map of the catchment area is available from the school office.
- iii. A child with a normal home address (see Note 3) in the catchment area.
- iv. A child with a normal home address (see Note 3) outside the catchment area and with a sibling (see Note 4) already in attendance at Goring CE Primary School at the time of entry to the school.
- v. Denominational preference for a Church of England School, supported by evidence that a parent has been for the last year a regular worshipper (at least once per month) at an Anglican Church (see also Note 5).
- vi. Preference for a Church of England School, supported by evidence that a parent has been for the last year a regular worshipper (at least once per month) at any other Christian church, that is a member of Churches Together in Britain or a Roman Catholic church (see also Note 5).
- vii. Children with exceptional medical needs, supported by written evidence, normally given by an independent medical officer or other appropriate person (see also Note 6).
- viii. Children with exceptional social needs, supported by written evidence, normally given by a social worker, Education Welfare Officer or other appropriate person (see also Note 6).
- ix. All other applicants ordered by proximity of the child’s home to the school as measured by the shortest designated public route as defined by using the Directorate for Learning and Culture’s Geographic Information System, with those living nearer being accorded the higher priority.

Proximity of the child’s home, as measured by the system above, with those living nearer being accorded the higher priority, will also serve to differentiate between pupils in criteria i to ix should the need arise. In the unlikely event of a case where the measurement of the distance “tie break” produces an identical measurement for two or more applicants, if the school cannot offer a place to all of these children, the available place will be allocated by random draw by the Chairman of Admissions during an Admissions Committee meeting.

Note 1: by parent, we mean any person who has parental responsibility for or is the legal guardian of the child.

Note 2: by a “looked after” child, we mean one who is looked after by a local authority in accordance with section 22 of the Children Act 1999.

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 he or she spends the majority of the school week (Monday to Friday, including nights). 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, you need to tell us this on the application form. 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. Childcare arrangements are **not** sufficient reason for listing another address. The school reserves the right to check the validity of any address given, by asking for evidence such as inclusion on the Electoral Roll, or a recent utilities bill confirming your name and address. If you are not sure whether or not you live in the catchment area, you can ask the school to check this for you and you will receive a written response. If you are moving into the catchment area, we will ask for evidence of your move, before considering any application for a place. We need to know that you will be resident in the catchment area on 1 September 2010. If you move later we will still need evidence before considering an application. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy the house or a formal lease agreement for at least 6 months.

Note 4: 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/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 or other multiple-births, if the school cannot offer places to all the children, the available places will be allocated by random draw.

Note 5: the Governing Body asks the priest or minister to complete a form confirming church commitment. If the family has moved into the area within the last year they may ask for the form to be completed by their previous church.

Note 6: the Governing Body reserves the right to seek further information on the exceptional medical or social needs from appropriate professionals. Evidence would be required in the form of, for example, a letter from a registered health professional such as a doctor or social worker. This should set out the particular reasons why the school is the most suitable one for the child and the difficulties that would be caused by attending another school. The governors reserve the right to seek further clarification from the professional(s) involved.

All Other Admissions

Admissions to other years at the school or to the Reception Year, once offers of places have been made, depend on whether or not there are places available. All year groups at the school have an admission number of 30 places. The Admissions Code (2007) mandates the adoption of strategies that allow all schools to admit a more even share of children with difficulties. In accordance with this, the school adheres to the Local Authority’s fair access protocol. Children in this category will be given the highest priority in both the oversubscription criteria and the continued interest list. Where necessary these children will be admitted above the admission number that applied to the year group at entry to F1.

The above arrangements cannot be used where this would involve contravening the Education (Infant Class Sizes)(England) regulations 1998.

Reviewed and approved by
Full Governing Body 4 December 2008

Applications for admissions should be on the **LA Common Admissions Preference Form (CAPF)** which is available from the school and also on-line at www.oxfordshire.gov.uk/admissions. The completed form should be returned to the school. If there is a vacancy, and there is no child on the relevant continued interest (waiting) list with a higher priority, a place will be offered. It should be noted that the only way that a place can be offered once the admission number is reached for any year group is to appeal. More details of this process are given below.

Continued Interest Lists

The Local Authority will maintain a continued interest list for the reception class until July 2010. The school also maintains a continued interest list for those children in all years who cannot be offered a place; the order of priority on the continued interest list is the same as the list of criteria for over-subscription. No account is taken of length of time on a continued interest list. The school periodically seeks confirmation that parents wish a child to be kept on the continued interest list.

Appeals

If the application is not successful then the governors' letter of refusal will give reasons for their decision based on the listed admissions criteria. You will also be sent an appeal form at the same time. This should be returned to the chairman of governors within 14 days. The Oxford Diocesan Board of Education will arrange for the appeal to be heard by an independent panel. This panel's decision is legally binding on the school and the family. 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.

The number of applications we receive for places in our reception class varies considerably from year to year. In the 2008/9 reception year we received 56 applications. Due to changes in preferences and movements out of the area, we were able to offer places to all applicants. We assign places up to the admission number of 30 according to the criteria in the admissions policy but, unfortunately, we cannot guarantee a place for any child even if they live in the catchment area, or have a sibling at the school, or attend Goring and Cleeve Pre-school.

This policy complies with all relevant legislation including The Admissions Code (2007), equal opportunities legislation, and the Education (Infant Class Sizes)(England) regulations 1998.

For further information, in the first instance, please contact the Chairman of the Admissions Committee at the school. Contact details are as follows:

Address Goring C.E. Primary School
 Wallingford Road
 Goring, Reading
 Berks RG8 OBG

Telephone 01491 872289

Fax 01491 872289

Email office.3803@goring.oxon.sch.uk

CONFIDENTIAL

Church support for an application to attend Goring CE Primary School

NB: This form is only required where a parent is seeking admission for a child on the grounds that he/she is a regular worshipper (criteria iv and v of the school's admissions policy). It should be completed by the priest or minister of the church the parent(s) attend(ed) regularly and returned to: Goring C.E. Primary School, Wallingford Road, Goring, Reading, Berks RG8 OBG by 13th November 2009.

Name of child:

Name of parent/guardian

Church attended:

Has a parent or guardian been attending this church at least once a month for the last year?
YES/NO (please delete as applicable)

Name	Position
Signed	Date.....
Name of church	
Address	
.....	

FORM OF APPEAL

SCHOOL.....

Name of child

Date of birth

Term for which appeal is being made.....

Name of Parent or Guardian

Address

.....

Telephone Number: Home

Work.....

I have been informed by the Chair of Governors of the above School that a place will not be available for my child in his/her term of entry.

I would like to appeal against the Governors' decision.

My reasons are as follows:

Signed(Parent/Guardian)

Date