



CHRISTOPHER RAWLINS CE (VA) PRIMARY SCHOOL

Admissions Policy - Foundation Stage Unit

For the academic year 1st September 2021 to 31st August 2022

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.

Christopher Rawlins is a Church of England Voluntary Aided Primary School. Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

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 Admissions Committee and the Full Governing Body will take decisions on all admission offers and refusals.

Note (1): A parent is any person who has parental responsibility for or is the legal guardian of the child.

Entitlement at Christopher Rawlins CE (VA) School: Number of planned places = 26 per session.

- In Oxfordshire children become eligible for funded sessions in the term **after** their third birthday (see below)
- Eligible children can be allocated up to 15 funded hours per week during term time only.

Term start dates for determining eligibility are based on government legislation and NOT Oxfordshire term dates. Children must have had their 3rd birthday before these dates to receive government nursery funding.

Admission to the Foundation Stage Unit will be at the start of each full term following the child's 3rd birthday.

Date of third birthday	Term Dates
1 April - 31 August	(F2)
1 September - 31 December	(F3)
1 January - 31 March	(F3)
Planned places = 20 places per session	Term 1 - September
	Term 3 - January
	Term 5 – April

Parents will be notified of the fact that a place is available for their child at least one term in advance (based on a 3 term year).

When new children join Christopher Rawlins Foundation Stage it is important that parents are aware of differences there may be between the admission policies for the **Foundation Stage Unit** and **that of our Primary School**. Parents whose children attend the foundation stage unit, particularly from outside the designated catchment area of the primary school, are reminded that their child is **not guaranteed** a place at the school when he/she reaches the normal school starting age (i.e. the September of the academic year in which the child will be four), and must apply through the normal school admissions procedures.

Parents have the right to defer taking up their primary place until the term after their child becomes 5 years old. Therefore once a child is admitted to the Foundation Stage Unit the child is entitled to remain in the unit until the term after he/she becomes four. **In the case of a summer born child, parents must either take up the reception (FS1) place by the April before the child's fifth birthday; or else will need to re-apply through the next admission round for a place to start in the September.**

If there are more children than places, any child who is not offered a place can only be reconsidered and admitted at a later point if the parents have put the child's name on the school's continued interest list.

In-year applications for 2021-2022

The Governors will be pleased to receive applications at other times of the year (for example, from parents and carers of children who move into the area (see Note 1). This is subject to places/sessions being available.

Criteria (To be used in the event of an insufficient number of places/sessions being available)

In the event of there being an excess of applications over the number of places available, priority will be given to children who satisfy the following criteria, starting with the first and working down the list:

- F2 children will be allocated funded and extra sessions according to the criteria.
- After this, F3 children will be allocated funded and extra sessions according to the criteria and spaces available.

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, 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)
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.
c) 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;
 - ii. The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
4. 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.
5. Children with a normal home address (see note 3) outside the civil parish of Adderbury or Milton at the time of application.

Criteria 3b and 7 will be used to differentiate children in other categories should the need arise.

If, there are insufficient places for all applicants who qualify in any one of categories 1-5 listed above, the Admissions Committee will give priority within that category to children whose normal home address (see note 3) 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)).

The Governors will take steps to seek verification in respect of any of the above criteria by asking for appropriate evidence.

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.

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. 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 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.

If, in working down the list of criteria, any criterion results in there being too many applicants, priority will be given within that criterion to those children who satisfy the next criterion (continuing down the list), until the maximum number that can be admitted is reached.

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.

The Register of Continued Interest will be maintained from immediately following initial allocation of places until the last day of the academic year of entry (31 July 2022). In the case of In-Year applications, the RCI will be maintained until the last day of the academic year (31 July 2022).

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.

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, Mrs Siviter.

Fees	
Per am/pm Session	£18.00
Per Lunchtime Session	£ 5.15

Further information

Please contact the Head Teacher, Mr P Goldsworthy at the school for further information.

School address:

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OX17 3NH
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Policy approved by Governors: 17th March 2020