



Kidmore End CE Primary School



Chalkhouse Green Road, Kidmore End, Reading, RG4 9AU
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Admissions Policy

Admission Arrangements for the academic year 2022 – 2023

The governors of an academy like Kidmore End CE School 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, Oxfordshire Local Authority (LA) and other relevant admission authorities have been consulted about the content.

The School's Ethos Statement

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. The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils. We accept applications from parents and carers irrespective of their faith or where they have no faith.

The school works closely with the LA who co-ordinate admissions to all schools in Oxfordshire. Details of the LA arrangements including information regarding home to school transport are explained on the Oxfordshire County Council website, <https://www.oxfordshire.gov.uk/cms/content/admissions-infant-and-primary-schools> This also explains how parents (see note 1) can express a preference for a school and give reasons for that preference. Applications for entry to the Foundation Class at Kidmore End School in 2022 must be made on the common application form of the local authority in which they live at the time of the application (the home LA) and returned to the home LA. In the case of Oxfordshire residents, this is the Common Admissions Preference Form (CAPF). Applications are usually made online, although a paper application form can be provided if needed. All dates and processes will conform to the Co-ordinated Admissions Scheme published by the LA.

Families living outside Oxfordshire may choose Kidmore End School as their first preference, but need to apply via their home authority.

In-year Applications

Applications to Kidmore End School outside the normal admissions round (that is for pupils in Years 1 – 6 called 'In Year Applications' and admissions to the Foundation Class once the school year has started) must be made directly to the school. The Admissions Committee, in consultation with the Headteacher, will consider these applications and admit or reject applicants in accordance to the Governing Body's published admission policy. Where possible these should be made half a term in advance of the desired point of entry using a three term year; applications cannot be considered sooner than this.

The Governing Body has made every effort to ensure that this policy complies with all relevant legislation, including that on infant class sizes and equal opportunities. The governors have adopted the Oxfordshire Fair Access Protocol for vulnerable children and such children will be given top priority over other applicants.

At Kidmore End School, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday, without reference to ability or aptitude. 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 30 places available.

Parents of a child whose fifth birthday falls between 1 September 2022 and 31 March 2023 may defer entry until their child reaches compulsory school age (the term beginning in January or April after his or her fifth birthday). The school will hold the deferred place for the child (provided it is taken up during the school year 2022-23), 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 2023 and 31 August 2023 (summer born children) who do not reach compulsory school age until September 2023, parents who do not wish them to start school in school year 2022-23 but to be admitted to the Reception Year in September 2023, should proceed as follows: They should apply at the usual time for a place in September 2022 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2023. NB parents would need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. The school will consider the request carefully and if it is agreed this should be clear before the national offer day in April 2022, their application for the normal age group may be withdrawn before any place is offered. They should then reapply in the normal way (usually no later than 15 January 2023) for a Reception place in September 2023. If their request is refused, the parents must decide whether to wait for any other offer of a place in September 2022 (which will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the of the summer term 2023 for a Year 1 place in September 2023. Parents should be aware that the Year 1 group may have no vacancies and could be full with children transferring from the 2022-23 Reception Year group.

Until the child reaches compulsory school age, s/he may attend part-time. If parents wish to exercise this right they should discuss detailed arrangements with the headteacher.

An application received after the January closing date, but before offers are made, will be considered "late". It will be set aside and considered according to the admissions criteria once all the applications submitted on time have been processed and ranking advised to the LA under the Co-ordinated Admissions Scheme. It is not our policy to reconsider applications in the same academic year unless there is a major change in circumstances e.g. a change of address.

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, cases 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.

Children with an Education Health and Care Plan naming Kidmore End CE School will always be admitted. After that, if the number of applications exceeds the number of places available, 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 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. For admissions purposes for all schools where Oxfordshire County Council is the admissions authority for the school, and any own admission authority schools that have adopted the LA's measuring system, the route from home to school will be measured using the shortest designated route. This is described in greater detail in Oxfordshire County Council's "Starting School" booklet, available on their website:

https://www.oxfordshire.gov.uk/sites/default/files/file/starting-school/starting_school.pdf

- 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 arrangement or special guardianship order. (See Note 2)
- 2) Children with a normal address within the agreed catchment area – the civil parishes of Kidmore End and Mapledurham (see Note 3) **and** with a sibling (see Note 4) 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.
- 3) Children with a normal address within the agreed catchment area – the civil parishes of Kidmore End and Mapledurham (see note 3). Parents may be asked to provide proof of address e.g. recent utility bill when they complete their application.
- 4) Children with a sibling (see Note 4) 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) Families who have exceptional medical or social circumstances that make it essential that their child attends Kidmore End CE Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
- 6) All other children

Where the application of the oversubscription criteria would result in splitting a multiple birth family (for example where the ranking places the first sibling at the 30th place on the list) all siblings of the multiple birth will be admitted. In the unlikely event of a case where the measurement of the distance "tie break" produces an identical measurement for two or more applicants, and they are not twins living at the same address, when there are too few places to offer all these children a place, the place would be offered by random draw administered by the LA.

Appeals

Parents have the right to appeal against refusal of a place and there are established arrangements for appeals against non-admission. Details are available on the Oxfordshire Admissions website:

<https://www.oxfordshire.gov.uk/cms/content/appealing-school-place>. The school maintains a continued interest list for all year groups. The order of priority on the continued interest list is the same as the list of criteria for oversubscription. No account is taken of the length of time on the waiting list.

Admissions in September 2021

The school received 68 applications expressing a preference for admission to the Reception Year in 2021 by the closing date in January 2020. These were ranked as follows:

Children with EHC plans naming the school: 1

Criterion 1: 0

Criterion 2: 6

(Previous criterion 3 no longer in use): 1

Criterion 3: 5

Criterion 4: 3

Criterion 5: 0

Criterion 6: 53

30 places were offered, (cut-off at criterion 6, 1.072 miles).

Note 1: Definition of parent – A parent is 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 in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An ‘adoption order’ is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangement 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).

Note 3: by normal 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 if a child does not live at his or her parent’s address and this should be stated on the CAPF. If this information is not declared and a relative or friend’s address is used for an application, we may consider that a false declaration has been made and the offer of a place may be withdrawn. 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 name and address. Parents can refer to the map of the catchment area which is on the School’s website or ask for confirmation by contacting the School Office in person or by telephone.

Note 4: by sibling we mean 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.

For further information regarding open days or to make an appointment with the Headteacher, please contact the School Secretary.

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Agreed by Kidmore End Local Governing Body 11th November 2020.

Determined by the Oxford Diocesan Schools Trust on 8th February 2021.

The last full consultation of this policy was held in November 2017.



Kidmore End CE Primary School

In year application form



1. CHILD'S DETAILS

First name..... Middle name(s).....

Legal surname.....

Sex Male/Female Date of birth ___/___/_____

Normal home address (the address and postcode at which the child normally lives). Please enclose address evidence.

.....
.....

Postcode.....

If moving home, please provide the new home address (the address at which the child will be living). Please enclose address evidence.

.....
.....

Postcode.....

Name and address of current or most recent school.....

.....

Postcode..... Telephone number.....

2. YOUR DETAILS: Name(s) of parent(s)/carer(s) living at home address above

Title.....

First Name.....

Surname.....

Relationship to child.....

Title.....

First Name.....

Surname.....

Relationship to child.....

Email address.....	Email address.....
Daytime phone number.....	Daytime phone number.....
Mobile phone number.....	Mobile phone number.....

3 FURTHER INFORMATION

Date admission required.....

Does the child have any brothers or sisters attending the school? Yes/No

If 'Yes', please give name of the youngest sibling attending the school

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Does the child have an EHCP (Education & Health Care Plan) or Statement of Special Educational Need? Yes/No

If 'Yes', which Local Authority maintains this statement?

Is the child 'looked after' by a Local Authority or was s/he previously 'looked after'? Yes/No

If 'Yes', please provide details.

Is there any other information relevant to the application?

4 DECLARATION

I certify that I have parental responsibility for the child named in Section 1 above and that this application has the agreement of any other parent/carer with parental responsibility for the child.

I have read the school's admission policy.

I confirm that the information I have provided is to the best of my knowledge correct and up to date. I understand that if I give any false or deliberately misleading information on this form and/or any supporting papers or withhold any relevant information, this may lead to the withdrawal of an offer of a place at the school for my child.

I authorise the school to contact my child's previous school.

Signature of parent/carer.....

Date: ___/___/_____