

# CHECKENDON CHURCH OF ENGLAND (VOLUNTARY- AIDED) SCHOOL

## ADMISSIONS ARRANGEMENTS FOR SEPTEMBER 2010-AUGUST 2011

The Governing Body of the school, not Oxfordshire Local Education Authority (the LEA) is responsible for deciding on admissions to the school, but works closely with the LEA to coordinate admissions to all maintained schools in Oxfordshire. Details of the arrangements are in the Oxfordshire booklet available from the LEA.

### Admission to Reception

Applications for entry to the school for the academic year starting September 2010 must be made through the Common Application Form from the LEA. Dates and process of applications will be made in accordance with the agreed co-ordinated scheme as published by the LEA. All applications will be treated equally, irrespective of need or ability.

At Checkendon Church of England (Voluntary- Aided) School, pupils are admitted in the September of the academic year in which they reach their fifth birthday, without reference to ability or aptitude. Entry during the academic year 2010/2011 is, therefore, open to all children born between 1<sup>st</sup> September 2005 and 31st August 2006.

**The number of intended admissions into Reception for the year commencing 1 September 2010 is 14.** Parents may request that a child's entry is deferred until later in the school year 2010/11, where the child is not of compulsory school age (the term after the child's fifth birthday).

In the event that the number of applications exceeds the number of places available, then children with a Statement of Special Need naming Checkendon Church of England (Voluntary-Aided) School will always be admitted. Once places have been offered to these children, the following criteria will be applied in the order set out below:

- 1 Looked after children.
- 2 Children whose siblings (see note A) will still attend the school at the point of entry by the applicant to the school **and** live in the catchment area as outlined on the map available in the school office (see note B), **and** are church attending (see note D) **and** live nearest to school (see note E).
- 3 Children whose **siblings** will still attend the school at the point of entry by the applicant to the school **and** live in catchment, **and** are church attending.
- 4 Children whose **siblings** will still attend the school at the point of entry by the applicant to the school **and** live in catchment.
- 5 Children whose **siblings** will still attend the school at the point of entry by the applicant to the school.
- 6 Children who are residing with a parent or guardian (see note C) in the catchment area, **and** are church attending **and** live nearest to school.
- 7 Children who are residing with a parent or guardian in the catchment area, **and** are church attending.
- 8 Children who are residing with a parent or guardian in the catchment area.
- 9 Children who are church attending at St. Peter & St. Paul's Checkendon **and** live nearest to school.
- 10 Children who are church attending at St. Peter & St. Paul's Checkendon.
- 11 Children attending a church belonging to Churches Together in England at least once a month **and** live nearest to school.
- 12 Children living nearest the school. This serves as a final tie breaker.

In the case of a situation for a family with multiple birth children i.e. twins, triplets etc., where there is only one available space, the following rules apply:

- During Key Stage One (up to and including Year 2) one child only, using a random allocation, will be offered a place. (It is of course open to the parents to decline this offer and seek places for all their children at another school).
- In Key Stage 2 (Years 3 to 6) all multiple birth siblings will be admitted even if this means exceeding the admission number of 14 per year.

### In-Year Admissions (Years 1 to 6)

Pupils will be admitted providing there are places available in the relevant year group. **Each year group has 14 places.** Applications in years 1-6 will be considered as soon as possible after receipt of the completed application form by an extraordinary meeting of the Admissions Committee and a letter notifying parents whether or not a child has a place will be sent out within two weeks of that meeting. Parents will be asked to respond in writing within three weeks of the date of the letter to say whether or not they intend to take up the place. If written acceptance of an offer is not received by the date specified in the letter, the offer will lapse and the place may then be offered to another child.

The school adheres to the LEA code of practice whereby one additional place in each year group may be made available to children in groups judged to be at significant risk of underachievement. These groups are shown below.

- Children "Looked After" by Oxfordshire County Council
- Children permanently excluded from another school or at significant risk of permanent exclusion
- Traveller children
- Child refugees/asylum seekers

### Admissions for 2008/2009

The following admissions criteria applied to those children admitted to Reception for September 2008:

Criteria 2:	1 pupil
Criteria 4:	3 pupils
Criteria 5:	1 pupil
Criteria 8:	5 pupils
Criteria 9:	1 pupil
Criteria 12:	4 pupils

### NOTES

**Note A:** Sibling refers to 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.

**Note B:** By **living in catchment** we mean your child's normal address. This is the permanent address at the time you make your application for a place. It is where you and your child live. We regard living in catchment 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 parents' address. For example, if he or she is resident with a grandparent, you need to tell us this on your application form. If you do not declare any arrangements like this or if you 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 if you live within the catchment area, you may ask the school to check this for you and you will receive a written response. If you are moving to the catchment area, we will ask for evidence of your move, before considering any application for a place. Specifically, we will need to know that you will be resident in the 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 a house, within the catchment area, or a formal lease agreement. The best way to check if you are in catchment is to consult the map in the school office. If, however, you are unable to attend the school, please call the school office for assistance regarding catchment areas.

**Note C:** By parent, we mean any person who has parental responsibility for, or, is the legal guardian of the child. If you are in any doubt, please contact the school.

**Note D:** By church attending, we mean

1. Children whose parents are **actual communicant members** of Checkendon Parish Church and who **regularly attend worship** at Checkendon Church. **Actual communicant members** means a person who is baptized, is on the electoral roll of SS Peter and Paul, Checkendon, and has received communion in accordance with the use of the Church of England at least three times in the twelve months preceding the date of application. **By regularly attend worship** we mean at least once a month for the previous twelve months prior to application.
2. Children whose parents are actual communicant members of the Church of England and who attend a Church of England Church other than Checkendon.
3. Children whose parents are members of another Christian Church.
4. It is sufficient for just one parent to be church attending, as set out in the above criteria.

A supplementary information form should be completed by parents and signed by their Vicar or Parish Priest. Parents should note that a pattern of regular worship (similarly, at least twice a month), for six months is required before a person is eligible to come on to a church's electoral roll.

**Note E:** By living nearest the school, we mean, by the nearest designated public route as defined on the Directorate for Children, Young People and Families Geographic Information System.

Information regarding Home to School Transport can be found in the booklet entitled Starting School in September 2010.

There are established arrangements for appeals against non-admission. Details are available from the school. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school would not consider any further application in the same school year (1 September - 31 August). The School will retain the details of children who were not offered a place if the parent so wishes. Should a place subsequently become available in that year group, the families will be contacted to determine whether they still wish to apply. If there is more than one application, the place will be awarded strictly according to the admission criteria for that year.

The Governors wish to emphasise that there is **no guarantee of a place for children living in the ecclesiastical parish of Checkendon or the County Parish of Goring Heath if the parent fails to apply as set out above**. This is in accordance with current law, which makes it clear that Governors must consider parents who have expressed a preference for the school ahead of those who have not.

### **Late Applications**

Late applications and applications made during term time will be dealt with in accordance with the Co-ordinated Admissions Scheme at Oxfordshire County Council.

### **Continued Interest**

The school will retain the details of children who were not offered a place on a continued interest list in all years if the parents so wishes. 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.

**For further information, in the first instance, please contact the School Secretary as follows:**

**The School Secretary  
Checkendon School  
Checkendon  
Reading  
RG8 0SR**

**Tel No. 01491 680693**

**Checkendon C of E (V.A.) Primary School**

**SUPPLEMENTARY INFORMATION FORM**  
Attendance /Involvement at a Church or Place of Worship

Please complete all sections below in full and return to the LEA with the CAPF form.

Child's surname.....Forename.....

Date of Birth.....Sex.....

Church/Place of Worship attended (please tick box below as appropriate):

St Peter & St Paul, Checkendon

St Mary the Virgin, Ipsden

St Mary the Virgin, North Stoke

St John the Evangelist, Stoke Row

St John the Baptist, Whitchurch Hill

St Mary the Virgin, Whitchurch on Thames

St Leonard's, Woodcote

Other (Please specify).....

Do you attend church at least once a month? Yes/No

Have you done so for the previous 12 months? Yes/No

Are you on the Electoral Roll of this Church? Yes/No

Have you received Communion at least 3 times in the previous 12 months? Yes/No

Parent's /Guardian's Name.....

Signature.....Date.....

Please ask you Vicar/Priest to countersign this form below and then return it with the CAPF form.

Signature.....Print Name.....

Position.....Date.....