

CHECKENDON CHURCH OF ENGLAND (VOLUNTARY- AIDED) SCHOOL

ADMISSIONS ARRANGEMENTS FOR SEPTEMBER 2013-AUGUST 2014

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

Admission to Reception

Applications for entry to the school for the academic year starting September 2013 must be made through the Common Application Form from the LA where the parent lives at the time of application (the home LA), which may not be Oxfordshire. Dates and process of applications will be made in accordance with the agreed co-ordinated scheme as published by the home LA. 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 2013/2014 is therefore, open to all children born between 1st September 2008 and 31st August 2009.

The number of intended admissions into Reception for the year commencing 1 September 2013 is 14. Parents may request that a child attends part time or defer entry until later in the school year 2013/14, where the child must start school (the term beginning in January, April or September after the child's fifth birthday). In such cases the school will reserve the place for the child. It should be noted that, if parents of children who reach the age of five between 1st April and 31st August 2014 wish to defer entry to September 2014, they would have to reapply direct to the school for a place in Year 1 in September 2014, when there would be no guarantee of a place being available.

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 and those who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order..
- 2 Children whose **siblings** (see note A) are on the school roll at the time of application and who are expected still to be in attendance at the school at the point of entry by the child to the school **and** live in the catchment area as outlined on the map available in the school office (see note B), **and** with at least one parent who is church attending (see note D).
- 3 Children whose **siblings** are on the school roll at the time of application and who are expected still to be in attendance at the school at the point of entry by the child to the school **and** live in catchment.
- 4 Children whose **siblings** are on the school roll at the time of application and who are expected still to be in attendance at the school at the point of entry by the child to the school.
- 5 Children whose **siblings** (see note A) completed their primary school education to the end of Year 6 at the school **and** live in the catchment area as outlined on the map available in the school office (see note B), **and** with at least one parent who is church attending (see note D)
- 6 Children whose **siblings** completed their primary school education to the end of Year 6 at the school **and** live in catchment.
- 7 Children whose **siblings** completed their primary school education to the end of Year 6 at the school.
- 8 Children who are residing with a parent or guardian (see note C) in the catchment area, **and** with at least one parent or guardian who is church attending (see note D)
- 9 Children who are residing with a parent or guardian in the catchment area.
- 10 Children with at least one parent or guardian who is church attending at St. Peter & St. Paul's Checkendon (see note D)
- 11 Children with at least one parent or guardian who attends a church belonging to Churches Together in England (see note D).
- 12 Other children

If a parent is applying under any of criteria 2, 5, 8, 10 and 11a supplementary information form, available from the school, should be completed and returned direct to the school by 15th January 2013

In the event of a single place being available and there are two or more children in any criteria the distance a child lives from the school (see note E) will be used as a tie breaker with those closest being offered places first. In the event of a single place being available and there being two children in criteria 12 who are not multiple births and who live an identical distance from the school the final place will be allocated using random allocation in the presence of an independent person.

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 all children of the multiple birth will be admitted.

In-Year Admissions (Reception to Year 6)

Pupils will be admitted providing there are places available in the relevant year group. **Each year group has 14 places.** If only one place exists all children of a multiple birth who apply for the place will be admitted. Children of service families admitted outside of the normal admissions round are also a permitted exception to the infant class size ruling.

Parents should apply directly to the school for such places.

The school participates in Oxfordshire County Councils' Fair Access Protocol, details of which can be found on the council website.

Admissions for 2011/2012

The following admissions criteria applied to those children admitted to Reception for September 2011:

Criterion 3:	5 pupils
Criterion 4:	2 pupils
Criterion 8:	2 pupils
Criterion 12:	4 pupil

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 2012. 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. A parent or guardian who is an **actual communicant member** of Checkendon Parish Church and who **regularly attends worship** at Checkendon Church. **Actual communicant member** 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. A parent or a guardian who is an actual communicant member of the Church of England and who attends a Church of England Church other than Checkendon.
3. A parent or guardian who is a member 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 2012.

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) unless there is a major change in circumstances (e.g. change of address). 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 and LA 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 until the end of that academic year. 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. To be added to the continued interest list the parent needs to apply to the LA and be refused a place at Checkendon School. After the end of the academic year the parent will need to reapply to the LA for a place to be remain on the continued interest list.

In-Year Admissions

All in-year applications for 2012-13 will be administered by the LA on behalf of the School Governors, but for 2013-14 application should be made direct to the school. The school will carefully consider on a case by case basis any application for admission to year groups other than the normal ones.

Early Application

The school will not consider any early applications for children whose fifth birthday falls on or after 1 September 2014.

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 school

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

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

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

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

Are you baptized? Yes/No

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

Signature of Parent/Guardian

.....Date.....

Please ask your Vicar/Priest to countersign this form below and then return it to the school.

To the priest/minister

Please could you verify the information given by the parent named above?

I verify that the information given above is correct to the best of my knowledge.

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

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