

Oakfield Church of England Primary School

Admissions Policy from September 2013

INTRODUCTION

The name of the school is Oakfield Church of England Primary School (***The School***). *The School* is a Voluntary Aided School.

The Governing Body of Oakfield Church of England Primary School (***The Governing Body***) is the admissions authority.

The School's trust deed of 1845 states that *The School* was established to provide education for children living in the parish of St. Helen's, the subsequent trust deed of 1856 states that the school will serve the parish of St. John, Oakfield. The current parish area and the current *Local Authority* area for *The School* are referred to as (***The Area Served by The School***). If you wish to know if you live within the current Parish of St. John's please contact the Parish Priest

This policy has been made in accordance with The Equality Act 2010 and the Public Sector Equality Duty, The Human Rights Act 1998, School Standards Framework Act 1998.

This policy will be administered fairly and impartially. The decision to admit, or otherwise, is the responsibility of *The Governing Body*.

The information given below is correct for the school year shown above, but it could be altered for future years. *Parents* should check with *The School* that no changes have occurred. All applications are made by *Parents* for their child / children.

THE ADMISSIONS TIMETABLE

The ***Local Authority*** operates a timetabled co-ordinated admissions procedure for all Schools in line with Government legislation.

The *Local Authority* will manage the process on behalf of *The School* according to the scheme which they will publish in their Admissions Booklet for that year but it is still *The Governing Body*, as the Admission Authority for this school who will offer the available places in line with this policy.

The closing date for admission application forms to be received by the *Local Authority* will be as published in the *Local Authority's* Admissions Booklet for that year. Also contained in that booklet will be information on how to complete their application form on-line, dates for notification to parents of admissions decision and the closing dates for accepting places or lodging appeals. In case of any doubt on these dates, please contact the *Local Authority* or *The School*.

Parents applying who wish to use the Christian Commitment criteria will be asked to complete a Supplementary Information Form (SIF), which must be obtained from *The School* or from the *Local Authority* website, completed and returned to *The School* not later than the closing date set by the *Local Authority* for school applications to be received. (As it is a paper form that needs to be signed, the SIF is not available for completion on-line.)

FURTHER INFORMATION

If you require further information about applying for a place at Oakfield Church of England (Aided) Primary School, please contact *The School*.

SCHOOL ADDRESS

Appley Road
Ryde
Isle of Wight
PO33 1NE
Tel: 01983 563732
email: office@oakfieldcepri.iow.sch.uk

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ADMISSIONS

Places will be offered up to the Published Admission Number (PAN) i.e. 45 pupils, regardless of preference. If the number of applications exceeds the PAN, after admission of pupils with Statements of Special Educational Needs where the school is named in the statement, the following criteria will be used to allocate places:

OVERSUBSCRIPTION CRITERIA

1. Children who are in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989, or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. (A letter from the Children's Services Department confirming the child's status must be provided.)
2. Children with a *Specific Medical Condition*, confirmed by a consultant paediatrician or similar consultant, which makes attendance at the particular school essential. (This must be supported by independent evidence supplied at the time of application, confirming the reason(s) why attendance at *The School* is essential and describing the difficulties that would be caused if the child had to attend another school. The evidence will be considered carefully by *The Governing Body*, who will reach a fair and equitable decision.)
3. Children who at the time of application have a sibling on the roll of ***The School*** who will still be on roll at the time of the sibling's admission.
4. Children of families *Living Inside The Area Served by The School* and whose families "Worship at St. John's Church
5. Children *Living Inside The Area Served by The School* and who can or whose parent can show "Christian Commitment". (*A Supplementary Information Form must be completed by parents applying under this criterion.*)
6. Children living inside **The Area Served by The School**.
7. Children *Living Outside The Area Served by The School* and who can or whose parent can show "Christian Commitment". (*A Supplementary Information Form must be completed by parents applying under this criterion.*)
8. Other children *Living Outside The Area Served by The School*.

IN ALL CASES ABOVE

Where there are insufficient places for applicants from within a particular criterion, children living closest to *The School* (measured by straight line by the *Local Authority's* Geographical Information system (GIS) from the centre of the building of the home address to the centre of *The School* Building) will have priority. If distances are equal (for example with a block of flats), lots will be drawn by an independent person to determine the allocation.

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NOTES AND DEFINITIONS

CHILDREN WITH STATEMENTS - NAMING THE SCHOOL

The School will admit children with statements of Special Educational Needs (SEN) in which *The School* is named. Where places, required by pupils with statements that name *The School*, are known before the governors admissions committee meets to allocate places, these places will count towards the PAN for *The School*.

APPLICATIONS TO RECEPTION CLASSES

The Governing Body will admit **45** children to the reception class(es).

'Deferred Admission'. All Year R will be offered either a part time or full time place from the beginning of the Autumn term. Where a child, under statutory school age (before their fifth birthday), is offered a place in *The School* from September, the parent has the option of asking for part time attendance or deferring their child's entry until later in that school year. The child must be in school on their fifth birthday.

Deferred Admission should be discussed with *The School* and is not part of the determined admissions policy for *The School*.

APPLICATIONS TO INFANT CLASSES

- *The Governing Body* will admit 45 children to the infant class(es).

APPLICATIONS TO JUNIOR CLASSES

- *The Governing Body* will admit 45 children to the junior class(es).

IN YEAR APPLICATIONS

The allocation of any places which may become available during the year will be made on the basis of the current Oversubscription Criteria. There are no deadline dates for in year applications.

From September 2013 OR EARLIER In Year Admissions will be managed by *The School*. *The Governing Body* will decide whether a place can be offered. The offer letter will be issued by the *Local Authority*. Applications must be made using the *Local Authority* Admission Form. Any parent can apply for a place for their child at any time to any school.

Parents applying under any Worship or Christian Commitment (criterion 4, 5 or 7) must complete a Supplementary Information Form (SIF).

WARNING

Places are withdrawn every year because parents give a false 'home address' on application forms. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there.

In fairness to all parents, all allegations of fraudulent practice brought to *The Governing Body* attention will be investigated. *The Governing Body* reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

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DEADLINES

Make sure your *Local Authority* Application Form is returned on time and sent to the right place. Details of dates are in the *Local Authority* Admissions Booklet.

APPLICATION FORMS

For this school you must complete the *Local Authority* Application form. The *Local Authority* Form may be completed on-line. Please refer to the *Local Authority's* information on admissions.

SUPPLEMENTARY INFORMATION FORM

Parents applying under any of the Worship or Christian Commitment (criterion 4,5 or 7) will be asked to complete a Supplementary Information Form (SIF), which must be obtained from *The School*, completed and returned to *The School* not later than the closing date set by the *Local Authority* for school applications to be received. (As it is a paper form that needs to be signed, the SIF is not available for completion on-line.)

ADMISSION APPEALS

If you are unsuccessful in gaining a place for your child at *The School* you will be informed by *The Local Authority* in writing, be given reasons for the refusal and informed of your right to an independent appeal against the decision.

DEFINITIONS

1 'Parents'

A parent is any person who has parental responsibility for or is the legal guardian of the child as set out in the Children Act 1989.

2 'Home Address'

The 'home address' means the address where the child usually lives.

Where parents have shared residence of a child and the child lives for part of the week with each parent *The Governing Body* will take the home address to be the address at which the child lives most of a school week.

Moving Home and UK service personnel and Crown servants

Places cannot be offered on the basis of a possible future move. Places can only be offered on the basis of future moves on the basis of:

- i. a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- ii. a tenancy agreement confirming the renting of a specific property relevant to the application;
- iii. a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application; or
- iv. in the case of UK service personnel and Crown servants, an official government letter (MOD, FCO or GCHQ) letter declaring a relocation date to the relevant parish or priority area of *The School* (or to establish distance from *The School*).

This should include provision for cases where parents have shared residence of a child following the breakdown of their relationship and the child lives for part of the week with each parent.

3. 'Siblings'

'Sibling' refers to a brother or sister, a half brother or sister, an adopted brother or sister, a step brother or sister, or the child of the parent/carer's partner and in every case the child must be living permanently in the same family unit at the same address.

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4 'Worship'

Parents applying under criterion 4 will be asked to make a declaration on the SIF (supplementary information form) which is verified by the Priest of St. John's Church confirming that they are a regular worshipper who has attended Church.

5 'Christian Commitment'

Parents applying under any of the Christian Commitment criteria (criterion 4 and 7) will be asked to make a declaration on the SIF (supplementary Information Form) about their Christian commitment to a church at the time of application.

Your declaration will need to be verified by the priest of your church or if there is no priest an authorised church official. If you have recently moved you may ask the priest, or authorised church official, from your previous church to verify your Christian Commitment.

7 'Waiting List'

When all available places have been allocated, *The School* will operate a waiting list. Parents should confirm with the school that their child's name is included on the list or if they want their child's name removed from the waiting list.

Any places that become available will be allocated by *The Governing Body* according to the criteria of the admissions policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. In-year fair access will take priority over the waiting list.

The waiting list will be reviewed and revised

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances will affect their priority;
- at the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

8 'Right of Appeal'

Parents whose children are refused admission to *The School* have a right of appeal by an independent appeals panel. Parents will be notified in the refusal letter from the *Local Authority* of how an appeal can be lodged.

9 'In-Year Fair Access placements by the Local Authority'

The *Local Authority* must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the *Local Authority*, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of any protocol approved by the Admission Forum, based on legislation and government guidance. If an admission through In-Year Fair Access raises the number on roll above the PAN, no further pupil will be admitted from the waiting list until a place becomes available within the PAN.

Oakfield CE Primary School - SUPPLEMENTARY INFORMATION FORM

Only for use to support admission applications using the Christian Commitment criteria.

The purpose of the Supplementary Information Form is to declare and have verified the Church Commitment of you or your child.

You must complete this form, have it signed by an authorised church official and return it to *The School* as soon as possible but before the deadline for school admissions set by the *Local Authority*.

(The authorised church official is usually the priest of your church or if there is none, a person authorised to do so by your church. Please ask at your church, or the church school you are applying to, who has been authorised to validate your declaration.)

I	Parent Name
Of	Address
Being the Parent of	
Child's Name	Child's Date of Birth
<i>applying for a place at Oakfield Church of England (Aided) Primary School</i>	

I declare that I attend worship at the church named below	<small>please tick</small>
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Please give the name of the church you attend in the space below. Thank you.

Name of Church:

Parental signature (Please sign below)	Please print your name below.
Date:	

PLEASE GET THIS FORM SIGNED BY THE PERSON VERIFYING YOUR DECLARATION

<i>I verify that the information given above is correct.</i>	
Signature	
Please print your name	
Status within the church named above (Vicar / Priest in Charge etc)	
Date	
Your contact address / telephone	

For School Use Only

Accepted by *The School* as a **validated Christian commitment declaration** and signed on behalf of *the Governing Body* by

Name of person signing on behalf of <i>the Governing Body</i> .	Name	Signature	Date
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When completed and signed by the church official please return to Oakfield CE Primary School as soon as possible and not later the closing date for admissions set by the *Local Authority*.

