



## Admissions Policy for 2025 – 26

Category: Statutory	Approved by: Full Governing Body
Approved: November 2023	Next Approval due: Autumn Term 2024
Initial Review by: Head Teacher/Chair of Governors	Formal Review by: Finance & Resources Committee
Linked Policies: Equalities Policy	

### Our Christian vision:

*Built on the rock of Christian faith, we work as a community to create an environment which enables all to flourish. Jesus welcomed everyone and we embrace diversity, celebrating our different gifts and successes. Like St Peter, we are motivated by our values, learn from our mistakes and strive for the best outcome for all.*

The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities.

### **ADMISSION ARRANGEMENTS FOR SEPTEMBER 2025 – AUGUST 2026**

As a Voluntary Aided school it is the Governing Body that is responsible for drawing up and implementing an Admissions Policy that reflects the school's ethos. However, the Governing Body works closely with the West Berkshire Local Authority (the LA) to co-ordinate admissions to all state schools in West Berkshire. Details of the LA arrangements are in the West Berkshire Parents Guide to Admissions, available from the school. This also explains how parents can express a preference for a school and give reasons for that preference. Information about the school can be found on the school website [www.woolhampton.school.org](http://www.woolhampton.school.org) and LA admissions information is available at [www.westberks.gov.uk/primaryadmissions](http://www.westberks.gov.uk/primaryadmissions). 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.

- **Closing date for applications – 15<sup>th</sup> January 2025.** Applications must be on the appropriate LA Common Application Form or can be made on-line. A visit to the school does not guarantee a place.
- Parents must use the application form of their 'home' LA (i.e. the local authority of their home address) when applying for a place. Completed forms must be sent to the 'home' LA by the closing date for applications. The 'home' LA will inform parents of the result of the application.
- **Offers and refusals of a place will be made by the home LA on behalf of Woolhampton School on 16<sup>th</sup> April 2025.**
- **Parents must return acceptance slips to the LA by the date indicated in the letter offering a place.**

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Our policy is not to offer admission in September 2025 to children who were born on or after 1<sup>st</sup> September 2021.

### **DEFERRING SCHOOL ADMISSION**

Parents of a child whose fifth birthday falls between 1<sup>st</sup> September 2025 and 31<sup>st</sup> March 2026 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 2025 – 26), 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<sup>st</sup> April 2026 and 31<sup>st</sup> August 2026 (summer born children) who do not reach compulsory school age until September 2026, parents who do not wish them to start school in school year 2025 – 26 but to be admitted to the Reception Year in September 2026, should proceed as follows: They should apply at the usual time for a place in September 2025 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2026. 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 (16<sup>th</sup> April 2025), their application for the normal age group may be withdrawn before any place is offered. They should then reapply in the normal way (no later than 15<sup>th</sup> January 2026) for a Reception place in September 2026. If their deferral request is refused, the parents must decide whether to wait for any other offer of a place in September 2025 (NB it 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 2026 for a Year 1 place in September 2026. Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 2025 – 26 Reception Year group.

### **PART TIME ADMISSION**

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

### **APPLICATION AND ALLOCATION**

The Admission Number for entry in September 2025 is fifteen.

### **INFANT CLASSES**

Infant classes (Foundation, Year 1 and Year 2), subject to certain permitted exceptions, **must not** contain more than 30 pupils with a single school teacher. Admissions **must** be refused on “infant class-size prejudice” grounds where an admission would take the number of children in a class to more than 30.

### **CHILDREN WITH EDUCATION, HEALTH & CARE PLANS**

Children with a Statement of Special Educational Need or Education, Health and Care Plans (EHC Plans) naming the school will always be admitted at anytime, above any other child including those on the waiting list. SEN / EHC Plan children are considered before oversubscription criteria against the admission number in the normal admission round.

### **OVERSUBSCRIPTION CRITERIA**

In the event of there being a greater demand for admission than there are places available, then places will be allocated according to the oversubscription criteria as outlined below:

**A** *Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted.*

**B** *Families who have exceptional medical or social needs that make it essential that their child attends this 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).*

**C** *Children whose home address (see Note 1) is in the school's catchment area (see Note 2), and have a sibling attending the school at the time of application and who is expected still to be attending the school at the proposed date of entry. This includes a child or children with a multiple birth sibling who has a confirmed EHCP that names the school in advance of starting the school will also be considered a sibling. (see Note 3).*

**D** *Children whose home address (see Note 1) is in the school's catchment area (see Note 2).*

**E** *Children who have a sibling attending the school at the time of application and who is expected still to be attending the school at the proposed date of entry. This includes a child or children with a multiple birth sibling who has a confirmed EHCP that names the school in advance of starting the school will also be considered a sibling. (see Note 3).*

**F** *Other children.*

### **TIE-BREAKER**

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to the school. Distances will be measured using the West Berkshire Admissions Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NPLG). In the case of multiple births where one sibling is the 15<sup>th</sup> child admitted, all siblings will be admitted. Offers or refusal of places will be decided by the Admissions Committee of the Governing Body or by the full Governing Body. In the event that two distance measurements are identical, the School will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the School.

### **WAITING LISTS**

Waiting lists will continue to be maintained for all year groups where necessary for children not offered a school place, but offered a place at a lower preferred school. Placement will be determined by applying the over-subscription criteria. They will remain until 1 September when parents will be asked to confirm in writing their wish to be placed on a newly constructed waiting list. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications or revised applications in respect of a change of preferred schools, and precedence is given to those subject to a direction or an admission in accordance with the In-Year Fair Access Protocol (available from West Berkshire LA or the school). Woolhampton governors subscribe to the LA in-year fair access protocol which means that these children will be offered a place as soon as possible, even if the school is full or, if appropriate, they will be given top priority on the waiting list.

### **LATE APPLICATIONS**

Late applications are considered as detailed in the co-ordinated scheme.

### **APPLICATIONS OUTSIDE THE NORMAL ADMISSION ROUND**

The administration of applications outside the normal admission round is detailed in the co-ordinated scheme, and depends on whether or not there are places available. Each year group has 15 places. The Board of Governors will not refuse admission based solely on this number already being reached. However in year admission may be refused to a child if it were deemed admission of another child would prejudice the provision of efficient education or efficient use of resources.

### **ADMISSION OUTSIDE NORMAL AGE GROUP**

Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health, etc. 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 between the parents, schools concerned (both old and preferred) and any relevant professionals asked for their opinion on the case by the Governors. Those refused places outside the normal age group will be informed of their statutory right of appeal, but if offered a place in the normal age group year, there is no right of appeal.

### **APPEALS**

Any parent not offered a school place at their preferred school has the right of appeal to an independent appeals panel. This can be for a place at one or more of your preferred schools and against an alternative school place that has been allocated. Information on how to appeal will be provided with the result of the application. Appeals must be lodged by the dates set out in the letter of refusal of a place.

The Oxford Diocesan Board of Education will set up an independent panel and details of the process will be sent to parents. Reasons for appeal must be clearly stated in writing for the panel to take into consideration. Information regarding the date, time and place for attendance at the appeal hearing will be sent directly to parents. The appeals panel will pay particular attention to circumstances that support the application for the particular school together with the reasons for refusing a place under the co-ordinated scheme.

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The decision of the appeal panel is binding upon the school and the Governing Body. If the appeal is unsuccessful, a second appeal for the same academic year can only be granted if there has been a significant change in circumstances since the original appeal was heard, e.g. a change of address has occurred or there is new information that could not have been introduced originally. All requests for a second appeal must be sent to the Governing Body at this school.

Please note that, following the introduction of infant class size legislation, the appeals panel will have restricted grounds on which to allow an appeal for admission to the Foundation stage and Years 1 or 2, if to do so would cause the relevant class size to exceed thirty pupils or force the school to employ additional staff to meet the requirements of that legislation.

Fifteen places were offered according by applying the oversubscription criteria shown in this Policy.

**APPLICATION DATA 2023 – 24**

The number of applications by over subscription criteria is shown below. Please note that the 2023 – 24 year differed from the 2025 – 26 year in that oversubscription criterion C (in catchment with sibling) did not apply and sibling definitions differed to those in the current policy.

Preference	EHCP Plans	Looked-after	Catchment	Sibling	Other
15	0	0	10	5	0

**MONITORING AND REVIEW**

The designated Committee of the Governing Body monitors our Admissions Policy on an annual basis. This committee reports its findings and recommendations to the full Governing Body.

**NOTES:**

1. The Home address is taken to be the address at the closing date for applications in the normal admissions round (**16<sup>th</sup> January 2025**). A parent is any person who has parental responsibility for or is the legal guardian of the child. Parents/carers include only parents/carers, as defined above. Where parental responsibilities are shared and the child/children live at both parent's addresses during the school week on a permanent arrangement, either address will be considered the permanent home address.

To establish where the child resides we may ask for the following information:

- a) Any legal documentation confirming residence if such an agreement exists.
- b) Information on the actual pattern of residence.
- c) The length of time the residence arrangements have been in place.
- d) Council Tax bill and other utilities bill.

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It is the child's normal permanent home address where he or she lives with his or her parents/carers that is used to decide in which school's catchment area the child lives. **Temporary addresses cannot be used to obtain school places**, e.g. temporary addresses whilst retaining a previous permanent home will not be accepted. If parents/carers are in the process of moving from the address they live at currently and want to use the new address for the school place allocations evidence that they have moved and are already living in the new address will need to be provided by 16<sup>th</sup> January 2023." Even if a move is planned a future address must not be used and will not be accepted. If such evidence is received before allocation processes begin, during a normal admissions round, the new address will be accepted for the forthcoming allocation. At all other times changes of address will be considered immediately on receipt of evidence. Any child offered a school place based on fraudulent or intentionally misleading information concerning a catchment area permanent home address will have their place withdrawn and a new application will be required, by which time preferred schools may be full. This may also occur after the child has been admitted to a school.

2. The school's present catchment area is all of Woolhampton village, and Upper Woolhampton, New Road Hill and some parts of Bucklebury parish including Chapel Row and Hatch Lane. A map of the catchment area is attached to this policy

3. Pupils with a brother or sister (including step/foster sibling) living in the same family unit who is already on the roll of the school and, in relation to admissions at the school's first point of entry, will continue to attend at the school during the following academic year. 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.

4. When applying under criterion B (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 this 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.

5. 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. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A "child arrangements 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). Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded as having been in

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state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

“Note: 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 arrangements 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).”

6. A child becomes of compulsory school age when he or she reaches the age of five and must start school in the term following his or her fifth birthday (unless a child is educated otherwise).

For further information, in the first instance, please contact:

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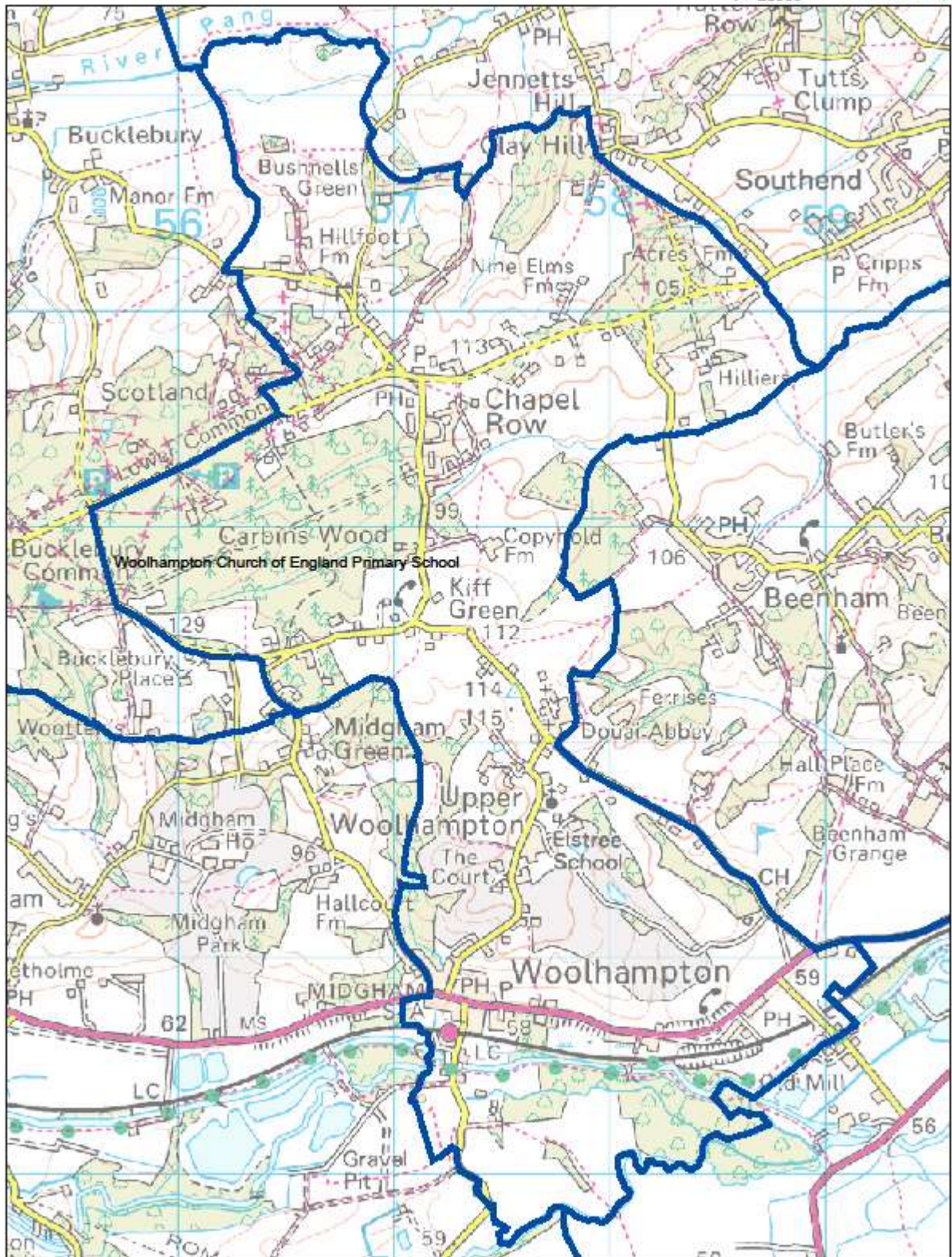
**Signed .....**

**(Chair of Governors) Date .....**



## Woolhampton Church of England Primary School

28/04/2010  
1 = 20986



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