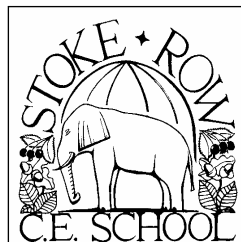


# **STOKE ROW CE SCHOOL**

## **ADMISSIONS POLICY**



**2009 - 2010**

## **Introduction**

Stoke Row CE Primary School is a Church of England Voluntary Aided School. It can accept up to 105 pupils of both sexes of the ages 4-11 years, although Governors strive to ensure that all classes do not exceed 30 pupils. The School's Published Admissions Number (PAN) is 15 pupils per year, beginning from Foundation Stage 1. The School is available for pupils from within the Civil Parish Boundary of Stoke Row. The School currently accepts children from further afield. Although the School is a Church of England school, all children are welcome whatever their faith background. The School does not use academic or other ability as selection criteria.

## **Admissions Arrangements to Foundation in September 2009**

The Governing Body of the school, not Oxfordshire Local Education Authority (LA), is responsible for deciding on Admissions to the school but works closely with the LA to coordinate admissions to all maintained school in Oxfordshire. Details of the arrangements are in the Oxfordshire booklet. Details of how to obtain this will be sent to parents and it is also available from the Admissions Team, Children's Services, Macclesfield House, New Road, Oxford, OX1 1NA. The pack contains a Common Admissions Preference Form (CAPF), explains the timetable for application, details of how parents will be informed of the result of their application, and how parents can express a preference for a school and give reasons for that preference. It also gives details of how applications received after the deadline will be handled, and of how continued interest (waiting) lists will be handled. Alternatively parents can now find this information by applying on-line by visiting [www.oxfordshire.gov.uk/admissions](http://www.oxfordshire.gov.uk/admissions).

This policy has been drawn up taking cognisance of the Oxfordshire County Council guidance entitled 'A guide to School Admissions in Oxfordshire' dated September 2007, the current School Admissions Code of Practice, Oxford Diocesan Board of Education guidelines and appropriate legislation. It should be read in conjunction with the current issue of the School prospectus, which will give further details of the school.

Entry for 2009/10 is open to all children born between 1st September 2004 and 31st August 2005. Admission for F1 will be on a full time basis from September 2009. The number of intended admissions for the year commencing 1st September is 15. This number reflects the net capacity of the school.

Parents(\*Note 1) may request that a child whose fifth birthday falls between 1st September 2009 and 31st March 2010 does not start at school until later in the school year 2009/10, when the child reaches compulsory school age (the term after the child's fifth birthday). Under such circumstances, a place will be held for that child. Parents cannot defer entry until September 2010 for a child whose fifth birthday falls between 1st April 2010 and 31st August 2010. If the child has not been admitted to the Foundation class in the school year 2009/10, a separate application must be made in the summer term 2010 for a Year 1 place in September 2010. In almost all cases,

the Year 1 group will be full to the admission number with children transferring from the 2009/10 Foundation class and a place will therefore not be available.

### **Children with Statements of Special Educational Needs**

Admissions procedures for children with Statements is different and these children take priority. Section 324 of the Education Act 1996 requires schools to admit a child with a Statement of Educational Needs that names the school irrespective of whether they have places or not. This is therefore not an oversubscription criterion. The LA is responsible for issuing the statement and consulting the Governors of Stoke Row, if a preference has been made for the school, before the school is named in the statement.

### **Oversubscription Criteria**

In the event of there being a greater demand for admissions than there are places available, the places will be allocated using the following criteria; these are listed in order of priority.

1. Children who are 'looked after' (\*Note 2) (as defined by the Education (Admission of Looked After Children) (England) Regulations 2006 for whom a place is requested by the relevant person/authority.
2. A child with a normal home address (\*Note 3) in the catchment area.
3. A child with a normal home address (\*Note 3) in the catchment area and with a sibling (\*Note 4) already in attendance at Stoke Row CE Primary School at the time of the application. The catchment area is defined within the Civil Parish Boundary. (A map is available for inspection at the school)
4. A child with a normal home address (\*Note 3) outside the catchment area and with a sibling (\*Note 4) already attending the school at the time of application.
5. Disability (\*Note 5) where the child has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities and this requires specific admission to Stoke Row School.
6. All other applicants will be ordered by proximity of the child's home to the school as measured by the shortest designated public route defined by the Directorate for Learning and Culture's Geographic System, with those living nearer being accorded higher priority. When measuring distance, we define the two determining points as being the front door to the home or building and the school gate in School Lane.

Proximity of the child's home, as measured by the system above, with those living nearer being accorded the higher priority, will also serve to differentiate between pupils in criteria 2-6 should the need arise. In the unlikely event of a case where the measurement of distance 'tiebreak' produces an identical measurement for two or more applicants. and if the school cannot offer a place to all of these children, the available place will be allocated by a random draw.

Note \* 1: by parent, we mean both natural parents and any person who, although not a natural parent, has parental responsibility for the child or care of the child. If you are in any doubt, please contact the school for advice.

Note \*2: by a 'looked after' child we mean one in Public Care, for whom there is an agreement between a designated officer acting on behalf of a local authority as Corporate Parent and a designated officer of a local authority that the school will most appropriately meet the child's needs.

Note \*3: by normal home 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, such as a child benefit book or medical card if there are reasons why a child does not live at his parent's address. For example, if he or she is resident with a grandparent, you need to tell us this in the application form. If you do not declare any arrangements like this or 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. If you are not sure whether or not you live in the catchment area, you can ask the school to check this for you and you will be given a written response. If you are moving into the catchment area, we will ask for evidence of your move, before considering any application for a place. We need to know that you will be resident in the catchment area on 1<sup>st</sup> September 2009. 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 the house or a formal lease agreement for at least 6 months.

Note \*4: by sibling we mean a brother or sister. This means a brother or sister of the whole or half blood, or any other child (including an adopted child) who permanently resides at the same address and for whom the parent has parental responsibility. In the case of twins or other multiple births, if the school cannot offer places to all the children, the available places will be allocated by alphabetical order.

Note \*5: the Governing Body reserves the right to seek further information of the exceptional medical or social needs from appropriate professionals. Evidence would be required in the form of, for example, a letter from a registered health professional such as a doctor or social worker. This should set out the particular reason why the school is the most suitable one for the child and the difficulties that would be caused by attending another school. The governors reserve the right to seek further clarification from the professional(s) involved.

### **All Other Admissions**

Admissions to other years at the school or to the Foundation Year, once offers of places have been made, depend on whether or not there are places available. The Admissions Code (2007) mandates the adoption of strategies that allow all schools to admit a more even share of vulnerable children. In accordance with this, the school

adheres to the Local Authority's fair access protocol. Children in this category will be given the highest priority in both the oversubscription criteria and the continued interest list. Where necessary these children will be admitted above the admission number that applied to the year group at entry to Foundation. The above arrangements cannot be used where this would involve contravening the Education(Infant Class Sizes)(England) regulations 1998 which states that Infant classes containing children aged 4-7 years may not by law contain more than 30 children with a single qualified teacher.

Applications for admission should be on the LA Common Admissions Preference Form (CAPF) which is available from the school and also on-line at [www.oxfordshire.gov.uk/admission](http://www.oxfordshire.gov.uk/admission) . The completed form should be returned to the school. If there is a vacancy, and there is no child in the relevant continued interest (waiting) list with a higher priority, a place will be offered. As soon as school places become vacant, we fill these vacancies from any waiting list, even if this is before any admission appeals have been heard. Children who are subject of a direction by a local authority to admit or who are allocated to this school in accordance with an In-Year Fair Access Protocol, will take precedence over those on a waiting list.

For children of UK Service personnel and other Crown Servants, we will treat a family returning to the area as meeting the residency criteria for that catchment even if no house is currently owned in that area once proof of posting has been provided.

We will endeavour to handle admission applications outside the normal admissions round, or in-year applications, as quickly as possible to minimise the time a child is not at a school. We will apply the same rules as other admission applications.

If a parent (\*Note 1) has not responded to the offer of a place within 21 days we will remind the parent of the need to respond and point out that the place may be withdrawn if they do not.

It should be noted that the only way that a place can be offered once the admission number is reached for any year group is to appeal. More details of this process are given at the end of this document.

### **Continued Interest Lists**

The Local Authority will maintain a continued interest list for foundation until July 2010. The school also maintains a continued interest list for those children in all years who cannot be offered a place; 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 time on the continued interest list. The school periodically seeks confirmation that parents wish a child to be kept on the continued interest list.

### **Appeals**

If the application is not successful then the governors' letter of refusal will give reasons for their decision based on the listed admission criteria. You will also be sent an appeal form at the same time. This should be returned to the Chair of Governors within 14 days. The Oxford Diocesan Board of Education will arrange for the appeal

to be heard by an independent panel. This panel's decision is legally binding on the school and on the family. It should be noted that in the event of an unsuccessful appeal against non admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address.

The number of applications we receive for places in our Foundation class varies from year to year. In the 2007/8 Foundation Year 13 children were admitted to the school. We had no appeals for places and no SEN children. We assign places up to the published admission number of 15 according to the criteria in the admissions policy but, unfortunately, we cannot guarantee a place for any child even if they live in the catchment area, or have a sibling at the school.

This policy complies with all relevant legislation including the Admissions Code 2007, equal opportunities legislation and the Infant Class Sizes regulation 1998.

For further information, in the first instance, please contact the Admissions Committee at the school.

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