



**The Polehampton C. of E. Infant School**

**Admissions Policy for Admissions – 2022/23**

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## **Polehampton Church of England Infant School**

### **Admissions Policy for the Academic Year 2022-2023**

Polehampton CE Infant School values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

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.

#### **Admission arrangements to the Reception Year in September 2022**

At our school, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2017 and 31 August 2018 may apply for them to be admitted to the Reception Year in September 2022. There are 60 places (the published admission number) available. Our policy is not to offer admission in September 2022 to children who were born on or after 1 September 2018.

Parents of a child whose fifth birthday falls between 1 September 2022 and 31 March 2023 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 2022-23), 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 April 2023 and 31 August 2023 (summer born children) who do not reach compulsory school age until September 2023, parents who do not wish them to start school in school year 2022-23 but to be admitted to the Reception Year in September 2023, should proceed as follows: They should apply at the usual time for a place in September 2022 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2023. 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 April 2021), 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 January 2023) for a Reception place in September 2023. If their request is refused, the parents must decide whether to wait for any other offer of a place in September 2022 (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 2023 for a Year 1 place in September 2023. Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 2022-23 Reception Year group.

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



Parents (see Note 1) wishing to apply for the Reception Year in September 2022 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2022. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 16 April 2022.

### Over-subscription criteria

Children with an Education Health and Care Plan (EHCP) naming Polehampton Church of England Infant School in the Plan or the Statement will always be offered admission.

If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below.

**A** Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after they became subject to an adoption, child arrangements or special guardianship order. (See Note 2)

**B** Families who have exceptional medical or social needs that make it essential that their child attends Polehampton CE Infant 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 with a normal home address (see Note 4) in the catchment area (see Appendix) and with sibling (see Note 5) on the roll of the school at the time of application and who is expected still to be in attendance at the time of entry to the school.

**D** Children with a normal home address in the catchment area.

**E** Children with a normal home address outside the catchment area and with sibling on the roll of the school at the time of application and who is expected still to be in attendance at the time of entry to the school.

**F** Other children.

Proximity of the child's home, as measured by the straight line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria A to E should the need arise. 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.

### **Admissions in September 2020/21 - blank until we have the data**

The school received x applications expressing a preference for admission to the Reception Year in 2020 by the closing date in January 2020. These were ranked as follows:

Criterion A -

Criterion B -

Criterion C -

Criterion D -

Criterion E -

Criterion F -

x places were offered, with the cut-off coming under criterion x at a distance of x miles.

### **All other admissions**

Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have 60 places. Applications must be made to Wokingham Borough Council on a form available from that Council.

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-6 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will only be considered up to half a term [using the three term year] in advance of the desired date for entry. For example, for entry in January, the application will not be considered until after the October half term break.

If parents are moving house, the school will ask for evidence of the move, when considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family



had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

### **Admission outside normal age group**

Although most children will be admitted to the school within their own age group, requests from parents for school places outside their normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus between the parents, the school, the LA and any relevant professionals asked for their opinion by the Governing Body that it is in the best interests of the child.

### **Continued interest list**

The school maintains a continued interest list for those children who are not offered a place, including those unsuccessful at appeal; the order of priority on the continued interest list is the same as the list of criteria for over-subscription. Continued interest lists are maintained for each year group which is full. Should a casual vacancy occur, a place would be offered to the child at the top of the list using the over-subscription criteria (unless an application has been received that takes priority over the continued interest list). Positions on continued interest lists may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on a list. The school periodically seeks confirmation that parents wish a child's name to be kept on the continued interest list.

A written offer will be sent to the most recent address provided for the child in question, and parents should note that if they do not accept the place by the date indicated in the letter (normally two weeks from the date of the letter), or the place will be offered to the next name on the continued interest list.

### **Fair Access**

The school participates in the Wokingham Local Authority's Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

### **Appeals**



There are established arrangements for appeals against non-admission. These are heard by an independent appeal panel, convened by the Oxford Diocesan Director of Education. Details are available from the school, including the date by which an appeal should be submitted. 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 which results in a move from outside the catchment area to inside it.

It should be noted that if a place is requested outside the normal age group and is refused, but one in the normal age group is offered, then there is no right of appeal.

### **Multiple births or children with birth dates in the same academic year**

Where the application of oversubscription criteria results in splitting twins or other siblings from a multiple birth in the same school year from the same family; places will be offered even if this will result in the school going above admission number. Where the application of oversubscription criteria results in children with dates of birth in the same school year in the same family, places will be offered even if this will result in the school going above the admission number with one exception; where to do so will result in the school breaching infant class size legislation at Key Stage 1 (e.g. class size must not break 30 children to 1 qualified teacher). In this instance, the places will be allocated by the drawing of lots carried out by at least two Children's Services staff members. In such instances, parents will be offered the place and will need to decide whether they wish their children to be split or consider placement together at an alternative school after allocation.

### **Further information**

Any requests for further information or to arrange a visit to the school should be addressed to the School. Telephone number 0118 934 0246 Email [admin@polehampton-inf.wokingham.sch.uk](mailto:admin@polehampton-inf.wokingham.sch.uk)

### **NOTES**

#### **Terms used are as defined below:**

**Note 1 "Parent"** is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

**Note 2 "Looked after"** means a child 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).

**Note 3** When applying under this criterion (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 Polehampton CE Infant 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.

**Note 4 "Normal home address"** means the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV license, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the



## The Polehampton C. of E. Infant School

parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). 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 parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move when considering any application for a place.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

**Note 5 "Sibling"** means 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. It is helpful if parents make it clear on the application form if the sibling has a different family name. When there is more than one sibling at the school, only the youngest need be listed on the application form.

**Note 6** The straight line distance used to determine proximity of the home to the school will be measured by a Geographical Information System adopted by the school, or by Wokingham Borough Council's system under which distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance to three decimal points between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by





0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.



**Primary School Designated Areas**

**North Neighbourhood**

This map gives a guide to the designated areas for Community and Voluntary Controlled schools in the Wokingham Borough that use them in their over-subscription criteria.

If you require any further information, please contact the School Admissions team.

1. Shared designated area between Polehampton CE Infant & Junior and The Colleton Primary, a Voluntary Aided school and an Academy.
2. Designated area for Knowl Hill Primary, Windsor and Maidenhead.
3. Shared designated area between Polehampton CE Infant & Junior and The Colleton Primary School.

Dotted line indicates Borough boundary

Areas not identified may be part of the designated area of a Voluntary Aided school or Academy. Voluntary Aided schools or Academies are shown in blue for information only - please refer to the policies later in the guide.

