

ALL SAINTS CE PRIMARY SCHOOL

ADMISSIONS POLICY 2023 – 2024



1 INTRODUCTION

All Saints CE Primary School admits children from wide ranging backgrounds. We pride ourselves on being an inclusive school. We value each individual, their uniqueness and the contribution each can make to our school community. We provide a safe, caring, enjoyable and challenging learning environment. The school has a Resource for pupils with complex physical needs. We believe that every child has equal worth and is entitled to experience a broad and balanced curriculum, which is delivered through the National Curriculum and is matched to the needs of the individual.

This school is a Church of England school that welcomes applications from all members of the community without reference to ability or aptitude, and All Saints 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.

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.

As All Saints is an academy, Frays Academy Trust is the admission authority and has delegated responsibility for admissions to the Local Governing Body of this School. The governing body of the school, not Wokingham Borough Council, is responsible for deciding on admissions to the school. However, under co-ordinated admissions arrangements, applications to the school for entry to the Reception year 2023 must be made to the home LA (i.e. the Local Authority you pay your Council Tax to) which may not be Wokingham. Full details of Wokingham LA's co-ordinated admission arrangements are published in the Children's Services' Parents' Guide to Primary School Admissions. This explains how parents can express a preference for a school and give reasons for that preference.

The waiting list is held by Wokingham Borough Council. They will handle any in-year admissions and will consult with the school before offering a place.

2 ADMISSION ARRANGEMENTS TO THE RECEPTION YEAR IN SEPTEMBER 2023

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 2018 and 31 August 2019 may apply for them to be admitted to the Reception Year in September 2023. There are 45 places (published admission number (PAN)).

Parents of a child whose fifth birthday falls between 1 September 2018 and 31 March 2019 may defer entry until their child reaches compulsory school age (the term beginning in January or April



All Saints Church of England Primary School

Headteacher: Ms Louise Quinell

Norreys Avenue, Wokingham, RG40 1UX • 0118 978 7173 •

www.allsaints.wokingham.sch.uk admin@allsaints.wokingham.sch.uk

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 2023-24), 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 2024 (summer born children) who do not reach compulsory school age until September 2024, parents who do not wish them to start school in school year 2023-24 but to be admitted to the Reception Year in September 2024, should proceed as follows: They should apply at the usual time for a place in September 2023 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2024. In this case, 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 (17 April 2023), 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 2024) for a Reception place in September 2024. If their request is refused, the parents must decide whether to wait for any other offer of a place in September 2023 (it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2024 for a Year 1 place in September 2024. Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 2023-24 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 2023 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 2023. 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 17 April 2023. Attendance in the nursery class at the school does not guarantee admission to the Reception class at the school. A separate application for admission to Reception will need to be made in accordance with the local authority co-ordinated admissions scheme as described above.

3 OVER-SUBSCRIPTION CRITERIA

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming All Saints CE Primary School will always be offered places. 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:

1. 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). This includes those children who appear (to the Trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted (see Note 1 below).
2. Families who have exceptional medical or social needs that make it essential that their child attends All Saints CE Primary 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)

3. Children with a normal home address (See Note 4) in the Ecclesiastical Parish of All Saints , Wokingham and with a sibling (see Note 5) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
4. Children with a normal home address in the Ecclesiastical Parish of All Saints, Wokingham
5. Children with a normal home address outside the Ecclesiastical Parish of All Saints), Wokingham and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
6. Children of staff at the school where :
 - The member of staff has had a contract of employment for two or more years at the time the application for admission is made or
 - The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage
7. 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 1 to 7 should the need arise. The grid reference of the measurement point for All Saints CE Primary School is Easting – 481849 and Northing – 169171. 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.

4 ALL OTHER ADMISSIONS

Admission to the school during the school year depends on whether or not there are places available. Applications must be made directly to the Wokingham LA on a form available from Wokingham LA with whom the school has a voluntary co-ordination arrangement.

Admissions outside the normal age group will be dealt with as indicated below.

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 1-7 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the Local Governing Body 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. Children may be admitted immediately, following a meeting with the Headteacher, if there is no additional support required. **Please note that the school does not have a normal point of entry to Year 3 – applications for entry at the beginning of Year 3 are treated as indicated in this section.**

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

5 ADMISSION OUTSIDE NORMAL AGE GROUP

Requests from parents for places outside a 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 that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

6 WAITING LISTS

This is held by Wokingham Borough Council. They will handle any in-year admissions and will consult with the school before offering a place. The local authority will close all waitlists at the end of each academic year in accordance with their published arrangements, which would mean parents would need to reapply should they wish to remain on a waitlist.

7 MULTIPLE BIRTHS

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 45 for Reception 2023-24 or the number of places 45 in other year groups.

8 CHILDREN OF UK SERVICE PERSONNEL OR CROWN SERVANTS RETURNING FROM OVERSEAS

The School will accept applications for the admission of the children of UK Armed Forces Personnel with a confirmed posting in the area of the School, or the children of Crown Servants returning from overseas to live in the area of the School, in advance of them arriving. These children do not have to be living at the stated home address at the application deadline, as all other children do. The application for admission must be supported by an official letter declaring the relocation date and a Unit postal address or quartering area address, which will be used as the child's home address for the purpose of applying this Admission Policy.

9 FAIR ACCESS

The school participates in Wokingham Borough Council's Fair Access Protocol. 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.

10 APPEALS

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted; any appeal must be lodged within 20 school days from the date of notification that their application was unsuccessful. 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.

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the Admissions Secretary at the school.

11 FURTHER INFORMATION

Further information can be obtained from the Admissions Secretary at the school:

All Saints CE Primary School
Norreys Avenue
Wokingham
RG40 1UX

0118 9787173

admissions@allsaints.wokingham.sch.uk

12 NOTES

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

- a) any person who has ‘parental responsibility’ (defined in the Children Act 1989) for the child or young person; or
- b) 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 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). A “previously looked after child” is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. This includes those children who appear (to the Trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of 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 3 When applying under criterion 3 (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 All Saints 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 By normal home address, we mean 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 licence, 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 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 under the co-ordinated scheme.

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 By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/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 where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should 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 Wokingham Borough Council's computerised mapping system as described in the Wokingham Borough Council's admissions booklet.

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. 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 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's Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiply 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.

In the event that two or more children live at the same distance (measured as stated above) from school (including, for example, flats within the same building) and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two members of the Governing Body.