



Kirtlington
C.E. School

ADMISSIONS POLICY
FOR
SEPTEMBER 2022 – AUGUST 2023

KIRTLINGTON C. E. (V. A.) PRIMARY SCHOOL

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Kirtlington School has a distinctive Christian ethos which is at the centre of school life. This is exemplified in the clear focus on its Christian values. We welcome applications from all members of the community and ask that parents and children respect our ethos and its importance to the whole school community. We provide an inclusive, supportive and caring environment in which children can learn and flourish.

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.

Responsibility for Admissions

The Governing Body of this Church of England Voluntary Aided Primary School, not Oxfordshire County Council Local Authority, is responsible for deciding on admissions to the school, but works closely with the LA to co-ordinate admissions to all maintained schools in Oxfordshire. Details of the LA arrangements are in the Oxfordshire Admissions and Transfers Booklet. The booklet also explains how parents can express a preference for a school and give reasons for that preference. Late applications and applications for entry into other years should also be made in line with the co-ordinated scheme. In-year admissions will be administered by the Governing Body via the LA.

Parents (see Note 1) wishing to apply for the Reception [Foundation] 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.

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 15 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 request that their child is not admitted until later in the school year 2022/23 (but no later than the term, using the three term year, after the child's fifth birthday, when s/he reaches compulsory school age). The school will hold any

deferred place for the child, 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), 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 strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. If their request is agreed, and this should be clear before the national offer day (16 April 2022), their application for the normal age group may be withdrawn before any place is offered and they should 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 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 summer term 2023 for a Year 1 place in September 2023. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2022-23 Reception Year group.

Parents may request that their child attends school part-time until they reach compulsory school age. Arrangements should be discussed with the Headteacher prior to starting school.

The admission number for the year commencing September 2022 is 15.

All Other Admissions

Admission to the school during the school year depends on whether or not there are places available. Applications must be made to the Oxfordshire LA via their website, who will then contact the school. 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 1-6 below), 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 Governing Body up to half a term (using the three term year) in advance of the desired date of entry. For example, for entry in January the application will not be considered until after the half term break in October.

If parents are moving house the school will ask for evidence of the move before considering any application for a place.

We would not normally accept an address where: this is a second address and the main home is elsewhere; where the child is resident other than with a parent or carer

unless this was part of a fostering or formal care arrangement; where part of the family had moved unless connected with a divorce or permanent separation arrangement. In all cases we would require documentary evidence.

Admissions outside normal age group

Requests from parents for places outside a normal age group will be considered carefully eg. 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.

In all cases, all applications will be treated equally, not taking into account academic ability and aptitude. **In making offers of places for the Foundation Class, the Admissions Sub-Committee will apply the oversubscription criteria set out in this section. These criteria will also be applied in the event that it is necessary to establish the priority of several applications for admission to Y1 to Y6.**

Children with an up-to-date Statement of Special Educational Needs or Education, Health and Care plan naming Kirtlington School in accordance with Section 324 of the Education Act 1996 will always be offered places. Once these children have been admitted, the Admissions Sub-Committee will allocate the remaining places in accordance with the following oversubscription criteria, which are listed in order of priority.

1. "Looked-after children", whether living in the catchment or not 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 1**).
2. Children of families who have exceptional medical or social needs that make it essential that they attend Kirtlington School rather than any other (see **note 2**). These needs must be fully supported by written evidence from a medical professional involved with the family.
3. A child with a normal home address (see **note 3**) in the Ecclesiastical Parish of Kirtlington (including Northbrook) and with a sibling (see **note 4**) already on the roll at the school at the time of application and who is expected still to be on the roll at the time of entry.
4. A child with a normal home address (see **note 3**) in the Ecclesiastical Parish of Kirtlington (including Northbrook) at the time of application.
5. A child with a normal home address (see **note 3**) outside the Ecclesiastical Parish of Kirtlington (including Northbrook) and with a sibling (see **note 4**) already on the roll at the school at the time of application and who is expected still to be on the roll at the time of entry.

6. Children with a normal home address outside the school's catchment area at the time of application.

A map delineating the area covered by the Ecclesiastical Parish of Kirtlington (including Northbrook) is attached to this policy (see below).

Proximity of the child's home, with those living nearer being accorded the higher priority, will serve to differentiate between pupils in **criteria 1-6** should the need arise. The straight line distance used to determine proximity of the home to the school will be measured by Oxfordshire LA's Geographical Information System as described in their Admissions Booklet.

Where children in a category live an identical distance from the School, as measured by the LA, the Admissions Sub-Committee will give priority between these according to a random allocation. The arrangements for any such random allocation will be transparent, and will be supervised by a person who is independent of the School, in accordance with the School Admissions Code.

Note 1: A 'looked after' child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function. Adoption orders come under the terms of the Adoption Act 1976 or the Adoption & 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 (eg a copy of the adoption, residence or special guardianship order).

Note 2: When applying under Criterion 2 you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Kirtlington 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. It must be established that Kirtlington School has all the necessary facilities and infrastructure to cope with the medical needs of the child (if appropriate). Any evidence received will be assessed objectively. This does not suggest that a child would be denied a place because of a medical need.

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 the 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's benefit book or medical card, if there are reasons why a child does not live at his or her parents' address. For example, if he or she is resident with a grandparent, you need to tell us this on the application form. If you do not declare any arrangements like this or use a relative's address for your application, we may consider 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, or a current driving licence/utility bill (if not a driver) confirming your name and address.

If you are not sure whether or not you live in the Ecclesiastical Parish of Kirtlington (including Northbrook) (see **note 5**), you can ask the school to check this for you and you will receive 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 1st September 2022. 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 12 months. The school reserves the right to verify that you live at the address.

Note 4: 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.

If the last pupil to be offered a place within the school's published admission number is one of a multiple birth, any further sibling can be admitted. This may raise the intake number above the school's Published Admissions Number. The Published Admissions Number will remain unchanged so that no other pupil will be admitted until a place becomes available within the Published Admissions Number.

Note 5: The civil parishes' boundaries as notified in 1998 (Ordnance Survey).

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. It should now be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school **cannot** consider a second application in the same school year 1st September – 31st August unless there is a major change in circumstances eg. change of address.

Waiting List

The School maintains a waiting list for those children who are not offered a place; the order of priority on the waiting list is the same as the list of criteria for over-subscription. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

In-Year Fair Access Protocol for Oxfordshire:

Kirtlington School follows the Fair Access Protocol for Oxfordshire. 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

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This Admissions Policy has been agreed with the Oxford Diocese and the Local Authority for the school year 2022/2023.

For further information in the first instance please contact the Admissions Secretary at the school. Contact details are as follows:

Kirtlington Primary School
Heyford Rd
Kirtlington
Oxon OX5 3HL

Telephone: 01869 350210
Email: office.3500@kirtlington.oxon.sch.uk

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made via the school office.

This Admissions Policy 2022-2023 was approved by the Governing body on: 10.2.21.