

# WESTON TURVILLE CE SCHOOL

## ADMISSION ARRANGEMENTS FOR SEPTEMBER 2020 - AUGUST 2021

### Weston Turville CE School's Ethos Statement

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan levels.

The School aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

“To pursue wisdom within a Christian ethos.”

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.

### Admission arrangements to the Reception Year in September 2020

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 2015 and 31 August 2016 may apply for them to be admitted to the Reception Year in September 2020. There are 30 places (the published admission number) available. Our policy is not to offer admission in September 2020 to children who were born on or after 1 September 2016.

Parents of a child whose fifth birthday falls between 1 September 2020 and 31 March 2021 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 2020-21), 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 2021 and 31 August 2021 (summer born children) who do not reach compulsory school age until September 2021, parents who do not wish them to start school in school year 2020-21 but to be admitted to the Reception Year in September 2021, should proceed as follows: They should apply at the usual time for a place in September 2020 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2021. 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 2020), 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 2021) for a Reception place in September 2021. If their request is refused, the parents must decide whether to wait for any other offer of a place in September 2020 (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 2021 for a Year 1 place in September 2021. Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 2020-21 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 2020 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 2020. 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 or about 16 April 2020 or other date published as the national primary school offer day.**

### **Over-subscription criteria**

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Weston Turville CE School will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- i 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)
- ii Families who have exceptional medical or social needs that make it essential that their child attends Weston Turville CE 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)
- iii Children with a normal home address (See Note 4) **within** the catchment area (See section "Catchment Areas" below).

OR

Children, one of whose parents has expressed a denominational preference for this school and whose normal home address is **within** the parish of St Mary Weston Turville and whose application is supported by proof of church commitment at any Christian church that is a member of Churches Together in Britain and Ireland (CTIBI) or the Evangelical Alliance (EA). (See Note 7)

- iv Children with a normal home address **outside** the catchment area **and** with a relevant sibling (See Note 5).
- v Other children.

When differentiating between children within one of the criteria i - iii, siblings (See Note 5) will be given preference. If further differentiation is still required, the proximity of the child's home to the school (See Note 6) will be measured, with those living nearer being accorded the higher priority. Proximity will also be used where it is necessary to differentiate between children in criteria iv and v.

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.

### **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 30 places. Applications must be made directly to the school on a form available from 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 i – v above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will *normally* be considered by the Governing Body *only* up to half a term 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. **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

### **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.

### **Waiting Lists**

The school maintains waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. 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.

### **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 30 for Reception 2020-2021 or the number of places (30) in other year groups.

### **Fair Access**

The school participates in Buckinghamshire LA'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. 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.

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

### **Admissions in September 2018**

The school received 97 applications expressing a preference for admission to the Reception Year in 2018 by the closing date in January 2018. These were ranked as follows:

Children with statements naming the school	0
Criterion i	1
Criterion ii	1
Criterion iii	21
Criterion iv	7
Criterion v	67

30 places were offered, with the cut-off coming under criterion (iv) at a distance of 3.7 miles.

## **Catchment Areas**

The catchment area for Weston Turville CE School, for children wishing to join the school up to the end of the 2018 academic year, is the village of Weston Turville and the surrounding areas, the same catchment as previously given to us by the Local Authority before we became an aided school.

However, in the light of major housing proposals for the northern part of this area, it is proposed to exclude this part and include it in the catchment for Bedgrove School, from the 2019 intake onwards. At the same time and in the light of housing developments to the west of Aston Clinton, this area would be included in the catchment for Weston Turville CE School on a shared basis with Aston Clinton School. See map below.

As a faith school, applications on the grounds of religious preference also refer to the parish of St Mary the Virgin, Weston Turville. (See map below and Note 7)

## **Further information**

Further information can be obtained in the first instance from the School Secretary at the school:

Website	<a href="http://www.westonturville.bucks.sch.uk">www.westonturville.bucks.sch.uk</a>
Email	<a href="mailto:office@westonturville.bucks.sch.uk">office@westonturville.bucks.sch.uk</a>
Address	School Approach, Weston Turville, Aylesbury, Bucks, HP22 5RW
Phone	01296 613436

Other contacts:

Local Authority (Bucks County Council)

Website	<a href="http://www.buckscc.gov.uk">www.buckscc.gov.uk</a>
Email	<a href="mailto:customerservices@buckscc.gov.uk">customerservices@buckscc.gov.uk</a>
Address	County Hall, Walton Street, Aylesbury, Bucks, HP20 1UA
Phone	0845 3708090

Oxford Diocesan Board of Education

Website	<a href="http://www.oxford.anglican.org/schools">www.oxford.anglican.org/schools</a>
Address:	Church House Oxford, Langford Locks, Kidlington, OX5 1GF
Phone:	01865 208279

Department for Education

Website	<a href="http://www.education.gov.uk">www.education.gov.uk</a>
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## **Notes**

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 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).

Note 3 When applying under criterion ii (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 Weston Turville CE 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.

For the sibling to be relevant to the application process, s/he must be on the roll of the school at the time of application or his/her parent must have accepted an offer of a place at the school, and be expected still to be in attendance at the school at the time of entry of the child for whom the application is made.

Note 6 Proximity of the child's home to the school will be based on the straight-line distance between the home and the school, measured by Buckinghamshire LA's Geographical Information System as described in the Buckinghamshire LA admissions booklet:

The straight-line distance definition: is 'the distance from the address point of the pupil's normal home address, as set out by Ordnance Survey, to the nearest open school gate available for pupils to use'.

Note 7 By church commitment we mean that a parent and/or the child for whom an application is being made has been a regular worshipper (at least twice a month on average) for the year immediately preceding the date of the application for a place. The Governing Body asks the priest or minister to complete a form (available from the School Secretary) confirming commitment.

The current version of the Admission Arrangements was determined in April 2014 after formal consultation, with only date changes and legal alterations made in 2015, 2016, and 2017. Next formal consultation would have been due in 2021 for 2022 -23 arrangements (seven years after previous formal consultation), but proposed changes to the catchment area required formal consultation which took place in November – December 2017 and January 2018.

The agreed arrangements were determined by FGB in January 2019.

## **Application to attend Weston Turville CE School Supplementary Information**

NB: This form is only required where a parent is seeking admission for a child on the grounds that he/she is a regular worshipper (Criterion iii of the school's admission arrangements). After completion by the priest or minister, it should be returned to the school.

Name of child:

Name of parent/guardian:

Church attended:

I confirm that I and/or the child named above have attended services at the church at least twice per month on average in the year immediately preceding the date of the application.

Signed (parent/guardian):

Date:

To the Rector, Vicar, Minister etc.

Please could you verify the above statement made by the parent.

I am able/unable to confirm the above statement.

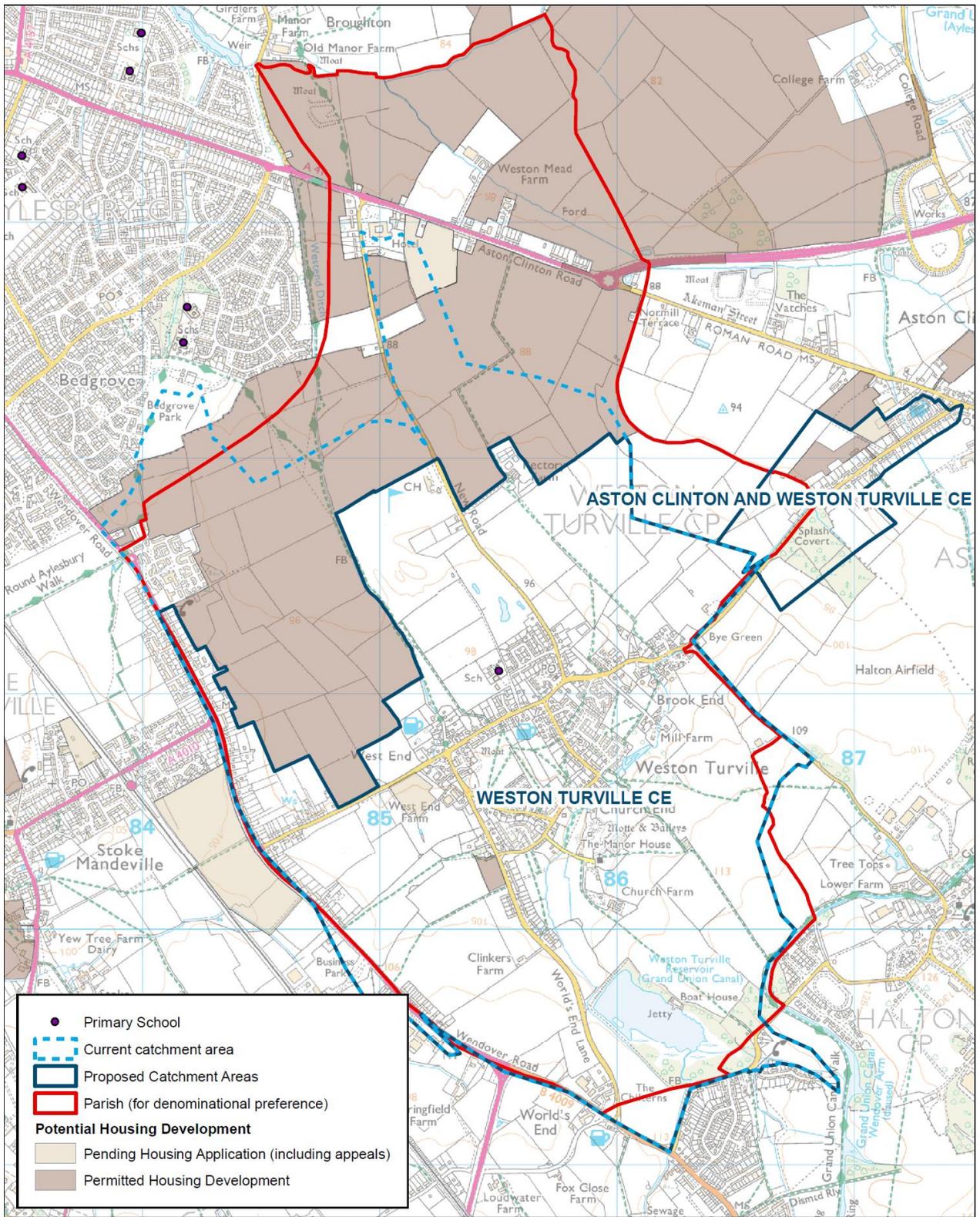
Name:

Position (Rector, Vicar, Minister etc):

Signed:

Date:

NB. Please return this form to Weston Turville CE School by the 15 January 2020 for the main admissions round or with the application form for any other application.
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**Catchment Area for Weston Turville CE School from 2019**



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