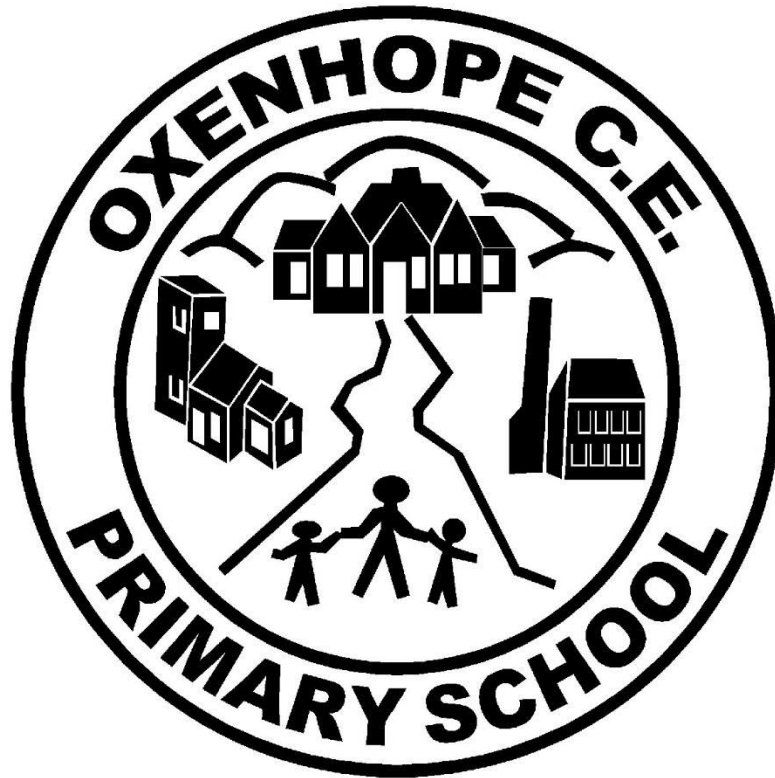


Admissions Policy

November 2018



Oxenhope Church of England
Primary School

Admissions Policy 2018/2019 Academic Year

Children are admitted into Reception full time in the September of the school year in which they will be five. The following priority for admissions will apply if the demand for places exceeds the school's admission limit of 30. Children with a statement of Special Educational Need where this school is named on the statement will be admitted to the school without reference to the oversubscription criteria below.

Oxenhope Church of England Primary School is a voluntary aided school for which the admissions authority is the Governing Body. Where there are more applications than places available, places will be allocated in the following order of priority:

1. Looked after children* or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order. (* see notes below)
2. Regularity of family involvement* in the worship and work of the Parish Church of St Mary the Virgin, Oxenhope, supported with written evidence from the recognised minister at St Mary's Church.
3. Children resident within the Parish Area* of the school where the family is regularly involved in the worship and work of another Christian* church, supported with written evidence from a recognised minister.
4. Children resident within the Parish Area* of the school where the family is regularly involved in another faith community*, supported with written evidence from a recognised faith community leader.
5. Those children who have siblings* attending the school at the time of admission.
6. Pupils who attend an academy which is part of Bradford Academies Diocesan Trust.
7. Those children resident within the Parish Area* of the school.
8. Other children.

If all other factors are equal in each of the above categories, the deciding factor is children whose family home* is closest to the school measured by straight line distance from the main entrance of the family home to the main entrance of school.

Definitions

- * 'Looked after children' as defined by Children Act 1989.
- * 'Regularity of family involvement' means attendance once a month on average.
- * 'Parish Area' is defined as those addresses deemed to be in the Ecclesiastical Parish of St Mary the Virgin, Oxenhope. A map is available in church.

- * 'Christian' means a church that is a member of the Churches together in Britain and Ireland or The Evangelical Alliance (<http://www.eauk.org/>)
- * "Another faith community" means one of the major world faith traditions other than Christianity in Britain – Buddhism, Hinduism, Islam, Judaism, Sikhism.
- * 'Sibling' means a brother or sister of statutory school age who lives at the same address. Children living in the same family, e.g. foster children or step-sisters or step-brothers are also included.
- * The 'family home' is defined as the home where the child regularly resides on weekdays.
- * Distances will be measured by linear measurement from the main entrance of the family home to the main entrance of the school building (using local authority geographical information system computer software).

Application procedure

The Local Authority Common Preference Form (CPF) or In-year Common Preference Form (ICPF) must be completed and returned to the Admissions team or to the school by the publishing closing date. For those applying on faith grounds, the school's supplementary information form (SIF) must be submitted by the same date directly to the school. Letters will be sent to parents advising them of the outcome of their application by the Local Authority in April 2016, and advised of their right of appeal to an independent appeal panel.

Admission of children below compulsory school age

- Children who are offered a Reception place in the school will be able to start school in the September following their fourth birthday.
- Parents may request that the date their child is admitted to the school is deferred until later in the same school year or until the child reaches compulsory school age in that school year.
- Parents may request that their child attends part-time until the child reaches compulsory school age.
- Requests for a child to start their schooling on a part-time basis or to defer the start until they reach compulsory school-age should be addressed to the Headteacher.
- Compulsory school age is the beginning of the term following the child's fifth birthday.

Admissions for children with additional needs

School will work with the council, the Trust, parent groups, schools and SEND professionals to meet any additional needs that may require specialist advice in order to access the school. You will need to give full details on the application form and your application must be supported by specialist advice relating to the medical or behavioural needs of your child

Deferred entry to primary schools

Parents of children who are offered a place at the school before they are of compulsory school age may defer their child's entry until later in the school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year for which

application was made. It should be noted, however, that such children will only be allowed to start at the beginning of a term. Parents may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term of the school year for which the original application was accepted.

Appeals

Parents/guardians of children who are not offered a place have the right to appeal. Such cases will be heard by an independent appeals panel. A written letter of appeal must be sent within 14 days from the date of the letter informing applicants of the governors' decision. The information about the appeals process can be found online, following the links from the school website, or by phoning 01274 385967.

Waiting lists

Where a child is refused an offer of a place in the school, the parents may request that the child's name be placed on the school's waiting list. The waiting list will be maintained for the remainder of the academic year for which the application was made. Waiting lists will be maintained in order of the oversubscription priorities.

Admissions outside the normal admissions round

An in-year CPF, available from school or Local Authority, must be completed and returned to the school for admission to the school outside the normal admission round. If you are applying on faith grounds the SIF must also be completed and returned to the school. The Governors will inform the parent and the Local Authority of the outcome of the application.

Next Review – September 2018

Attachments – SIF for September 2018 intake

Written by John Parkin

November 2018

Review date November 2019

Oxenhope Church of England (Voluntary Aided) Primary School

Supplementary Information Form – September 2018 Intake

Child's Full Name: _____

Date of Birth _____ Male/ Female

Address: _____

Postcode _____

Parent/Carer Name _____ Tel. No. _____

Do you regularly worship in an Anglican Church or any other Christian Church? Yes / No

Do you regularly worship as part of another faith community? Yes / No

Name and address of church or faith community: _____

Name of vicar/priest/minister/faith community leader: _____

Please ask the above named person to complete the section below:

Vicar/Priest/Minister/Faith Community Leader Recommendation

To the best of my knowledge the above child attends:

	Most weeks	Once a month	Occasionally	Never
Regular services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Involvement -----

To the best of my knowledge the above parent attends:

	Most weeks	Once a month	Occasionally	Never
Regular services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Involvement -----

Signed _____ Name (printed) _____

Date _____

This supplementary form should be completed and returned to Oxenhope C of E Primary School at the above address, if we are listed as one of your school choices on the Common Preference Form.