

# Clewer Green CE Aided First School

## *Inspiring Children*

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*Vision: Every child has been blessed by God with unique potential. Our vision for Clewer Green is to inspire and nurture children in a safe, happy and caring Christian community, where everyone is valued and enjoys learning.*

## **ADMISSION PROCEDURES FOR ACADEMIC YEAR 2020 – 2021**

### **AIM**

Our aim, in line with our distinctively Christian values, is for every child, to have the support that they need, and, by example and direct teaching, promote a Christian ethos within the school, whilst recognising that not all of its members will be practising Christians.

1. We hold Parent Tours of the school every Thursday afternoon. This is an opportunity for parents to meet the Headteacher and to ask any questions about the school.
2. A Prospectus Folder will be available at this visit. Parents may also telephone the school and ask to be sent a Prospectus Folder.
3. The Royal Borough of Windsor and Maidenhead (RBWM) has a **Common Application Form (CAF)** which needs to be **returned to the Town Hall** for parents seeking a place in Foundation Stage only. (See (8) below) Information about how to obtain a CAF is available from the School Office. Applicants from outside the Royal Borough of Windsor & Maidenhead must use the CAF from their own Authority and return it to that same Authority. For any In-Year applications the school is the Admission Authority.
4. A Prospectus folder is available from the School Office. This contains a **Supplementary Information Form (SIF)** (see (8) below) that refers to applications made under Categories 4 - 7 below. The SIF needs to be completed and **returned to the school**.
5. The local authority, the Royal Borough of Windsor and Maidenhead, runs a six-term year. At Clewer Green CE First School, the terms are as follows:
  - September – end of October – Harvest Term 1 (followed by 1 week's break)
  - November – end of December – Advent Term 2 (followed by 2 weeks holiday)
  - January – mid February – Epiphany Term 3 (followed by 1 week's break)
  - End February – end of March – Lent Term 4 (followed by 2 weeks holiday)
  - Mid April – end of May – Easter Term 5 (followed by 1 weeks' break)
  - June – end of July – Trinity Term 6 (followed by a long summer holiday)

During the School Year 2020-2021, all children are entitled to start in September as per the changes to school admissions legislation made by the Government in December 2014 as stated below.

At our school, pupils are normally admitted at the beginning of the academic year (1<sup>st</sup> September – 31<sup>st</sup> August) in which they reach their fifth birthday. Applications for children who turn 5 after the 31<sup>st</sup> August 2021 will be eligible to be considered for a place at the school in the following academic year (2021-22). We welcome all children, without reference to ability or aptitude. Parents whose children were born between 1<sup>st</sup> September 2015 and 31<sup>st</sup> August 2016 may apply for a place in the Foundation Stage 2 Year in September 2020. There are 60 places available as stated in paragraph 6.

Parents of a child whose fifth birthday falls between 1 September 2020 and 31 August 2021 may request that their child is not admitted until later in the school year 2020/21 (no later than the term [using 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 2021 and 31 August 2021 (summer-born children), 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 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, 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 the January 2021 deadline) for a Reception place in September 2021. If their request is refused, the parents must decide whether to wait for any 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 summer term 2020 for a Year 1 place in September 2021. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2020-21 Reception Year group

6. Our Published Admission Number (PAN) in to Foundation Stage, Year 1, Year 2, Year 3 and Year 4 is 60.
7. Clewer Green CE Aided First School is a voluntary aided school. This means that the Governors are the Admissions Authority for the school. They will meet at the end of February 2020, providing the Local Authority have supplied the necessary information at this time, to consider applications for places in the academic year September 2020 – July 2021. They will treat all applications equally, irrespective of need or ability, according to the Admissions Criteria (see below).

Any late applications which are received will be placed on the waiting list in criterion order.

8. RBWM runs a system whereby all applications for places at First, Middle or Senior schools are administered centrally. Parents/Carers wishing to apply for a place at Clewer Green CE First School need to do the following:
  - Parents will need to request a Common Application Form (**CAF**) from RBWM's Admissions Department, if one is not automatically sent in the post, complete it and return it by the date specified on the form. This can also be found online on the RBWM Website and completed electronically. If parents are resident outside of RBWM, the CAF from their own Authority needs to be completed and returned to that same Authority by the date specified. *Parents need to complete a CAF from the Local Authority in which they are resident.*
  - Request a Supplementary Information Form (**SIF**) from the School Office, complete it and return it to the School by the date specified on the form. The SIF is required for denominational criteria.
9. The Admissions Department sends the Governing Board a list of all applicants for places at Clewer Green CE Aided First School, showing the categories in which applications are being made (See Admissions Criteria below), but not showing what preference the school has been named as.
10. The Governors rank all the applications in order, according to the Admissions Criteria, for places in the academic year 2020-2021. As it is often the case that the number of applications exceeds the number of places available, it is important that the dates specified on the CAF and the SIF are adhered to. Late applications will only be considered in exceptional circumstances.
11. All parents will be informed **in writing** (see Note d) below) of the Governors' decision, via the Royal Borough of Windsor and Maidenhead. Successful applicants are requested to send **written acceptance** of the offer of a place at the school **by return** post. If parents have not responded to the offer within a reasonable time (3 weeks), the Governors' will remind parents of the need to respond within a further seven days. The offered place will be withdrawn if no response has been received after that time.
12. The Governors will not reconsider any repeat application unless there has been a significant change in circumstances, such as a change of address.

Unsuccessful applicants will be given information on how to appeal (See Note c) below).

13. The children's names will be put on a waiting list according to the Admissions Criteria set out below. Any places becoming available during the course of the academic year will be offered to the parents of those children, in Admission Criteria order.
14. Children of school age moving into the Windsor district during the academic year can only be taken into other classes in school if there is a vacancy in the appropriate year group. Where there is an excess of such applications, the Admissions Criteria will apply and will be assessed as any other In-Year transfer.
15. Applications for places during the academic year will be considered by the Governors providing that there are places in the required year group and will be based on the Admissions Criteria attached.

Any further information is available from the School Office.

## **ADMISSIONS CRITERIA FOR 2020 – 2021**

The Governors use the following criteria when the number of applications exceeds the number of places available.

Categories 1 and 2 are required by law. After those Categories, places will be offered to children of compulsory school age whose normal home address (see Note e) below) is situated within the ecclesiastical parishes of Clewer St. Andrew and All Saints, Dedworth at the date of application. For the purposes of admissions this will be known as our 'catchment area'. A map showing this geographical area is available in the School Office.

### **Category 1**

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Clewer Green CE Aided First School as their preferred choice will always be admitted even if it means that our PAN is exceeded.

### **Category 2**

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. Governors will subscribe to the Local Authority in-year fair access protocol which means that such children will be offered a place as soon as possible, even if the school is full or, if appropriate, will go to the top of the waiting list.

### **Category 3**

Children who have a parent employed by Clewer Green CE Aided First School and have been employed for at least two years prior to application.

### **Category 4**

Children whose parents show a denominational preference for a Church of England school and are also resident in the catchment area. This should be supported by evidence that a parent has been for the year preceding the application, a regular worshipper at St. Andrew's, Clewer Village or All Saints, Dedworth.

### **Category 5**

Children who, when they start at the school, still have a sibling attending Clewer Green CE Aided First School. Sibling in this instance means brother or sister, half brother or sister, adopted brother or sister, or the child of the parent / carer's partner where the child for whom the place is sought is living in the same family unit as a sibling.

### **Category 6**

Other children whose parents wish to apply to Clewer Green CE Aided First School and are resident within the School's catchment area, which is the Parish boundaries of St Andrew's Church, Clewer and All Saint's Church, Dedworth.

### **Category 7**

Other children whose parents wish to apply to Clewer Green CE Aided First School.

## Notes

- a) By the word 'parent', we mean both natural parents and anyone, though not a natural parent, who has parental responsibility for the child. The term also includes anyone who, though not a natural parent, is the legal guardian of the child. Please contact the school for advice if you are in any doubt. By the word 'sibling' we mean brothers, sisters, half brothers and sisters, adopted brothers or sisters, step brothers or sisters or the children of the parent or carers partner where the child is living within that family unit at the same address.
- b) 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). Please note that the criterion can only apply to children adopted, subject to a child arrangements or special guardianship order **immediately after being looked after**. Children adopted from overseas or following private fostering arrangements do not qualify as they were not in the care of a local authority immediately prior to being adopted, etc. The only way in which such children could be given priority is under a medical/social criterion and, even then, they might not qualify.
- c) Places will never be promised or offered verbally.
- d) Parents have the right to appeal if they consider that their child has not obtained his or her rightful place in the school of their choice. Recourse will need to be made to the Appeals Committee for Admission. This will be set up by the Oxford Diocese, and is independent of the school. Details as to how to go about an appeal will be sent with the letter to say that an application has been unsuccessful.
- e) 'Normal home address' means the child's permanent address at the time the Governors consider the application. It is the address where the child lives. The Governors regard this address as being where the child spends most of the school week (Monday – Friday, including nights). Governors may ask to see official documents, such as a Child Benefit book, if there are reasons why the child does not live at the parents' address. An example might be if a child lives with grandparents. Should such an arrangement be the case, parents need to ensure that this is stated on the application form. If parents do not state such arrangements, or use a relative's address as their own on the application form, the Governors may consider that a false declaration has been made and withdraw the offer of a place.

Governors, through the school, reserve the right to check that an address is valid, by asking for evidence.

Parents moving into the catchment area will be asked for evidence of the move before any application for a place is considered.

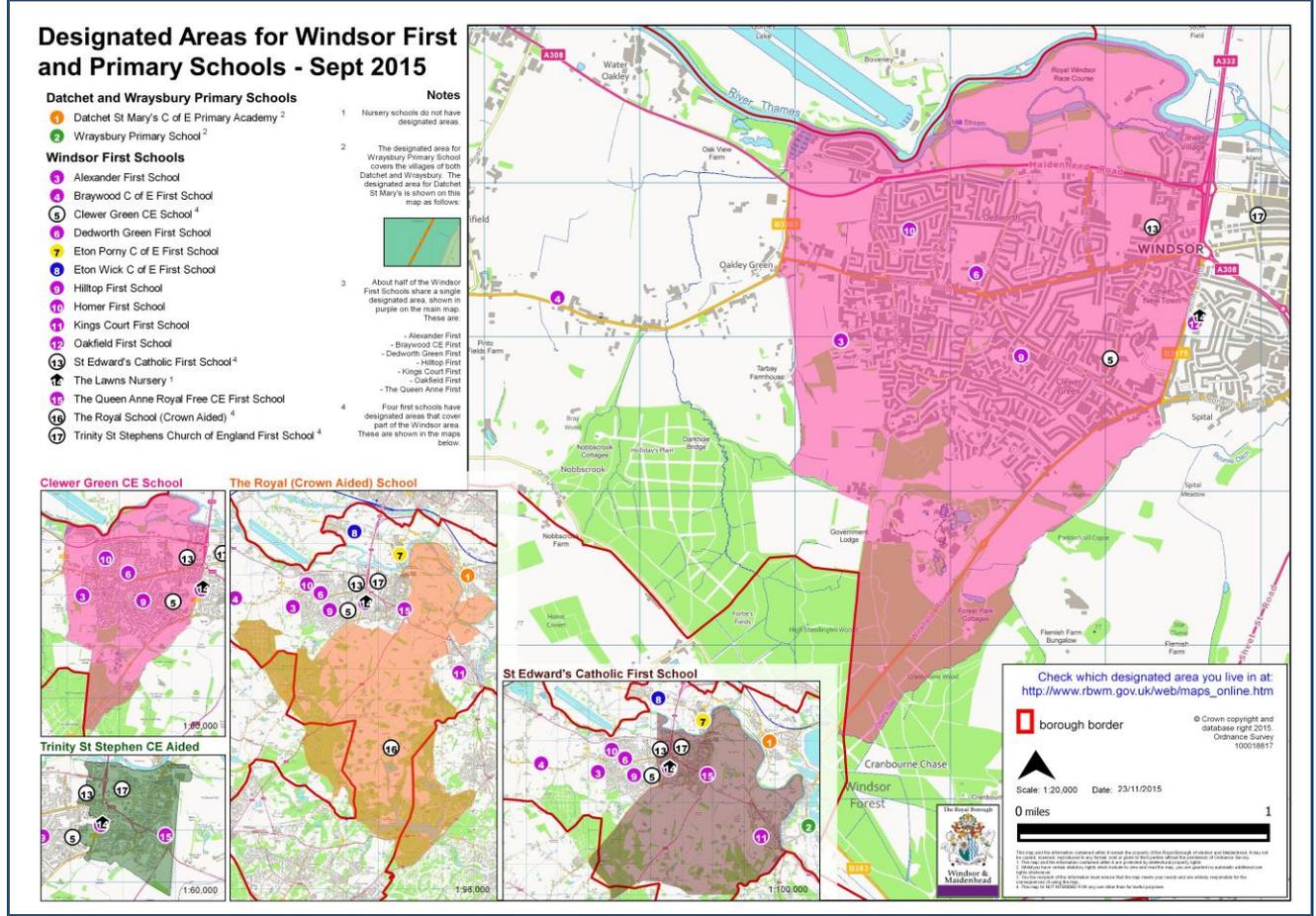
Please note that 'Childcare arrangements' are **not** sufficient reason for giving another address.

Parents applying in Categories 4 or 5 need to complete the Supplementary Information Form which is available from the School Office.

- f) Multiple Births. Governors will offer places to all multiple births in one family according to the Criteria, even if this means exceeding the Key Stage 1 class size pledge.
- g) In the event of an absolute tie-break, the final decision will be made according to proximity of the home and will be measured using the RBWM Geographical Information System as described in the RBWM Admissions Booklet.

The School has made every effort to comply with all relevant legislation, and this policy should be read in conjunction with the Schools Admissions Code 2014 <https://www.gov.uk/government/publications/school-admissions-code--2>

# Clewer Green - School Catchment Area



Revised December 2018  
 Review date December 2019  
 Approved FGB 6<sup>th</sup> December 2018

Date \_\_\_\_\_

Kate Kelliher, Chair of Governors