

## Clewer Green CE First School

Hatch Lane, Windsor, SL4 3RL Tel: 01753 864544 Email: [office@clewergreen.org.uk](mailto:office@clewergreen.org.uk)

Headteacher: Mr M Tinsley



### **'Inspiring Children'**

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.

***'I can do all things through him who strengthens me'***

***Philippians 4:13***

## **ADMISSION PROCEDURES FOR ACADEMIC YEAR 2022 – 2023**

### **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. During the School Year 2022-2023, 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.
6. 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 60 places (the published admission number) available.
7. Parents of a child whose fifth birthday falls between 1 September 2022 and 31 March 2023 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 2022/23), 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.

8. For children whose fifth birthday falls between 1 April 2023 and 31 August 2023 (summer born children) who do not reach compulsory school age until September 2023, 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 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 (19<sup>th</sup> April 2022), 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 2023) for a Reception place in September 2023. If their request is refused, the parents must decide whether to wait for any other 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 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 and it could be full with children transferring from the 2022/23 Reception Year group.
9. 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 head teacher.
10. Our Published Admission Number (PAN) in to Foundation Stage, Year 1, Year 2, Year 3 and Year 4 is 60. The September 2020 intake was 58.
11. Clewer Green CE First School is an Academy within the Multi Academy Trust of Windsor Learning Partnership. This means that the Governors are the Admissions Authority for the school. They will meet at the end of February 2022, providing the Local Authority have supplied the necessary information at this time, to consider applications for places in the academic year September 2022 – July 2023. They will treat all applications equally, irrespective of need or ability, according to the Admissions Criteria (see below).
12. Any late applications which are received will be placed on the waiting list in criterion order.
13. 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:
14. 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.*
15. 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.
16. 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.
17. The Governors rank all the applications in order, according to the Admissions Criteria, for places in the academic year 2022-2023. 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.
18. 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. Please note that parents must also accept the offer made by the Royal Borough of Windsor & Maidenhead on National Offer day via the portal, post or email **by 3<sup>rd</sup> May 2022**.

19. The Governors will not reconsider any repeat application unless there has been a significant change in circumstances, such as a change of address.
20. Unsuccessful applicants will be given information on how to appeal (See Note c) below).
21. 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.
22. 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.
23. 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 2022 – 2023**

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 Windsor. For the purposes of admissions this will be known as our 'catchment area'. A map showing this geographical area will be provided by The Royal Borough of Windsor & Maidenhead once updated in the summer term of 2021.

### **Category 1**

Children 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, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted. (See Note b)

### **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 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 5**

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 Windsor.

### **Category 6**

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. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is 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). Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded as having been in state care outside 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.
- 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.

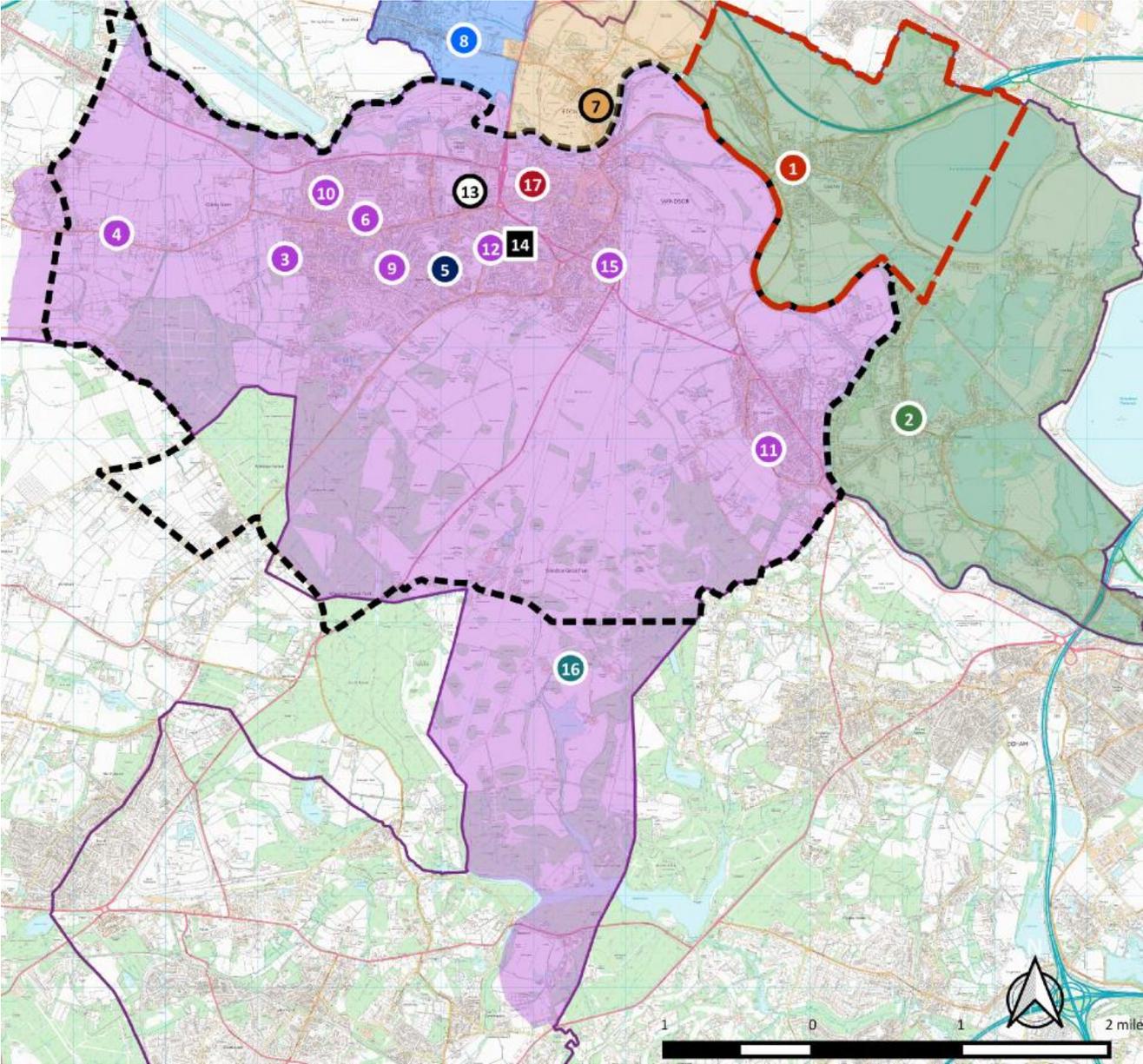
The School has made every effort to comply with all relevant legislation, and this policy should be read in conjunction with the Schools Admissions Code 2014 <https://www.gov.uk/government/publications/school-admissions-code--2>

Revised November 2020  
Review date November 2021  
Approved FGB 3rd December 2020  
Determined FGB 4<sup>th</sup> February 2021

\_\_\_\_\_ Date \_\_\_\_\_

Sarah Langley, Chair of Governors

**APPENDIX 1 – MAP**



[https://www.rbwm.gov.uk/sites/default/files/2021-10/windsor\\_datchet\\_wraybury\\_first\\_designated\\_areas\\_2022\\_map\\_1.pdf](https://www.rbwm.gov.uk/sites/default/files/2021-10/windsor_datchet_wraybury_first_designated_areas_2022_map_1.pdf)