

## Clewer Green CE First School

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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 2023 – 2024**

### **AIM**

Clewer Green CE First School values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities.

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 13 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 - 6 below. The SIF needs to be completed and **returned to the school**.
5. During the School Year 2023-2024, 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 2018 and 31 August 2019 may apply for them to be admitted to the Reception Year in September 2023. There are 60 places (the published admission number) available.

7. Parents of a child whose fifth birthday falls between 1 September 2023 and 31 March 2024 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 2023/24), 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 2024 and 31 August 2024 (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 2023/24 but to be admitted to the Reception Year in September 2024 should proceed as follows: They should apply at the usual time for a place in September 2023 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2024. 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 (17<sup>th</sup> April 2023), 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 2024) for a Reception place in September 2024. If their request is refused, the parents must decide whether to wait for any other offer of a place in September 2023 (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 2024 for a Year 1 place in September 2024. Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 2023/24 Reception Year group. NB agreement by the school in 2023 to defer does not guarantee a place in September 2024 – the normal over-subscription criteria apply.
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 2023, providing the Local Authority have supplied the necessary information at this time, to consider applications for places in the academic year September 2023 – July 2024. 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 (see Note 1) wishing to apply for the Foundation Year in September 2023 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 2023. 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 sent by the home LA on 17 April 2023.
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 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 2023-2024. 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 5) 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 2023**.
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 6) 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 2023 – 2024**

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

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 is in Appendix 1.

Children with an Education, Health and Care (EHC) plan naming Clewer Green CE First School will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

### **Category 1**

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 2)

### **Category 2**

Families who have exceptional medical or social needs that make it essential that their child attends Clewer Green CE First 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)

### **Category 3**

Children who have a parent employed by Clewer Green CE 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 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**

Children whose parents wish to apply to Clewer Green CE First School and whose normal address (see note 4) is within the school's catchment area, which is Windsor (see map in Appendix 1).

### **Category 6**

Other children whose parents wish to apply to Clewer Green CE First 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 60 places. Applications must be made directly to the school on a form available from the school.

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 above), 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 Board up to half a term [using the three term year] 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

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 and crown servants 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 60 for Reception 2023/24 or the number of places in other year groups.

### **Fair Access**

The school participates in RBWM's Fair Access Protocol. 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.

### Notes

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.

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. 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.

3. When applying under criterion 2 (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 XYZ 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.
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.

There are special arrangements for families of service personnel with a confirmed posting or crown servants returning from overseas. If the application is accompanied by an official letter that declares the relocation date, and if there is a place available, it will be offered even though there is not an intended address or the family is not yet living in the area.

5. Places will never be promised or offered verbally.
6. 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.
7. Parents applying in Categories 4 or 5 need to complete the Supplementary Information Form which is available from the School Office.
8. 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.

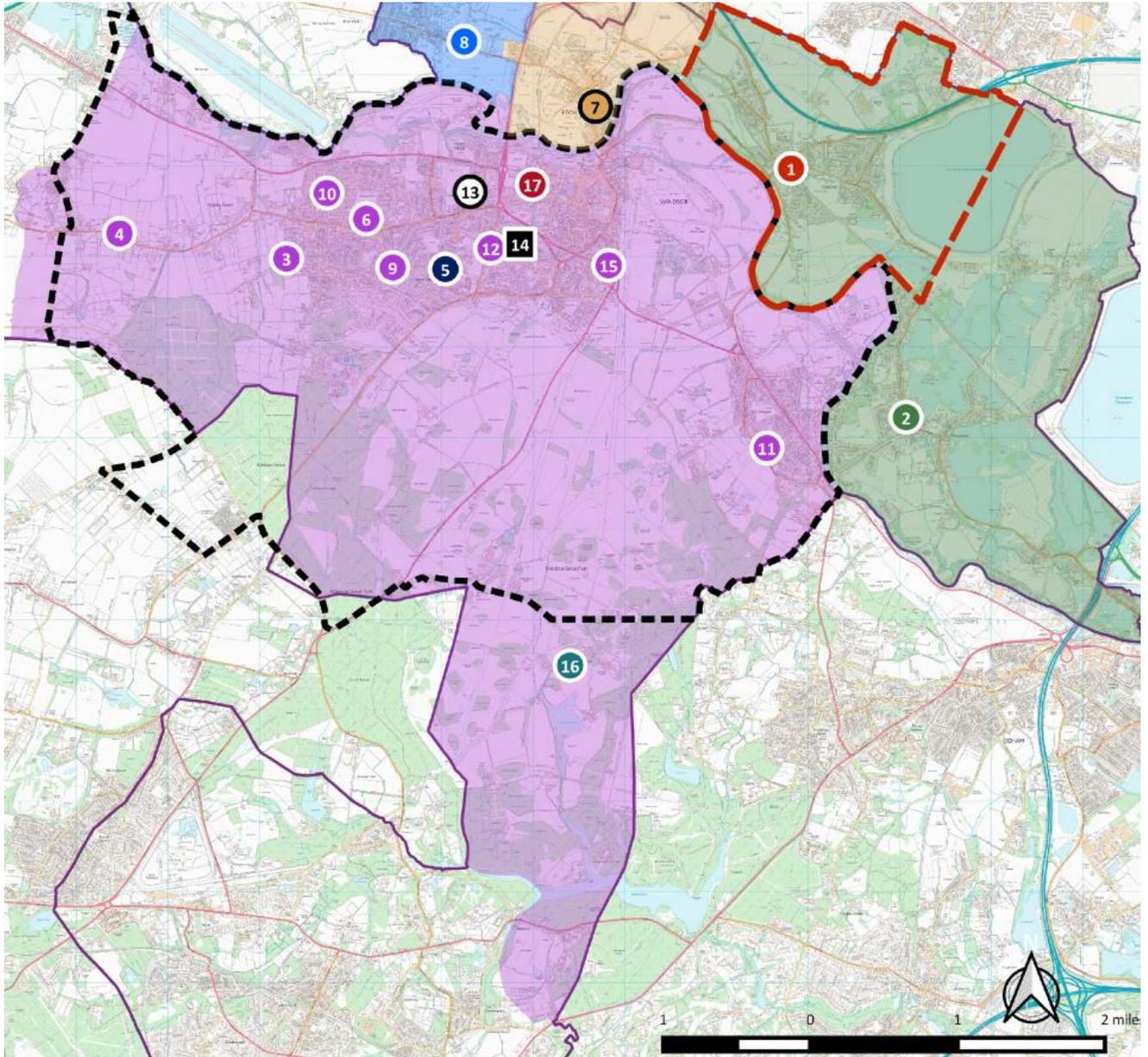
In the event of an absolute tie-break, the final decision will be made according to proximity of the home. The distance will be measured in a straight line from the address point of the pupil's house as determined by Ordnance Survey to the address point of the school using the local authority's GIS system. In the event that two or more children live at the same distance from the school then random allocation will be used to prioritise applicants where necessary. The names will be drawn and the whole process scrutinised by persons who are independent of the authority.

Revised	November 2021
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Approved	FGB 2nd December 2021
Determined	2 <sup>nd</sup> December 2022

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

Sarah Langley, Chair of Governors

# APPENDIX 1 – MAP



[https://www.rbwm.gov.uk/sites/default/files/2021-10/windsor\\_datchet\\_wraysbury\\_first\\_designated\\_areas\\_2023\\_map\\_1.pdf](https://www.rbwm.gov.uk/sites/default/files/2021-10/windsor_datchet_wraysbury_first_designated_areas_2023_map_1.pdf)