

# Trinity St Stephen C of E (Aided) First School

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## Co-ordinated Admission Procedure

### For Admission in Academic Year 2019-20

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## School Admission Policy

Trinity St Stephen Church of England First School values highly its Christian ethos, its close links with local churches and with 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 2014 and all relevant legislation, including that on infant class sizes and equal opportunities.

### Admission arrangements to the Reception Year in September 2018

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 2014 and 31 August 2015 may therefore apply for them to be admitted to the Reception Year in September 2019. There are 30 places (the published admission number) available. Our policy is not to offer admission in September 2019 to children who were born on or after 1 September 2015.

Parents of a child whose fifth birthday falls between 1 September 2018 and 31 March 2019 may request that their child is not admitted until later in the school year 2018/2019 (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 2015 and 31 August 2015 (summer-born children), parents who do not wish them to start school in school year 2019/2020, but to be admitted to the Reception Year in September 2020, should proceed as follows. They should apply at the usual time for a place in September 2019 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2020. 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 15 January 2020) for a Reception place in September 2020. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2019 (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 2020. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2019/2020 Reception Year 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.

Until the child reaches compulsory school age, parents may also request that s/he attends part-time. In such cases, detailed arrangements should be discussed with the head teacher.

**Parents (see Note 1) wishing to apply for the Reception [Foundation] Year in September 2019 must apply to 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 application must be submitted to that LA no later than 15 January 2019 \*. Applications submitted 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 16 April 2019\*. (\* Unless this is a Saturday or Sunday in which case the following Monday will be the final date)**

## **Over-subscription criteria**

Children with a Statement of Special Educational Need or with an Education Health Care (EHC) plan naming Trinity St Stephen First School will always 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:

- 1 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)
- 2 Children (or a parent) who have exceptional medical or social needs that make it essential that they attend Trinity St Stephen 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)
- 3 Children with a normal home address (See Note 4) **within the school catchment area** (see Appendix 2) and with a sibling (see Note 5) on the roll of the school at the time of application (or who has been on the roll within a year of the time of application) or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
- 4 Children with a normal home address **within the school’s catchment area** (see Appendix 2) and where at least one parent regularly attends Anglican worship <sup>1</sup>(at least once a month over the year preceding the date of application) at one of the following churches in Windsor: Holy Trinity, Clewer St Stephen, St John the Baptist, All Saints (Frances Road), St Andrew, Clewer and St George’s Chapel (Windsor Castle).
- 5 Children with a normal home address **within the school’s catchment area** (see Appendix 2) and where at least one parent is a regular worshipper (at least once a month over the year preceding the date of application) at a church in membership with Churches Together in Britain and Ireland. (*A list of churches is available from the school office or can also be found at [www.ctbi.org.uk](http://www.ctbi.org.uk) membership*).
- 6 Children with a normal home address **within the school’s catchment area** (see Appendix 2)
- 7 Children with a normal home address (See Note 4) **within the RBWM Single Designated Areas for Windsor First and Primary Schools** (see Appendix 1) and with a sibling (see Note 5) on the roll of the school at the time of application (or who has been on the roll within a year of the time of application) or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
- 8 Children with a normal home address (See Note 4) **within the RBWM Single Designated Areas for Windsor First and Primary Schools** (see Appendix 1) and where at least one parent is a regular worshipper (at least once a month over the year preceding the date of application) at a church in Windsor which is in membership with Churches Together in Britain and Ireland.
- 9 Children with a normal home address **outside the RBWM Single Designated Areas for Windsor First and Primary Schools** and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
- 10 Other children.

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<sup>1</sup> The specification of Anglican worship is in order to differentiate it from Church groups of other denominations who might use the church buildings mentioned as their main venue for worship.

#### NOTE FOR Criteria 4, 5 and 8

*Where a child has moved into the school's catchment area within the last twelve months, regular attendance at a previous church will be aggregated where the necessary verification is provided on the SIF form. (Appendix 3)*

*Applications under these criteria will only be accepted if the SIF form is completed, verified and submitted on time.*

Proximity of the child's home, as measured by the straight line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 10 should the need arise. 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 office or that can be downloaded from the school's website. 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 1– 10 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 Body 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. **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, before 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, or moving in with family 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, or the tenancy agreement has finished. 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. The governors will ask relevant professionals for their opinion on the case. Those refused places outside the normal age group will be informed of their statutory right to 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 2018/2019 or the number of places (30) in other year groups.

### **Fair Access**

The school participates in RBWM 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 Admissions Secretary at the school.

### **Admissions in September 2018**

Our admissions into our Reception class in September 2018 fell into the following categories:

	Children with an EHC plan, naming the school	
1	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)	0
2	Children (or a parent) who have exceptional medical or social needs that make it essential that they attend Trinity St Stephen 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)	1
3	Children with a normal home address (See Note 4) <b><u>within the school catchment area</u></b> (see Appendix 2) and with a sibling (see Note 5) on the roll of the school at the time of application (or who has been on the roll within a year of the time of application) or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.	11
4	Children with a normal home address <b><u>within the school's catchment area</u></b> (see Appendix 2) and where at least one parent regularly attends Anglican worship <sup>2</sup> (at least once a month over the year preceding the date of application) at one of the following churches in Windsor: Holy Trinity, Clewer St Stephen, St John the	0

<sup>2</sup> The specification of Anglican worship is in order to differentiate it from Church groups of other denominations who might use the church buildings mentioned as their main venue for worship.

	Baptist, All Saints (Frances Road), St Andrew, Clewer and St George's Chapel (Windsor Castle.	
5	Children with a normal home address <b><u>within the school's catchment area</u></b> (see Appendix 2) and where at least one parent is a regular worshipper (at least once a month over the year preceding the date of application) at a church in membership with Churches Together in Britain and Ireland. <i>(A list of churches is available from the school office or can also be found at <a href="http://www.ctbi.org.uk">www.ctbi.org.uk</a> membership).</i>	3
6	Children with a normal home address <b><u>within the school's catchment area</u></b> (see Appendix 2)	3
7	Children with a normal home address (See Note 4) <b><u>within the RBWM Single Designated Areas for Windsor First and Primary Schools</u></b> (see Appendix 1) and with a sibling (see Note 5) on the roll of the school at the time of application (or who has been on the roll within a year of the time of application) or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.	9
8	Children with a normal home address (See Note 4) <b><u>within the RBWM Single Designated Areas for Windsor First and Primary Schools</u></b> (see Appendix 1) and where at least one parent is a regular worshipper (at least once a month over the year preceding the date of application) at a church in Windsor which is in membership with Churches Together in Britain and Ireland.	0
9	Children with a normal home address <b><u>outside the RBWM Single Designated Areas for Windsor First and Primary Schools</u></b> and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.	0
10	Other children	0

### **Further information**

Further information can be obtained from the Admissions Secretary by  
e-mail [TSSFirst@RBWM.org](mailto:TSSFirst@RBWM.org)  
telephone 01753 862540

## **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** Note:

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 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 Trinity St Stephen 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, or a 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 alternative 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. A new address can only be considered for house moves that take place before the deadlines published in the RBWM Guide to Starting School.

If parents are moving, we will ask for evidence of the move, before 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.

Note 6 The straight line distance used to determine proximity of the home to the school will be measured by RBWM LA's Geographical Information System as described in the RBWM 'Guide to Starting School'.

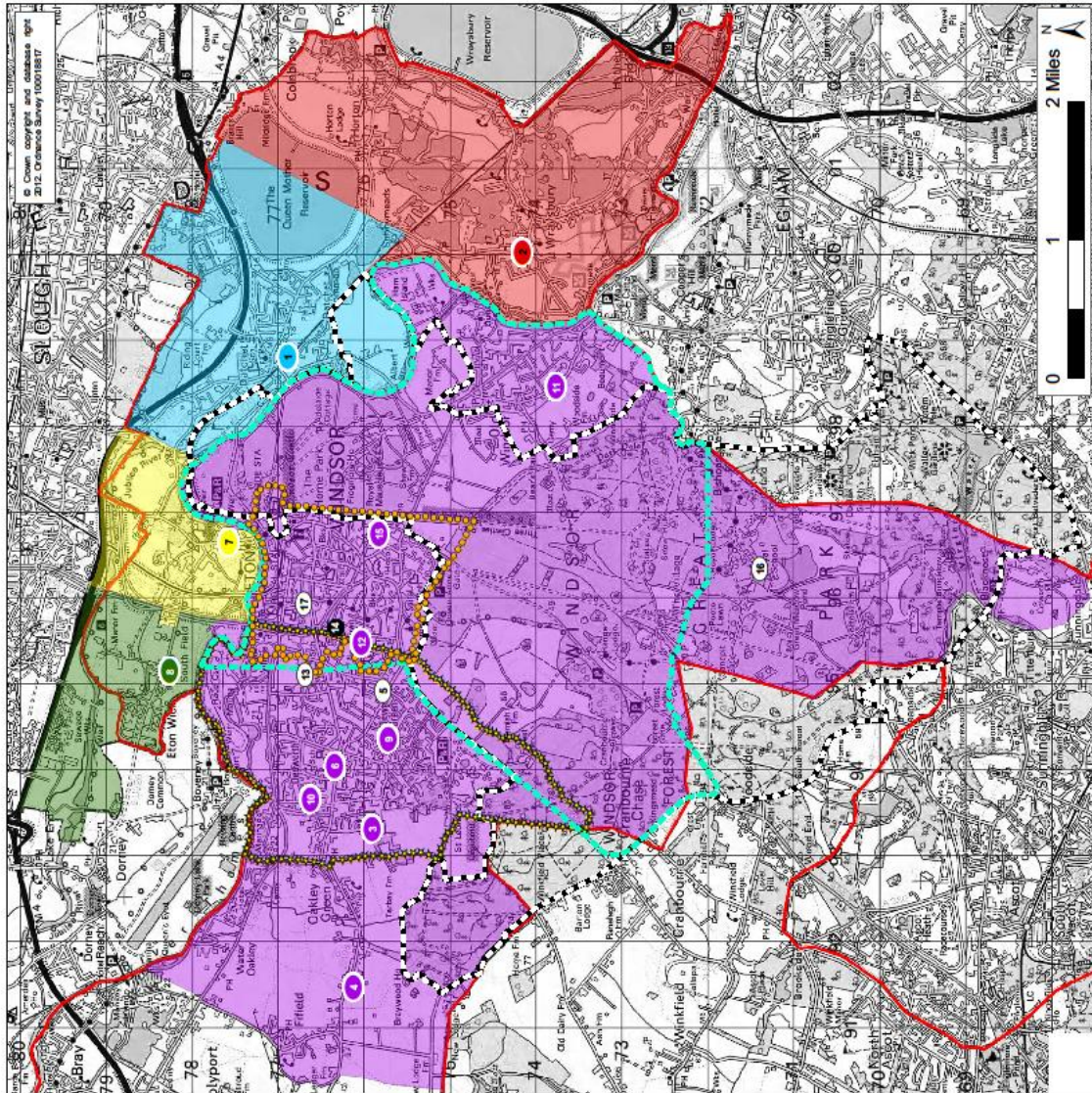


# Appendix 1

## RBWM Single Designated Areas for Windsor First and Primary Schools

(Area shown in purple)

### Designated Areas for Windsor First and Primary Schools - September 2013



**Notes**  
 1 Nursery Schools do not have designated areas.  
 2 About half of the Windsor First Schools share a single designated area, shown in purple on the map. These schools are:  
 - Alexander First  
 - Braywood CE First  
 - Claver Green First  
 - Hilltop First  
 - Homer First  
 - Kings Court First  
 - Oakfield First  
 - The Queen Anne... First

3 Claver Green CE First School uses the boundaries of Claver St Andrew and Claver St James Catholic Parishes in its admissions criteria. The boundary of this area is shown as follows:  
 ■■■■■■

4 St Edward's Catholic First School uses the St Edward's Catholic Parish boundary as part of its admissions criteria. The boundary of this area is shown as follows:  
 ■■■■■■

5 The Royal (Crown Aided) St Stephen CE First School uses the separate boundary of this area is shown as follows:  
 ■■■■■■

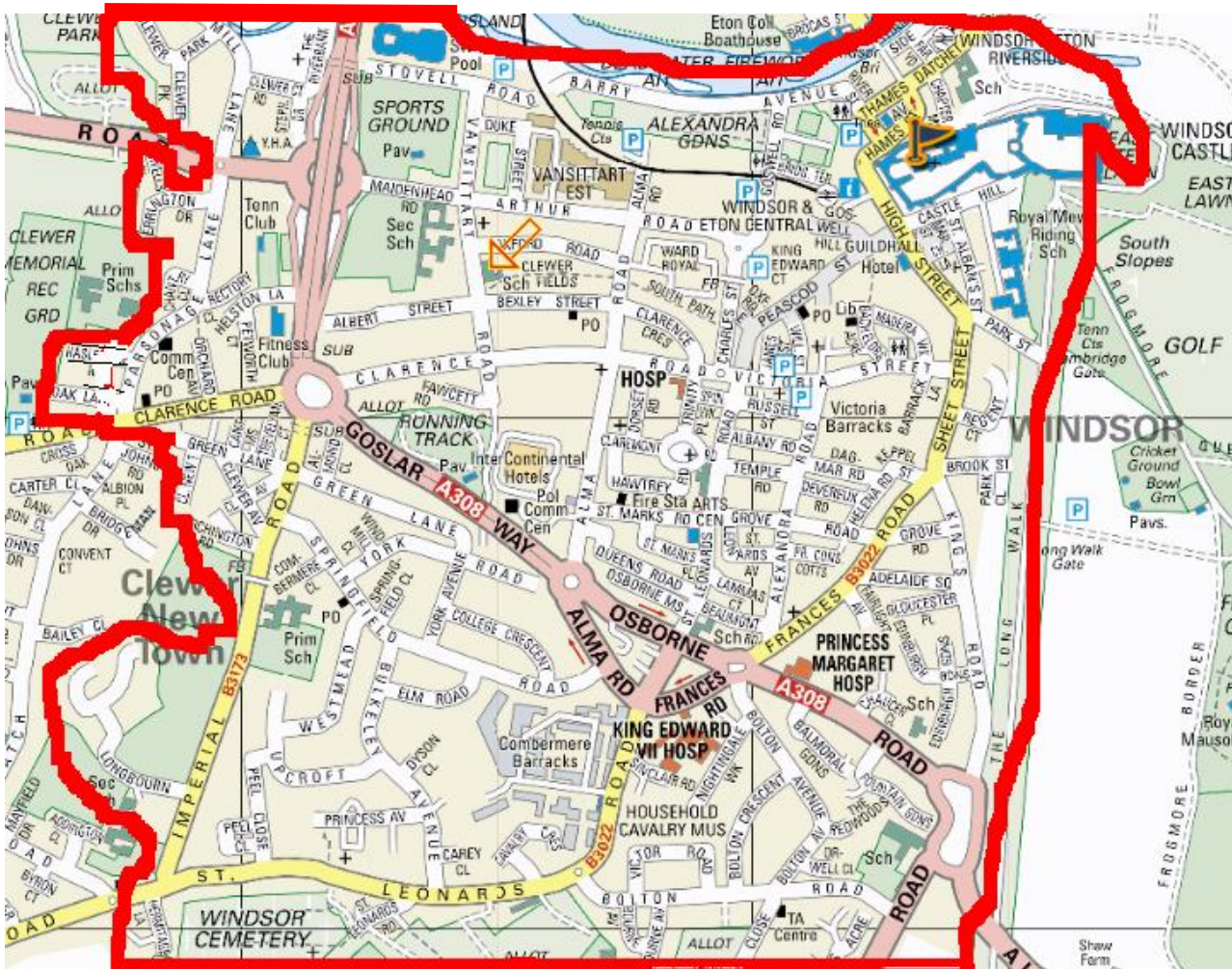
6 Trinity St Stephen CE First School uses the separate boundary of this area is shown as follows:  
 ■■■■■■

- DATCHET AND WRAYSBURY SCHOOLS**
- 1 Datchet St Mary's CE Primary School
  - 2 Wraybury Primary School
- WINDSOR SCHOOLS 2**
- 3 Alexander First School
  - 4 Braywood CE First School
  - 5 Claver Green CE School<sup>3</sup>
  - 6 Dedworth Green First School
  - 7 Elton Romy CE First School
  - 8 Elton Wick CE First School
  - 9 Hilltop First School
  - 10 Homer First School
  - 11 Kings Court First School
  - 12 Oakfield First School
  - 13 St Edward's Catholic First School<sup>4</sup>
  - 14 The Lawns Nursery School<sup>1</sup>
  - 15 The Queen Anne Royal Free CE Controlled First School
  - 16 The Royal (Crown Aided) School<sup>5</sup>
  - 17 Trinity St Stephen CE Aided First School<sup>6</sup>
- borough border



Appendix 2

School Catchment Area Map



Appendix 3

**Supplementary Information Form (SIF)**

Trinity St Stephen C of E (Aided) First School  
Admission for Academic Year 2018/2019

**Please only complete this form if applying under religious affiliation (criteria 4, 5 and 8) and return it signed to the school by the same date as the RBWM CAF deadline.**

**DETAILS OF CHILD**

Full Name:			
Date of Birth:		Male <input type="checkbox"/>	Female <input type="checkbox"/>
Address:			
	Post Code		
Telephone Nos:			

**RELIGIOUS AFFILIATION**

*See criteria 4, 5 & 8 of the Admission Policy*

Name of Parent		
Name of church attended and Denomination		
Name of Priest/Minister/Pastor		
Have you attended church at least once a month in the year preceding the date below on this form?	Yes <input type="checkbox"/>  No <input type="checkbox"/>	If yes, services attended:

**Declaration**

I/we have read and understood the school's Admission Policy.

Signature of Parent/Carer: ..... Date: .....

Please verify that the information given by the above-named parent is correct to the best of your knowledge.

Signature of Priest/Minister/Pastor: