



Westcott Church of England School
High Street, Westcott, Aylesbury, Buckinghamshire HP18 0PH
01296 651360
office@westcott.bucks.sch.uk
www.westcott.bucks.sch.uk
Headteacher **Mr Barry Grace**

Westcott Church of England School Nursery Admissions Policy 2023/24

General Information

- a. Westcott Church of England Combined School is a Voluntary Aided School serving the whole community. Westcott School is a Church of England voluntary controlled school affiliated to the Oxford Diocese. Strong Christian values are at the heart of our work and central to the ethos of the school's teaching and learning. One of the broad aims of the School is to help children learn that Christian values.
- b. Westcott Church of England School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our school. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.
- c. The Governing Body is the Admissions Authority for the Nursery.
- d. This policy applies to admission to Nursery. There is a different policy for admission into Reception and Years 1 to 6, available from the School. A place in the Nursery, or an offer of a place in the Nursery does not guarantee a place in the School. Those who attend Nursery must apply for a place in the School according to the School Admission Policy through the relevant application process.

Applying for a Nursery place

- a. Admission is by application only. If you are considering this Nursery for your child please request that your child be placed on the Nursery Admissions Mailing List by writing to the school or telephoning the school office (01296 651360). You will then receive admissions information as soon as it is available. We find it helpful to have prospective pupils on the list by their second birthday (please note that placing a child's name on the Nursery Admission Mailing List is not part of the admission procedure).
- b. Parents wishing to apply for the Nursery Year in September 2023 are encouraged to apply by returning the forms supplied in the Nursery Admissions mailing pack, by the date specified in the pack.

**Learning in faith & growing into
everything God wants us to be**



FORGIVENESS

FRIENDSHIP

PERSEVERANCE

RESPECT

THANKFULNESS

TRUST



Westcott Church of England School

High Street, Westcott, Aylesbury, Buckinghamshire HP18 0PH

01296 651360

office@westcott.bucks.sch.uk

www.westcott.bucks.sch.uk

Over-subscription criteria

If you wish to apply for a place at Nursery for your child under any of the below criterion please attach a covering letter when you return the Nursery Admissions Pack clearly stating which criteria you wish to be applied to your application. Please be aware that we may request additional evidence to support your application.

Children with a Statement of Special Educational Need or Educational Health Care Plans naming Westcott CE School Nursery 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:

- i Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after they were adopted or became subject to a residence order or special guardianship order.
- ii Children (or a parent) who have exceptional medical or social needs that make it essential that they attend Westcott CE School Nursery rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
- iii Children with a normal home address within the school's catchment area and with a sibling on roll at 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 nursery.
- iv Children with a normal home address within the school's catchment
- v Children with a normal home address outside the school's catchment area and with a sibling on roll at 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 nursery.
- vi Children who have at least one parent who has regularly attended Christian worship, at least once each month for the previous year, to the date of application. Details to be provided, on Westcott CE School's Supplementary Information Form, of the name of Churches or Christian Group, name of the Minister/Leader and appropriate telephone number. A parent should sign the Supplementary Information form stating compliance with this criterion. They should then ask a priest/minister to verify this statement.



- vii Children and families considered to have a special case. Applications under this criterion will be considered if children have special educational, medical or social reasons for gaining a place at the nursery which can be supported by written evidence from a doctor or social worker which should explain the particular reasons why Westcott CE School Nursery is the most suitable one and the difficulties which would be created if the child had to attend another nursery.
- viii Other children. Proximity of the child's home, as measured by the straight line distance between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria i to vii 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.

In Year Admissions

Admission to the nursery during the school year depends on whether or not there are places available. Nursery has 10 places. Applications must be made directly to the school on the 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 i – viii above), a place will be offered.

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, 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, 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.



Westcott Church of England School

High Street, Westcott, Aylesbury, Buckinghamshire HP18 0PH

01296 651360

office@westcott.bucks.sch.uk

www.westcott.bucks.sch.uk

Waiting Lists

The school maintains waiting lists for Nursery 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 10 for Nursery 2023.

Fair Access

The school participates in Buckinghamshire 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 nursery are most welcome to visit. Arrangements can be made through the Admissions Secretary at the school.

Further information

Further information can be obtained from the Admissions Secretary at the school Mrs Karen Harvey, 01296 651360 or office@westcott.bucks.sch.uk



Definitions:

Parent	A parent is any person who has parental responsibility for or is the legal guardian of the child. A person who is the child's parent should make the application. If two parents live at different addresses, the parent the child lives with for most of the week should make the application. We may ask for evidence if circumstances have changed in the past 18 months.
Sibling	A sibling is a brother or sister - for admissions purposes we mean one of two or more individuals who have one or more parents in common, or any other child (including an adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility. A sibling will only be considered to be attending the school if he or she is at the school in Reception – Year 6 at the time the allocations are made, or who has already been offered a place to start in the current academic year at the school.
Normal home address	Your child's home address. You will be asked to provide evidence of your home address to Buckinghamshire's Admissions Team. Further information regarding addresses and providing evidence is given in the "Guide for Parents" from Buckinghamshire's Admissions Team. Where a child lives with parents with shared responsibility, each for a part of a week or month, the address where a child lives will be determined by confirmation of registered address to which child benefit is currently paid. In this circumstance, we may ask to see a copy of the latest child benefit entitlement notice.
Straight Line Distance	The straight line distance from the address point of the pupil's house, as set out by Ordnance Survey, to the nearest school gate available for pupils to use as defined by the Buckinghamshire Admissions Team in its definition for community schools.
Statement of Special Educational Need or Educational Health Care Plan	A Statement of Special Educational Needs or Educational Health Care Plan is a legal document published by the Local Authority that sets out the special educational needs or health care of an individual child and the special help he/she should have.
Looked After Child	<p>A looked after child, or a child who was previously looked after but immediately after being looked after became the subject of an adoption, residence or special guardianship order.</p> <p>A looked after child is a child who is</p> <ul style="list-style-type: none"> a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989). <p>Adoption order: as defined under Section 46 of the Adoption and Children Act 2002</p> <p>Residence order: an order setting the arrangements to be made as to the person with whom the child is to live under section 8 of the Children's Act 1989</p> <p>Special guardianship order: an order appointing one or more individuals to be a child's special guardian (or special guardians) under Section 14A of the Children's Act 1989.</p>
Preference for a Church of England School	Parent/s expressing an interest in their child/ren attending a Church of England School. Here the Governing Body ask the priest or minister to complete a supplementary form available from the school confirming that at least one parent is a regular worshipper, and return it to the school.



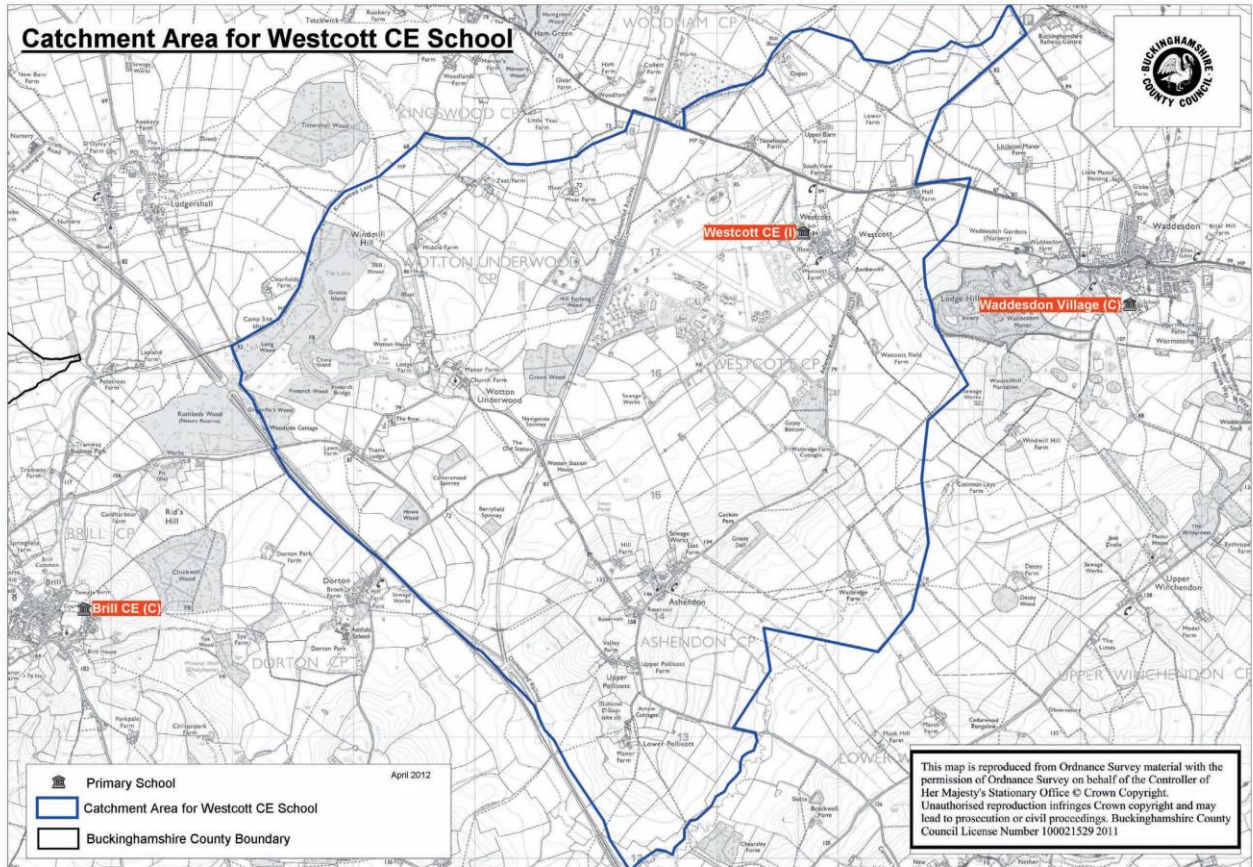
Westcott Church of England School

High Street, Westcott, Aylesbury, Buckinghamshire HP18 0PH

01296 651360

office@westcott.bucks.sch.uk

www.westcott.bucks.sch.uk





Westcott Church of England School
 High Street, Westcott, Aylesbury, Buckinghamshire HP18 0PH
 01296 651360
 office@westcott.bucks.sch.uk
 www.westcott.bucks.sch.uk

Supplementary Form to confirm your church attendance

Note to parents

1. Please complete the top section of this form with the name and address of the parent whose attendance at church is being put forward under this rule.

2. Ask your vicar, priest or minister to sign the statement at the bottom of the page and return this form, by the closing date for applications, to Westcott Church of England School, High Street, Westcott, Bucks, HP18 0PH (but the main application form must be sent to the Admissions Team at Bucks County Council).

3. If you have moved church you should return more than one form to cover the whole year immediately preceding the date of this application.

Child's full name (please underline family name)		Date of birth
Parent's full name (s)		
Home address		Postcode
Church attended by parent		
Church contact number		

Note to clergy

When the number of applications for admission exceeds the number of places available we use admission rules to decide who the places are offered to. You are being asked to complete this form because the above parent is claiming they meet one of the following rules. It is the parent(s) commitment to the church that counts, not the child's.

Rule vi

Children who have at least one parent who has regularly attended Christian worship, at least once each month for the previous year, to the date of application. Details to be provided, on Westcott C of E School's Supplementary Information Form, of the name of Churches or Christian Group, name of the Minister/Leader and appropriate telephone number. A parent should sign the Supplementary Information form stating compliance with this criterion. They should then ask a priest/minister to verify this statement.

Please sign this section if you can confirm that the parent named above has attended your church **at least once a month for a minimum** of the year immediately preceding the date of this application.

Signed: _____ Print name: _____

Role: _____ Date: _____

If they have not worshipped at your church for the whole period required, please show dates:

From: _____ To: _____

Thank you for taking the time to fill in this form.