



**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 Admissions Policy 2023/24**

### **General Information**

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 those Christian values.

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.

The Governing Board is the Admissions Authority for the School. The Governing Board works closely with the Local Authority (Buckinghamshire County Council) and the Diocese (Oxford Diocesan Board of Education) in determining and managing the admissions process.

This policy applies to admission to Reception and Years 1 to 6. The Nursery has its own admission policy which is available from the School. A place in the Nursery, or an offer of a place in the Nursery, does not guarantee admission to the School.

This policy has been written with due regard to the School Admissions Code and the Governing Board has made every effort to ensure that it complies with the relevant legislation governing school admissions including that on infant class sizes and equal opportunities.

### **Admission arrangements to the Reception Year in September 2023**

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 15 places available.

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.

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 2024, 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.

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



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Parents would need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the Headteacher 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 (16 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 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.

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 Headteacher.

Parents wishing to apply for the Reception Year in September 2023 are encouraged to apply using the secure web based application procedure. The "Guide for Parents", has been distributed to parents in summary form and is available to download in full from the Buckinghamshire County Council website which explains the process. For parents unable to apply online, the school holds a stock of common application forms provided by Buckinghamshire County Council. Applications for children starting Reception in September 2023 must be returned to the Admissions Team at Bucks County Council 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 communicated by Buckinghamshire County Council on 16 April 2023. Parents who applied online will be able to log in and view their offer, they will also be sent an email. Buckinghamshire County Council will post letters to parent who applied on a paper form.

### Over-subscription criteria

Children with a Statement of Special Educational Need or Educational Health Care Plans naming Westcott Church of England 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:

- 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 Families who have exceptional medical or social needs that make it essential that they attend Westcott Church of England School 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 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.
- 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 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.
- vi 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.



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### 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 15 places. Applications must be made directly to the school on a form available from the school. 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 i – vii 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 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, 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.

### 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.



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### 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 15 for Reception 2022-23 or the number of places 15 in other year groups.

### 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 school are most welcome to visit. Arrangements can be made through the Admissions Secretary at the school.

### Admissions in September 2022

The school received applications expressing a preference for admission to the Reception Year in 2022 by the closing date in 15 January 2022. These were ranked as follows:

Children with statements naming the school

Criterion i	0
Criterion ii	0
Criterion iii	3
Criterion iv	1
Criterion v	0
Criterion vi	2

All 6 places were offered

### 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:



<b>Parent</b>	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.
<b>Sibling</b>	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.
<b>Normal home address</b>	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.
<b>Straight Line Distance</b>	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.
<b>Statement of Special Educational Need or Educational Health Care Plan</b>	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.
<b>Looked After Child</b>	<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> <p>a) in the care of a local authority, or</p> <p>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> <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>
<b>Preference for a Church of England School</b>	Parent/s expressing an interest in their child/ren attending a Church of England School. Here the Governing Board 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.



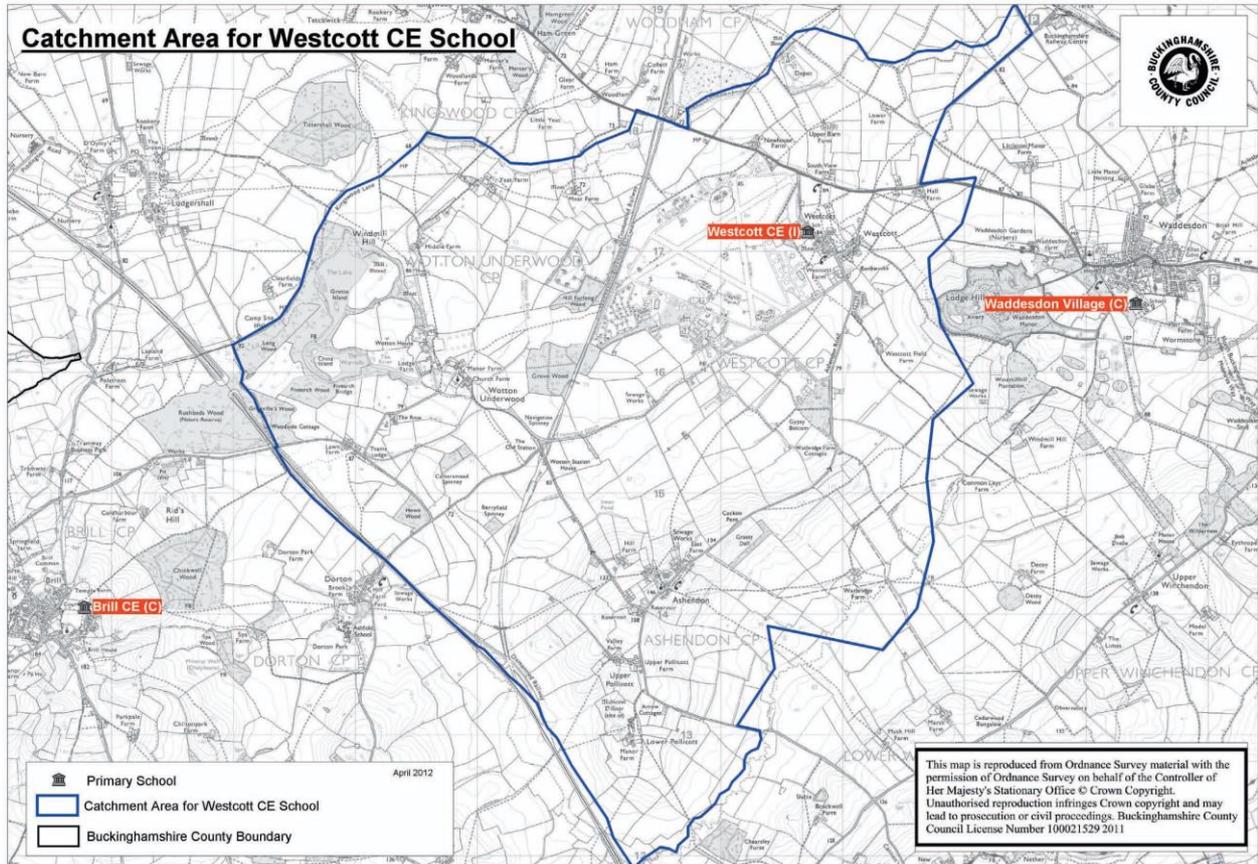
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