



BISHOP LOVEDAY CHURCH OF ENGLAND AIDED SCHOOL

ADMISSIONS POLICY FOR SEPTEMBER 2012– 2013

The Governing Body of the school has adopted the Oxfordshire Admission Process. Details of the school's admission arrangements are in the Oxfordshire booklet 'Starting School'. This also explains how parents can express a preference for a school and give reasons for that preference, and includes an application form. Applications can also be made on the website www.oxfordshire.gov.uk/admissions.

Applications for entry to Bishop Loveday CE School in September 2012 must be received by the Local Authority (LA) either via a hard copy from the 'Starting School' booklet (available from the school) or the LA's online application system by 16th January 2012 and by the LA's Common Admissions Preference Form (CAP) application form. Our school's additional supplementary sheet must be completed by all families wishing to give details of their worship for consideration under the worship admissions criteria. This must be returned to the school. These sheets will enable the school's admissions committee to make a decision on which children are to be offered a place. Offers of a place will be made on 20th April 2012. Parents (see Note 1) will be given 21 days in which to accept an offer. Applications received after the deadline for receipt will only be considered **after** all those received by the deadline. This means that, if no places are left after considering all the applications received by the deadline, even if you fulfil a higher criterion than that under which places have been offered to other applicants, you will be unsuccessful.

At Bishop Loveday CE School, pupils are normally admitted at the beginning of the academic year (1st September) in which they reach their fifth birthday, without reference to ability or aptitude. Entry in September 2012 is therefore open to all children born between 1st September 2007 and 31st August 2008. The number of intended admissions for the year commencing 1st September 2012 is 60. Parents may request that a child's entry is deferred to later in the school year 2012/2013, where the child is not of compulsory school age (the term after the child's fifth birthday). Under such circumstances, the school will hold the place for that child, although, in the majority of cases, the school finds that children benefit from starting at the beginning of the school year, rather than starting part way through it. Similarly, parents can request that their child attends part-time until the child reaches compulsory school age. If it is the parents' wish that their child changes from part-time to full-time during this period, adequate notice (not less than four weeks) and prior discussion with the headteacher must take place.

For 'in-year' admissions, pupils will be admitted provided there are places available in the relevant year group. In September 2012 each year group from Foundation to Year 6 has 60 places. If there are more applications than places available, the list of criteria for over-subscription will be used. Parents must complete the CAF (Primary-in-Year) application form and submit this to the LA.

Children with a Statement of Special Need naming Bishop Loveday CE School will always be admitted. Once places have been offered to these children, the following criteria will be applied in the order set out below:

- i. A child who is looked after by Oxfordshire County Council, whether or not he/she is resident in the catchment area.
- ii. A child with a normal home address (see Note 3) in the Ecclesiastical Parish of St John the Baptist, Bodicote.
- iii. A sibling of another child already in attendance at Bishop Loveday CE School at the time of entry to the school.
- iv. A child whose parent is on the electoral roll at St John the Baptist, Bodicote. This will have to be supported in writing by the Reverend, Incumbent, using the school's supplementary information form and parents are asked to send the supplementary information form to the school one month prior to the admission meeting (dates available from the school office) if applying for an 'in-year' admission, or by 31st January 2012 if applying for a place in the Foundation Stage.
- v. A child whose parent is a regular practising (see Note 4) member of a Christian place of worship (see Note 5). This will have to be supported in writing by the minister concerned using the school's supplementary information form and parents are asked to send the supplementary information form to the school one month prior to the admission meeting (dates available from the school office) if applying for an 'in-year' admission, or by 31st January 2012 if applying for a place in the Foundation Stage.
- vi. Other children who live nearest to the school following the nearest designated route, measured from the pedestrian gate leading onto the large playground at the front of the school adjacent to White Post Road, using the County Council's Geographic Information System.

In the event of oversubscription in criteria i – v, places would be offered to those who live nearest to the school following the nearest designated route, measured from the pedestrian gate leading onto the large playground at the front of the school adjacent to White Post Road, using the County Council's Geographic Information System. In cases where the next children on the list live identical distances from the school using this method and there are insufficient places available then the children's names will be placed in a hat and the place(s) will be allocated by a governor of the school drawing names, witnessed by the headteacher (or their representative) and the clerk to the governors. The parents of the children affected will also be invited to attend.

Applications for early admission, i.e. for admission prior to a child's fourth birthday, will not be considered.

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we can offer only one child a place. The parents of the affected children will be advised of these circumstances and will be asked to nominate which child the place shall be awarded to. This place will be held open for 21 days for the parents to advise the school of the nominated child, and the application for admission of the other sibling(s) will be deemed to have been refused at the time that the parents were advised that only one place is available. If no such nomination is received within 21 days, it shall be determined that the offered place is not required (perhaps because places for both / all the children are to be sought at another school) and the place shall be made available to the next, non-sibling, ranked child. The non-admission of one or more siblings, or the non-acceptance of an offered place, will not prevent all siblings being eligible to be added to the continued interest list or affect the right of appeal against non-admission. Any child who is added to the continued interest list will remain on the list for one year unless a further application for admission is made.

The school participates in the Oxfordshire County Council Fair Access Protocol. Further details may be obtained upon application to the school.

For entry to F1 in 2011-2012

54 places were accepted. These were according to the following criteria:

- i. 0
- ii. 13
- iii. 17
- iv. 5
- v. 2
- vi. 17

There were no appeals against non-admission.

There are established arrangements for appeals against non-admission. Details are available from the school. 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 is a material change in the circumstances. The school maintains a continued interest list for those children who are not offered a place, the order of priority on the continued interest list is the same as the list of criteria for over-subscription. No account is taken of length of time on a continued interest list. Being placed on the continued interest list offers no guarantee of a place becoming available. Children remain on the continued interest list until the end of the F1 year.

For further information, in the first instance, please contact the School Office Manager at the school. Contact details are as follows:

Address	The School Office Manager Bishop Loveday CE Primary School White Post Road Bodicote Banbury Oxon OX15 4BN
Telephone	01295 263157
Fax	01295 275907
Email	<u>office.3351@bishop-loveday.ocnmail.net</u>

Note 1: by parent, we mean any person who has parental responsibility for or is the legal guardian of the child.

Note 2: 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/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.

Note 3: by normal home address, we mean your child's home address. This is your child's permanent address at the time you make your application for a place. It is where you and your child live. We regard a child's home address to be where he or she spends the majority of the school week (Monday to Friday, including nights). 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, you need to tell us this on the application form. If you do not declare any arrangements like this or use a relative's address for your application, we may consider that you have made a false declaration and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address. The school reserves the right to check the validity of any address given, by asking for evidence such as inclusion on the Electoral Roll, or a recent utilities bill confirming your name and address.

Note 4: by regular worship we mean attending 6 or more times a year in the 12 months preceding the deadline for applications or date of application.

Note 5: by Christian place of worship we mean any church belonging to 'Churches Together in Britain and Ireland'.

Note 6: information regarding home to school transport can be found in the 'Starting School' booklet for September 2012.

This policy complies with all relevant legislation, including infant class sizes and equal opportunities.

* The dates and process of application will be in accordance with the co-ordinated admissions scheme. This will be published by the LA when it has been agreed, and will be common to all schools within the LA.

TO BE COMPLETED BY THE MINISTER AT YOUR PLACE OF WORSHIP

CONFIDENTIAL

Application to attend BISHOP LOVEDAY CE (A) SCHOOL

TO BE COMPLETED BY THE PARENT/CARER

Name of child:

Date of birth:

Name of parent/carer:

TO BE COMPLETED BY THE PRIEST OR MINISTER

Is the parent/carer on the electoral roll of St John the Baptist, Bodicote? Yes/No

If not, which Church is attended:

Has the parent/carer attended Church 6 or more times in the 12 months prior to application?

Signed

**Name
(block capitals)**

Date

Position

Please return this form to Bishop Loveday CE Primary School, White Post Road, Bodicote, Banbury, Oxon, OX15 4BN by 31st January if applying for a place in the Foundation Stage (Early Years) for the following September, or one month prior to the admissions meeting if applying for a place in Years 1 – 6 (dates available from the School Office).

BISHOP LOVEDAY CE PRIMARY SCHOOL

FAIR ACCESS PROTOCOL

Children at significant risk of underachievement (In-Year (Casual) Admissions, Years F1 to 6 inclusive)

The Code of Practice on Admissions recommends the adoption of strategies that allow all schools to admit a more even share of children with difficulties. In accordance with this guidance, one additional place in each year group from Years 3 – 6 inclusive* may be made available to children in groups judged to be at significant risk of underachievement. These groups are:

- Children 'Looked After' by Oxfordshire County Council
- Children permanently excluded from another Oxfordshire County Council school, or at significant risk of permanent exclusion, or a child for whom a fresh start is agreed
- Traveller children
- Child refugees/asylum seekers

Where necessary these children will be admitted above the admission number that applied to the year group at entry to the Foundation Stage.

*Class size legislation applicable to years Foundation Stage – Year 2 inclusive cannot be breached unless the vulnerable children fall into one of the exceptional cases outlined in the Code of Practice.

