



Woodchester Endowed Church of England (Aided) Primary School
'Love, Learn and Flourish Together'

Admissions Policy

2021-2022

Written by:

L Pennington January 2020

Ratified by Governing Body:

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January 2021

Our Vision and Values

Woodchester Endowed Church of England Primary School community seeks to inspire children and adults to *'Love, Learn and Flourish Together'* so that we may become everything God has created us to be.

Our Christian vision is rooted in the desire to nurture the whole community. This Christian vision recognises that we are unique individuals, loved by God. We are committed to providing the highest quality of education for our children to enable them to realise their full potential. We want our pupils to be successful, confident learners and responsible citizens. The biblical roots of our vision is:

'Indeed, the body does not consist of one member but of many' (1 Corinthians 12; 14-16)

'Love, Learn and Flourish Together'



Our six core Christian values					
Trust	Truthfulness	Respect	Responsibility	Friendship	Forgiveness

Woodchester Endowed Church of England (Aided) Primary School

ADMISSIONS POLICY 2021/22

The Governors are the admissions authority for this Voluntary Aided School. The Indicated Admission Number is 20.

This policy and criteria should be read in conjunction with the School admissions guidance booklet 2019-2020, a copy can be found on the link below or by contacting the Admissions and Transfers Team on 01452 425407. If you have not received a letter containing important admissions information by the end of November 2020, you should contact the Admissions and Transfers Team, Shire Hall, Gloucester GL1 2TP and arrange for one to be sent to you.

Further information can be found at: www.gloucestershire.gov.uk/schooladmissions

ADMISSIONS' CRITERIA

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below, to decide on which children to admit. (Please see overleaf for full explanatory definitions.)

- 1. Children in Public Care (Looked After Children).**
- 2. Children who will have a sibling attending Woodchester Endowed School and who will continue to do so when the younger child is admitted.**
- 3. Children of families who live in the ecclesiastical parishes of Woodchester and Selsley, (a map may be inspected at the school), and whose parents have active connections* with St Mary's Church, Woodchester or All Saints Church, Selsley.**
- 4. Children of families who live in the ecclesiastical parishes of Woodchester and Selsley.**
- 5. Children of families who live outside the ecclesiastical parishes of Woodchester and Selsley, and whose parents have active connections* with a Church of England church.**

6. **Children of families who live outside the ecclesiastical parishes of Woodchester and Selsley, and whose parents have active connections* with any other Christian church, being a member of Churches Together in England.**
7. **Children for whom only Woodchester Endowed School is appropriate due to an exceptional medical condition**.**
8. **Children with the strongest geographical claim.**

If places in Reception are oversubscribed, criterion 8 (strongest geographical claim based on straight line distance) will be used to determine which child will be offered a place.

In the event of a tie between two or more children when applying criterion 8 (strongest geographical claim based on straight line distance) where there are not enough places available to offer all children a place at the school, a process of random allocation will be followed by the Governing Body (overseen by an independent person)

Definitions:

Child in Public Care or previously in Public Care: The 2021 School Admissions Code (the Code) requires children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children – “**IAPLAC**”.

A looked after child (1) or a child who was previously looked after but immediately after being looked after became subject to an adoption (2) child arrangements order (3) or special guardianship order (4)

1. A looked after child is a child who is (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) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.
2. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders).
3. Under the provisions of section 12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.
4. See Section 14a of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
5. A child is regarded as having been in state care outside of 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.

Sibling: 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, and in every case, the child must be living in the same family unit at the same address.

***Active connection:** is defined as attending regular worship at the church. Regular worship is deemed to be attending at least once a month on average during the twelve months prior to consideration of the application. A letter or form clearly stating this connection should be

provided to the Headteacher by no later than the application closing date of 15th January 2021. (See Supplementary Information Form SIP in Appendix)

****Exceptional medical condition:** Applications under this criterion will only be considered if they are supported by a written statement from the child's doctor. This must demonstrate that there is a very specific connection between the medical need and the facilities or resources of this school.

Geographical Claim: measured in a straight line from the ordnance survey address point of the child's home address (including flats) to the ordnance survey address point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

Admission of Summer Born Children for Reception Entry for Woodchester Endowed Primary school

The Governing Body of Woodchester Endowed Primary School acknowledges the updated advice from the Department of Education that, parents/carers of "summer born" children (born between 1 April and 31 August) may request to start the Reception Class of a school a whole academic year later. The Governing Body will make a decision on behalf of Woodchester Endowed Primary School. We follow the Local Authority process which states that parents can only apply for a Reception place at a school once and must apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year. The Governing Body will decide whether the deferred entry can be approved for the school.

Normal Admission Round

The term 'normal admissions round' refers to all applications for admission to the main year of entry of the school i.e. Reception for Infant and Primary Schools. Applications made during the normal admissions round will be made in advance of the academic year in which the child is due to start at the new school. Children are entitled to a full-time place, however, may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Further information:

Special Educational Needs: Children with an Education Health Care Plan that names this school will be offered a place. This is not affected by the oversubscription criteria stated above.

Appeals: Parents and guardians have a right of appeal against an admissions allocation. Any parent wishing to appeal should do so in writing addressed to 'The Clerk to the School Governors'. An appeals process will then be put in place in line with the LA Code of Practice. We would appreciate it if appeals could be sent to the school by 10th June 2021.

Waiting Lists: If the school is oversubscribed, a waiting list will be held for (at least) the second school term (i.e. until December). The waiting list will be prioritised according to the school's admissions' criteria.

Fair Access Protocols:

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedence over any child on the waiting list.

In Year Admissions:

Any applications outside of the normal year of entry (i.e. other than reception year group), the parent should apply directly to the Headteacher in the first instance.

Transport:

Currently there are no transport arrangements in place for children wishing to attend Woodchester Endowed Church of England Primary School.

PART A
ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF)

Name of Child	Surname:	
	Forename(s):	
Date of Birth:	/ /	Gender: Male / Female
Name of Parents/Guardians or Carers:		
Permanent Home Address: <i>Note: This is the Child's permanent residence and not an accommodation address. Parents are requested to provide a recent (within the last 3 months) original utilities bill or equivalent, which will be returned to them.</i>		
Contact Telephone Number:		
e-mail Address:		
Current Pre-School, Nursery or School:		
Under which category are you applying for admission?		
<p>If you are applying under church attendance criteria * please complete Part B of this form and ask your parish priest or minister to sign it. Please return both parts to the school. Please supply the name, address and telephone number of the parish priest or minister who will complete the form.</p> <p>Name of priest/minister:</p> <p>Address:</p> <p style="text-align: center;">Telephone No:</p>		

IMPORTANT NOTE

I have read the School Prospectus and should my child be accepted as a pupil, I agree to abide by the aims and methods of working in the school as stated therein. I confirm that to the best of my knowledge, the details above are correct. I attach an **original** utilities bill or equivalent, dated in the last 3 months.

Signature of Parent/Guardian/Carer:	Date:
OFFICE USE ONLY:	Date Received :

PART B

ADMISSIONS APPLICATION - SUPPLEMENTARY INFORMATION FORM (SIF) FOR THOSE CLAIMING CHURCH ATTENDANCE

Parents and Clergy are asked to complete and sign this form to assist the Governors in ensuring that those most qualified for admission under the Church attendance criteria are properly considered. Please note that priority will be based on the **parents'/carers'** links with the Church and not just the child's membership.

The relevant category (in priority order for the offering of places) is as follows:

Church attendance criteria:

- *Criteria 3: Children of families who live in the ecclesiastical parishes of Woodchester and Selsley, (a map may be inspected at the school), and whose parents have active connections* with St Mary's Church, Woodchester or All Saints Church, Selsley.*
- *Criteria 5: Children of families who live outside the ecclesiastical parishes of Woodchester and Selsley, and whose parents have active connections* with a Church of England church.*
- *Criteria 6: Children of families who live outside the ecclesiastical parishes of Woodchester and Selsley, and whose parents have active connections* with any other Christian church, being a member of Churches Together in England.*

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***Active connection:** is defined as attending regular worship at the church. Regular worship is deemed to be attending at least once a month on average during the twelve months prior to consideration of the application.

Name of Child	
Name of Parents/Guardians or Carers:	
Criterion Under Which Applying:	
Child's Permanent Home Address:	
Name of Church:	
Address of Church:	
Name of Clergyman:	
Position in Church:	
I CONFIRM THAT WE HAVE REGULARLY WORSHIPPED AT THE ABOVE CHURCH AS A FAMILY AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR.	
Parent/Guardian/Carer signature:	Date:
I CONFIRM THAT THIS FAMILY HAS REGULARLY WORSHIPPED AT THIS CHURCH AT LEAST ONCE IN EACH CALENDAR MONTH FOR A MINIMUM OF ONE YEAR *	
Clergy signature:	Date:

**In the event that during the period specified for attendance at worship the church been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*