



Admissions Policy 16/17, determined by the Governing Body 11/3/15

**JENNETT'S PARK CHURCH OF ENGLAND PRIMARY SCHOOL
ADMISSION POLICY FOR 1 SEPTEMBER 2016 – 31 AUGUST 2017**

ADMISSION ARRANGEMENTS FOR ENTRY TO THE RECEPTION CLASS IN SEPTEMBER 2016

As a Voluntary Aided school, the Governing Body is responsible for deciding on admissions to the school, but works closely with Bracknell Forest Council (the Local Authority) to co-ordinate admissions to all maintained schools in Bracknell Forest. The Governors have made every effort to ensure that these arrangements comply with all relevant legislation, including that on infant class sizes and equal opportunities, as well as participation in Bracknell Forest Council's Fair Access Protocol. In determining this policy, due consideration was given to the comments received during Consultation, and advice taken from both the Local Authority and the Diocese of Oxford.

Jennett's Park CE Primary School is proud of its distinctive Christian ethos which is built around our 'Rainbow Promise' and 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 our local 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 and support the Christian ethos of our school.

Details of the Local Authority's co-ordination arrangements are in Bracknell Forest Council's booklet "Guide to Primary Education in Bracknell Forest". The booklet explains the timetable for applications, how parents can express a preference for a school and give reasons for that preference, and how they will be informed of the result of their application. It also gives details of how applications received after the deadline and waiting lists will be handled. All applications must be on the Common Application Form of the local authority to which council tax is paid (the home LA).

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 2011 and 31 August 2012 may apply for them to be admitted to the Reception Year in September 2016. There are 60 places available in the Reception year and in Years 1, 2, 3, and 4 with 30 places available in all other year groups (ie Y5-6). Our policy is not to offer admission in September 2016 to children who were born on or after 1 September 2012.

Parents of a child whose fifth birthday falls between 1 September 2016 and 31 March 2017 may request that their child is not admitted until later in the school year 2016/17 (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 2017 and 31 August 2017, parents who do not wish them to start school in school year 2016-17, but to be admitted in September 2017 for school year 2017-18, should discuss this with the school at an early stage. They may decide not to apply for a Reception place in the school for September 2016, but to apply in the second half of the summer term 2017 for a Year 1 place in September 2017. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2016-17 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2017) for a Reception Year place in September 2017, but would need to provide strong supporting reasons for seeking a place outside the normal year group.

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 2016 must complete the common application form provided by 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 form must be returned to that LA no later than 15 January 2016. 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 posted by the home LA on 16 April 2016.

OVER-SUBSCRIPTION CRITERIA

Children with an Education Health Care Plan or Statement of Special Educational Needs that names the school must, by law, be admitted. After this requirement has been satisfied, if there is greater demand for admission than there are places available, the following rules will apply in the order set out below:

- A. 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)
- B. Families who have exceptional medical or social needs that make it essential that their child attends Jennett's Park CE Primary 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)
- C. Children who live in the designated area of the school (see map) and who have a statutory (compulsory) school aged sibling at the school at the time of application and who is expected still to be attending the school in Years R-6 at the time of the child's admission
- D. Children of members of staff (see Note 4)
- E. Children who live in the designated area of the school (see map)
- F. Children who have a statutory (compulsory) school aged sibling at the school at the time of application and who is expected still to be attending the school in Years R-6 at the time of the child's admission
- G. Other children

NOTES

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.
2. 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).
3. When applying under Criterion B (exceptional medical & social needs), you must include supporting evidence from an independent professional person who is aware of your situation and supports your reasons for preferring Jennett's Park CE Primary School to any other local primary 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. Failure to provide sufficient evidence may mean your application will not be considered under this criterion. The person supplying the evidence should be a tertiary care physician, 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, social or medical professionals where necessary.

- 4 Members of staff are those staff who: a) are employed permanently and directly by the Governing Body and have been for at least two years at the time the application is made, or b) staff employed for 15 hours or more a week by contractors appointed by the Governing Body and work solely on the school site, for at least two years or c) any member of staff recruited to fill a vacancy for which there is a demonstrable skills shortage or where there has been significant difficulty in filling the post through the usual recruitment methods

In some cases a **tie-breaker** will be required. If the school does not have places for all the children in one of the above categories, priority will be given to the children who fulfil more than one of the admissions criteria in the same priority order as above. If there are still insufficient places and no distinction can be made between the applicants, a final decision will be made on the radial distance between the home and the school. Those living nearer to the school will be placed higher than those living further away. Radial distance will be based on the co-ordinates for the property and the school - known as the 'c' point, as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system. Distances are measured using direct distance calculations within a computer system. The measurement of each distance has been calculated using Pythagoras' Theorem. The way in which this is done is to calculate the distance in metres between the Easting and Northing co-ordinates for each location. The measurement in metres is then multiplied by 0.000621317 to convert this measurement to miles. The same method of calculation is used for each direct distance measured.

If in the event that two or more children live at the same distance from school (for example for families living in flats) and there are fewer places available then random allocation will be used to decide which child will be allocated the remaining place(s). The process will be drawn and scrutinised by people who are independent of the School.

The school will admit up to its admission number of 60, and no places can be reserved for pupils moving into the designated area, except in the case of UK Service Personnel (UK Armed Forces), if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address.

Attendance at Jennett's Park CE Primary School's Nursery does not guarantee a place at Jennett's Park CE Primary School, as Nursery Admissions are subject to a separate Admissions Policy.

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 or the number of places available in the relevant year group.

SPLIT RESIDENCE ORDERS

It is increasingly common that parents are agreeing, and courts are sanctioning, split residence orders under Section 8 of The Children Act. Further advice on this matter can be obtained from the School Admissions Team at Bracknell Forest Council. Any details regarding split residency, or the child's living arrangements, must be submitted at the time of application. It is the parents' responsibility to provide this information. The school may take legal advice on these matters as they relate to a specific case and its decision is final. A main address will need to be used to process the application. If the second parent/carer's address is different from the first they will not receive any information/letters unless this is requested.

HOME ADDRESS

The address where the child lives at the closing date of 15 January 2016 will be used to process the application. It is for the applicants to satisfy the school that they live at the address that they state. If fraud is suspected then further proof may be requested. If fraud is established then any offer of a school place will be withdrawn.

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, 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 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.

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.

APPLICANTS FROM ABROAD

If families are moving (for the first time) into the Bracknell Forest area from abroad, then they (including the child) must be resident before an application for a school place can be accepted. Proof of residency will be required. If they are living abroad and returning to a property that they own, in the local area, then they will need to produce written proof confirming the details and timing of the relocation. Further advice on the documentation required can be obtained from the School Admissions Team at Bracknell Forest Council. Armed Services families can produce a Housing Executive letter or proof of redeployment.

PUPILS WITH AN EDUCATION HEALTH CARE PLAN

Their admission to the school will be managed by the Special Needs Team at Bracknell Forest Council, who will inform the school and the Admissions Team at the Council of the allocation of places. These pupils will be allocated places first. Parents will be advised by **15 February 2016** as to their child's allocated school.

DEFINITIONS

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.

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.

WAITING LISTS

The school and Local Authority will maintain a waiting list for places until the end of the school year 2016-2017 if the school is over-subscribed. Applicants not offered a place can be placed on this waiting list, and parents will be asked to inform the Local Authority if they wish their child's name to go on it. Parents should be aware that their child's name can go up or down the waiting list according to the priority of new additions to the list. At the end of the academic year 2016-2017 (ie the last term of Summer Term), all names will be removed from the waiting list; should parents wish their child to be placed back on the waiting list for the 2017-2018 academic year, they must reapply for a Year 1 place in June/July 2017.

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. Appeals will be managed by Bracknell Forest Council. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school will not consider any further application from the appellant 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 designated area to inside it.

IN-YEAR APPLICATIONS DURING 2016/17

Applications to the Reception Class once the school year has started will be treated as “in-year” applications. The Local Authority will administer all “in year” applications on behalf of the Governing Body. The same criteria as detailed above will be used in the event of over-subscription for any year group. The school will determine whether or not a place can be offered and parents will be informed. Parents moving into the area and wishing to apply for a place at Jennett’s Park CE Primary School should contact Bracknell Forest LA Admissions Team, who will advise you about how to make an application. Parents wishing to transfer from a Bracknell Forest Primary school should complete the Primary School Transfer Application Form obtainable from the Headteacher of your child’s current school. The LA will pass on any applications to the Governing Body so that it can make a decision about a place. Once this information is received, the School will endeavour to advise the Local Authority of their decision within 5 school days.

FAIR ACCESS

The school participates in Bracknell Forest Council’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.

APPLICATION FOR PLACES OUTSIDE THE 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, cases 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.

ADMISSIONS IN SEPTEMBER 2015

The school received applications expressing a preference for admission to the Reception Year in 2015 by the closing date in January 2015. These were ranked as follows:

Criterion	Number of initial applications	Rankings
Stated		
A		
B		
C		
D		
E		
F		

places were offered, with the cut-off coming under criterion at a distance of miles

CONTACT DETAILS

We warmly welcome visits from prospective parents. Open Days will be organised during the Autumn Term 2015 where prospective parents may visit the school, details of these dates will be posted on our website. To arrange a visit or for further details, please contact:

The Admissions Secretary
Jennett’s Park CE Primary School

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