

Holyport C.E. Primary School and Foundation Unit

Admission Arrangements September 2027 - August 2028

PRE-RECEPTION CLASS

(The Academic Year Prior to School Admission)

Our Vision

Rooted in our Christian Foundation everyone feels valued, respected and knows their contribution will be recognised. Through our broad and memorable education experiences, all pupils achieve their full potential and become enthusiastic learners for life. Our pupils are active, healthy, responsible citizens of the future.

Mission Statement

Holyport CE Primary School has a long tradition of offering a Christian education. We believe everyone is precious in the sight of God and we value the gifts they bring. We seek to develop a love of learning and we place equal importance upon academic, moral, social, physical and spiritual development. Forging strong links with our families and the wider community, we endeavour to offer an excellent education which will prepare the children for the opportunities, experiences and responsibilities of adult life.

Holyport CE Primary School values highly its distinctive Christian ethos, its close link with our local church and the Diocese of Oxford. We provide an inclusive, supportive and caring environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community."

The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2014 and updated it to reflect the changes in the Schools Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities.

Responsibility for Admissions

The governing body of the school, not Windsor and Maidenhead Local Authority (the LA) is responsible for deciding on admission to the Pre-Reception Class. ***Please note that application to the School, and application to the Pre-Reception Class, are completely separate. Attendance at the Pre-Reception Class in no way guarantees a place at the school.***

Admission Arrangements to the Pre-Reception Class in September 2027

At our school, pupils are normally admitted to the Pre-Reception Class at the beginning of the school year (1 September – 31 August) in which they reach their fourth birthday. Parents whose children were born between 1 September 2023 and 31 August 2024 may apply for them to be admitted to the Pre-Reception Class in September 2027. There are **8 morning places** available.

Children will be admitted without reference to ability or aptitude provided there are places and the staff ratios allow. Our policy is not to offer admission in September 2027 to children who were born on or after 1 September 2024.

Places in the Pre-Reception Class cannot be deferred except in the case of exceptional needs which must be put in writing to the Admissions Committee. All such requests must be supported by a letter giving evidence of the exceptional need from an appropriate professional. Reapplication to the Pre-Reception Class is necessary if a place is not taken up.

Parents (see Note 1) wishing to apply for the Pre-Reception Class in September 2027 must complete the school's Pre-Reception Class Application Form found on our website. The form must be returned to the school no later than 15 January 2027. Applications received after the deadline will only be considered AFTER all those received before 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, your application will be unsuccessful. Offers of places in the Pre-Reception Class are only given in writing in the form of a letter from the Chair of the Admissions Committee and will be sent out by the end of the Spring term. Offers must be accepted by Friday 7th May 2027.

Please note that admission to the school and the Pre-Reception Class are considered separately and a separate form must be completed for a place in each. Children do not automatically move up from Pre-Reception Class into the school. Parents will need to fill in the Local Authority's Common Application Form (C.A.F.) for a place in the school.

Over-subscription Criteria

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Holyport CE Primary School's Pre-Reception Class will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted. (Note 2)

2. Families who have exceptional medical or social needs that make it essential that their child attends Holyport 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)

3. Children with a normal home address (See note 4) in the designated catchment area of the Holyport Pre-Reception Class (see Appendix 1 for Catchment Area Map) and with a sibling (see Note 5) on the roll of Holyport Church of England Primary School or Pre-Reception Class 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 Pre-Reception Class.

4. Children with a normal home address (see note 4) in the designated catchment area of the Holyport Pre-Reception Class. (see Appendix 1 for Catchment Area Map).

5. Children with a normal home address (see note 4) outside the designated catchment area of the Holyport Pre-Reception Class (see Appendix 1 for Catchment Area Map) and with a sibling (see note 5) on the roll of Holyport Church of England Primary School or Pre-Reception Class 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 Pre-Reception Class.

6. Other children.

Proximity of the child's home, as measured by the straight line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 6 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.

All Other Admissions

Admission to the Pre-Reception Class during the school year depends on whether or not there are places available. Applications must be made directly to the school on a form available from the school website. 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 1-6 above), a place will be offered.

In-year admissions will only be considered by the Governing Body up to half a term [using the three term year] 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.

If parents are moving house, the school will ask for evidence of the move, when considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or 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.

Waiting List

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.

Example:

- Your child (child A) is the only child on the waiting list
- A place is subsequently requested for a child (child B) who fulfils a higher admissions criterion than your child
- A place then becomes available in the school.
- In this situation, this place will be offered to the child fulfilling the higher admissions criterion
- Child B is therefore offered the place

Multiple Births

In the case of multiple births, e.g. twins, the school would offer places to as many children as there were places available. In the event of there being fewer places than there are children available, the parents will be given the choice as to which child would be offered the place(s) in the Pre-Reception Class.

Right of Appeal

There is no statutory right of appeal for a Pre-Reception Class place. However, any appeal by parents for a place will be considered in line with the governing body's complaints procedure.

Visits to the School

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.

Further Information

Further information can be obtained from the Admissions Secretary at the school. Please contact Rachel Owens on 01628 627743 or email: admissions@holyportprimaryschool.co.uk

Holyport CE Primary School values diversity in its community and is committed to providing equal opportunities for all, whether they are a job applicant, teacher, member of the non-teaching staff, pupil, parent or governor. Through equal opportunities the school will strive to provide for everyone equally, regardless of ethnic background, faith, gender, age, sexual orientation, Special Educational Needs or disability. All governing body policies will operate within and be implemented with regard to this framework.

Notes

Note 1
"Parent" is defined in law (The Education Act 1996) as either:

a) any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or

b) any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

Note 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. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is 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). Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded as having been in state care outside 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.

Note 3
When applying under criterion 2 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Holyport CE Primary School Pre-Reception Class. This supporting evidence must clearly demonstrate why the Pre-Reception Class is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another Pre-Reception Class. The person supplying the evidence should be a doctor, heath 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 professionals where necessary. It is expected that places will be given under this category in no more than a small number of instances in a year, if at all.

Note 4
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 Pre-Reception Class.

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, when 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.

Note 5

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.

Note 6
The straight line distance used to determine proximity of the home to the school will be measured by the LA's (RBWM) Geographical Information System. See below for the school catchment map.

Appendix 1 - Catchment Area Description & Map

If you are not sure whether or not you live in the designated catchment area of the school, you can go online:

https://rbwm.afcinfo.org.uk/pages/community-information/information-and-advice/schools-and-education/school-admissions/school-designated-areas

You are able to view a 'view' or 'maps' page, that can help identify the relevant areas for each school by entering a postcode. Visiting the 'Know your neighbourhood' area of the Royal Borough's website, will give information on designated area schools for a particular address. Alternatively, you can ask the school to check this for you and you will receive a written response.