Shenington C of E (VA) Primary School

Excellence through Endeavour

Admission Arrangements
2025-2026

Shenington C of E (VA) Primary 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.

'Let Your Light Shine' Matthew 5:16 - Linking to Excellence through Endeavour.

Our full vision statement can be found at **http://www.shenington.oxon.sch.uk/vision-values-ethos/**

This document should be read in conjunction with the school prospectus, which contains a range of information to assist prospective parents in their choice of school. The Governing Body has made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities.

The Governing Body is the Admissions Authority for this Church of England Voluntary Aided Primary School. The Governors work closely with the Oxfordshire Local Authority (LA) to co-ordinate admissions, as detailed in the annual LA Starting School Booklet (See http://www.oxfordshire.gov.uk/cms/public-site/starting-school) available locally in September each year.

Parents are warmly invited to visit our school before making an application for admission.

ADMISSIONS ARRANGEMENTS TO THE RECEPTION YEAR IN SEPTEMBER 2025

There are 15 places available for the Reception Year in September 2025.

Pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Children born between 1 September 2020 and 31 August 2021 will be admitted to the Reception Year full time in September 2025, without reference to ability or aptitude.

Deferment: Although the school does not recommend it, parents may request that entry is deferred in the following circumstances:

- Parents of a child whose fifth birthday falls between 1 September 2025 and 31 March 2026 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 2025/26), 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 2026 and 31 August 2026 (summer born children) parents can defer the date that their child is admitted to school but not beyond the point at which they reach compulsory school age ie when they reach their fifth birthday. They should apply in the normal way for a Reception place in September 2025.

APPLICATION PROCEDURE

Parents of children living in Oxfordshire wishing to apply for the Reception (Foundation) Year in September 2025 must apply online at www.oxfordshire.gov.uk/primaryadmissions or, if you are unable to apply online, by requesting a paper common application form (CAF) from the OCC School Admissions Team and submitting a hard copy.

Applications from parents living outside Oxfordshire should be on the common application form of the local authority (the home LA) where they and their children live and should be in accordance with that LA's co-ordinated scheme.

Applications must be submitted to the home LA no later than 15 January 2025. 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 sent by the home LA on 16 April 2025.

OVER-SUBSCRIPTION CRITERIA

Children with an Education, Health and Care (EHC) plan naming Shenington School 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. *(See Note 2)*
2. Families who have exceptional medical or social needs that make it essential that their child attends Shenington 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)* within the School's catchment area *(See Note 11)* and with a sibling *(see Note 5)* 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.
4. Children with a normal home address within Shenington School's catchment area *(See Note 11).*
5. Children with a normal home address outside the School's catchment area *(See Note 11)* and a sibling *(See Note 5)* 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.
6. Children who are siblings *(See Note 5)* of former pupils where the sibling was born during the former pupil's time at Shenington School and where the former pupil completed year 6 at Shenington School.
7. Children of staff where either the member of staff has been employed at the school for two or more years at the time of the application for admission and/or the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage
8. Other children.

If there is insufficient space for all the children in any one criterion to attend, places will be allocated to those living nearer to the school *(See Note 6)*.

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.

The Governing Body will be pleased to receive applications to other years at the school, or to the Reception year once offers of places have been made and accepted in the main entry round (both referred to as "In Year" admissions). In all cases these should be made either to the school or sent to OCC on the LA's 'School *Admissions In-Year Transfer Form'* which can be obtained from the school office, the school website, the OCC website or the OCC Admissions Team at County Hall.

In Year applications or admissions in school years other than Reception 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. 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.

Applications will be determined by the Admissions Committee as follows:

i) a place will be offered to the child with the highest priority (according to the Admissions Criteria), being either a child on the Waiting List or a new Applicant.

ii) If there is no child on the waiting list a place will be given to a child on a first come, first served basis. However, if further applications are received before the Governors convene to determine the application then the Governors will consider these applications together, applying the Admissions Criteria to determine which child should be offered the place.

iii) If two or more valid applications are received on the same day, they will be considered in accordance with the Admissions Criteria.

Admission outside the normal age group

Requests from parents for places outside a normal age group will be considered carefully, eg for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances and a decision made based on what is in the pupil's best interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion. If a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

Fair Access: In-Year Admission of Vulnerable Children, Reception Year to Year 6 inclusive

Shenington follows the OCC 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. Details of the Protocol may be found on OCC's website and in the school office

Waiting Lists

Parents refused admission will be able to place their children's names on the continued interest list for Shenington CE (Aided) Primary School held by the LA. For those applying through the normal admissions round for Reception the continued interest list will be maintained from immediately following initial allocation to the end of the academic year of entry. In the case of those applying In-Year the continued

interest lists will be maintained from 1 August until 31 July of the year of application, after which it will be discontinued.

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.

Appeals

Any parent not offered a place for their child has the right of appeal to an independent appeals panel convened by the Oxford Diocesan Board of Education. Details of appeals arrangements are available from the school, including the date by which an appeal should be submitted.

In the event of an unsuccessful appeal against non-admission to the school, the school will not consider any further application for a child in the same school year (1 September – 31 August), unless there has been a major change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

Home to School Transport

Information regarding Home to School Transport can be found on-line on OCC's website www.oxfordshire.gov.uk/admissions.

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 (doctor, health visitor, social worker, etc.) who is aware of your child's or your own case and supports your reasons for preferring Shenington 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. The school

reserves the right to ask for further evidence or clarification where necessary and may seek advice of appropriate educational professionals as necessary.

- Note 4. The home address is where the child normally lives. This will be where the parent or legal carer of thechild lives with the child unless it is shown that the child is resident elsewhere with someone else who has legal care and control of them. 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.

  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 the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, the home address will be assumed to be the address at which the child is registered with a GP.

  Evidence of the normal home address may be requested in the form of a recent bill, 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.

  If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (eg 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 be withdrawn even after the child has started at the school.

  If parents are moving house, evidence of the move will be requested 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.

  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.

  An address of a second home with the main home being elsewhere will not be accepted. If there are two or more homes, or where a family is returning from elsewhere, evidence will be required of the main home. An allocation of a place based on an address which might be considered only temporary or where the address given is a second home will not be made.

  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 will not be accepted.

  There are special arrangements for families of service personnel with a confirmed posting or crown servants returning from overseas. If the application is accompanied by an official letter that declares the relocation date, and if there is a place available, it will be offered even though there is not an intended address or the family is not yet living in the area.

- 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. *Measuring distances from home to school:* The straight line distance used to determine proximity of the home to the school will be measured by Oxfordshire County Council's straight line distance

measuring system. The start point of the measurement is the "seed point" of the home address. The "seed point" is provided by Ordnance Survey from information compiled from Royal Mail and Councils via Local Land and Property Gazetteer (LLPG). The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest ten centimetres and uses the British Coordinate System (Easting/Northing). It is possible to move the location of an individual seed point, but this is not necessary for most addresses. It is not possible to verify the individual location of every seed point prior to measuring due to the number of addresses in Oxfordshire and surrounding areas.

The end point of the straight line distance will be the School main entrance.

The calculation of the distance will be made in metres using a Pythagoras calculation. This calculation will be converted into miles by dividing the distance by 1609.344 to achieve a distance in miles accurate to three decimal places.

For addresses outside the British Coordinate System an internet mapping solution will be used to determine a start point using longitude and latitude via getlatlong.net/ A straight line distance will then be calculated to the end point at the school in statute miles using www.nhc.noaa.gov/gccalc.shtml.

- Note 7. The Governors reserve the right to check the validity of any information given. If it can be shown that a place is offered on the basis of misleading or fraudulent information the Governors may withdraw the offer of a place, even after the child has started school.

- Note 8. In certain circumstances free transport from home to school may be available – please ask for details.

- Note 9. It is important that parents appreciate that all decisions by the School in the course of the admissions process are taken by the Admissions Committee acting on behalf of the Governing Body. Merely completing an application form, or having a conversation with the Head Teacher or an individual Governor, does not constitute an offer of a place. All offers of a place within the normal admissions round and also In-Year will be made by the LA acting on behalf of the Governors.

- Note 10. If there is a vacancy (i.e. the number of children in the applicant's year group is less than the number of places allocated for that year group) and there is no child on the waiting list for that year group a decision to offer a place may be made by the Head Teacher without convening a meeting of the Admissions Committee. However, the offer will be made to the parent by the LA acting on behalf of the Governors.

- Note 11. A map showing the boundaries of the School's catchment area is attached, is on the school website and is available for inspection at the school office.

The continuity of the school is best served by admitting children whose parents' intentions are for their children to complete their primary education at Shenington School.

For further information, please contact the Clerk to the Governing Body

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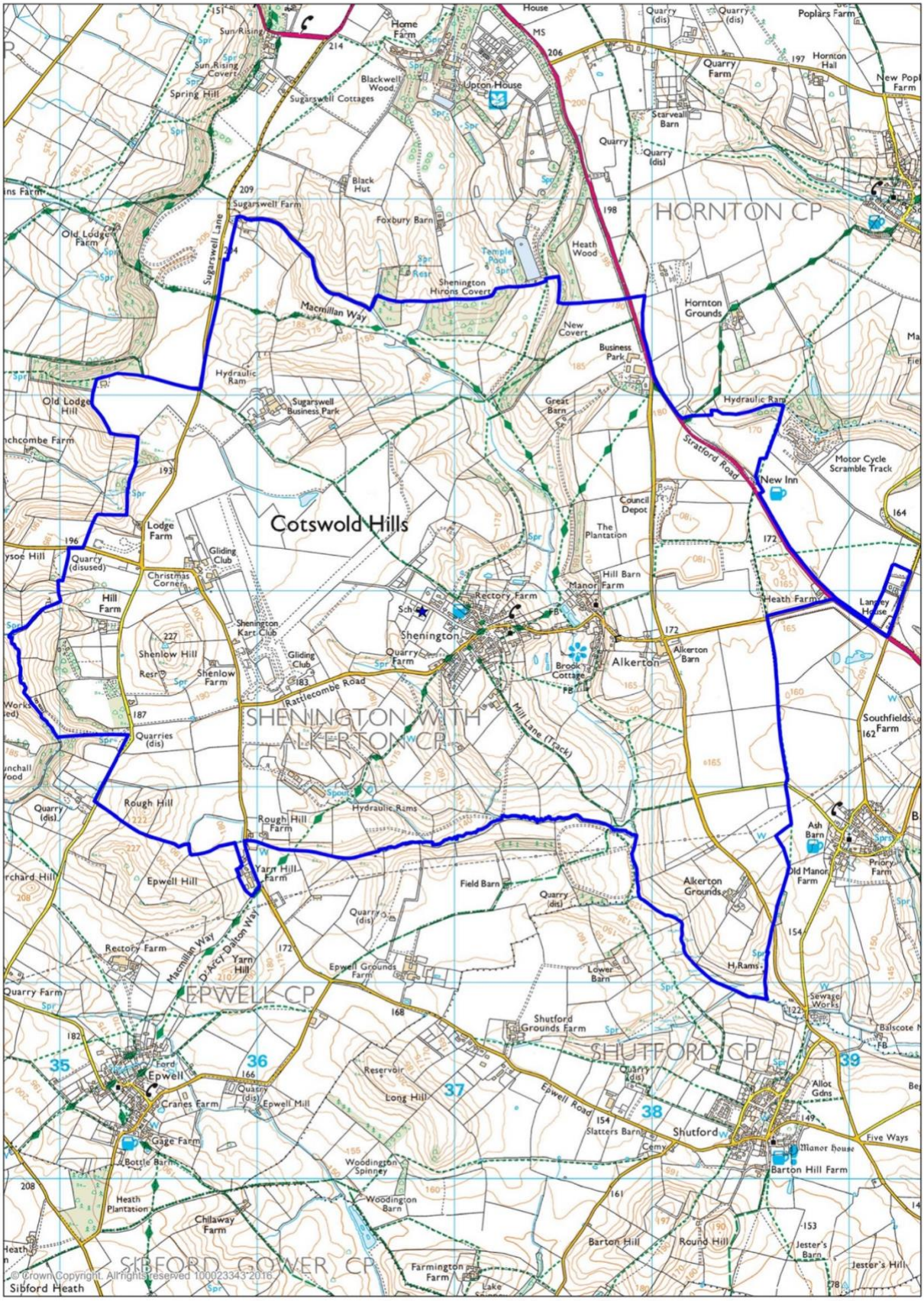
Telephone: *01295 670273*
Email: mailto:office.5200@shenington.oxon.sch.uk
Web Site: http://www.shenington.oxon.sch.uk

Determined by: Full Governing Body	**Date: 7th February 2024**
Date for next Review:	**Date: Annually**
Date of Consultation:	**Date: December 2022**
Date for next Consultation: (or earlier should legislation require it)	**Date: 2029**

Location and Catchment Area of Shenington C of E (VA) Primary School