

# **The Blake Church of England Primary School**

## **ADMISSIONS ARRANGEMENTS**

**Committed to the care and education of your child  
within a Christian Setting.**

The Blake School values highly its Christian ethos, its close links with local Churches and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, supporting and caring environment in which each child is motivated to acquire skills for life and a love of learning. 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 and its importance to the whole School community.

The Governing Body of the School, not Oxfordshire Local Authority (the LA), is responsible for deciding on admissions to the School, but works closely with the LA to co-ordinate admissions to all maintained Schools in Oxfordshire. Details of the LA arrangements are in the Oxfordshire booklet, available from the School. This also explains how parents can express a preference for a School and give reasons for that preference.

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

### **Admission arrangements to the Reception Year in September 2019**

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 2014 and 31 August 2015 may apply for them to be admitted to the Reception Year in September 2019. There are 60 places available. Our policy is not to offer admission in September 2019 to children who were born on or after 1 September 2015.

Parents of a child whose fifth birthday falls between 1 September 2019 and 31 March 2020 may request that their child is not admitted until later in the school year 2019/20 (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.

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 headteacher.

Applications for normal entry to The Blake CE Primary School during the School year 2019/20 must be on the Common Application Form (CAF) of the LA in which they live (the home LA) and returned to the home LA by the agreed date, currently the 15<sup>th</sup> January 2019. Applications received after this date will normally only be considered after all those received on or before the cut-off date.

A letter will be sent to parents (See Note 1) by the Co-ordinated Admissions Service of the home LA informing them of the result of the application. Letters will be sent to the address given on the application form, it is the parent's responsibility to inform the home LA of any change to these contact details, or availability around the offer date. Parents will be given time (agreed with the L.A.) to accept, in writing, any offer made. The dates and process of applications will conform to the policy of the home LA. All late applications are dated and considered if there are places available in accordance with the home LA co-ordinated scheme. The continued interest list for Reception aged children is held by Oxfordshire LA until 31<sup>st</sup> August 2020.

Parents are extremely welcome to visit the School and are also very welcome to attend any open evenings at the School but a telephone call, letter of invitation to visit or visit to the School does not constitute an offer of a place. A place will be offered only in writing.

### **Admissions outside the Normal Year Group**

For children whose fifth birthday falls between 1 April 2020 and 31 August 2020 (summer- born children), parents who do not wish them to start school in school year 2019-20, but to be admitted to the Reception Year in September 2020, should proceed as follows. They should apply at the usual time for a place in September 2019 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2020. NB parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. If their request is agreed, and this should be clear before the national offer day (16 April 2019), their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2020) for a Reception place in September 2020. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2019 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2020 for a Year 1 place in September 2020. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2019-20 Reception Year 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, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's 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 on the case. It should be noted that 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.

### **Over-subscription criteria**

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming The Blake School will always be offered places. If there is then 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, 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)
2. Children (or a parent) who have exceptional medical or social needs that make it essential that they attend The Blake 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 agreed catchment area (See Note 5) and with a sibling (See Note 6) 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 in the agreed catchment area (See note 5 and map)
5. Children with a normal home address outside the agreed catchment area (See note 5 and map) and with a sibling (See note 6) 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.
6. Children with a parent who is a worshipping member (See note 7) of St. Mary's Church, Cogges, Witney or St. James Church, South Leigh. Please note only one parent's attendance at Church is necessary. **(NB. Applications must be supported by a Supplementary Information Form, available from the school office or the school website and signed by the minister, confirming Church attendance).**
7. Children with a parent who is a worshipping member (See note 7) of any Christian Church that is a member of Churches Together in Britain and Ireland. Please note only one parent's attendance at Church is necessary. **(NB. Applications must be supported by a Supplementary Information Form, available from the school office or the school website, and signed by their minister, confirming Church attendance).**

## 8. Other children.

Proximity of the child's home, as measured by the straight line distance (See Note 8) 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 9 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**

How to Apply: **Applications must be made directly to the School on a form available from the School office, or on the school website.**

Admission to the School during the School year depends on whether or not there are places available. Every year group has 60 places. Admissions outside the normal age group will be dealt with as indicated elsewhere on this policy.

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 - 9 above), a place will be offered.

In-year admissions or admissions at the beginning of School years 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.]**

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 Lists**

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.

## **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 of 60.

## **Fair Access**

The School participates in Oxfordshire LA'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.

## **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. 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 has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

## **Admissions in September 2017**

The number of all preferences for the Blake CE Primary School for the year 2016/17 was 120 of which 61 were first preferences.

In 2017, 60 places were offered; the last place allocated for Reception was given under criteria 9 at a distance of 0.861 miles.

## **Further information**

Further information can be obtained from the Admissions Officer at the School 01993 702840 from 8.30 am to 2.30 pm Monday to Friday during term time.

## **Contact details**

The Blake CE Primary School, Cogges Hill Road, Witney, Oxfordshire, OX28 3FR.

Telephone: 01993 702840.

Email: [office.3600@blake.oxon.sch.uk](mailto:office.3600@blake.oxon.sch.uk)

Families are welcome to visit the school, arrangements can be made by contacting the school.

## Notes

Note 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.

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. 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).

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 The Blake 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 person supplying the evidence should be a doctor, 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 professionals where necessary.

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 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.

**Note 5** The **catchment area** is defined as-

- the immediate surrounding area of the School (Cogges Estate) including Oxlease, Cogges Hill Road, Manor Road, Blakes Avenue, Eton Close
- Oxford Hill from the entrance to Church Lane to the A40 flyover including the houses at One Oxford Hill
- The estates from the entrance to Church Lane proceeding east including Judds Close, Court Gardens, Meadow View, Stanton Harcourt Road, Wadards Meadow and Wadards Court
- South Leigh. (See appendices)

The catchment area is marked clearly on a local ordnance survey map which is attached to this policy.

**Note 6** 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 7** **Worshipping member** is defined as a parent who has attended worship at least twice a month during the two years prior to the application at St. Mary's Church, Cogges or St. James Church, South Leigh or any Christian Church that is a member of Churches Together in Britain and Ireland and who has completed the Supplementary Application Form. Where a parent has moved into the area and is unable to prove these attendance requirements, attendance at a previous Church will also be taken into account provided Supplementary Application Forms proving regular attendance at the previous as well as the new Church are completed.

**Note 8** The **straight line distance** used to determine proximity of the home to the School will be measured by Oxfordshire LA's Geographical Information System as described in the Oxfordshire LA admissions booklet.

### **Appendix 1**

The following addresses within the civil parish of South Leigh are postally in Ducklington and are not in the agreed catchment area of The Blake CE Primary School, Cogges, Witney:

Gill Mill (TT Concrete), Standlake Road, Ducklington, OX29 7PP

Gill Mill (Smith & Sons (Bletchington) Ltd), Standlake Road, Ducklington, OX29 7PP

These addresses are in the designated area of Ducklington CE Primary School.

### **Appendix 2**

The following address within the civil parish of South Leigh is postally in Stanton Harcourt and is not in the agreed catchment area of The Blake CE Primary School, Cogges, Witney:

Gill Mill, Tar Road, Stanton Harcourt, OX29 5AN

Tar Farm, Tar Road, Stanton Harcourt, OX29 5AL

Tar Farm Cottages, Tar Road, Stanton Harcourt, OX29 5AL

These addresses are in the designated area of Stanton Harcourt CE Primary School.

### **Appendix 3**

The following addresses are within the civil parish of South Leigh are postally in Barnard Gate and are not in the agreed catchment area of The Blake CE Primary School, Cogges, Witney:

Green Farm, Barnard Gate, Witney, OX29 6XF

1 Green Farm Cottages, Barnard Gate, Witney, OX29 6XF 2

Green Farm Cottages, Barnard Gate, Witney, OX29 6XF

These addresses are in the designated area of Eynsham Primary School.

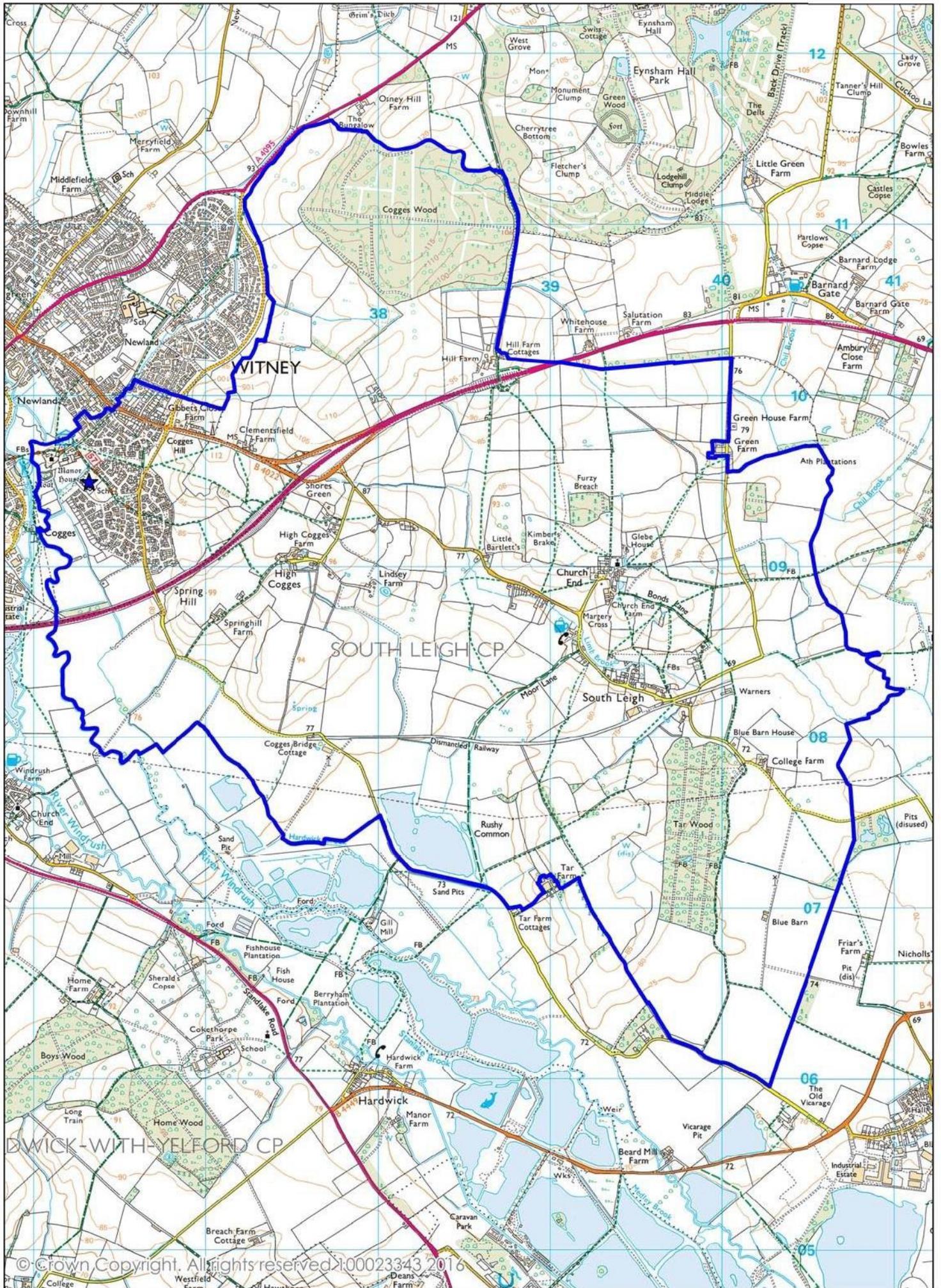
### **Appendix 4**

The address listed below is in the civil parish of Eynsham but is not postally in Eynsham or Barnard Gate. This address shares its postcode with another address which is in the civil parish of South Leigh and is therefore in the agreed catchment area of The Blake CE Primary School, Cogges, Witney. The address listed below is considered to be in the agreed catchment area of The Blake CE Primary School, Cogges, Witney even though it is in the civil parish of Eynsham:

Hill Farm Bungalow, Oxford Road, Witney, OX29 6UY

Address in South Leigh parish sharing the same postcode: Hill Farm, Oxford Road, Witney, OX2

# Location and agreed catchment area of The Blake CE Primary School, Cogges, Witney



Location and agreed catchment area (detail in Witney town) of The Blake CE Primary School, Cogges, Witney

