

St Cecilia's CoE Primary School

Admissions Policy 2024-2025

Introductory statement

St Cecilia's is a school within The Keys Academy Trust which values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, 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.

School Vision

'Therefore encourage one another, and build each other up.'

(1 Thessalonians 5.11)

At St Cecilia's our vision is to be a community where we celebrate everyone's gifts and where everyone has a chance to flourish and grow. Our school values emphasise the way we celebrate each person who is part of our school community: children, parents, staff as well as the wider community to which we belong. We encourage each other to use our gifts for the good of others and to build up our school as a whole.

Admission number(s)

The school has an admission number of 30 pupils for entry in Year 3.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

Application process

Parents (see Note 1) wishing to apply for a place in Year 3 in September 2024 must complete the common application form provided by their home local authority (the home LA) for all their school choices. The home LA is the LA in whose area the parents live at the time of the application. The

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form must be returned to that LA no later than 15 January 2024. 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 17 April 2024.

NOTE: Any of the information given on the application form may be verified, and the application re-categorized in the light of any inconsistencies.

Oversubscription criteria

The criteria in this section apply to entry at all phases of the school.

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. Children who have been in state care outside of England and ceased to be in state care as a result of being adopted.¹
2. Priority will next be given to children based on their exceptional medical or social needs or those of their parents. Each application must include evidence, from a medical specialist or social worker of the child's/parent's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the LA with the application, a child's or parent's medical or social needs cannot be considered.
3. Priority will next be given to the siblings of pupils attending the school at the time of application and who is expected still to be in attendance at the time of entry to the school.
4. Priority will next be given to children living within the catchment area set out in the map at the end of this policy. Children living on the boundary line will be considered to be living within the catchment area.
5. Other children

All other Admissions – Year 4, 5, 6

Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have 30 places. Applications must be made directly to the school on a form available from the school's website. If there is a vacancy, and there

¹ 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. Section 23ZZA(8) of the Children Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017).

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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.

Offers and refusals of places will be emailed to applicants within 20 school days.

In-year admissions or admissions at the beginning of school years will be considered by the Governing Body only up to half a term 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 and crown servants returning from overseas 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.

NOTE: Any of the information given on the application form may be verified, and the application re-categorized in the light of any inconsistencies.

Tie-break

If in categories 2-5 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line.

Random allocation undertaken by the local authority will be used as a tie-break in categories 2-5 above to decide who has highest priority for admission if the distance between a child's home and the academy/free school is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

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Late applications

All applications received by the 'LA' after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

Waiting lists

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the end of the academic year. This will be maintained by the school and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact admissions@stcecilias.wokingham.sch.uk within 20 school days after being refused a place, for information on how to appeal. Information on the timetable for the appeals process is on our website at <https://www.stceciliasprimary.org/>.

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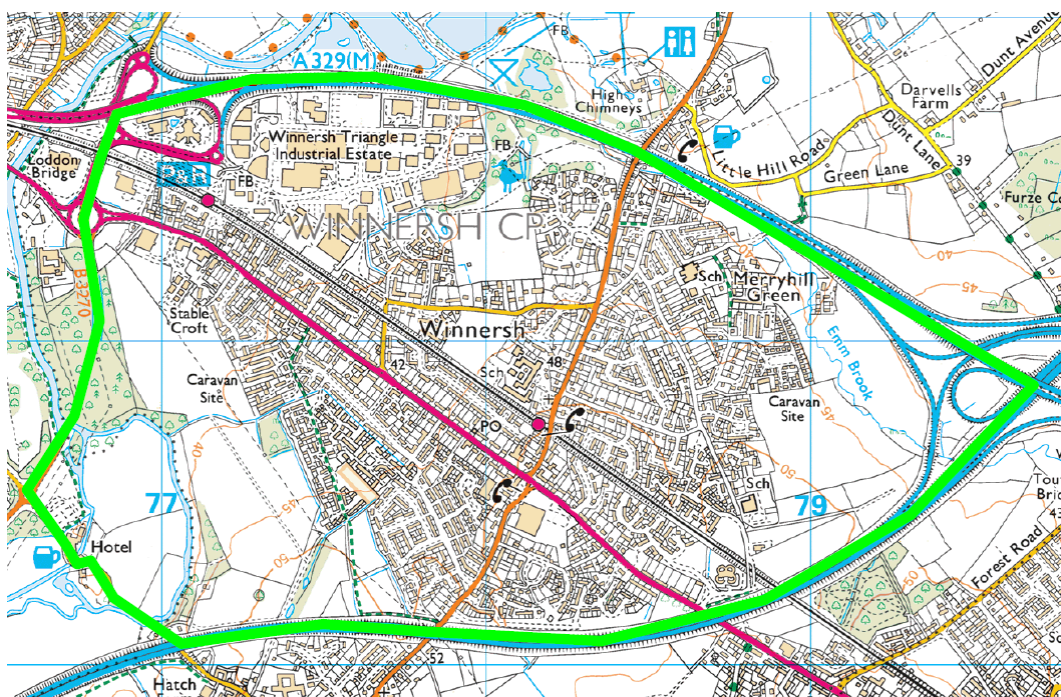


Catchment Map



The school catchment area is depicted by the brown line as shown above. Due to the size of the catchment, we have broken this map into three areas; Winnersh, Wokingham West and Wokingham East. *Please note not one of the following areas have priority over the others, as these are all within the catchment for St Cecilia's*

Winnersh



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GRATITUDE



KINDNESS



FORGIVENESS



TRUTHFULNESS



PERSEVERANCE



WISDOM

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WISDOM

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.

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

Medical and Social Need:

'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school. 'Medical need' does not include mild medical conditions.

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