

## **DRAFT**

# **St Cecilia's CoE Primary School admission arrangements for 2022-2023**

## **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.

## **Admission number(s)**

The school has an admission number of 30 pupils for entry in year Reception. The school will refuse admission above this number as the admission of another child would prejudice the provision of efficient education or the efficient use of resources.

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 the Reception Year in September 2022 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 form must be returned to that LA no later than 15 January 2022. 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 2022.** If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

**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.
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 the application is received.
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.

## 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 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.

## 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.

## Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age.

Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

## 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 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](mailto: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/>.

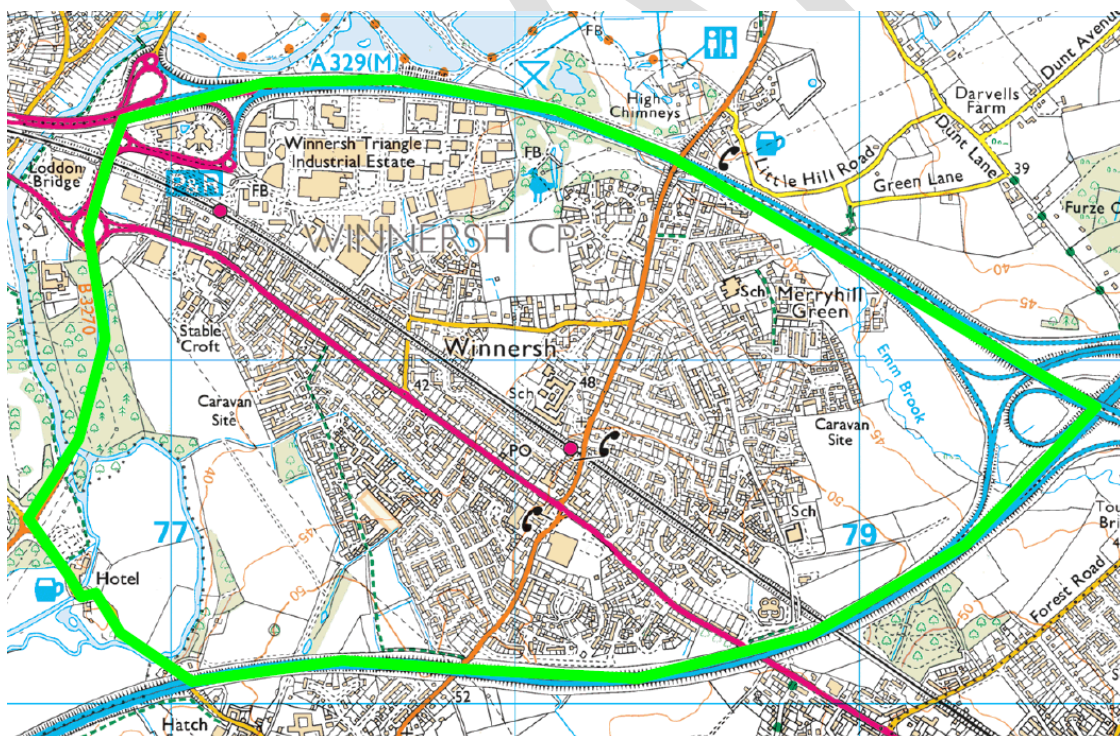


# Catchment Map



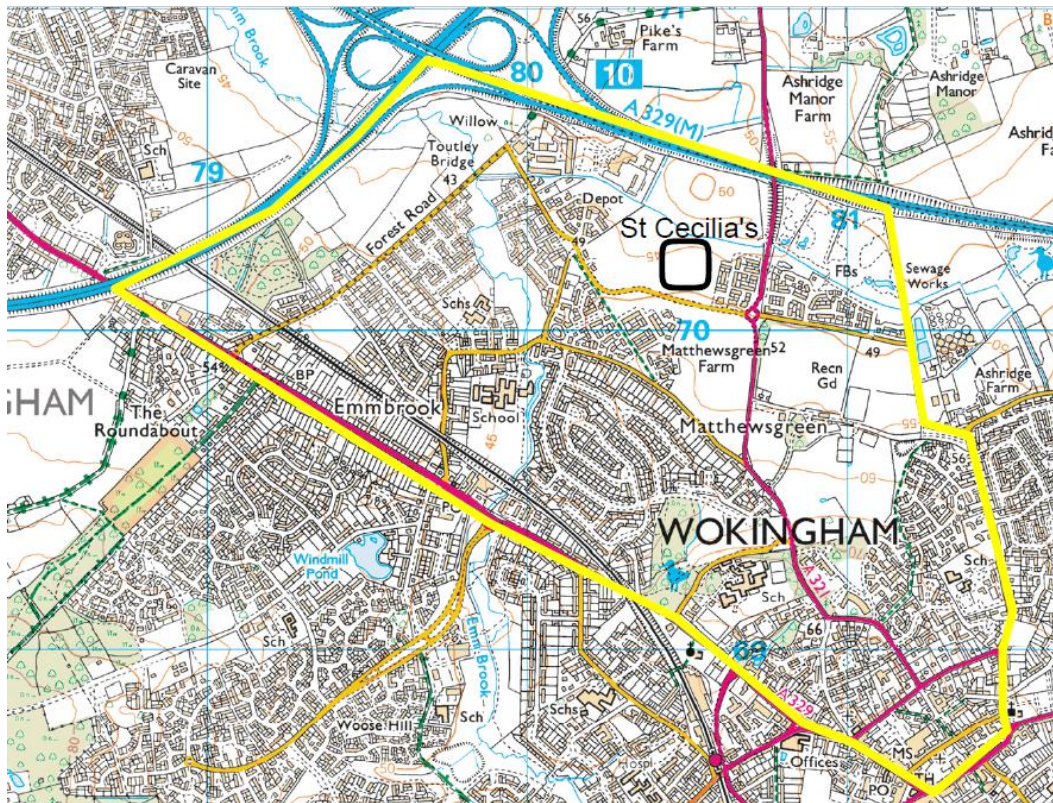
The school catchment area is depicted by the yellow line as shown above. Due to the size of the catchment, we have broken this map into three areas; Winnersh, Wokingham West and Wokingham East (below). *Please note not one of the following areas have priority over the others, as these are all within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

## Winnersh

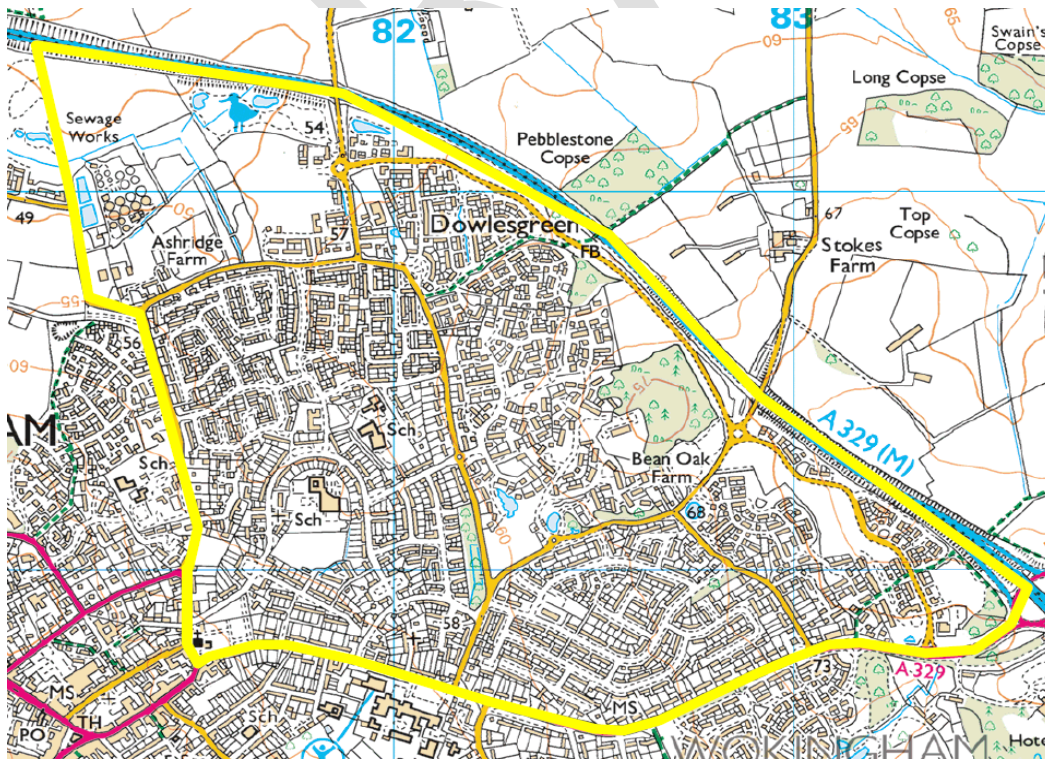




## Wokingham West



## Wokingham East



## 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.