

# Cuddington and Dinton C of E School

## Admission Arrangements

### September 2017-August 2018



## School Mission statement

### Mission:

We strive to ensure that the school provides the best possible primary education for all our pupils. Parents, staff and governors work together with the support of the church and our communities for the wellbeing and development of all our children in a Christian environment.

### Vision:

To realise the potential in all.

### Values:

- To show **respect** for each other
- To demonstrate the Christian ethos of **love**
- To be **resilient**, confident and determined to do the best we can in all things
- To demonstrate **trust** in our dealings with others
- To show **integrity** and honesty in all our actions
- To have **belief** that we can all achieve success and excellence that contributes to our Christian community

**'Shine as a light in the world'**- Matthew 5:16

Cuddington and Dinton is a Church of England Voluntary Aided School, in which the Governors are responsible for deciding on the rules for admission to the school. Buckinghamshire Local Authority (LA) will be co-ordinating the scheme for admissions. Dates for each stage of the Admissions procedure are available in the Guide for Parents, available from the LA and schools. This explains how parents can express a preference for a school and give reasons for that preference.

**Applications for entry to Cuddington and Dinton C of E School must be on the Common Application Form or the online form of the local authority in which the parents live at the time of application (the home LA) which may not be Buckinghamshire. The school's own application form (school's supplementary information form) should also be used if applying under the rule for Church commitment and should be returned directly to the school. The home LA Common Application Form should be returned to that LA by 15 January 2017. Parents will be notified of the results of their applications by the home LA. Offers and refusals of places will be posted by the home LA on or about 16 April 2017.**

At Cuddington and Dinton School, pupils are admitted full-time into the Reception Class on the infant site in Cuddington at the beginning of the academic year in which they reach their fifth birthday. Entry into Reception for September 2017 to August 2018 is therefore open to all children born between 1 Sept 2012 and 31 August 2013. The admission number for the year commencing 1<sup>st</sup> Sept 2017 is 26. Parents of a child whose fifth birthday falls between 1 September 2017 and 31 March 2018 may request that their child is not admitted until later in the school year 2017/18 (no later than the term 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.

For children whose fifth birthday falls between 1 April 2018 and 31 August 2018, parents who do not wish them to start school in school year 2017-18, but to be admitted in September 2018 for school year 2018-19, should discuss this with the school at an early stage. They may decide not to apply for a Reception place in the school but to apply in the second half of the summer term 2018 for a Year 1 place in September 2018. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2017-18 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2018) for a Reception Year place in

September 2018, but would need to provide strong supporting reasons for seeking a place outside the normal year group.

Parents may also request that their child attends part-time until that child reaches compulsory school age. In such cases, parents should discuss detailed arrangements with the Head teacher. The school will not accept applications for entry earlier than the year in which the child reaches five. In all other cases, pupils will be admitted provided there are places available in the relevant year group. The admission number of 26 will apply to all year groups.

### **Late Applications**

Applications received after the closing date for applications shown in the Buckinghamshire guide for parents 2017-18 will only be considered in the normal round of admissions if they are received by the late application date, and there has been good reason (e.g. a house move) for the late application. Any other late applications will be dealt with after the normal round of admissions has been completed.

In the school year 2015/16 the school had an admission number of 26. Places were allocated as follows:

- Catchment with siblings 10
- Catchment without siblings 5
- Out of catchment with siblings 5
- Out of catchment without siblings 7

*Exceptionally one above admission number due to administrative error at Bucks CC Admissions.*

Waiting lists will be managed in order of over-subscription rules and in accordance with the co-ordinated scheme. There are established arrangements for appeals against non-admission. Details are available from the school. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not usually consider any further application in the same school year (1 September-31 August) unless there is a material change in circumstances e.g. house move. The school will maintain a waiting list for any children who are not offered a place; the order of priority on the waiting list is the same as the list of rules for over subscription. No account is taken of time on the waiting list. The school will periodically seek confirmation that parents wish to be kept on the waiting list.

In dealing with applications for admission Governors will have full regard to equal opportunities legislation.

### **In Year Applications**

Applications for entry to other years or to the Reception Year once the school year 2017-18 has started are handled directly by the school. Applications should be made direct to the school and forms are available from the school website, the Bucks CC website or the school office. The over-subscription rules below will apply in the event of more applications than available places. As with admissions to the Reception Year, there are established arrangements for appeals and waiting lists are kept for each year group at the school. If applying for a place under Rule 5, denominational preference, a supplementary form should also be submitted directly to the school. This form is also available on the school website or from the school office. The school will follow the Buckinghamshire LA Fair Access Protocol.

### **Requests for places outside normal age group**

Requests for places outside a normal age group will be considered carefully eg for gifted and talented children or for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's best interests. The governors will ask relevant professionals for their opinion on the case. Those refused places outside the normal age group will be informed of their statutory right to appeal.

## Rules for oversubscription

In the event of there being greater demand for admissions than there are places available then children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Cuddington and Dinton CE School will always be admitted.

Once these places have been allocated the remaining places will be allocated in the following order:

1. Looked after children and children who were previously looked after, but have ceased to be so because immediately after being looked after they became subject to an adoption, child arrangements or special guardianship order.
2. A child with a normal home address in the catchment area of the school and with a sibling who is in attendance at the school at the time of application and who is expected still to be at the school on the date of admission.
3. A child with a normal home address in the catchment area of the school.
4. A child with a normal home address outside the catchment area and with a sibling who is in attendance at the school at the time of application and who is expected still to be at the school on the date of admission.
5. A child whose parent has a denominational preference for a Church of England School, supported by evidence that a parent has been during the year preceding the date of application, a regular worshipper (at least twice per month) at a place of Christian worship. You should ask your priest or minister to complete the school's supplementary form as evidence. More than one form may be submitted if you have attended more than one place of Christian worship during the last year.
6. Children with exceptional medical or social needs supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person. (Please note you need to provide evidence, see the information in the Buckinghamshire LA Guide for Parents Admission Booklet)
7. Other children

Under any rule where there are more applications than places available, applications will be ranked in the first instance to those expressing a denominational preference according to Rule 5 and filling in the school's supplementary form, and then the proximity of the child's home to either the Infant Department in Cuddington or the Junior Department in Dinton's entrance gate: closest first.

**For further information please contact the Headteacher.**

**Address: Cuddington and Dinton C of E School**

**Upper Church Street  
Cuddington  
Bucks.  
HP18 0AP**

**Telephone: 01844 291206**

**Email: [office@cds.bucks.sch.uk](mailto:office@cds.bucks.sch.uk)**

## **Explanation of terms used in the admission rules.**

### **Looked after children**

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)."

### **Parent**

A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to parent's attendance at church it is sufficient for just one parent to attend.

### **Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/ carer's partner, where the child for whom the place is sought is living in the same family unit at the same address as that sibling.

We will only consider a pupil as a 'sibling' if he or she is attending the school at the time of admission or has been formally offered a place at the school in the operation of the Coordinated Primary Admissions Scheme.

### **Exceptional medical or social applications**

If you want us to consider your child under Rule 6 (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. This person might be a doctor, a health visitor, an education welfare officer or other professional aware of your case. The supporting evidence must relate specifically to the school you are claiming Rule 6 for and clearly demonstrate why it is the only school that can meet your child's needs in a way that no other school can, and the medical or social difficulties that would be caused if your child had to attend an alternative school. The governing body will decide if the evidence provided is sufficiently compelling to meet the requirements of the rule. We will not consider your application if you do not provide written independent evidence and we are not able to collect evidence on your behalf.

### **Multiple births – twins, triplets etc**

In the event of there being only one place left and the next child on the list is one of twin, triplet or other multiple birth group, then we would offer to admit both twins (or all the brothers or sisters in the case of multiple births) even if this goes above the admission number of the school.

### **Home to school distance.**

This will be measured by the straight line distance from the family's normal home address to either the Infant Department in Cuddington or the Junior Department in Dinton's entrance gate: closest first. The measurement will be by the method described in the Buckinghamshire LA's booklet.

If there is only one place remaining and there is more than one application with the same distance measurement such as addresses in the same block of flats or a shared building, the place will be allocated randomly in the presence of an independent witness.

### **Home address**

This is your child's permanent address. It is where you and your child live. We regard a child's home address to be where he or she spends the majority of the school week (Monday to Friday, including nights). 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, you need to tell us this on the application form. If you do not declare any arrangements like this or use a relative's address for your application, we may consider that you have made a false declaration and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address. The school reserves the right to check the validity of any address given, by asking for evidence such as inclusion on the electoral roll, or a recent utilities bill confirming your name and address. If you are moving into the catchment area, we will ask for evidence of your move, before considering any applications for a place. We need to know that you will be resident in the catchment area on 1 September 2017. If you move later we will still need evidence before considering an application. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy the house or a formal lease agreement.

### **The catchment area**

The catchment area for the school is the villages of Cuddington, Chearsley, Dinton, Ford, Gibraltar, Nether Winchendon, Upton and Westlington. A map is available by following this link.

[http://cms.esriuk.com/BucksCC/Sites/school\\_catchment\\_checker\\_2016/](http://cms.esriuk.com/BucksCC/Sites/school_catchment_checker_2016/)

### **Supplementary form**

The school's own form giving written confirmation from the priest or minister that a parent has been for a minimum of one year, a regular worshipper (at least twice per month) at a place of Christian worship. This needs to be returned directly to the school.

In all other areas we will use the definitions used in the Buckinghamshire Admissions Guide for Parents.

# Admission to Cuddington and Dinton C of E School, Sept 2017-Aug 2018

This form must be completed **in addition to the home LA application form** if you are applying under Rule 5 or wish to use denominational preference for ranking purposes.

**This form** should be returned directly to the school.

## Parental Declaration

I am seeking admission for my child to Cuddington and Dinton C of E School under Rule 5.

Child's full name	
Parent's full name	
Relationship to child	
Church attended by parent	
Dates of regular attendance (at least twice per month for a period of at least 12 months)	Between  And
Signature	Date

1. Complete the top section of the form with the name and address of the parent whose attendance at church is being put forward under one of these criteria.
2. Ask your vicar, priest or minister to verify the declaration by signing the statement at the bottom of the page.

### Note to Clergy.

When the number of applications for our school exceeds the number of places available, we use admission criteria to decide who the places are offered to.

Rule 5 of our admissions policy states:

**A child whose parent has a denominational preference for a Church of England School, supported by evidence that a parent has been during the year preceding the date of application, a regular worshipper (at least twice per month) at a place of Christian worship.**

You are being asked to sign this form because the above parent is claiming they meet the criterion. Please sign this section if you can confirm that the parent named above has attended your place of worship at least twice a month between the dates shown. Thank you.

**I verify that the declaration made above by**

**(Name of parent)** \_\_\_\_\_ **is correct.**

**Signed** \_\_\_\_\_ **Print name here** \_\_\_\_\_

**Position** \_\_\_\_\_ **Date** \_\_\_\_\_