



## **Cuddington and Dinton C of E School**

### **Admission Arrangements,**

**September 2022-August 2023**

### **School Mission statement**

**'Let your light shine' – Matthew 5:16**

#### **Our Vision**

**'Let your light shine'** Matthew 5:16 is central to all that we do as a Christian school community. We work together to nurture the well-being, learning and development of everyone, empowering all to shine as individuals through clearly understood values and behaviour, founded in the Christian faith.

#### **Our 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

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.

Cuddington and Dinton 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.

Buckinghamshire Local Authority (LA) will be co-ordinating the scheme for admissions into Reception. 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.

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

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 2017 and 31 August 2018 may apply for them to be admitted to the Reception Year of 2022. There are 26 places available with a full capacity of 182 children.

Parents of a child whose fifth birthday falls between 1 September 2022 and 31 March 2023 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 2022/23), 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 2023 and 31 August 2023 (summer born children) who do not reach compulsory school age until September 2023, parents who do not wish them to start school in school year 2022/2023 but to be admitted to the Reception Year in September 2023 should proceed as follows:

- They should apply at the usual time for a place in September 2022 together with a written request that the child is admitted outside his or her normal age group to the Reception Year in September 2023
- Note: parents need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible
- The school will consider the request carefully and if it agreed this should be clear before the national offer day (16 April 2022), their application for the normal age group may be withdrawn before any place is offered. They should then reapply in the normal way (no later than 15 January 2023) for a Reception place in September 2023. If their request is refused, the parents must decide whether to wait for any other offer of a place in September 2022 (subject to the oversubscription criteria listed below), or to withdraw their application and apply in the second half of the summer term 2023 for a Year 1 place in September 2023. Parents should be aware that the Year 1 group may have no vacancies and it could be full as a result of children transferring from the 2022/ 23 Reception Year group.

Until the child reaches compulsory school age, s/he may attend part-time. If parents wish to exercise this right they should discuss this with the head teacher.

**Parents wishing to apply for the Reception Year in September 2022 must complete the common application form provided by their home local authority (LA). The home LA is the LA in whose area the parents live at the time of the application, which may not be Buckinghamshire. 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 who received on or before the cut off date. Offers and refusals of places will be posted by the home LA on 16 April 2022.**

### **Admissions in September 2020**

The school received 54 applications for admission to the Reception Year in 2021 by closing date in January 2021. These were ranked as follows: Looked After child (Criterion 1), Catchment with siblings (Criterion 2), Catchment without siblings (Criterion 3), Out of catchment with siblings (Criterion 4); Child with parent as member of staff (Criterion 5); Child whose parent has a denominational preference for a Church of England School (Criterion 6); Child with exceptional medical or social needs (Criterion 7) and other children (Criterion 8). 25 places were offered, with the cut off coming under Criterion 7 at a distance of 3.74 miles.

### **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.

### **In year applications**

Applications for entry to other years or to the Reception Year once the school year 2021-22 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 oversubscription 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 6, 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 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.

It is recommended that parents discuss their wishes with the head teacher in advance of applying for a case. 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.

### **Rules for oversubscription**

In the event of there being greater demand for admissions than there are places available then children 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 with a parent who is a member of staff at Cuddington and Dinton CE School
6. 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.
7. 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)
8. 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 6 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.

**Fair Access** The school participates in ABC LA's Fair Access Protocol. 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.

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.school](mailto:office@cds.school)**

Date of Last Full Consultation – December 2019

Draft Admissions Policy for September 2022/23: dated 19 February 2021

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

### **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 young child or young person**

If you are in any doubt, please contact the school for advice.

### **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).”

### **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 has a sibling 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.

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

If you want us to consider your child under Rule 7 (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 Cuddington and Dinton C of E School. 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 7 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. 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.

### **Multiple births**

Multiple births refers to 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 straight line distance used to determine proximity of the home to the school to the nearest site of Cuddington and Dinton School will be measured by ABC LA's Geographical Information System. 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 2022. 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 on the Bucks CC website.

### 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 2022-Aug 2023

This form must be completed in addition to the home LA application form if you are applying under Rule 6 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 6.**

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 6 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.**

**Please note: The Governing Body has applied on the advice of the Oxford Diocese to vary its admission arrangements so as to ignore the period during which churches are compulsorily closed due to COVID-19 regulations when calculating whether the required church attendance has been fulfilled for Rule 6 of our over subscription criteria admissions policy. Approval of the variation is awaited.**

**In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public 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 \_\_\_\_\_