



Cuddington and Dinton C of E School

Admission Policy 2026- 2027

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.

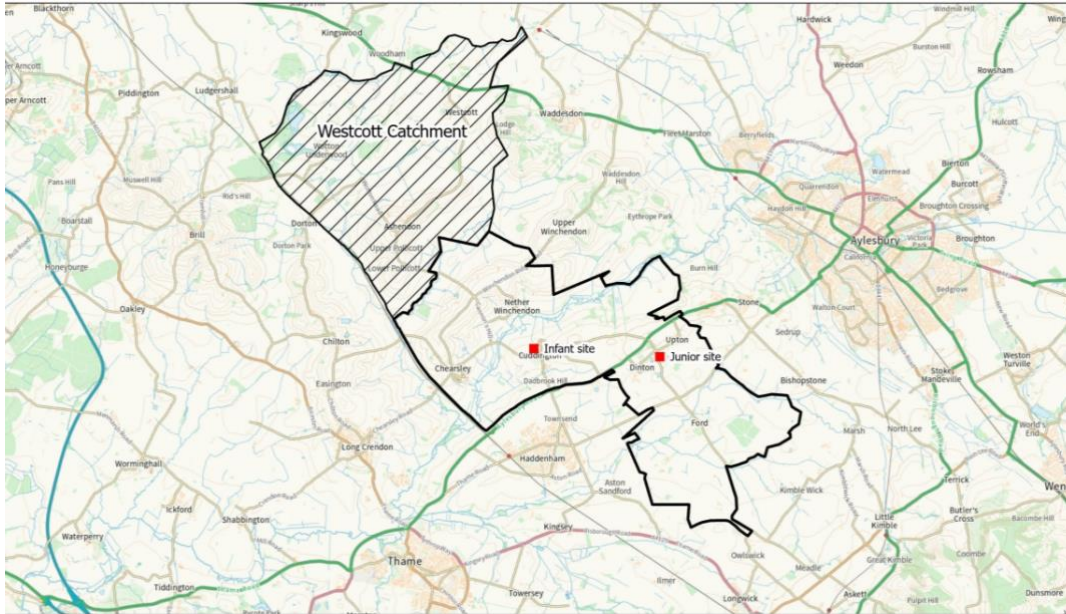
The values of curiosity, integrity, resilience and kindness underpin all that we teach and enable our pupils to journey through life as confident, independent learners with enquiring minds.

Cuddington and Dinton is a Church of England Voluntary Aided School, in which the Governing board 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.

In the light of the closure of Westcott school in August 2024, the Governing Board have undertaken a six-week consultation period on expanding the catchment area to include the former Westcott area. The Board recognizes that both these schools were founded as places primarily intended for the education of 'the poor of the parish' and as schools 'designated as having a religious character' share exactly the same vision and values. To the Board it makes perfect sense to offer all primary age children in the wider catchment area the same opportunity to be educated at a Church school as they had previously enjoyed while ensuring a long term and sustainable future for our school.

This policy was formally determined by the full Governing Board on 22nd January 2025 following a six-week consultation period ending on Tuesday 14th January. The catchment area for the school now includes the villages of Cuddington, Chearsley, Dinton, Ford, Gibraltar, Nether Winchendon, Upton, Westlington, Ashendon, Westcott and Wootton Underwood.

Map of the revised catchment area for Cuddington and Dinton CofE School



Admission arrangements to the Reception Year in September 2026

Buckinghamshire Local Authority (LA) will be coordinating 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 2021 and all relevant legislation, including that on infant class sizes and equal opportunities. There are 26 places available

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 2021 and 31 August 2022 may apply for them to be admitted to the Reception Year in September 2026.

Parents of a child whose fifth birthday falls between 1 September 2026 and 31 March 2027 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 2026/27), 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.. For children born between 1 April 2022 and 31 August 2022 (summer born children) parents can defer the date that their child is admitted to school but not beyond the beginning of the final term of the school year. Parents should refer to DfE Guidance on requesting a delayed school start for children born in the summer: Summer born children: advice for parents. Until the child reaches compulsory school age, they may attend part-time. If parents wish to exercise this right, they should discuss detailed arrangements with the head teacher.

Parents (see Note 1) wishing to apply for the Reception [Foundation] Year in September 2026 must complete the common application form provided by their home local authority (the home LA). 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 2026. 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 given to parents on 16 April 2026.

Over-subscription criteria

Children with an Education, Health and Care (EHC) plan naming Cuddington and Dinton CofE School will always be offered a place, following the usual consultation with the school. If there are fewer applications than places available, all children will be offered places. If there is 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, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted. (See Note 2)
2. Families who have exceptional medical or social needs that make it essential that their child attends Cuddington and Dinton CofE 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 revised catchment area of the school set out in the map and with a sibling (see Note 5) 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 catchment area of the school.
5. Children with a normal home address outside the catchment area and with 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.
6. A child with a parent who is a member of staff at Cuddington and Dinton CE School and has been employed at the school for two or more years; or the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
7. Other children.

Proximity of the child's home to the school, as measured by the straight line distance to either the Infant site in Cuddington or the Junior site in Dinton's entrance gate: closest first (see Note 6), will serve to differentiate between children in criteria 1 to 7 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

Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have 26 places. Applications must be made directly to the school on a form available from the school office and/or website. 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 1-7 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception may be made at any time. The Governing Board will only consider applications 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 and crown servants 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.

In year applications

Applications for entry to other years or to the Reception Year once the school year 2026-27 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 Buckinghamshire Council website or the school office. The oversubscription rules 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. The school will follow the Buckinghamshire Council's Fair Access Protocol.

Admission outside normal age 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 at the earliest opportunity 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.

Waiting lists

The school maintains waiting lists for those children who are not offered a place. For those applying through the normal admissions round for entry, the Waiting List will be maintained from shortly following initial allocation in the year preceding the start of the academic year in September until 31 December following the start of the academic year in their Reception year. The list will be re ranked in accordance with the published oversubscription criteria each time that a name is added to or removed from the 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 26 for Reception 2026/27.

Fair access

The school participates in Buckinghamshire Council'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

Any parent not offered a place for their child at their preferred school has the right of appeal to an independent appeals panel. 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.

Further information

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the School Office.

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

Date of Last Full Consultation – December 2024

This policy has been formally adopted by the Governing Board on 22nd January 2025.

Note 1

'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 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. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is 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). Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded as having been in state care outside 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.

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 Cuddington and Dinton CE 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 the family situation.

The supporting evidence must relate specifically to the school you are claiming criterion 2 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 Board will decide if the evidence provided is sufficiently compelling to meet the requirements of the rule. We will not consider an 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.

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 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 their 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 agreement which shows the address concerned.

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.

Note 5

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 6

Home to school distance

This will be measured by the straight-line distance from the family's normal home address to either the Infant site in Cuddington or the Junior site 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 Buckinghamshire Councils 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.