

**Hawridge and Cholesbury CE School**



# **Admissions Arrangements for September 2023**

**Date of determination: 24 November 2021  
Next review: Autumn 2022**

## **HAWRIDGE & CHOLESBURY CHURCH of ENGLAND SCHOOL ADMISSIONS ARRANGEMENTS – SEPTEMBER 2023**

Hawridge and Cholesbury CE 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.

The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities.

The school has two points of admission:

- An admission of 30 children to the Reception class
- An admission of a further two children to the Year 3 class making classes of a maximum of 32 in each Key Stage 2 class.

### **Admission arrangements to the Reception Year in September 2023**

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 2018 and 31 August 2019 may apply for them to be admitted to the Reception Year in September 2023. There are 30 places available. Our policy is not to offer admission in September 2023 to children who were born on or after 1 September 2019.

Parents of children younger than five may request that their child is not admitted until later in the school year 2023/24 (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 2024 and 31 August 2024 parents can defer entry until September 2024. Parents must make an application for their child's normal age group at the usual time (January 2023), but should submit a written request for admission out of the normal age group at the same time, giving supporting reasons for their request.

Parents will receive a response to their request before primary national offer day (17 April 2023).

If their request is agreed, their application for the normal age group may be withdrawn before a place is offered. They must then make a new application as part of the main admissions round in 2024.

If their request is refused, the parent must decide whether to accept the offer of a place for the normal age group (September 2023), or to refuse it and make an in-year application (in the second half of the Summer Term) for admission to Year 1 for the September following the child's fifth birthday (September 2024). It is very likely that the Year 1 group may not have available places as it will have 30 children transferring from the 2022/2023 Reception year group.

Until the child reaches compulsory school age, parents may also request that s/he attends part-time. In such cases, detailed arrangements should be discussed with the head teacher.

Parents (see Note 1) wishing to apply for the Reception Year in September 2023 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 2023. 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 2023.

### **Over-subscription criteria**

Children with an Education, Health and Care (EHC) plan naming Hawridge & Cholesbury CE School will always be offered places. 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:

- i 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 (internationally adopted, previously looked after children - IAPLC) (See Notes 2 and 3)
- ii Children who have exceptional medical or social needs that make it essential that they attend Hawridge & Cholesbury CE 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 4)
- iii Children with a normal home address (See Note 5) in our catchment area (See Note 7 for map) and with a sibling (see Note 6) 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.
- iv Children with a normal home address in the catchment area (See Note 7 for map).
- v Children of staff where either:
  - a. The member of staff has been employed at the school for two or more years at the time at which the application for admission to the schools is made, *and/or*
  - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. (See Note 9)
- vi Children with a normal home address outside the catchment area (See Note 7 for map) 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.
- vii All other children.

Proximity of the child's home, as measured by the straight-line distance (see Note 8) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria i to vi 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.

### **Year 3 Admissions**

Hawridge and Cholesbury CE School has an admission number of a further two places in Year 3. The oversubscription criteria are as above. Applications must be made by the January 2023 requested deadline as set out by the LA.

### **All Other Admissions**

Admission to the school during the school year depends on whether or not there are places available. All year groups in Reception and Key Stage 1 have 30 places. Key Stages 2 classes have 32 places. Applications must be made directly to the school on a form available from the school.

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 i-vii above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception and Year 3 will only be considered by the Governing Body 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. Parents will be notified within 10 working days of the receipt of their application whether their child can be offered a school place.

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 will 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.

### **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 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, and whose 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.

### **Multiple births**

In cases where there is one remaining place and the next child on the list is one of a twin, triplet, or other multiple birth group, we will admit both twins (and all the siblings in the case of other multiple births) and whilst that child is in the class they will be an excepted pupil under the Schools Admissions (Infant Class Sizes) (England) Regulations 2012 which permit Key Stage 1 class sizes to exceed 30 following the admission of a twin for as long as necessary until a child leaves the class at which point the class size will remain at the lower figure.

### **Fair Access**

The school participates in Buckinghamshire LA's Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. 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.

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the Admissions Secretary at the school.

### **Further information**

Further information can be obtained from the school's Admissions Secretary or the Admissions & Transport Team at Buckinghamshire Council:

Hawridge and Cholesbury CE School  
 Hawridge Common  
 Chesham  
 Bucks  
 HP5 2UQ  
 Telephone: 01494 758368  
 Email: [office@hcschool.uk](mailto:office@hcschool.uk)

Buckinghamshire Council  
 Walton Street  
 Aylesbury  
 HP20 1UA  
 Telephone: 01296 395000  
 URL: <https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/apply-for-a-primary-school-place/>  
 Admission form and other services available.

## **Notes**

### **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).

**Note 3** A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Evidence that a child from outside England was previously in state care will be required to come within this criterion.

**Note 4** When applying under criterion ii (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 Hawridge and Cholesbury 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 your child’s case. 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 5**

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 which can be permanently occupied 52 weeks of the year without any restrictions on occupation and not subjected to any planning or contractual restrictions on the duration of occupancy and is your child’s only or main residence that is owned, leased or rented by the child’s parent/s or person with legal care and control 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 his/her 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 book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence.

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.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). 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, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, when considering any application for a place under the co-ordinated scheme.

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.

There are special arrangements for families of service personnel with a confirmed posting or crown servants returning from overseas. If the application is accompanied by an official letter that declares the relocation date, and if there is a place available, it will be offered even though there is not an intended address or the family is not yet living in the area.

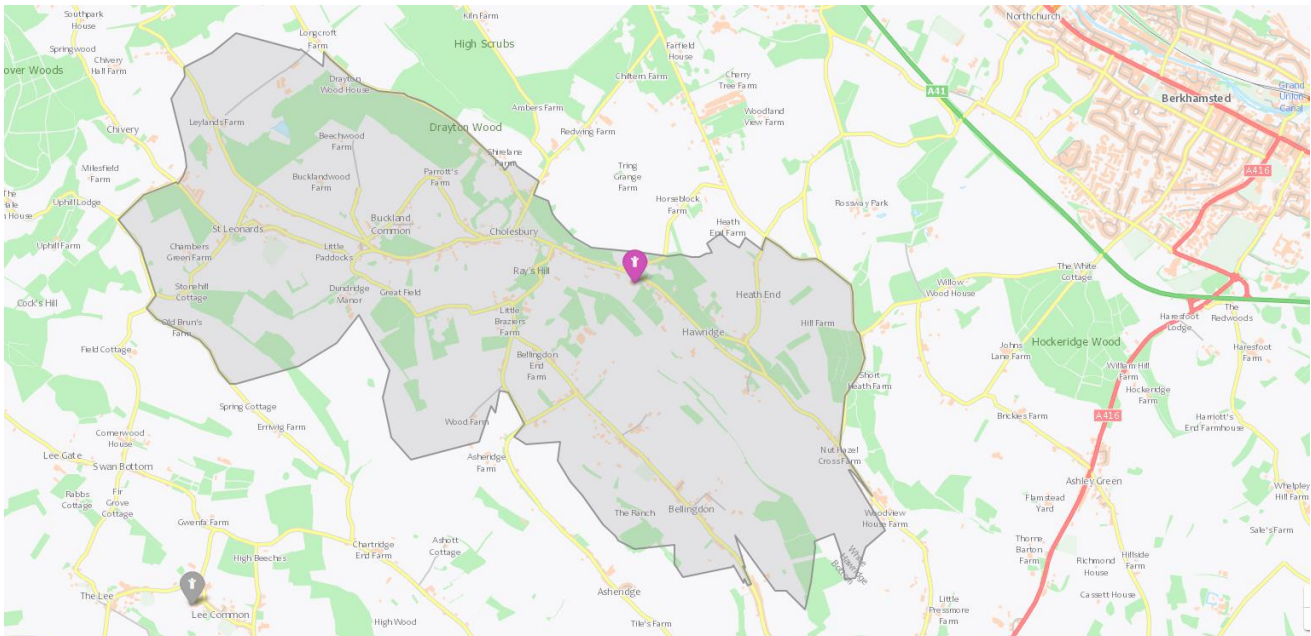
### Note 6

A sibling is a brother or sister. For admission purposes we mean one of two or more individuals who have one or more parent in common, or any other child (including an adopted or fostered child) who lives at the same address and for whom the parent also has parental responsibility or, (in the case of a fostered child) delegated authority.

We will only consider a pupil in a primary school as a ‘sibling’ if he or she is attending, in the specified year groups, the school or a linked primary school at the time the allocations are made or, for in-year admissions the time of admission), or has been formally offered a place at the school in the operation of the Coordinated Primary Admissions Scheme. In all cases they are expected to still be at the school at the time of proposed admission. 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 7

The catchment area is a geographical area that can give priority for admission to children who live there. Whilst living in a catchment area can help your child's chances of being offered a place, there is no guarantee that this will always be possible.



### Note 8

We use straight line distance for admission purposes. This is the distance from your child's Normal Home Address, as set out by Ordnance Survey, to the nearest open school gate available for pupils to use. We use a computerised system to measure straight line distance.



The point we measure to at your child's address is determined by the Ordnance Survey Address Base which is an Ordnance Survey data product that provides a National Grid coordinate and a unique reference for each postal address in Great Britain that is on the Royal Mail's Post Office Address File.

This is different to the shortest walking route which is used for transport purposes – more information is in the School Transport Policy and Guidance.

Where Service families or families of other Crown Servants are posted to the area, we will allocate school places in advance of the move if an official government letter declaring the relocation date and intended address is provided.

**Note 9**

'School staff' includes

- i. teaching staff on a permanent or fixed term contract exceeding 11 months in duration, and
- ii. all other staff on permanent or fixed term contracts exceeding 11 months in duration for posts of in excess of 15 hours per week.

'Demonstrable skill shortage' is a post which the school has had difficulty in filling. An example might be where the school has taken part in a recruitment drive to fill the post either across the country or worldwide and/or where the post was not filled at the first attempt.