

**THE BATT CHURCH OF ENGLAND PRIMARY SCHOOL**  
**ADMISSIONS ARRANGEMENTS FOR SEPTEMBER 2017 – AUGUST 2018**

The Governing body of the school, not Oxfordshire Local Authority (the OLA), is responsible for deciding on admissions to the school, but works closely with the LA to co-ordinate admissions to all maintained schools in Oxfordshire. Details of the LA arrangements are in the Oxfordshire booklet, available from the OLA. This also explains how parents can express a preference for a school and give reasons for that preference.

The Batt 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.

Admissions are normally made either, at age 4+ to a Year R (reception) class, or at age 7+ to a Year 3 class. Applications for places at other times will be considered as 'In Year' (casual) admissions for which a different process is followed (see below).

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

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

**Admission arrangements to the Reception Year in September 2017**

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 2012 and 31 August 2013 may apply for them to be admitted to the Reception Year in September 2017. There are 30 places (the published admission number) available. Our policy is not to offer admission in September 2017 to children who were born on or after 1 September 2013.

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 [using three term year] 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 (summer-born children), parents who do not wish them to start school in school year 2017-18, but to be admitted to the Reception Year in September 2018, should proceed as follows. They should apply at the usual time for a place in September 2017 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2018. NB parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should this not be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2018) for a Reception place in September 2018. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2017 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and 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.

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 [Foundation] Year in September 2017 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 2017. 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 2017.**

### **Over-subscription criteria**

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming The Batt School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

### **Reception Criteria**

- i Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (See Note 2)
- ii Families who have exceptional medical or social needs that make it essential that their child attends The Batt 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)
- iii Children who have a sibling\* (see Note 4) already at The Batt School, at the time of application and who is expected still to be in attendance at the school at the time of admission, or a sibling in Year 2 at St Mary's Infant School, at the time of application. (No Supplementary Information required.)
- iv Children who live in the school's designated area. See map 1 held in school office and details on school website.
- v Children of staff at the school, where a member of staff has been employed for two or more years, and works a minimum of 19 hours per week, at the time the application for admission is made.
- vi Children who worship regularly\* (See note 5) at an Anglican Church and have a normal home address\* (see Note 6) within the ecclesiastical parish\* (See note 7). (NB Application must be supported by Supplementary Information on church attendance.)
- vii Children who worship regularly\* at another Christian church (that is a member of Churches Together in Britain and Ireland) and have a normal home address\* within the ecclesiastical parish\*. (NB Application must be supported by Supplementary Information on church attendance.)
- viii Children who worship regularly\* at any Christian Church (that is a member of Churches Together in Britain and Ireland) and have a normal home address\* outside the ecclesiastical parish\*. (NB Application must be supported by Supplementary Information on church attendance.)
- ix Other children (No Supplementary Information required.)

Proximity of the child's home, as measured by the distance calculated by the Local Authority Geographic Information System (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 ix 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.

### **Admission arrangements to Year Three in September 2017**

Children enrolled in Year 2 of the infant department will automatically transfer to a Year 3 class at The Batt, and are not required to complete a further application form. There are 30 additional places available. Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming The Batt School will always be offered places. The following criteria will be applied in the order set out below for children applying to The Batt from other schools including St Mary's Infant School:

- i Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (See Note 2)
- ii Families who have exceptional medical or social needs that make it essential that their child attends The Batt 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)

- iii Children who transfer from Year 2 at St Mary's Infant School, Witney.
- iv Children who have a sibling\* (See Note 4) already at The Batt School, at the time of application and who is expected still to be in attendance at the school at the time of admission. (No Supplementary Information required.)
- v Children who live in the school's designated area. See map 1 held in school office and details on school website.
- vi Children of staff at the school, where a member of staff has been employed for two or more years, and works a minimum of 19 hours per week, at the time the application for admission is made.
- vii Children who worship regularly\* (See note 5) at an Anglican Church and have a normal home address\* (See Note 6) within the ecclesiastical parish\* (See Note 7). (NB Application must be supported by Supplementary Information on church attendance.)
- viii Children who worship regularly\* at another Christian church (that is a member of Churches Together in Britain and Ireland) and have a normal home address\* within the ecclesiastical parish\*. (NB Application must be supported by Supplementary Information on church attendance.)
- ix Children who worship regularly\* at any Christian Church (that is a member of Churches Together in Britain and Ireland) and have a normal home address\* outside the ecclesiastical parish\*. (NB Application must be supported by Supplementary Information on church attendance.)
- x Other children (No Supplementary Information required.)

Proximity of the child's home, as measured by the distance calculated by the Local Authority Geographic Information System (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 x 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 Infant year groups at the school have 30 places and Junior year groups have 60 places. Applications must be made directly to the school on a form available from the school or from the Local Authority. Admissions outside the normal age group will be dealt with as indicated below.

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 – x above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception and Year Three will only be considered by the Governing Body 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.

If parents are moving house, the school will ask for evidence of the move, before considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, a rental agreement for at least a period of six months will be required (Armed Forces personnel 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.

### **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. 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.

### **Continued Interest 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 continued interest list. The order of priority on the continued interest 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 continued interest 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 30 for Reception 2017-18 or the number of places (60) in the Junior year groups.

### **Fair Access**

The school participates in Oxfordshire 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 continued interest 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 designated area to inside it.

### **Admissions in September 2015**

The school received 148 applications expressing a preference for admission to the Reception Year in 2015 by the closing date in January 2015. These were ranked as follows:

Children with statements naming the school	None
Criterion i	None
Criterion ii	One
Criterion iii	Twenty five
Criterion iv	Twenty five
Criterion v	None
Criterion vi	Four
Criterion vii	None
Criterion viii	None
Criterion ix	Ninety three

30 places were offered, with the cut-off coming under criterion iv at a distance of 0.274 miles.

### **Further information**

Further information can be obtained from the office staff at the school by telephoning 01993 702392 or by email [office.3605@batt.oxon.sch.uk](mailto:office.3605@batt.oxon.sch.uk)

### **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.

**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. 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).

**Note 3** 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 The Batt School. This supporting evidence must clearly demonstrate why it is essential for your child to attend the school 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 or your own 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 4** For admission purposes, a brother or sister is defined as one of the following:

- A brother or sister (both parents the same) living at the same home address;
- A half-brother or half-sister (one parent the same) living at the same home address;
- A step-brother or step-sister (sharing a parent who is married or in a civil partnership) living at the same home address;
- An adopted child who, by reason of the adoption, now shares one or more parents with a child living at the same home address.

**Note 5** Regular worship would normally be defined as attendance at least once a month over the previous 2 years immediately preceding the date of the application. Support for your application under the relevant criteria will be assessed from the information given by the minister signing the Supplementary Information Form. The minister will be asked to complete a confidential questionnaire asking them to indicate how often you have attended throughout the previous 2 years.

**Note 6** The address on the application should be the child’s address at the time of application. This is the address at which the child spends the majority of term-time school nights (Sunday night to Thursday night).

**Changes of Address** which occur after 15 January 2017 can be taken into account if proof of this change is provided no later than 8 February 2017 (see below). To confirm your new address we will need one of the following:

- A solicitor’s letter advising contracts have been exchanged (if the property is being purchased); or
- A copy of a tenancy agreement (if the property is to be rented). If this tenancy agreement comes to an end before September 2017 we may not accept the address for admission purposes; or
- A copy of your Council Tax Bill showing the same name(s) as in Section 5 of the CAF.

We may also ask for proof from HM Revenue & Customs, Child Benefit Division or Tax Credits Division. Such correspondence must pre-date the application you have made.

**Multiple Addresses** where children spend time with parents at more than one address then the address given on the form should be the one that they live at (i.e. sleep at) for the majority of term-time school nights (Sunday night to Thursday night). If children spend time equally at different addresses then this should be declared in writing and signed by all parties with parental responsibility. We may ask for proof of the living arrangements (i.e. a court decision) and we may ask for confirmation of an address you have given. If it is accepted by the Local Authority that a child spends time equally at two different addresses (for example, one week with each parent in turn during term-times), the address used for admissions purposes will be the address most favourable (i.e. closest) to the first preference requested.

**Fraudulent Applications** If a place has been obtained on the basis of a fraudulent or intentionally misleading application (for example, a false claim to residence in a designated/catchment area) and this results in the denial of a place to a child with a stronger claim, the admission authority for the

school may withdraw the offer of the place. This follows the guidance in paragraphs 2.12 and 2.13 of the School Admissions Code (February 2012) published by the Department for Education.

“(2.12)....Where an offer is withdrawn on the basis of misleading information, the application must be considered afresh, and a right of appeal offered if an offer is refused.

(2.13) A school must not withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child had been at the school must be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term.”

Note 7 The ecclesiastical parish of Witney and its boundaries can be seen on map 2 held in the school office and on the school website. Governors will be happy to advise you about this criterion if requested.

Note 8 The distance used to determine proximity of the home to the school will be measured by Oxfordshire LA's Geographical Information System as described in the Oxfordshire LA admissions booklet

**CONFIDENTIAL**

**Supplementary Information Form to attend The Batt C of E Primary School**

In order to be considered for a church place, attendance at church would be expected for a continuous period throughout the previous 2 years of the application. Governors recognise that individual applications may involve more than one church or consideration of extenuating circumstances such as severe illness or employment involving shift work (details can be submitted, in confidence, on a separate sheet).

**Section A (To be completed by parent/carer)**

**Name of Child:**

**Name(s) of Parents/Guardians:**

**Church attended:**

**Parent's signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Section B (To be completed by Clergy)**

**Our Policy states that the Church, if non Anglican, has to be a member of Churches Together in Britain and Ireland**

**1. Please confirm that your church is a member of Churches Together in Britain and Ireland**

**YES/NO**

**2. Has this child been attending regular worship over the past 2 years at least once a month?**

**YES/NO**

**Signed** \_\_\_\_\_ **Position** \_\_\_\_\_

**Contact**  
**address** \_\_\_\_\_

\_\_\_\_\_

**Telephone/email** \_\_\_\_\_

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

**NB: THIS FORM MUST BE SUBMITTED BY THE CLERGY DIRECTLY TO THE SCHOOL**

**(if an application is being made for a place under criteria vi, vii & viii)**