



## Admissions Policy

School Year 2023-2024

***From Small beginnings come great things.  
The parable of The Mustard Seed. Matthew 13:31-32***

*We will apply our Christian and British values, complemented by our small-school benefits; balancing each child's educational, pastoral and emotional needs delivering an exceptional, personalized journey, enabling them to flourish in our family, our community and in the future.*

Cadmore End Church of England School values highly its Christian vision, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning.

As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

Cadmore End Church of England School is a co-educational combined school for children the term after they turn 3 years to 11 years. Pupils are admitted without reference to gender, ability or aptitude.

It is a voluntary aided school where the Governing Body is the admissions authority and Bucks County Council is the Local Authority (LA). In accordance with the School Admissions Code the school admission arrangements are intended to work for the benefit of all parents and children in the area and be as simple as possible for parents to use, and help them to take the best decisions about the preferred school for their children.

Only the full Governing Body or its Admissions Committee can take decisions on offers or refusals of places.

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.

### **Nursery**

Applications to Nursery are considered and managed by the governors by application direct to school according to a separate admissions policy which can be found on our nursery page

[www.cadmoreendschool.org/website/admissions](http://www.cadmoreendschool.org/website/admissions)

In order to transfer to Reception, the LA application process must be followed. This may mean that a child could join Nursery before the LA allocation process is completed, however we cannot guarantee a place in Reception to those joining Nursery - the governors must operate the admissions process in accordance with legislation. However, to date all children have transferred from Nursery to Reception without any problems. Please speak to the headteacher about these transfers.

### **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 14 places (the published admission number) available. Our policy is not to offer admission in September 2023 to children who were born on or after 1 September 2019.

Parents of a child whose fifth birthday falls between 1 September 2023 and 31 March 2024 may

request that their child is not admitted until later in the school year 2023/24 (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 2024 and 31 August 2025, parents who do not wish them to start school in school year 2023-24, but to be admitted in September 2024 for school year 2024-25, should discuss this with the school at an early stage. They may decide not to apply for a Reception place in the school for September 2023, but to apply in the second half of the summer term 2024 for a Year 1 place in September 2024. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2023-24 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2024) for a Reception Year place in September 2025, but would need to provide strong supporting reasons for seeking a place outside the normal 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.

## **Junior Transfer (Age 7+, Year 3 entry)**

We do not have places set aside for transfer at the end of Key Stage 1 (into Year 3). Please speak to the Headteacher about current availability.

### **How to Apply**

**Parents (see Note 1) wishing to apply for the Reception Year or Year 3 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 16 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 a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Cadmore End Church of England 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:

1. 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)
2. Families who have exceptional medical or social needs that make it essential that their child attends Cadmore End Church of England 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 catchment area 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.
5. Children of staff at the school (see Note 6), where the member of staff is the legal parent and guardian of that child and i) where 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 school is made, and/or ii) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
6. 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.
7. Other children.

Proximity of the child's home, as measured by the straight line distance (see Note 7) 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.

### **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 14 places. Applications must be made directly to the school on a form available from the school. 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 – vi above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception 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, or 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.

### **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.

### **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 14 for Reception 2021-2022 or the number of places (14) in other year groups.

### **Pupils with Disabilities**

Children with disabilities will be treated no less favorably than other applicants for admission. We will make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage in accordance with the Disability Rights Commission Code of Practice.

### **Fair Access**

The school participates in Buckinghamshire County 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.

### **Visiting Arrangements**

We are always pleased to see visitors either during the school day or after school. If you wish to visit, please telephone for an appointment.

Parents/guardians of children entering Reception are invited to attend an afternoon meeting the term before joining to meet the Headteacher and staff while the new pupil joins class. These meetings form no part of the admissions process.

### **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.

### **Admissions in September 2022**

The school received 25 applications expressing a preference for admission to the Reception Year in 2022 by the closing date in January 2022. These were ranked as follows:

Children with statements naming the school      0  
Criterion 1 0  
Criterion 2 0  
Criterion 3 0  
Criterion 4 1  
Criterion 5 0  
Criterion 6 6  
Criterion 7 18

**For further information, please contact the Headteacher at the school:**

**Cadmore End Church of England Combined School, Cadmore End, HIGH WYCOMBE, HP14 3PE  
Tel. 01494 881460 e-mail: [office@cadmoreendschool.org](mailto:office@cadmoreendschool.org)**

### **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 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 Cadmore End Church of England 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 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 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 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, before 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.

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 The term staff includes support and teaching staff on a permanent contract. A demonstrable skills shortage will be if any post has had to be advertised more than once or if there are no more than four viable applicants for a post.

Note 7 The straight line distance used to determine proximity of the home to the school will be measured by Buckinghamshire County Council's Geographical Information System as described in their admissions booklet.

CATCHMENT AREA

