



**CURZON C OF E COMBINED SCHOOL**  
**ADMISSIONS POLICY 2018/2019**  
*'Learning, sharing and growing under God.'*

Curzon CE Combined School values highly its distinctive Christian ethos which is at the centre of our school life. We provide an inclusive, supportive and caring environment, based on Christian values in which children can learn, flourish and be 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 asking that parents respect the Christian ethos of our school.

The school values its close links with local Christian churches and the Diocese of Oxford.

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.

**Admission arrangements to the Reception Year in September 2018**

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 2013 and 31 August 2014 may apply for them to be admitted to the Reception Year in September 2018. There are 20 places (the published admission number) available. Our policy is not to offer admission in September 2018 to children who were born on or after 1 September 2014.

Children can attend Reception full time in September when they start school. Parents may request that their child attends part-time until the child reaches compulsory school age. In such cases, detailed arrangements should be discussed with the head teacher. Parents of a child whose fifth birthday falls between 1 September 2018 and 31 March 2019 may request that their child is not admitted until later in the school year 2018/19 (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.

For children whose fifth birthday falls between 1 April 2019 and 31 August 2019 (summer-born children), parents who do not wish them to start school in school year 2018-19, but to be admitted to the Reception Year in September 2019, should proceed as follows. They should apply at the usual time for a place in September 2018 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2019. NB parents would 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. If their request is agreed, and this should 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 2019) for a Reception place in September 2019. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2018 (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 2019 for a Year 1 place in September 2019. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2018-19 Reception Year group."

Parents (see Note 1) wishing to apply for the Reception [Foundation] Year in September 2018 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 by their requested deadline in January 2018. 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 in April 2018.

**Over-subscription criteria**

Children with a Statement of Special Educational Need or an Education, Health and Care (EHC) plan naming Curzon CE Combined School will always 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, 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 Curzon CE Combined 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 with a normal home address (See Note 4) **in the ecclesiastical** parish for Holmer Green and Penn Street **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).
- iv Children with a normal home address **in the ecclesiastical** parish for Holmer Green and Penn Street.
- v Children with a normal home address **outside** the ecclesiastical parish for Holmer Green and Penn Street **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).
- vi **A child of a member of staff** if s/he has been employed at the school for more than two years and is still serving at the school or if a member of staff is recruited to fill a demonstrable skills shortage.
- vii A child whose parents express a preference for a Church of England School, supported by evidence that a parent has **attended a Christian church** at least once a month for the year immediately preceding the date of application. If you wish to apply for a priority admission under a church rule, you must submit a Worship Endorsement form(s) **to the school** (See also Note 6). If the child comes under a higher criterion, there is no need to submit a Worship Endorsement form.
- viii 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 viii 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 Admission**

Curzon also has a normal point of entry to Year 3. Published Admission Number (PAN) increases to 26 pupils in Year 3 and therefore extra places are available. The oversubscription criteria are as for Reception admissions, apart from criteria iii and iv where the catchment area for Year 3 admissions (or for in year admissions to that Year or to Years 4-6) also includes the catchment area of Coleshill Infant School. Applications must be made by the January 2018 requested deadline issued by the LA.

Parents who wish their children to attend the school are most welcome to visit, by attending one of the school's Open Mornings. Arrangements can be made through the Admissions Secretary at the school.

### **All Other Admissions (In Year Admissions)**

Admission to the school during the school year depends on whether or not there are places available. Reception, Year 1 & 2 have 20 places available, Year 3 – 6 have 26 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 – viii 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 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 evidence of this.

### **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 (including the Headteacher) for their opinion on the case. The decision letter will fully explain the reasons. It should be noted that if a place in the requested age range is refused, but one in the normal age range is offered, then there is no right of appeal. If the decision is made that a child could be placed out of year group, their application will be considered on an equal basis with other applications for that year group.

### **Waiting Lists**

The Local Authority 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 20 for Reception, Year 1 & Year 2 in 2017-18 or 26 in other year groups.

### **Fair Access**

The school participates in Buckinghamshire 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 appeal 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 2016**

The school received 88 applications expressing a preference for admission to the Reception Year in 2016 by the closing date in January 2016. These were ranked as follows:

Children with statements naming the school      0

Criterion i	1
Criterion ii	0
Criterion iii	4
Criterion iv	11
Criterion v	10
Criterion vi	0
Criterion vii	6
Criterion viii	56

20 places were offered, with the cut-off coming under criterion vii.

### **Further information**

Further information can be obtained from the Admissions Secretary at the school:  
The School Secretary Telephone: 01494 712251  
Curzon C of E Combined School Email: office@curzonschool.com  
Penn Street, Amersham  
Buckinghamshire HP7 0QL

### **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 Curzon CE Combined 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

If you wish to apply for a priority admission under a church rule, you must submit a Worship Endorsement form(s) **to the school** (it is not the form contained in the Guide that has to be completed, but the one **obtained from the school** and attached to this policy), to confirm that you have attended a Christian church at least once a month for the year immediately preceding the date of application. The statement must be verified by your vicar, priest or minister. If you have moved Church you should return more than one form to cover both churches. Attendance from both churches will be aggregated. Church is defined as one in membership of Churches Together in Britain and Ireland or the Evangelical Alliance or 'a church ascribing to the doctrine of the Trinity'. This form must be submitted to the school by the 15th January 2018.

Note 7 The straight line distance used to determine proximity of the home to the school will be measured by Buckinghamshire LA's Geographical Information. They use straight line distance for admissions purposes. This is the distance from your child's normal home address and set out by the ordinance survey to the nearest open school gate available for pupils to use. The point the LA measure to at your child's address is determined by the ordinance survey ADDRESS-POINT which is an ordinance 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 address file. This is different to the shortest walking route which is used for transport purposes.



**Curzon C of E Combined School**  
 Penn Street Village  
 Near Amersham  
 Buckinghamshire  
 HP7 0QL  
 Telephone: 01494 712251  
 Fax: 01494 718692  
 Email: office@curzonschool.com

**WORSHIP ENDORSEMENT FORM**

**Use this form to confirm your church attendance.**

**SECTION A: NOTES TO PARENTS:**

1. Complete Section A of this form with the name and address of the parent whose attendance at church is being put forward under this rule
2. Ask your vicar, priest or minister to verify the statement in Section B, and return this form to the address above.  
**Do not send it to the Admissions Team.**
3. If you have moved church, you should return more than one form to cover both churches.

<b>CHILD'S FULL NAME</b> (Please underline the family name)		<b>D.O.B</b>
<b>PARENT'S FULL NAME</b>		
<b>Normal Home Address</b>		
	Post Code:	
<b>Church Attended By Parent</b>		

I confirm I have regularly attended the above named church for at least once a month for the year immediately preceding the date of application.

If you worshipped at more than one church within the period, two (or more) forms will be necessary. Show dates here:

FROM \_\_\_\_\_ TO \_\_\_\_\_

**Signed:** .....

**Date:** .....

**SECTION B: NOTE TO CLERGY**

When the number of applications for admission to our school exceeds the number of applications available, we use admission rules to decide who the places are offered to.

Please sign this section if you can verify the parent's statement above and can also confirm that the church is in membership of Churches Together in Britain and Ireland or the Evangelical Alliance or a church ascribing to the doctrine of the Trinity. Thank you for taking the time to fill in this form.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name Here: \_\_\_\_\_

**Please return this form to:**

**Curzon C of E Combined School, Penn Street Village, Nr Amersham, Bucks HP7 0QL by 15 January 2018**



Curzon C of E Combined School  
Penn Street Village  
Near Amersham  
Buckinghamshire  
HP7 0QL  
Telephone: 01494 712251  
Fax: 01494 718692  
Email: [office@curzonschool.com](mailto:office@curzonschool.com)

Dear Worship Leader

This family is applying for a place at Curzon C of E Combined School for their child(ren), under Category vii (Preference for a faith school, supported by their worship leader).

Please sign this form, as it will help us to decide whether this category is the most appropriate. It is not necessary for both parents to be active worshippers at the same level or within the same community, so please complete the form for the parent who has the strongest case.

When you have filled in and signed the form, it should be returned to the school at the address above to arrive no later than 15 January 2018.

Thank you for your assistance in this matter.

Yours sincerely

Rhiannon Lawrence (Mrs)  
Chair of Governing Body