

COOKHAM DEAN CE AIDED PRIMARY SCHOOL



ADMISSIONS POLICY 2024-2025

Note: Please see Glossary for definitions of words in italics.

THE ADMISSION AUTHORITY

Cookham Dean Primary school values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctly 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 parents applying for a place at our school to respect this ethos and its importance to the whole school community.

The admission authority for a Voluntary Aided school such as Cookham Dean is the Governing Body. Parents can express a preference for a school and give reasons for that preference. A common application form for admissions can be obtained from the Local Authority where the parent lives (the *home LA*) at the time of the application. (This may not be the Royal Borough of Windsor & Maidenhead). Parents should complete this form and return it to the *home LA* by 15 January 2024. Applications received after this date will normally only be considered *after* all those received on or before the cut-off date. Offers and refusals will be posted by the home LA on 17th April 2024.

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.

APPLICATIONS FOR FIRST TIME ADMISSION

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. This admissions policy relates to children born between 1st September 2019 and 31st August 2020. Children will be admitted in September 2024. There are 28 places (the published admission number or PAN) available.

Parents of a child whose fifth birthday falls between 1 September 2024 and 31 March 2025 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 2024/25), 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 2025 and 31 August 2025 (summer born children) who do not reach compulsory school age until September 2025, parents who do not wish them to start school in school year 2024/25 but to be admitted to the Reception Year in September 2025 should proceed as follows: They should apply at the usual time for a place in September 2024 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2025. 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. The school will consider the request carefully and, if it is agreed, this should be clear before the national offer day (17 April 2024), and their application for the normal age group may be withdrawn before any place is offered. They should then reapply in the normal way (no later than 15 January 2025) for a Reception place in September 2025. If their request is refused, the parents must decide whether to wait for any other offer of a place in September 2024 (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 of the summer term 2025 for a Year 1 place in September 2025. Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 2024/25 Reception Year group. NB agreement by the school in 2024 to defer does not guarantee a place in September 2025 – the normal over-subscription criteria apply.

The school offers full time places in Reception from the 1st day of school commencing in September. If parents wish their children to attend school on a part time basis, they should discuss this with the head teacher. Children are admitted without reference to ability or aptitude.

The school will not consider applications for entry earlier than the academic year in which the child reaches the age of five.

APPLICATION DATE

Dates and processes of applications will be in accordance with the *home LA's* co-ordinated scheme. The Royal Borough of Windsor & Maidenhead's Co-ordinated Admissions Scheme will be as published in the LA's composite booklet on admissions.

The Governors will not reconsider an application for a child who has already been considered for a place in that *school year*, unless there has been a material change in circumstances, for example a change of address giving a higher priority under the admission criteria for the school.

Late applications will be administered under the *home LA's* co-ordinated admissions scheme.

IN YEAR APPLICATIONS

In Year Applications (admissions outside the normal entry point) – for all year groups will be administered in accordance with the LA's published admission arrangements, i.e. for a Voluntary School, applications are made direct to the school. Applications will only be considered up to half a term [using the three term year] in advance of the desired date for entry.

The parent/carer must either accept or decline the offer of a place within three weeks of the offer being made and this must be sent in written format to the head teacher. If no formal acceptance is received within three weeks of the offer being made, then the offer of a place will be withdrawn.

An accepted place will be considered declined and re-allocated if the place is not taken up within 2 weeks of the agreed start date. The school will make reasonable efforts to contact the parent/carer before the place is withdrawn.

PUBLISHED ADMISSION NUMBER

The school will admit 28 pupils a year into Reception. The school has 28 pupils in each year group.

ADMISSION CRITERIA

All children with a Statement of Special Educational Needs or Education Health Care (EHC) plan naming Cookham Dean CE Aided Primary School will be admitted regardless of whether places are available or not.

In the event of there being a greater demand for admissions than there are places available then places will be offered in the following order.

- 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 or children adopted from overseas.
- 2) Families who have exceptional medical or social needs that make it essential that their child attends Cookham Dean CE Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
NOTE: when applying under this criterion (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 Cookham Dean CE Primary 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.
- 3) Children whose *home address* is in the area based on the *ecclesiastical parish* of St John the Baptist, Cookham Dean (please refer to the map on page 6) and having 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.
- 4) Children whose *home address* is in the area based on the *ecclesiastical parish* of St John the Baptist, Cookham Dean (please refer to the map on page 6)
- 5) Children whose *home address* is **not** in the area based on the *ecclesiastical parish* of St John the Baptist, Cookham Dean (please refer to the map on page 6) but have 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) Children of staff 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.
- 7) Other children.

Please note: If the school does not have places for all the children in a particular category, then a tiebreaker will be applied to prioritise places, as follows:

- Proximity to the school measured in a straight line from the address point of the pupil's *home address*, as set by ordnance survey, to the address point of the school's address. This will be completed by the Royal Borough of Windsor & Maidenhead. This will be completed by the Royal Borough of Windsor & Maidenhead and is measured in a straight line from the address point of the pupil's house as determined by Ordnance Survey to the address point of the school, using the local authority's GIS system.
- In the event that two or more children live at the same distance from the school (for example families living in flats) and there are fewer places available then random allocation will be used to decide which child will be allocated the remaining place(s). The names will be drawn and the whole process scrutinised by persons who are independent of the admission authority.
- Proof of residency *at home address* will be required upon the request of the Admissions Committee. 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.

MULTIPLE BIRTHS/CHILDREN OF SAME FAMILY UNIT

If children of a multiple birth fall either side of the admission number of 28 in order of priority, then all multiple birth children will be offered a place. Similarly, if multiple *siblings* living in the same family unit at the same address fall either side of our reception admission number of 28 in order of priority, then all the children will be offered a place unless to do so would lead to *infant class size prejudice*. **FAIR ACCESS PROTOCOL**
The Governors of Cookham Dean CE Aided Primary School subscribe to the Royal Borough of Windsor & Maidenhead's Fair Access Protocol. The school will also admit a child when directed to do so by the Royal Borough of Windsor and Maidenhead, even if the published admission number for that year group has already been met.

HUMAN RIGHTS/EQUAL OPPORTUNITIES

No child will be disadvantaged under any of the above categories due to race, family circumstances, colour, gender, creed, special needs or behaviour.

PREVIOUS ADMISSIONS

In the academic year 2022/23 28 children were offered places into the reception year under the following categories:

1. Looked after	0
2. Medical/Social	0
3. Catchment Area Siblings	4
4. Catchment Area	2
5. Siblings	3
6. Staff	0
7. Other	19

28 places were offered, with the cut-off coming under criterion 7 at a distance of 0.859 miles

WAITING LIST

The school will operate a waiting list for those children not offered a place, who have applied for admission. Parent/s may elect to place their child on the waiting list **but must** inform the school that they wish to have their child's name recorded. A waiting list will be held for each year group in the school for which the planned admission number has been reached. The waiting list will be maintained only to the end of the academic year in which the child would enter the school. If parents wish their child to remain on the waiting list for the following academic year, they must inform the school in writing prior to the start of the next academic year. The order of priority on the waiting list is the same as the Admission Criteria stated above. No account can be taken of the length of time a child is on the waiting list.

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.

RIGHT TO APPEAL

There are established arrangements for appeals if a place is refused. Details are available from the school. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the Governors will not consider any further application for that child in the same academic year (1st September – 31st August) unless there has been a material change in circumstances such as a change of address giving a higher priority under the admission criteria for the school. Parents/Carers will have at least 20 school days from the date of the application being formally refused, to lodge an appeal.

FURTHER INFORMATION

If you require further information please contact the school office or visit our website:

Cookham Dean CE Aided Primary School,
Bigfrith Lane,
Cookham Dean,
Berkshire,
SL6 9PH

Telephone: 01628 482734

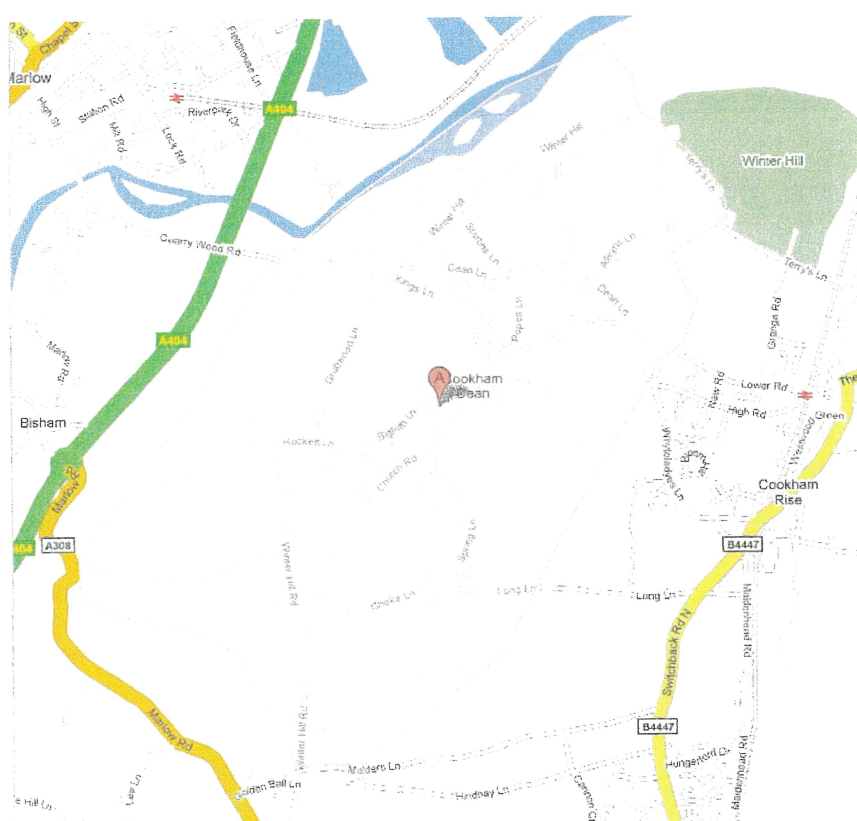
[www.office @cookhamdean.org](http://www.office@cookhamdean.org)

GLOSSARY

<i>Parent(s)</i>	A parent is any person who has parental responsibility for or is the legal Guardian of the child.
<i>Late applications</i>	Those received after the LA published date for receipt of applications but before any offer of places are made
<i>Looked After Children</i>	By a "looked-after child" (LAC) or previously looked after child (PLAC) or internationally adopted previously looked after child (IAPLC) 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 either within the UK or in state care outside of England. 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). 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.
<i>Infant</i>	Infant means any child reaching their 5 th , 6 th or 7 th birthday during an academic year.
<i>Infant Class Size Prejudice</i>	Legislation states that no more than 30 children are taught in an infant class - however there are some exceptions to the infant class size prejudice.
<i>Home Address</i>	The address at which the child resides for the majority of the time during the school week (i.e. Monday-Friday). In cases where the home address is unclear (for example parents living at different addresses), it will be taken as the address to which Child Benefit Allowance is payable. The address supplied on application form will be used unless admission authority is informed of an address change. Only current address is considered, places cannot be reserved for forthcoming change of address. The admission authority may request evidence of residency at address, for example a recent (less than 3months) council tax / utility bill, bank letter / statement, child benefit payment address or if applicant prefers a home visit.
<i>Sibling</i>	Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/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.
<i>Statutory/Compulsory School Age</i>	A child reaches statutory school age at the beginning of the term starting in January, April or September after the child turned 5 years of age.
<i>School Year</i>	<i>A school year runs from 1st September to 31st August and comprises six terms.</i>
<i>Home LA</i>	<i>Home LA is the local authority through which the school application is made.</i>

THE ECCLESIASTICAL PARISH OF COOKHAM DEAN

The map below shows the catchment area boundaries and will be used by the school's admissions committee to decide whether an applicant meets the residency requirements.



The catchment area includes the roads listed below.

ALLEYNS LANE	KILN PLACE
ASPEN PLACE	KINGS LANE
BEDWINS LANE	LONG LANE (from junction of Spring Lane east to the footpath)
BIGFRITH LANE	POPES LANE
BRAD CUTTS LANE	PUDSEYS CLOSE
CHOKE LANE	QUARRY WOOD
CHURCH ROAD	QUARRY WOOD ROAD (from Winter Hill until A404)
COOKHAM DEAN BOTTOM	ROYAL COTTAGES
COOKHAM DEAN COMMON	SCHOOL LANE
DEAN LANE	SPADE OAK REACH
EAST PADDOCK	SPRING LANE
GIBRALTAR LANE	STARTINS LANE
GRUBWOOD LANE	STERLINGS FIELD
HARDINGS GREEN	STONEHOUSE LANE
HILLS LANE	STUBBLES LANE
HOCKETT LANE	TERRYS LANE (from Winter Hill to Winterfields)
HOLLYBUSH LANE	WARNERS HILL
INWOOD CLOSE	WESSONS HILL
JOBS LANE	WINTER HILL
KENNEL LANE	WINTER HILL ROAD (as far as Malters Lane)

In case of doubt please contact the school.



Policy reviewed and updated : October 2022
Reviewed by : Admissions Committee

Final Policy reviewed on : November 2022

Signed : *at Sykes*

Date : *13/12/2022*

Next Review : Autumn Term 2023

Date of last consultation : October 2020

Adopted by the Governing Body on : 13 December 2022

Signature of Chair of Governors : *Chris Phillips*