



## LITTLE MISSENDEN CHURCH OF ENGLAND INFANT SCHOOL

### ADMISSIONS ARRANGEMENTS FOR SEPTEMBER 2018 - AUGUST 2019

Little Missenden CE Infant School values highly its Christian ethos, 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

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.

#### **LA Application Form**

The Governing Body of the school, not Buckinghamshire Local Authority (the LA), is responsible for deciding on admissions to the school, but works closely with the LA to co-ordinate admissions to the Reception Year at all maintained schools and academies in Buckinghamshire. Details of the LA arrangements are in the Buckinghamshire booklet, available from the school, with application forms, in September/October 2017. This also explains how parents can express a preference for a school and give reasons for that preference. Applications from parents living outside Buckinghamshire at the time of application should be made on the common application form of the LA in which they live.

#### **Supplementary Information Form**

Because we are a Voluntary Aided School, we require parents to complete a supplementary information form in addition to the LA form with the Admissions booklet if they are applying on the grounds of regular attendance at a Christian church – see Admissions Criteria 6-8 below. This form is available on the school website, for collection from the school and will also be sent out by the school to all those who have registered their interest at the school. Parents who obtain the booklet and LA form from another source should contact the school directly for a supplementary form. This should be completed by parents and submitted (to the school) at the same time as the Common Application Form (to the LA) for those applying under denominational criteria.

#### **Dates and Deadlines**

The dates and process of application will be in accordance with the co-ordinated admission scheme. This will apply to all schools within the LA and the dates will be published by the LA when they have been agreed. Please do not return any completed forms to the school other than the supplementary form. They should be sent directly to the Admissions & Transport Team, Achievement and Learning, County Hall, Aylesbury, Bucks HP20 1UZ or your home LA.

**Late applications** (i.e. those received after the deadline but before offers are made) will be handled by the LA according to their policy, set out in the Guide to Parents.

#### **Information Regarding Applications in Previous Years**

In 2015 there were 51 preferences for a place at the school. The final number taken was 15. In 2016 there were 66 preferences for a place at the school. The final number taken was 14. There were no appeals in either of these years.

#### **Entry for the School Year 2018/2019**

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 15 places available. Our policy is not to offer admission in September 2018 to children who were born on or after 1 September 2014.

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, 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 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 strong 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.

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.

The school does not accept applications for entry for children younger than those who reach the age of five during 2018-19.

For admission into other years groups pupils will be admitted provided there are places available. There are 15 places in each year at the school. Please apply to the Bucks Admissions team for in year admissions to Years 1 and 2 and to the Reception Year once school year 2018-19 has started.

### **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.

### **Admission Criteria**

Children with a Statement of Education Need or with an Education, Health and Care (EHC) plan naming Little Missenden CE Infant School will always be admitted. Once children with statements of special educational needs or EHC plans have been admitted to the school then 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 1)
2. Families who have exceptional medical or social needs that make it essential that their child attends Little Missenden CE Infant 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 2).
3. Children living within the school catchment area (map available in the school office and in the school prospectus) and with a sibling at the school at time of application and who is expected still to be in attendance at the school at the time of entry (see note 3).
4. Children living within the school catchment area (map available in the school office and in the school prospectus)
5. Children living outside the school catchment area and with a sibling at the school at time of application and who is expected still to be in attendance at the school at the time of entry (see note 3).
6. Children with a parent involved in the work and worship of the Parish Church of St John The Baptist, Little Missenden with the daughter Church of St Andrew's, Hyde Heath (see note 4).

7. Children with a parent involved in the work and worship of any of the other Churches presently covenanted with the local 'Churches Together' group, covering the Churches of Prestwood with Great Hampden, Great Missenden with Little Hampden and Little Kingshill (see note 4).
8. Children with a parent involved in the work and worship of any other Christian Church which is a member of Churches Together in Britain and Ireland or the Evangelical Alliance. (see note 4).
9. Other children

In the event of a tie in criteria 1-8 above, priority will be decided by the shortest distance. This will be measured by the straight line distance from the address point of the pupil's house, as set out by Ordnance Survey, to the nearest school gate available for pupils to use. We use the Buckinghamshire LA system. 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.

## Notes

By 'parent' we mean any person who has parental responsibility for or is the legal guardian of the child. If you are in any doubt, please contact the school for advice.

**Note 1:** 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 2:** 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 XYZ 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 3:** 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/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. If the last place is offered to one of a multiple birth group then the other siblings will be admitted.

**Note 4:** 'parental involvement in the work and worship' of the local church or any other church will be assessed by means of the frequency of attendance (at least one Sunday monthly for a minimum period of six months prior to the date of application) of a parent. It should be noted that only one parent's attendance is necessary. The school's own supplementary information form will be used to assess applications made under criteria 5, 6 and 7, above. For parents who have recently moved into the area we accept proof of attendance at their previous church or an aggregate of attendance at the new church together with that at a previous church. This may mean you need to complete two supplementary forms.

**Note 5:** by 'home' we mean your child's normal address at the time you make the application. We regard a child's home address to be where he or she spends the majority of the school week (Monday to Friday, including nights).

## Fair Access

Little Missenden School follows Buckinghamshire County Council's policy on Fair Access and the admission of vulnerable children, by which we mean children at risk of social exclusion by being out of school. These include looked-after children, permanently excluded children and those children who have moved into the area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children who meet these criteria will be offered a place as soon as possible, even if the school is full, or if appropriate, they will be given top priority on the waiting list.

## **Appeals**

There are established arrangements for appeals against non-admission. 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 school does not consider any further application in the same school year (1 September – 31 August), except in the event of a major change in circumstances, such as change of address. The school maintains a waiting list for those children who are not offered a place; the order of priority on the waiting list is the same as the list of criteria for over-subscription. 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.

## **Waiting List**

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.

**For further information, in the first instance, please contact the Admissions Secretary at the school. Contact details are as follows:**

**Address**

**The Admissions Secretary  
Little Missenden CE Infant School  
Little Missenden  
Amersham  
Bucks  
HP7 0RA**

**Tel / Fax**

**01494 862021**

**Email:**

**[office@littlemissenden.bucks.sch.uk](mailto:office@littlemissenden.bucks.sch.uk)**



# Little Missenden Church of England Infant School

Buckinghamshire HP7 0RA

Telephone 01494 862021

Email: [office@littlemissenden.bucks.sch.uk](mailto:office@littlemissenden.bucks.sch.uk)

Headteacher: Mrs M Green

## Supplementary form for entry into Little Missenden Church of England Infant School.

**Please use this form to confirm your church attendance.**

Notes to parents

1. Complete the top section 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 sign the statement at the bottom of the page and return this form with the application form to the school.

<b>CHILD'S FULL NAME</b> (Please underline the family name.)		Date of birth.
<b>PARENT'S FULL NAME</b>		
Normal Home Address		
	Postcode	
Church attended by parent		

I have attended the above church on at least one Sunday per month for the past six months.

Signed:

Date:

### **NOTE TO CLERGY**

When the number of applications to our school exceeds the number of places available, we use admission rules to decide who to offer places to. **'Parental involvement in the work and worship'** of the local church or any other church will be assessed by means of the frequency of attendance (at least one Sunday monthly for a minimum period of six months prior to application) and only one parent's attendance is necessary to fulfil the requirement.

Rule 6 states:

Children with a parent involved in the work and worship of the Parish Church of St John The Baptist, Little Missenden with the daughter Church of St Andrew's, Hyde Heath. For parents who have recently moved into the area we accept proof of attendance at their previous church or an aggregate of the two. (Please see note 4)

Rule 7 states:

Children with a parent involved in the work and worship of any of the other Churches presently covenanted with the local 'Churches Together' group, covering the Churches of Prestwood with Great Hampden, Great Missenden with Little Hampden and Little Kingshill.

**Rule 8 States**

Children with a parent involved in the work and worship of any other Christian Church, which is a member of Christians Together in Britain and Ireland or the Evangelical Alliance.

**You are being asked to complete this form because the above parent is claiming they meet one of the above rules. It is the involvement of one parent to the church that counts not the child's.**

**Please sign this section if you can confirm that the parent(s) named have attended your church.**

**Please tick as appropriate below.**

**The above named have attended church:**

At least one Sunday monthly for a period of six months prior to the date above

**Thank you for taking the time to fill in this form**

**Signed .....**

**Print name .....**

**Date .....**