



# Oxenhope Church of England Primary School

## Admissions Policy










Created by:	Date:	Next Review Date:
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We are a community where each person is valued by God. We nurture confidence, delight and discipline in seeking the skills needed to shape life well.

Life in all its fullness; John Chapter 10 v 10.

At Oxenhope CE Primary School, we believe in a broad, balanced and creative curriculum, which provides *each child* with a chance to flourish and achieve their potential by becoming successful, life-long learners who are able to enjoy life in all its fullness. Our Christian ethos, character and values pervade Oxenhope CE Primary ensuring the exceptional personal development and academic achievement of the whole child, as well as the overall 'well-being' of the school community. The school is wholehearted in its commitment, putting faith and spiritual development at the heart of the curriculum.

**Christian beliefs and practices that underpin this policy**

<p><b>Love / Compassion</b></p> 	<p>'Love your neighbour as yourself' Luke 10 v 27 Just like Jesus was 'moved with compassion' we want to instil the children of Oxenhope with selfless kindness towards others. The ultimate aim is to do good to other people, whoever they may be.</p>
<p><b>Service / Community</b></p> 	<p>'Serve one another in love' Galatians 5 v14 At Oxenhope we actively seek opportunities to work together to help others. As even Jesus washed the disciple's feet we can learn from his example and seek to do good where we can, both locally and globally.</p>
<p><b>Wisdom</b></p> 	<p>'Blessed are those who find wisdom, those who gain understanding.' Proverbs 3 v 13 As the children at Oxenhope are faced with situations and dilemmas, we endeavour to teach and direct them to make wise choices which will develop their characters and shape their lives. Wisdom is rooted in a proper reverence for God, the source of all life and values.</p>
<p><b>Forgiveness</b></p> 	<p>'Forgive us our sins as we forgive those who have sinned against us.' Luke 11 v 4 These are the words we quote in our school prayer. As we appreciate how much we have been forgiven, we can forgive others.</p>
<p><b>Courage</b></p> 	<p>"Have I not commanded you? Be strong and courageous. Do not be afraid; do not be discouraged, for the LORD your God will be with you wherever you go." Joshua 1 v 9 It is important that the children go from Oxenhope with a determined strength that they can bravely overcome whatever challenges they are faced with.</p>
<p><b>Endurance / Hope</b></p> 	<p>'Be joyful in hope, patient in affliction, faithful in prayer.' Romans 12 v 12 Jesus' followers are challenged to think of life like a race. However - NOT a short sprint but a marathon! The bible says that we are made stronger for the future every time we endure and refuse to give up. We teach our children to persevere and not give up hope.</p>
<p><b>Truth</b></p> 	<p>'Instead, we will speak the truth in love, growing in every way more and more like Christ' Ephesians 4 v 15 We teach the children to be full of integrity and honesty, knowing the difference between right and wrong. If they have strong moral principles they will be the much needed light in this world. As Jesus said 'the truth will set you free.'</p>

## Admissions Policy 2021/2022 Academic Year

Children are admitted into Reception full time in the September of the school year in which they will be five. The following priority for admissions will apply if the demand for places exceeds the school's admission limit of 30. Children with a statement of Special Educational Need where this school is named on the statement will be admitted to the school without reference to the oversubscription criteria below.

Oxenhope Church of England Primary School is a voluntary aided school for which the admissions authority is the Governing Body. Where there are more applications than places available, places will be allocated in the following order of priority:

1. Looked after children\* or children who were previously looked after but ceased to be so because they were adopted or became subject to a residence or special guardianship order. (\* see notes below)
2. Regularity of family involvement\* in the worship and work of the Parish Church of St Mary the Virgin, Oxenhope, supported with written evidence from the recognised minister at St Mary's Church.
3. Children resident within the Parish Area\* of the school where the family is regularly involved in the worship and work of another Christian\* church, supported with written evidence from a recognised minister.
4. Children resident within the Parish Area\* of the school where the family is regularly involved in another faith community\*, supported with written evidence from a recognised faith community leader.
5. Those children who have siblings\* attending the school at the time of admission.
6. Those children resident within the Parish Area\* of the school.
7. Pupils who attend an academy, which is part of Bradford Academies Diocesan Trust.
8. Other children.

If all other factors are equal in each of the above categories, the deciding factor is children whose family home\* is closest to the school measured by straight line distance from the main entrance of the family home to the main entrance of school.

## Definitions

- \* 'Looked after children' as defined by Children Act 1989.
- \* 'Regularity of family involvement' means attendance twice per month for a period of two years.
- \* In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.
- \* 'Parish Area' is defined as those addresses deemed to be in the Ecclesiastical Parish of St Mary the Virgin, Oxenhope. A map is available in church.
- \* 'Christian' means a church that is a member of the Churches together in Britain and Ireland or The Evangelical Alliance (<http://www.eauk.org/>)
- \* "Another faith community" means one of the major world faith traditions other than Christianity in Britain – Buddhism, Hinduism, Islam, Judaism, Sikhism.
- \* 'Sibling' means a brother or sister of statutory school age who lives at the same address. Children living in the same family, e.g. foster children or step-sisters or step-brothers are also included.
- \* The 'family home' is defined as the home where the child regularly resides on weekdays.
- \* Distances will be measured by linear measurement from the main entrance of the family home to the main entrance of the school building (using local authority geographical information system computer software).

## Application procedure

The Local Authority Common Preference Form (CPF) or In-year Common Preference Form (ICPF) must be completed and returned to the Admissions team or to the school by the publishing closing date. For those applying on faith grounds, the school's supplementary information form (SIF) must be submitted by the same date directly to the school. Letters will be sent to parents advising them of the outcome of their application by the Local Authority in April 2020, and advised of their right of appeal to an independent appeal panel.

## Admission of children below compulsory school age

- Children who are offered a Reception place in the school will be able to start school in the September following their fourth birthday.
- Parents may request that the date their child is admitted to the school is deferred until later in the same school year or until the child reaches compulsory school age in that school year.
- Parents may request that their child attends part-time until the child reaches compulsory school age.
- Requests for a child to start their schooling on a part-time basis or to defer the start until they reach compulsory school-age should be addressed to the Headteacher.
- Compulsory school age is the beginning of the term following the child's fifth birthday.

### **Admissions for children with additional needs**

School will work with the council, the Trust, parent groups, schools and SEND professionals to meet any additional needs that may require specialist advice in order to access the school. You will need to give full details on the application form and your application must be supported by specialist advice relating to the medical or behavioural needs of your child

### **Deferred entry to primary schools**

Parents of children who are offered a place at the school before they are of compulsory school age may defer their child's entry until later in the school year. Where entry is deferred, the school will hold the place for that child and not offer it to another child during the remainder of the school year for which application was made. It should be noted, however, that such children will only be allowed to start at the beginning of a term. Parents may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term of the school year for which the original application was accepted.

### **Appeals**

Parents/guardians of children who are not offered a place have the right to appeal. Such cases will be heard by an independent appeals panel. A written letter of appeal must be sent within 14 days from the date of the letter informing applicants of the governors' decision. The information about the appeals process can be found online, following the links from the school website, or by phoning 01274 385967.

### **Waiting lists**

Where a child is refused an offer of a place in the school, the parents may request that the child's name be placed on the school's waiting list. The waiting list will be maintained for the remainder of the academic year for which the application was made. Waiting lists will be maintained in order of the oversubscription priorities.

### **Admissions outside the normal admissions round**

An in-year CPF, available from school or Local Authority, must be completed and returned to the school for admission to the school outside the normal admission round. If you are applying on faith grounds the SIF must also be completed and returned to the school. The Governors will inform the parent and the Local Authority of the outcome of the application.

**Oxenhope Church of England (Voluntary Aided) Primary School**

**Supplementary Information Form – September 2021 Intake**

Child's Full Name: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Male/ Female

Address: \_\_\_\_\_

Postcode \_\_\_\_\_

Parent/Carer Name \_\_\_\_\_ Tel. No. \_\_\_\_\_

Do you regularly worship in an Anglican Church or any other Christian Church? **Yes / No**

Do you regularly worship as part of another faith community? **Yes / No**

Name and address of church or faith community: \_\_\_\_\_

Name of vicar/priest/minister/faith community leader: \_\_\_\_\_

**Please ask the above named person to complete the section below:**

**Vicar/Priest/Minister/Faith Community Leader Recommendation**

To the best of my knowledge, the above child attends:

	Most weeks	Once a month	Occasionally	Never
Regular services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Involvement -----

To the best of my knowledge, the above parent attends:

	Most weeks	Once a month	Occasionally	Never
Regular services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Involvement -----

Signed \_\_\_\_\_ Name (printed) \_\_\_\_\_

Date \_\_\_\_\_

***This supplementary form should be completed and returned to Oxenhope C of E Primary School at the above address, if we are listed as one of your school choices on the Common Preference Form.***