

Ibstone Church of England Infant School.

Admissions Arrangements for September 2017 - August 2018

Ibstone School is a very small school, situated in an area of great natural beauty which is able to provide a unique learning environment for young children. Our most recent SIAS inspection graded the school as an outstanding school where "Everyone is an individual who is loved and cared for personally and academically." We particularly pride ourselves on the fact that our children enjoy school immensely and are valued as unique individuals. Our dedicated staff and Governing Body enthusiastically strive to uphold and develop our provision and we work hard to establish good working relationships with all our parents.

Our aim for the children is to provide a secure learning environment with a Christian ethos where each child is valued, can thrive and achieve their full potential. Ibstone School has a vibrant and caring family ethos. The school welcomes applications for admission of children of all faiths or none.

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 all maintained schools in Buckinghamshire. Details of the LA arrangements are in the Buckinghamshire booklet, available from school or on the LA website. This also explains how parents can express a preference for a school and give reasons for that preference.

Applications for entry to Ibstone Church of England Infant September 2017 must be received by the LA where the parents live (the home LA) by the closing date in the home LA's admissions booklet on the home LA's form, together with a copy of the school's supplementary form if applying under criterion 5.

Decisions on which children are to be offered a place will be made by the Admissions Committee of the school during February/March 2016. Offers and refusals of places will be posted by the home LA on 18 April 2017. Parents (see Note 1) will be given a stated period in which to accept an offer. Applications received after the deadline for receipt will only be considered **after** all those received by the deadline. This means that, if no places are left after considering all the applications before the deadline, even if you fulfil a higher criterion than under which places have been offered to other applicants, you will be unsuccessful.

At Ibstone Church of England Infant School pupils are admitted to the Reception Year at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. The number of places available (the admission number) is 13.

Parents of a child whose fifth birthday falls between 1 September 2017 and 31 March 2018 may request that their child is not admitted until later in the school year 2017/18 (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 2018 and 31 August 2018 (summer born children) who do not reach compulsory school age until September 2018, parents who do not wish them to start school in school year 2017-18 but to be admitted to the Reception Year in September 2018, should proceed as follows: They should apply at the usual time for a place in September 2017 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2018. 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 (16 April 2018), 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 2018) for a Reception place in September 2018. If their request is refused, the parents must decide whether to wait for any other offer of a place in September 2017 (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 2018 for a Year 1 place in September 2018. Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 2017-18 Reception Year group.

Until the child reaches compulsory school age, s/he may attend part-time. If parents wish to exercise this right they should discuss detailed arrangements with the headteacher.

Children with statements of Special Educational Need or with an Education, Health and care (EHC) plan naming Ibstone Church of England will always be admitted. 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 Ibstone 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 of the school (the village of Ibstone and rural area - south of Chiltern Ridge and Mill Road, north of the Northend/ Turville Road, west of Chequers Lane and east of Wormsley.
4. Children living outside the catchment area of the school, with a sibling on the roll of the school at the time of application and who is expected still to be in attendance at the time of admission. (see Note 5)
5. Children living outside the catchment area of the school, where a parent is a regular worshipper in the Church of England or another Christian church (at least once a month in the twelve months prior to the date of the application). (see Note 6)
6. Children living outside the catchment area of the school, with a sibling who formerly attended the school for a period of at least two years.
7. Other children

Proximity of the child's home, as measured by a straight line distance from home to school, with those living nearer being accorded the higher priority, will serve to differentiate between pupils in criteria 1 to 9 should the need arise (see note 7). Where there is one place but two identical distance measurements the school will use a random allocation process which will be carried out in the presence of an independent witness. The school uses the Local Authority to measure straight line distances.

For entry to the Reception Year in school year 2015/16, 7 offers were made. The criteria applicable to the applications were as follows:

Rule 4	4
Rule 7	3

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 13 places. Applications must be made directly to the school on a form available from the school.

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 1-9 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, when 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 proof

The school follows the Buckinghamshire County Council's policy for the admission of vulnerable children as described by the Fair Access Protocol.

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 NOTES

Note 1: A parent is 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 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).

Please note that the criterion can only apply to children adopted, subject to a child arrangements or special guardianship order immediately after being looked after. Children adopted from overseas or following private fostering arrangements do not qualify as they were not in the care of a local authority immediately prior to being adopted, etc. The only way in which such children could be given priority is under a medical/social criterion and, even then, they might not qualify.

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 Ibstone 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: A map of the catchment area is available on the school website www.ibstoneschool.uk.org and is attached to this document. Currently 97% of our children live outside of our catchment area.

By normal home address, we mean your child's home address. This is your child's permanent address at the time you make your application for a place. It is where you and your child live. 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). 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, you need to tell us this on the application form. If you do not declare any arrangements like this or use a relative's address for your application, we may consider that you have made a false declaration and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address. The

school reserves the right to check the validity of any address given, by asking for evidence such as inclusion on the Electoral Roll, or a recent utilities bill confirming your name and address. If you are not sure whether you live in the catchment area of the school please contact the school to ask for advice. If you are moving into the catchment area, we will ask you for evidence of your move, when considering any application for a place. For entry to the Reception Year 2017-18, we need to know that you will be resident in the catchment area on 1st September 2017. If you move later we will still need evidence before considering an application. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy the house or a formal lease agreement.

Note 5: 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. In the case where one place is available and the next child on the list is a twin, triplet or other multiple birth we would admit both twins (or all children in the case of other multiple births) even if this meant exceeding the agreed admission number or number of places in a particular year group.

Note 6: A Child living outside the reserved area of the school, where a parent is a regular worshipper in the Church of England or another Christian church. The definition of this is a church in membership of Churches Together in Britain and Ireland or of the Evangelical Alliance. The Governing Body asks the priest or minister to complete a form confirming church attendance of at least once a month for the year preceding the date given on the supplementary form. Where parents' attendance at church is required, it is sufficient for just one parent to attend. If a parent has recently moved into the area and is unable to fulfil the regular church attendance at the new church the Governing Body will accept attendance at a previous church as long as signed evidence is provided and attendance at a local church is confirmed.

Note 7 The straight line distance used to determine proximity of the home to the school will be measured by Bucks County Council LA's Geographical Information System. The point we measure to at your child's address is determined by the Ordnance Survey ADDRESS-POINT which is an Ordnance 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 Post Office Address File.

This is different to the shortest walking route which is used for transport purposes. More information is in the [School Transport Policy & Guidance](#).

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 – 31st August) unless there is a major change of circumstance (eg 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 the length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

The school has made every effort to ensure that this policy complies with all relevant legislation including that on infant class sizes and equal opportunities.

For further information or comments on the policy please contact the Admissions Secretary at the school. Contact details are as follows:

Address	The Admissions Secretary Ibstone CE Infant School Ibstone High Wycombe Bucks HP14 3XZ
Telephone	01491 638281
Fax	01491 638198
Email	office@ibstone.bucks.sch.uk

**IBSTONE CHURCH OF ENGLAND INFANT SCHOOL
(DfES No 825 3335)
SCHOOL'S SUPPLEMENTARY INFORMATION FORM**

Please complete in block capitals

Full name of child.....

Date of birth/...../.....

Full name of parent.....

Before completing this form you should read the school Admissions Policy and particularly criterion 5:

- Child living outside the reserved area of the school, where a parent is a regular worshipper in the Church of England or another Christian church (at least once a month for the year preceding the date below.)

Church attended.....

Name and address of
Vicar/Minister.....
.....
.....

I have attended the above-named church at least once for the past year.

Signed.....(Parent/Guardian)

Date.....

To the Vicar/Minister of the church named above:

Please could you verify the information given by the above-named parent?
Thank you.

Signed.....

Full Name and position.....

Date.....

School catchment map