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Admissions Policy for entry in 2020/2021

St Peter's Church of England Middle School, Old Windsor is an Academy School, within the Oxford Diocesan Schools Trust. The Governing Body is the admissions authority and is responsible for drawing up and implementing an Admissions Policy which adheres to the School Admissions Code (2014) and reflects the ethos of the School.

St Peter's Church of England Middle School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our school."

Admission to St Peter's C.E. Middle School

Whilst the Governing Body is responsible for admissions to St Peter's, it works closely with the Local Authority to co-ordinate the process. Details of the LA arrangements are available online in the RBWM booklet on admissions. It explains the process of equal preference of choice for parents (see Note 1).

Key Dates

Applications for St. Peter's C.E. Middle School must be made on the Local Authority common application form of the authority in which parents reside.

Each stage of the application process will conform to the dates in the LA's co-ordinated admissions scheme when it is published.

For the RBWM Local Authority, the common application form is online at:
<http://www.rbwm.gov.uk>

Decisions about which children are to be offered a place will be made by the Admissions Committee of the school. Offers of a place will be made by the Local Authority, on behalf of the Governing Body of St Peter's.

Numbers to be admitted to Year 5

Entry to Year 5 in September is open to all children whose tenth birthday falls between 1 September and 31 August. The number of intended admissions is 90 for Year 5; Year 5 will have 90 places and all other year groups have 60 places.

The Governors will admit 90 children to the school in Year 5 in September 2019 in accordance with the Admissions Criteria set out below.

In common with all schools, we are legally required to always admit children with a statement of special educational need naming the school.

Also in accordance with the School Admissions Code, we are required to make looked after children (including previously looked after children) our first criterion.

The remaining applications will be treated in accordance with our admissions criteria, irrespective of educational need or ability. If the number of children eligible in the 1st category does not fill the available places, consideration will next be given to children who qualify in the next category and so on until the Admission Number is reached.

Applications for in year transfers

Parents applying for a place for their child for entry into St Peter's during the academic year (in-year transfers) must apply directly to the school.

Admissions Criteria

Applicants with a Statement of Special Educational Needs, with St Peter's CE Middle School as their named school, have an automatic right to a place. Once these children have been placed, the following criteria will be applied in the order given 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. 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).
2. Families who have exceptional medical or social needs that make it essential that their child attends St Peter's Church of England Middle 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. A child ordinarily living in the Parish of Old Windsor. (See Note 4)
4. A child with a sibling on the roll of St Peter's 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. (See Note 6)
5. A child of a member of staff at the school will be admitted, subject to qualification in either or both of the following:
 - a) where the member of staff has been employed at the school for two or more years at the time the application for admission is made, and/or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. A child attending King's Court First School, The Royal School, Eton Porny C.E. Combined First School or Eton Wick C.E. Controlled Combined First School at the time of application.
7. A child attending one of the following Windsor First/Primary Schools: Alexander First; Braywood CE Controlled First; Clewer Green CE Aided First; Datchet St Mary's CE Primary, Dedworth Green First; Hilltop First; Homer First; Oakfield First; The Queen Anne Controlled First; St. Edward's RC Aided First, Trinity St. Stephen CE Aided First; or Wraysbury Primary, at the time of application.
8. A child living outside the Ecclesiastical Parish of Old Windsor and who does not attend one of the schools named in criteria 6 or 7 at the time of application.

9. Other children.

Allocation of places within criteria

Within each criterion, the child ordinarily living nearest to the school will be given highest priority, based on straight-line measurement between the school and the individual property, using the Local Authority GIS local ordnance data software where available. Where there is one place but two identical distance measurements, a process of random allocation in the presence of an independent person will be used to determine allocation. In line with RBWM guidance, “the distance will be measured in a straight line from the address point of the student’s house as determined by Ordnance Survey to the address point of the school using Local Authority’s GIS System”.

Multiple births: in the case that one sibling from a multiple birth is offered a place within the admissions criteria, the other siblings from the multiple birth will be offered places even if that goes over the admission number or number of places available in a particular year group.

In compliance with the Royal Borough of Windsor and Maidenhead’s In-Year Fair Access Protocol all children listed in the protocol will be offered a place as soon as possible, and they will be given top priority on the waiting list.

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 student’s interests. It is recommended that parents discuss their wishes with the Headteacher 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.

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 Looked after children

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). The Admissions Code requires priority school admissions to be given to all children adopted from care who are of compulsory school age, and not just those adopted from care under the 2002 Act.

Note 3 When applying under criterion 2 (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 St Peter’s Church of England Middle 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 Parish: The Ecclesiastical Parish of Old Windsor. (A map of the Ecclesiastical Parish of Old Windsor is available from the School Office)

Note 5 Living Normal address of parent or legal guardian. Where parents are estranged, the one having principal custody of the child. If parents are planning a move into the Parish, evidence of either a formal lease (minimum 12 months) or details from a solicitor confirming purchase details may be requested. Where applications are made for children not currently attending Windsor First Schools proof of address may be requested at the behest of the LEA.

Note 6 Sibling: 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.

Right to Appeal

Parents have a statutory right to appeal against the decision of the Governors and appeals must be addressed in the first instance to the Chair of Governors at the School with 'Appeals' marked on the envelope. Appeals must be made within twenty school days of being refused a place at St Peter's.

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) unless there is a major change in circumstances

e.g. change of address. The school will maintain a waiting list for those children who are not offered a place if required by the parent; the order of priority on the waiting list is the same as the list of criteria for over-subscription. No account is taken of time on a waiting list, and children may move up or down the list according to criteria of further children applying. The school will periodically seek confirmation that parents wish a child to be kept on the waiting list. This list will be maintained by the school until the end of the Autumn term following requested entry.

Admissions in September 2018

The school received 103 applications expressing a preference for admission to Year 5 in 2018 by the closing date of 31st October 2017. These were ranked as follows:

Children with statements or EHC plans naming the school 0

Criterion 1 - 0

Criterion 2 - 3

Criterion 3 - 46

Criterion 4 - 0

Criterion 5 - 5

Criterion 6 – 0

Criterion 7 – 1

Criterion 8 – 28

Criterion 9 – 1

Criterion 10 – 14

Criterion 11 – 0

Criterion 12 - 5

60 places were offered, with the cut-off coming under criterion 8 at a distance of 2.433 miles. Please note that these criterion are under Admissions Policy 2017-18.

The Governing Body has made every effort to ensure that this Admissions Policy complies with all relevant legislation, including that on equal opportunities.

Further information may be obtained from:

The Admissions Officer
St Peter's C.E. Middle School Crimp Hill
Old Windsor Berkshire
SL4 2QY
01753 866253

Date Reviewed: December 2018

Reviewed by Admissions Officer; Chair of Governors: December 2018

Approved by Governors: