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# St Peter's Church of England Middle School

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## Admissions Policy for entry in 2024/2025

St Peter's Church of England Middle School, Old Windsor is an Academy School, within the Oxford Diocesan Schools Trust. We have children in years 5,6,7 and 8 in school. 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 at the beginning of Year 5

Whilst the Governing Body is responsible for admissions to St Peter's, it works closely with the Local Authority to co-ordinate the process for year 5 admissions. 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 Church of England 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 2024 and 31 August 2025. The number of intended admissions is 90 for Year 5. All other year groups have 90 places.

The Governors will admit 90 children to the school in Year 5 in September 2024. If there is greater demand for places than there are places available the following Admissions Criteria will be applied in the order set out below.

In common with all schools, we are legally required to admit children with an Education, Health and Care Plan naming the school unless:

- it would be unsuitable for the age, ability, aptitude or SEN of the child or young person, or
- the attendance of the child or young person there would be incompatible with the efficient education of others, or the efficient use of resources.

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 first category does not fill the available places, consideration will 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 (Note 1) applying for a place for their child for entry into St Peter's other than at the beginning of year 5 – that is during the academic year or at the beginning of years 6,7,8 must apply directly to the school. An application form is available from the school office or on the school website.

In-year admissions or admissions at the beginning of school years other than Year 5 will only be considered up to half a term (based on a three-term school year) in advance of the desired date for entry. All applications will be acknowledged promptly. Parents will be notified of the outcome of their application within 15 school days of the application or of the beginning of the half term before the desired date for entry, whichever is the later.

For example, for entry in January, the application will not be considered until after the October half-term break and parents will be notified within 15 school days of the beginning of the half term following the October half-term break (or within 15 school days of the date the application was submitted, if later).

All year groups ordinarily have 90 places. Schools may refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources. If there is a vacancy, and there is no child on the waiting list with a higher priority (under the Admissions Criteria 1-8 below), a place will be offered.

Where an admission is refused, the refusal will set out the reasons for the decision and information about how to make an appeal. The child will be added to the waiting list (details below) unless the parents do not want this.

Where an applicant is offered a school place, the notice will set out the date by which this needs to be accepted so that arrangements can be made for the child to start school as soon as possible.

### **Admissions Criteria**

Applicants with an Education, Health and Care Plan 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, (LAC), Internationally adopted previously looked after children (IAPLAC) 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 and (See Note 2).
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 3)
3. A child ordinarily living in the Parish of Old Windsor. (See Notes 4 and 5)

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.

### **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” and “Internationally adopted previously looked after children” (IAPLAC), 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 By normal home address, we mean the child’s home address at the date of the application. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child’s parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgement about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP

- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). 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, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the school must be informed.

If parents are moving, we will ask for evidence of the move, when considering any application for a place.

Special rules apply in relation to the children of service personnel with a confirmed posting, or crown servants returning from overseas. In this case we are able to allocate a school place to a child as if they were already resident in the area, provided the application contains an official letter containing a relocation date. We will use the address where the child will live in considering the application, as long as the parents are able to provide evidence of this. If parents request it, we will use a unit or quartering address as the child's home address.

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.

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 2023**

The school received 138 applications expressing a preference for admission to Year 5 in 2023 by the closing date of 31st October 2022. These were ranked as follows:

Children with statements or EHC plans naming the school - 0

Criterion 1 – 0

Criterion 2 – 0

Criterion 3 – 38

Criterion 4 – 16

Criterion 5 – 0

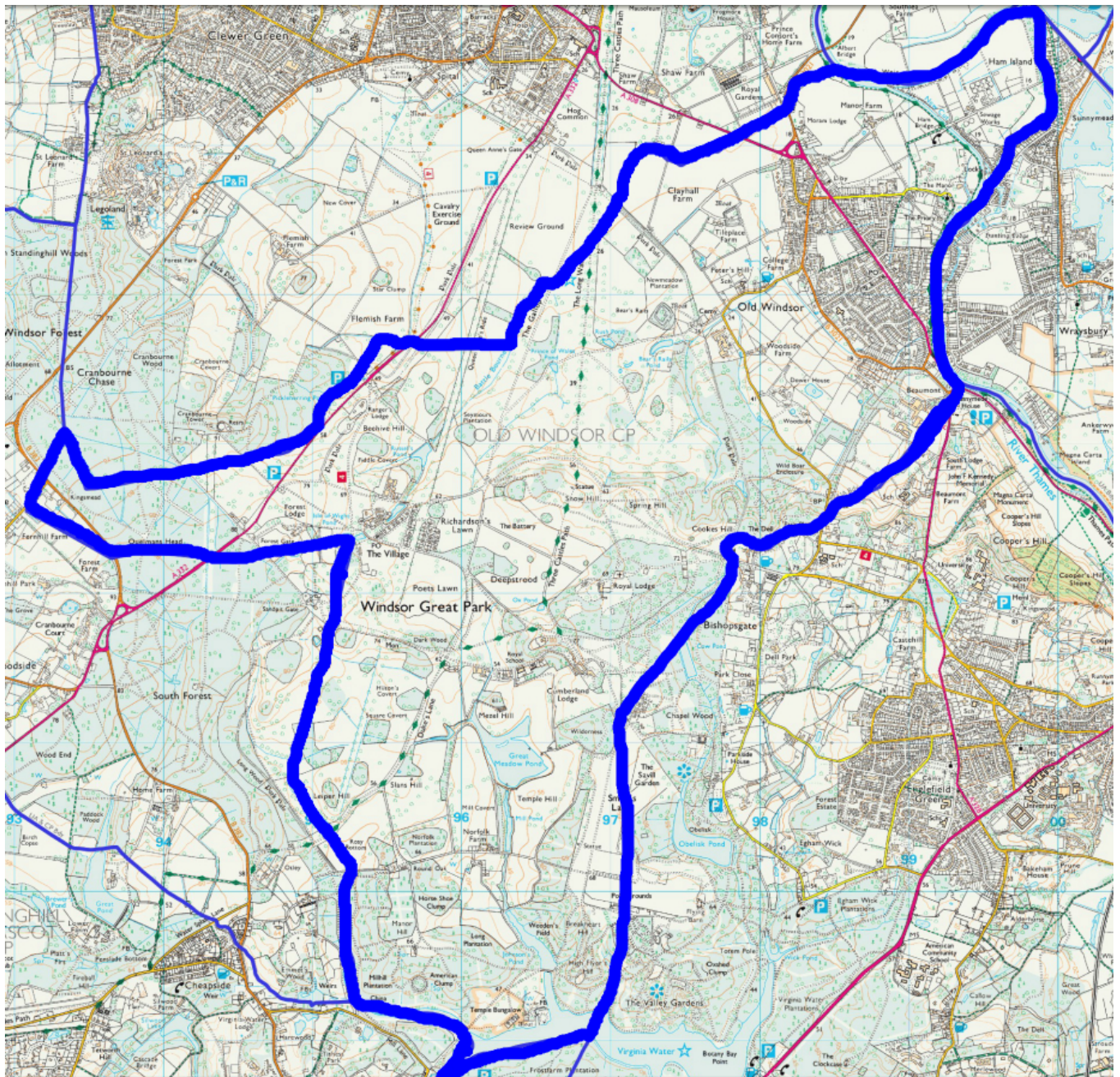
Criterion 6 – 30

Criterion 7 – 49

Criterion 8 – 5

90 places were offered, with the cut-off coming under criterion 7 at a distance of 1.394 miles.

# Catchment Map



The Governing Body has made every effort to ensure that this Admissions Policy complies with all relevant legislation.

Further information may be obtained from:

The Admissions Officer

St Peter's CE Middle School

Crimp Hill

Old Windsor

Berkshire

SL4 2QY

01753 866253

**Date Reviewed:** January 2023

**Reviewed by Admissions Officer; Chair of Governors:** January 2023

**Approved by Governors:** 20<sup>th</sup> January 2023