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# Curzon CE Combined School

## Admissions policy 2023 / 2024

Curzon CE Combined School values highly its distinctive Christian ethos which is at the centre of our school life. We provide an inclusive, supportive and caring environment, based on Christian values in which children can learn, flourish and be 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 asking that parents respect the Christian ethos of our school.

Curzon CE Combined School is part of the Oxford Diocesan Bucks Schools Trust, who are the admissions authority for the school. The Board of Trustees have delegated the admissions authority operation to the Local Governing Body of the school.

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.

### **Admission arrangements to the Reception Year in September 2023**

**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 2018 and 31 August 2019 may apply for them to be admitted to the Reception Year in September 2023. There are 20 places (the published admission number) available. Our policy is not to offer admission in September 2023 to children who were born on or after 1 September 2019.**

Children can attend Reception full time in September when they start school. Parents may request that their child attends part-time until the child reaches compulsory school age. In such cases, detailed arrangements should be discussed with the head teacher. Parents of a child whose fifth birthday falls between 1 September 2023 and 31 March 2024 may request that their child is not admitted until later in the school year 2023/24 (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.

*Learning, Sharing and Growing under God*

For children whose fifth birthday falls between 1 April 2024 and 31 August 2024 (summer-born children), parents who do not wish them to start school in school year 2023-24, but to be admitted to the Reception Year in September 2024, should proceed as follows. They should apply at the usual time for a place in September 2023 together with a written request to the head teacher that the child is admitted outside his or her normal age group to the Reception year in September 2024. NB parents would need to provide supporting reasons for seeking a place outside the normal age group (i.e. if the consensus is that it would be in the pupil's interests to be admitted outside his or her 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 2024) for a Reception place in September 2024. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2023 (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 2024 for a Year 1 place in September 2024. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2023-24 Reception Year group, in which case their child would not be offered a place.

Parents (see Note 1) wishing to apply for the Reception [Foundation] Year in September 2023 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA by 15 January 2023. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 16 April 2023.

Procedures for applying to any school in Buckinghamshire are explained on Buckinghamshire County Council's website:

<https://www.buckscc.gov.uk/services/education/school-admissions/>

### **Over-subscription criteria**

Children with a Statement of Special Educational Need or an Education, Health and Care (EHC) plan naming Curzon CE Combined School will always be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- i. Children who were previously in care outside of England. Criterion: "Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted." (See Note 2)
- ii. Families who have exceptional medical or social needs that make it essential that their child attends Curzon CE Combined 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)
- iii. Children with a normal home address (See Note 4) **in the ecclesiastical** parish for Holmer Green and Penn Street **and with a sibling** (see Note 5) on the roll of the school at the time of application (or whose parent has accepted an offer of a place at the school).
- iv. Children with a normal home address **in the ecclesiastical** parish for Holmer Green and Penn Street.
- v. Children with a normal home address **outside** the ecclesiastical parish for Holmer Green and Penn Street **and with a sibling** on the roll of the school at the time of application (or whose parent has accepted an offer of a place at the school).
- vi. Other children.

Proximity of the child's home, as measured by the straight line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria i to vii should the need arise. 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.

### **Admission arrangements to Year 3 in September 2023**

Curzon CE also has an additional point of entry to Year 3.

Parents (see Note 1) wishing to apply for a Year 3 place in September 2023 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2023. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 17 April 2023.

### **Admission numbers**

Curzon CE School has a published admission number of 6 for entry at Year 3.

### **Over-subscription criteria**

Children with an Education, Health and Care Plan naming Curzon CE School will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is 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, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted. (See Note 2)
2. Families who have exceptional medical or social needs that make it essential that their child attends Curzon CE 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 ecclesiastical parish** for Holmer Green, Penn Street and Coleshill **and with a sibling** (see Note 5) on the roll of the school 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 map Appendix 2).
4. Children with a normal home address **in the ecclesiastical parish** for Holmer Green, Penn Street and Coleshill (see map Appendix 2).
5. Children with a normal home address **outside** the ecclesiastical parish for Holmer Green, Penn Street, Coleshill and with a sibling on the roll of the school 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.
6. Other children.

Parents who wish their children to attend the school are most welcome to visit, by attending one of the school's Open Mornings. Arrangements can be made through the Admissions Secretary at the school.

### **All Other Admissions (In Year Admissions)**

Admission to the school during the school year depends on whether or not there are places available. Reception, Year 1 & 2 have 20 places available, Year 3 – 6 have 26 places. Applications must be made directly to the school on a form available from the school, Admissions outside the normal age group will be dealt with as indicated below.

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, 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 evidence of this.

### **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. The governors will ask relevant professionals (including the Headteacher) for their opinion on the case. The decision letter will fully explain the reasons. It should be noted that if a place in the requested age range is refused, but one in the normal age range is offered, then there is no right of appeal. If the decision is made that a child could be placed out of year group, their application will be considered on an equal basis with other applications for that year group.

### **Waiting Lists**

The Local Authority maintains waiting lists for those children who are not offered a place in reception and Year 3 and the parents ask for the child's name to be added to the waiting list. The school maintains a waiting list for admissions outside of the normal points of entry. Parents need to contact the school to request a place and be put on the waiting list. Parents are asked to contact the school by the last school day of each term to confirm their continuing interest in a place.

The order of priority on the waiting lists 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.

### **Multiple births**

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 20 for Reception, Year 1 & Year 2 in 2023-24 or 26 in other year groups.

### **Fair Access**

The school participates in Buckinghamshire LA's Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

### **Appeals**

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. 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 appeal application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

### **Admissions in September 2021**

The school received 53 applications expressing a preference for admission to the Reception Year in 2021 by the closing date in January 2021. These were ranked as follows:

Children with statements naming the school 0

Criterion i	0
Criterion ii	0
Criterion iii	5
Criterion iv	10
Criterion v	3
Criterion vi	0
Criterion vii	2
Criterion viii	33

*Please note that there were 8 criteria in the 2021/22 policy.*

18 places were offered, with the cut-off coming under criterion viii (other children).

### **Further information**

Further information can be obtained from the Admissions Secretary at the school:

The School Secretary  
Curzon C of E Combined School  
Penn Street, Amersham  
Buckinghamshire HP7 OQL

Telephone: 01494 712251  
Email: [office@curzonschool.com](mailto:office@curzonschool.com)

## 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 "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. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is 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). Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society."

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 Curzon CE Combined 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 By normal home address, we mean the child's home address. 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 judgment 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 home LA must be informed.

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

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 5 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's/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. **It is helpful if parents make it clear on the application form where the sibling has a different family name.** Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 6 The straight line distance used to determine proximity of the home to the school will be measured by Buckinghamshire LA's Geographical Information. They use straight line distance for admissions purposes. This is the distance from your child's normal home address and set out by the ordinance survey to the nearest open school gate available for pupils to use. The point the LA measure to at your child's address is determined by the ordinance survey ADDRESS-POINT which is an ordinance 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 address file. This is different to the shortest walking route which is used for transport purposes.