



ENGLEFIELD CHURCH OF ENGLAND (VOLUNTARY AIDED) PRIMARY SCHOOL ADMISSIONS ARRANGEMENTS FOR ACADEMIC YEAR SEPTEMBER 2025 – AUGUST 2026

Sowing the seeds for a flourishing future

Vision

Our loving environment cultivates the foundations of mutual respect and the understanding that every child is special in God's eyes. Our children are the seeds from which we will build a brighter future. We nurture and nourish them so they grow and flourish.

Introduction

Englefield School values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian yet inclusive environment in which each child is 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. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

As a Voluntary Aided School, the Governing Body is responsible for deciding admissions to our school. Our policy was fully consulted upon in Autumn 2017. We work closely with West Berkshire Local Authority and participate in the Local Authority co-ordinated scheme for primary school admissions, which is common to all schools. Details of the arrangements for schools in West Berkshire are available on the authority's website. This explains how parents can express a preference for a school and give reasons for that preference. The governing body has made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities.

There are 16 places (the published admission number or PAN) available.

Admissions arrangements to the Reception Year in September 2025

Pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose child was born between 1 September 2020 and 31 August 2021 may apply for them to be admitted to the Reception Year in September 2025.

Parents of a child born between 1 September 2020 and 31 March 2021 may defer entry until their child reaches compulsory school age (the term beginning in January or April after his or her fifth birthday). The school will hold the deferred place for the child (provided it is taken up during the school year 2025/26), although children may benefit from starting at the beginning of the school year, rather than part way through it.

For children born between 1 April 2021 and 31 August 2021 (summer born children), parents can defer the date that their child is admitted to school but not beyond the beginning of the final term of the school year.

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 head teacher. Children must start full time the term after their 5th birthday.

Parents (see Note 1) wishing to apply for the Reception [Foundation] Year in September 2025 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 2025. 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 given to parents on 16 April 2025.

Oversubscription Criteria

Children with an Education Health and Care Plan (EHC) which names the school must be admitted before consideration is given to any other applicants. This is NOT an oversubscription criterion. The school must admit a child in these circumstances even if there is no place.

If the school is not oversubscribed, then all applications will be offered a place.

In the event of there being a greater demand for admission than 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 Englefield CE Primary 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 Englefield, Sulham & Tidmarsh **and** with a sibling (see note 5) who is on the roll of our school at the time of application or whose parent has accepted an offer of a place at our school and who is expected still to be in attendance at Englefield CE Primary School at the time of admission.
4. Children with a normal home address in Englefield, Sulham and Tidmarsh.
5. Children with a normal home address outside the catchment (Englefield, Sulham and Tidmarsh) who have a sibling (see note 5) who is 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 our school at the time of admission.
6. 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 1 to 6 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.

All applications received after the normal admissions round, will be treated in the same way as those received within the normal admissions round and the over-subscription criteria will be applied where necessary.

All Other Admissions

Admission to our school during the school year depends on whether or not there are places available. All year groups have 16 places. Applications must be made directly to the school on a form available from the school (and our website). The administration of applications will be dealt with by the Governing Body. Applications will not be considered earlier than one short term in advance of 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, or 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.

Admission outside of the 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 and a decision made based on what is in the pupil's best interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governing board may ask relevant professionals for their opinion. 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.

Waiting Lists

The school maintains waiting lists for those children who are not offered a place and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list 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. The school periodically seeks confirmation that parents wish a child to be kept on the 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 16 per year group.

Fair Access

The school participates in West Berkshire'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.

How to Appeal

In the event of the refusal of a place, parents have the right to appeal against the Governors' decision to an independent panel managed by the Diocese of Oxford; there are established arrangements for this. Information on how to make an appeal is 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 – 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.

Information on Entry Academic Year 2023/24

For entry to the Reception Year 2023/24, the school initially received 35 applications under the Coordinated Scheme. 16 offers of places were made as follows:

Criterion 1 Looked after chdn	Criterion 2 Social & Medical Need	Criterion 3 Catchment with sibling	Criterion 4 Catchment	Criterion 5 Sibling not in catchment	Criterion 6 Any other applications
2	2	3	1	6	2

While our planned admissions number remains at 16, Governors will make a final decision in January 2025 on how many places to offer for September 2025. Information on entry for Academic Year 2025/26 will be published when available

The following notes are for guidance and clarification.

Note 1 “Parent” is defined in law (The Education Act 1996) as either:

- a) any person who has ‘parental responsibility’ (defined in the Children Act 1989) for the child or young person; or
- b) 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 A ‘looked-after child’ is one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its functions. 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 (eg a copy of the adoption, child arrangements or special guardianship order). A ‘looked-after child’ includes any child who appears to have 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 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 Englefield CE Primary School. The medical or social needs can relate to the child or the parent. This supporting evidence must clearly demonstrate why our 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 The home address is where the child normally lives. This will be where the parent or legal carer of the child lives with the child unless it is shown that the child is resident elsewhere with someone else who has legal care and control of them. 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.

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 the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, the home address will be assumed to be the address at which the child is registered with a GP.

Evidence of the normal home address may be requested in the form of a recent bill, 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.

If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (eg 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 be withdrawn even after the child has started at the school.

If parents are moving house, evidence of the move will be requested when considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required.

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.

An address of a second home with the main home being elsewhere will not be accepted. If there are two or more homes, or where a family is returning from elsewhere, evidence will be required of the main home. An allocation of a place based on an address which might be considered only temporary or where the address given is a second home will not be made.

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 will not be accepted.

There are special arrangements for families of service personnel with a confirmed posting or crown servants returning from overseas. If the application is accompanied by an official letter that declares the relocation date, and if there is a place available, it will be offered even though there is not an intended address or the family is not yet living in the area.

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 West Berkshire Local Authority's Geographical Information System taking a straight line between the home address and the School using the unique property identification points within the National Land and Property Gazetteer (NPLG).

Date of Last Consultation: Oct-Dec 2017

Next Consultation due Oct 2024

Parents who wish their children to attend our school are most welcome to visit. Arrangements can be made through our school secretary. Contact details are as follows:

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The Street
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Reading RG7 5ER

Telephone: 0118 9302337

Email: office@englefield.w-berks.sch.uk

Website: www.englefieldprimary.co.uk