ENGLEFIELD CHURCH OF ENGLAND (VOLUNTARY AIDED) PRIMARY SCHOOL ADMISSIONS ARRANGEMENTS FOR ACADEMIC YEAR SEPTEMBER 2028 – AUGUST 2029

Sowing the seeds for a flourishing future

1. Our Vision

At Englefield CE (Aided) Primary School, through our vision of 'Sowing the seeds for a flourishing future', we seek to provide a loving, inclusive and nurturing environment in which every child is valued as special in God's eyes. Our vision is reflected in three key themes:

Believe

We are a Church of England school with a distinctive Christian character. Our Christian faith shapes our values, relationships and approach to education.
We welcome applications from Christian families and from families of other faiths or of no faith. Christian faith, church attendance or membership of a particular church is not a criterion for admission.
All families applying for a place are asked to respect the school's Christian ethos and the importance of that ethos to the life of the whole school community.

Achieve

We believe that every child should have the opportunity to achieve their potential.
Our admissions arrangements are designed to be clear, fair, transparent and consistent, and to comply with the School Admissions Code 2021 and relevant legislation.

Thrive

We want every child who joins Englefield to feel that they belong, are known and valued, and have the opportunity to flourish academically, socially, emotionally and spiritually.
Our admissions arrangements are inclusive and do not discriminate unlawfully against children or families.

2. Introduction

Englefield CE (Aided) Primary School is a small Church of England primary school serving the local community of Englefield, Sulham, Tidmarsh and the surrounding area. The 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 encouraged to develop skills for life, a love of learning and a strong sense of belonging.

The governing body is the admission authority for the school and as a voluntary-aided school, the governing body determines the school's admission arrangements. The school participates in the West Berkshire Council coordinated admissions scheme for the normal Reception admissions round.

The governing body has developed these arrangements with regard to:

- the School Admissions Code 2021;
- the School Admission Appeals Code 2022;
- relevant admissions legislation;
- legislation relating to infant class sizes;
- equality legislation;
- the latest published West Berkshire Council coordinated admissions scheme;

- West Berkshire Council's Fair Access Protocol; and
- the school's distinctive Christian character.

The final 2028–2029 admission arrangements will be checked against the final West Berkshire Council coordinated admissions scheme when that scheme is published.

3. Published Admission Number

The statutory infant class size limit applies to Reception, Year 1 and Year 2. A class in which the majority of children will attain the age of five, six or seven during the school year must not contain more than 30 pupils for each qualified teacher, subject to the limited statutory exceptions. This limit may affect the circumstances in which an appeal against refusal of a place can succeed.

The Published Admission Number (PAN) for admission to Reception in September 2028 is 16 places. The school will admit up to 16 children to the Reception (Foundation Stage 2) year, unless a child must be admitted under statutory provisions, including where an Education, Health and Care Plan names the school. The PAN is not an indication of the number of children who can ever be admitted to the school. The school may be required to admit children above the PAN in circumstances prescribed by law. The PAN applies only to the normal Reception intake and does not set an admission limit for other year groups.

4. Admission to Reception in September 2028

Children born between 1 September 2023 and 31 August 2024 are normally eligible to apply for a place in Reception for September 2028. Parents and carers must apply through the common application process operated by their home local authority.

For families living in West Berkshire, applications are made through West Berkshire Council. Families living outside West Berkshire should apply through the local authority in which they live.

The national closing date for primary school applications is 15 January 2028**.** Applications received after the closing date will normally be treated as late applications in accordance with the applicable coordinated admissions arrangements. The national primary offer date is 16 April 2028**,** or the next working day where 16 April falls on a weekend or bank holiday.

The school will work with West Berkshire Council and other local authorities to ensure that applications are processed in accordance with the coordinated admissions scheme.

5. Statutory consultation and determination timetable

The governing body is the admission authority for Englefield CE (Aided) Primary School.

For admission to Reception in September 2028, the following timetable applies. Where changes are proposed, ODBE must be consulted on the draft policy before any wider consultation, including consultation with West Berkshire Council. Any formal consultation must begin on or after 1 October 2026, last for at least six weeks and conclude no later than 31 January 2027. The governing body must consider responses and formally determine the arrangements by 28 February 2027.

Date	Action
1 October 2026	Consultation may begin where consultation is required
By 31 January 2027	Consultation must close
February 2027	Consultation responses considered and final arrangements prepared
By 28 February 2027	Governing body determines the 2028–2029 admission arrangements
By 15 March 2027	Determined arrangements published and provided to West Berkshire Council and the appropriate

Date	Action
	religious authority
15 May 2027	Deadline for objections to the Schools Adjudicator
September 2027	Normal primary application process opens
15 January 2028	National closing date for Reception applications
16 April 2028 / next working day	National Primary Offer Day
September 2028	Reception pupils admitted
31 December 2028	Proposed end date for the Reception waiting list

The governing body will ensure that the arrangements comply with the statutory timetable as well as West Berkshire Council coordinated admissions timetable and scheme.

6. Deferred entry and compulsory school age

A child does not have to start school until they reach compulsory school age. Parents (see Note 1) of children born between 1 September 2023 and 31 March 2024 may request that their child's admission to Reception is deferred until the child reaches compulsory school age. Where a place has been allocated, the school will hold the place for the child provided it is taken up during the 2028/29 academic year. A child reaches compulsory school age at the beginning of the term following their fifth birthday.

Parents should consider carefully whether deferred admission is in their child's best interests, as a child may benefit from beginning Reception with their chronological cohort.

Children may attend school part-time until they reach compulsory school age where parents request this and appropriate arrangements have been agreed with the headteacher.

A child must attend school full-time from the beginning of the term following their fifth birthday.

7. Summer-born children

Parents of children born between 1 April 2024 and 31 August 2024 (summer-born children) may request that their child is admitted to Reception rather than Year 1 following their fifth birthday. The governing body, as admission authority, will consider each request individually and will make its decision based on the circumstances of the case and what it considers to be in the child's best interests. Parents are encouraged to discuss such a request with the headteacher at the earliest opportunity. The governing body may seek advice from relevant professionals where appropriate. Parents may also defer their child's start within the Reception year, but a summer-born child's admission may not be deferred beyond the beginning of the final term of the 2028/29 school year.

A decision by Englefield CE Primary School to admit a child outside their normal age group applies only to this school. Another school is not required to admit the child outside their chronological year group at a later stage. Where a child is offered a place at the school but not in the age group requested, there is no statutory right of appeal against the year group in which the place has been offered.

8. Children with an Education, Health and Care Plan

A child who has an Education, Health and Care Plan (EHCP) which names Englefield CE Primary School must be admitted. This is not an oversubscription criterion**.** The school must admit such a child even where doing so results in the number of pupils exceeding the school's Published Admission Number.

9. Oversubscription criteria

Where the school receives fewer applications than the number of places available, every applicant who can lawfully be offered a place will be offered one.

Where there are more applications than places available, applications will be prioritised in the following order.

Criterion 1 – Looked-after children and previously looked-after children
Looked-after children and children who were previously looked after will receive first priority. This includes children who are currently looked after by a local authority; children who were looked after immediately before being adopted; children who were looked after immediately before becoming subject to a child arrangements order or special guardianship order; and children who appear to have been in state care outside England and ceased to be in state care as a result of being adopted. This includes internationally adopted previously looked-after children.

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).

Criterion 2 – Exceptional medical or social need
Children for whom there are exceptional medical or social circumstances which make it essential that they attend Englefield CE Primary School rather than another school.
Applications under this criterion must be supported by written evidence from an appropriately qualified independent professional who is aware of the circumstances.
The evidence must clearly explain the exceptional medical or social circumstances; why Englefield CE Primary School is the most appropriate school; and the difficulties that would arise if the child attended another school. The governing body may seek further information or clarification where necessary.

Criterion 3 – Catchment child with sibling
Children whose normal home address is within the school's catchment area and who have a sibling who is on roll at Englefield CE Primary School at the time of application; or has been offered and accepted a place at the school and is expected to remain on roll at the time of admission.

Criterion 4 – Catchment child
Children whose normal home address is within the school's published catchment area.
The following link will take you to an interactive map which shows the Englefield CE Primary catchment area and the catchment area which Englefield CE Primary shares with other schools.
Englefield CE Primary School Catchment Area
Click on your home area – the map will tell you your catchment school. If an arrow appears in the top corner of the box then click to find the shared catchment schools.

Criterion 5 – Children of staff
Children of members of staff who are employed directly by Englefield CE Primary School (whether full-time or part-time), where the member of staff has been employed at the school for two or more years at the time of application; or where the member of staff has been recruited to fill a vacant post for which there is a demonstrable skills shortage. This criterion does not apply to contractors, agency staff or volunteers.

Criterion 6 – Out-of-catchment child with sibling
Children whose normal home address is outside the school's catchment area and who have a sibling who is on roll at Englefield CE Primary School at the time of application; or has been offered and accepted a place at the school and is expected to remain on roll at the time of admission.

Criterion 7 – Other children
All other children.

10. Tie-breaker: distance from school

Where it is necessary to distinguish between children within the same oversubscription criterion, priority will be given to the child whose normal home address is nearest to the school. Distance will be measured as a straight-line distance between the child's home address and the school using West Berkshire Council's geographical information system and the relevant unique property identification points. The child living nearest to the school will receive the higher priority. Where two or more children have exactly the same distance measurement and only one place remains available, the place will be allocated by random allocation using a process independently overseen.

11. Normal home address

The normal home address is the address at which the child normally lives with their parent or legal carer. The address must be the child's genuine principal residence.

An address will not normally be accepted where it is a second home; a temporary address; used solely for the purpose of securing a school place; an address at which the child does not normally reside; or an address where the child lives with someone other than a parent or legal carer, except where this forms part of a recognised fostering or formal care arrangement.

Where parents have shared responsibility for a child and the child lives at different addresses, the address where the child spends the majority of the school week will normally be used. Where residence is equally divided, or there is genuine uncertainty about the child's principal residence, the address registered with the child's GP will normally be used. The school may request documentary evidence, such as a recent council tax bill, utility bill, mortgage statement or tenancy agreement, to confirm the normal home address. A temporary address, second home or address used solely to obtain a school place will not be accepted.

Where a family is moving house, evidence may be requested. This may include a solicitor's letter confirming exchange of contracts or a tenancy agreement for a period of at least six months. If parents move after submitting an application but before a place is offered, they must inform their home local authority.

Special arrangements apply to children of service personnel and Crown servants returning from overseas in accordance with the School Admissions Code. Where an application is supported by an official letter confirming the relocation date, the school will consider the application using the address and evidence arrangements set out in the Code, even where the family has not yet moved to its intended address.

If a place has been offered on the basis of fraudulent or deliberately misleading information, including a false claim concerning a home address, the governing body may withdraw the offer where the circumstances meet the relevant legal requirements.

12. Siblings

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.

13. Multiple births

Where one place remains available and the next child who qualifies for the place is one of twins, triplets or another multiple birth, the school will admit the other child or children from the multiple birth where this is permitted by law. This may result in the school exceeding its PAN.

14. Waiting lists

Where an application is unsuccessful, parents who wish their child to be considered for a place if one becomes available must ask the school to place the child's name on the waiting list. A child's name will not be added automatically unless the parent has requested this.

Waiting lists will be ranked strictly according to the school's published oversubscription criteria. The position on the waiting list will not depend on the date on which an application was made or the date on which a child joined the list. The waiting list will be re-ranked whenever a child joins or leaves the list and whenever circumstances affecting priority change. The school may periodically ask parents to confirm that they wish their child to remain on the waiting list.

For the September 2028 Reception intake, the school intends to maintain the waiting list until 31 December 2028**.**

A place on a waiting list does not guarantee that a place will subsequently become available.

15. Late applications

Late applications will be considered in accordance with the latest published West Berkshire Council coordinated admissions scheme. Once considered, priority will be determined using the school's published oversubscription criteria. The date of application will not itself give an applicant priority within the oversubscription criteria.

16. In-year admissions

Englefield CE Primary School is responsible for its own in-year admissions. Parents and carers seeking a place during the school year should apply directly to the school using the school's current in-year application form. This arrangement reflects West Berkshire Council's current published arrangements, under which Englefield CE Primary School is one of the schools for which parents should apply directly to the school for an in-year place. Applications may be made up to half a term in advance of the requested start date.

Where a place is available, the school will make an offer. The school will provide details of in-year applications and their outcomes to West Berkshire Council as required, so that the local authority can maintain up-to-date information about place availability.

Where the school is unable to offer a place, the applicant will be informed of the reason for refusal and advised of their statutory right of appeal.

Where there are more applicants than places available, the published oversubscription criteria will be applied. The school will review this section against the final West Berkshire arrangements in force at the time of admission.

17. Fair Access

Englefield CE Primary School participates in the West Berkshire Fair Access Protocol**.** Admissions under the Fair Access Protocol will be made in accordance with the West Berkshire Fair Access Protocol in force at the time of admission. Children admitted under the Fair Access Protocol may be admitted even where the school is full and may receive priority over children already on the waiting list, subject to the requirements of the protocol and relevant legislation.

18. Admission outside the normal age group

Parents may request admission outside the child's normal chronological year group. Each request will be considered individually by the governing body as admission authority.

The decision will take account of the child's best interests and may consider:

- the child's developmental needs;
- previous educational experience;
- medical or social circumstances;
- professional advice;
- parental views; and
- the likely impact of admission to the proposed year group.

The governing body will not automatically agree requests for admission outside the normal age group.
A decision made by Englefield CE Primary School does not bind another school or admission authority.

19. Appeals

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. Neither the governing body nor the headteacher will determine the outcome of an appeal.
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
Where an infant class has reached the statutory limit of 30 pupils, the circumstances in which an appeal can succeed are restricted by infant class size legislation.

20. Equality, inclusion and the school's Christian character

Englefield CE Primary School is committed to equality, dignity and respect. The school seeks to ensure that its admissions arrangements are fair, transparent and inclusive. No child will be refused admission unlawfully because of a protected characteristic. The school's Christian character is central to its identity and informs the education it provides. However, Christian faith, church attendance and membership of a particular denomination are not admission criteria**.** This reflects our commitment to being a Church of England school that serves and welcomes the whole community.

21. Children with special educational needs and disabilities

The school welcomes applications from children with special educational needs and disabilities.
The school will comply with its statutory duties in relation to children with special educational needs and disabilities and Education, Health and Care Plans. The school's admission arrangements will not unlawfully discriminate against a child because of disability or special educational need.

22. Children of service personnel and Crown servants

The school will apply the special provisions contained within the School Admissions Code for children of service personnel and Crown servants returning from overseas. Appropriate official evidence will be considered where required.

23. Supplementary information

The school will only request supplementary information where this is necessary to apply the published oversubscription criteria. Where evidence is requested, the school will explain what is required and why. Parents will not be required to provide information about their religious belief, church attendance or Christian commitment because these are not admission criteria.

24. Determination, publication and final compliance check

These admission arrangements are determined by the governing body of Englefield CE Primary School in its capacity as the admission authority. The governing body will ensure that the determined arrangements are submitted to West Berkshire Council and sent to the Oxford Diocesan Board of Education (ODBE); published on the school's website; and made available to parents and carers within the statutory timescales. The determined arrangements will remain published on the school's website for the whole admissions year, together with information about how objections may be made to the Schools Adjudicator.

Any amendment that would materially change the school's determined admission arrangements will be considered and approved by the governing body in accordance with the School Admissions Code.

25. Annual review

The governing body will determine its admission arrangements annually in accordance with the School Admissions Code. Where changes are proposed, the school will undertake the required statutory consultation. The school will not change its admission arrangements simply because the number of applications received in a previous year has increased or decreased.

26. Contact

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Email**:** office@englefield.w-berks.sch.uk
Website**:** www.englefieldprimary.co.uk

Parents and carers are warmly invited to contact the school if they would like to learn more about the school's Christian ethos, admissions arrangements or the process for applying for a place.