



St Edward's Catholic First School
Parsonage Lane, Windsor SL4 5EN
Head Teacher: Mrs Sarah Matthews
Telephone: 01753 860607
office@secfs.org.uk
www.stedwardscatholicfirstschool.co.uk

ADMISSION ARRANGEMENTS FOR 2020-2021

St Edward's First School is a Voluntary Aided School in the trusteeship of the Diocese of Portsmouth, maintained by the Royal Borough of Windsor and Maidenhead's (RBWM) Co-ordinated Admissions Scheme. In order to apply to the school, it is necessary to complete a Local Authority Common Application Form (CAF). The national closing date for applications is 15th January 2020. Notification of the results of applications will be made on the national offer day, 16th April 2020, by RBWM on behalf of the Governing Board.

In addition to the CAF, parents / carers applying under categories 1-8 are asked to complete a separate Supplementary Information Form (SIF). The additional information on this form assists Governors in placing applications in the correct category and in applying any required oversubscription criteria. If no SIF is submitted, the Governors can only rank the applications on the basis of the information contained in the CAF. Completed SIFs and supporting evidence must be returned to St Edward's Catholic First School by 15th January 2020.

This admissions policy is an 'equal preference' admissions policy. The order of preference expressed on the CAF is not taken into account in the Governing Board's admissions policy and is of significance only if the child can be offered a place in two or more schools.

Children with Special Educational Needs or Disability (SEND) or an Education Health Care Plan (EHCP) in which the school is named are by law given priority and count towards our published admissions number.

If the number of applications received exceeds the number of places available, priority will be given to applications in the order set out below:

1. Baptised Catholic looked-after children* and Baptised Catholic previously looked-after children*
2. Baptised Catholic** children who, on date of entry, have a sibling*** attending the school
3. Baptised Catholic** children living in the parish of St Edward's
4. Baptised Catholic** children living outside the parish of St Edward's
5. Other looked-after children and other previously looked-after children
6. Other children who, on date of entry, have a sibling*** attending the school

7. Members of other Christian**** denominations
8. Members of other faiths or traditions
9. Other applicants

** **A looked after child**' has the same meaning as in Section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (e.g. child with foster parents) at the time of making an application to a school.*

** **'Previously looked after children'** are children who were looked after, but ceased to be so because they were adopted. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders) or became subject to a child arrangements order¹⁸ or special guardianship order¹⁹). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

**** For the purposes of these admissions arrangements**

- **a Catholic** means a person baptised in a church which is in full communion with the See of Rome or a person received into full communion with the Catholic Church.
- **Catholic Practice** is "membership of the Catholic Church and attendance at Sunday Mass (this includes a Saturday evening vigil Mass" attendance at Sunday (or Saturday evening) Mass".
- **Practice should be broken down into the following three levels:**

Regular: attendance at Sunday (or Saturday evening) Mass weekly

Occasional: attendance at Sunday (or Saturday evening) Mass at least monthly

Irregular: attendance at Sunday (or Saturday evening) Mass less than monthly or not at all.

**** **Sibling** refers to 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.*

****** Children of other Christian denominations”** means: children who belong to other churches and ecclesial communities which, acknowledging God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his Board; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

If the school does not have sufficient places for all the children in the above categories, priority will be given to the children as follows:

- Should it be necessary to discriminate between applicants within categories 1, 2 ,3 and 4, the Governors will give priority in each category to
 - practising Catholics (as defined above)
 - other Catholics
- Should it be necessary to discriminate between applicants within the same category, the Governors will give priority in each category to children living nearest the school. Distance will be measured in a straight line from the front door of the child’s home address to the main entrance of the school, using the Local Authority’s computerised measuring system.
- **Final Tie-Breaker**
If two children who live at the same address/same distance from the school apply for a place, the admission will be decided by lottery. This will be supervised by an independent person e.g. a representative from the LA Admissions Team.

DOCUMENTATION REQUIRED IN SUPPORT OF THE APPLICATION

- ***Proof of residence - all categories (must be submitted with CAF)***
- ***Child’s Baptismal Certificate - categories 1, 2, 3 and 4***
- ***Completed SIF***
- ***A letter confirming membership of another Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school - categories 7 and 8***

ADMISSIONS POLICY 2020-2021

The admission number for the school year 2020 - 2021 is 60. The Governors will admit 60 children who will reach the age of five years in the school year 1st September 2020 to the 31st August 2021. By law, children have to be in full-time education by the prescribed day following their fifth birthday (31 December, 31 March, 31 August). However, parents of children with birthdays between 1 April and 31 August 2016 (inclusive) may wish to request admission to the Reception year in September 2021 rather than admission to Year One. In these circumstances, all relevant factors will be considered in assessing the request; parents would be expected to state clearly in writing why they felt admission to Year R was in their child's best interests. If agreement is reached that a child born between 1 April and 31 August 2016 may start in Reception in September 2021, parents must apply for a place the following year for that year group. If parents have already applied for a place to start in 2020 and subsequently delayed admission is agreed, the application would be withdrawn and they would need to reapply the following year alongside all other applicants. Places cannot be reserved or held from the previous year.

It is recommended that parents considering such a request discuss it with the Head teacher to ensure that the school is aware of their request; they should also contact the Local Authority in the Autumn Term 2019 to ensure that an informed choice is made. Parents also have the right to request that their child attends part-time until the child reaches statutory school age. All requests for deferral of entry or part time placements should be discussed with the Head teacher.

EXPLANATORY NOTES

There are exceptional circumstances when children will be admitted above the infant class size limit: (i) children of multiple births and (ii) children of Service Personnel who are applying outside the normal admissions round.

TWINS AND MULTIPLE BIRTHS

A twin or sibling/s from a multiple birth will be admitted as an exception to Infant Class Size legislation if the twin or sibling/s from a multiple birth is admitted otherwise than as an excepted pupil.

CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES)

Children of UK service personnel admitted outside of the normal admissions round can be an exception to Infant Class Size legislation (as defined by the School Standards and Framework Act 1998). For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, when considering the application against the over-subscription criteria a place may be allocated provided an application is accompanied by an official letter declaring relocation and a Unit postal address or quartering address. All other applicants must be resident at the address given at the time of application.

PARISH BOUNDARIES

ST EDWARD, 44 Alma Rd, Windsor

North and North-Eastern boundary is the River Thames, follows county boundary with Surrey to Bishop's Gate House, then a straight line to Timberlodge Hill, follows road to Forest Gate, then S along A332, NW along B383, and N along B3022 (Winkfield Road) as far as Clewer Hill Road, from there a straight line N to the River Thames (St Edward's Schools and Clewer Village are in the parish).

ST MARK, 4 Ash Lane, Dedworth, Windsor

A point on the B3022 at road junction S of Ranelagh Farm 924727, NW by road to Old Dairy Farm, NE by road to Winfield Place junction and district boundary, NW by boundary to a point S of New Lodge Farm, N to cross road then NNE by road to B3024, across B3024, N by road through Fifield, across A308 at crossroads, continues by road and across marina to join River Thames and boundary, down the River Thames to a point N of Race Course at 952778, then a line S to B3022 at Clewer Hill road junction (excluding St Edward's Schools and Clewer Village), then SW down B3022 to starting point at Ranelagh Farm.

PARENT

Parent is defined in law (the Education Act 1996) as either any person who has 'parental responsibility' (as defined in the Children Act 1989) for the child or young person, or any person who has care of the child or young person.

NORMAL RESIDENCE

Normal residence is defined as the child's home address, where they usually spend the majority of the week with their parent/carer.

IN YEAR APPLICATIONS

The school co-ordinates and allocate places for all In Year applications, adhering to our admissions policy. RBWM will be advised of any allocations. Applications received after the published closing date will be considered as they arise in accordance with the admissions criteria, should a place become available.

WAITING LIST

At parents'/carers' request we keep children's names on a waiting list. Children on this waiting list are ranked according to the same over-subscription criteria as set out in categories 1 - 9 above. Positions on the list will fluctuate and a child's place will change as and when additional requests are received. Should a free place become available the list will be revised in accordance with the aforementioned criteria. Children remain on the waiting list until the end of each academic year, after which time parents must submit a new In-Year Transfer Form and In-Year SIF. Applications for entry in September should be made after the half term break at the end of May.

Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol, must take precedence over those on

a waiting list.

If a place is offered it may be deferred to the start of the next term only e.g. if a place is offered in November it may be deferred until the start of the January term but not any later.

CHANGES IN CIRCUMSTANCES

Changes in circumstances notified after the date applications are considered and places offered (in line with the Local Authority timetable) cannot be considered and will not affect the decisions made with regard to the allocation of places.

APPEALS

In accordance with the 1998 School Standards and Framework Act, parents/carers whose children are refused a place at the school have a right of appeal. Appeal Forms can be obtained from the school office and must be submitted to the Governors' Admissions Committee, care of the school office. There is a closing date for making appeals, normally 20 days from receiving a letter of refusal of entry to the school. All appeals are considered by an independent panel.

The Clerk to the Governing Board
St Edward's Catholic First School
Parsonage Lane
Windsor SL4 5EN

Reviewed:	Clerk	November 2018
Approved:	FGB	5 th December 2018
Ratified:	N/A	N/A
Review frequency	Annually	
Signed by Chair of Governors		
Signed by Head Teacher		