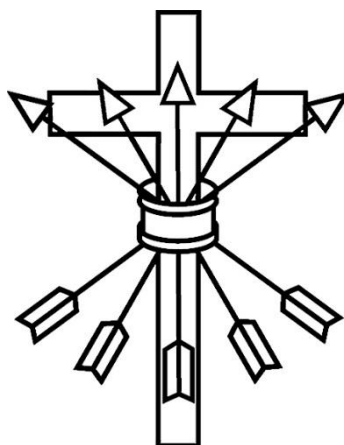


WADDESDON CHURCH OF ENGLAND SCHOOL



ADMISSION POLICY FOR SEPTEMBER 2019 – AUGUST 2020

STATUS OF POLICY:	Statutory Policy
BASED ON LA PROCEDURE DATED:	-
COMMITTEE RESPONSIBLE:	Admissions Committee
GOVERNING BODY APPROVAL:	CSWB – 11.10.17 FGB 22.11.17
REVIEW DATE:	September 2018

WADDES DON CHURCH OF ENGLAND SCHOOL
School Lane, Waddesdon, Aylesbury Bucks HP18 0LQ
Tel: 01296-651382 Email: office@waddesdonschool.com
School website: www.waddesdonschool.com

**ADMISSION ARRANGEMENTS FOR ADMISSION
IN ACADEMIC YEAR SEPTEMBER 2019 – AUGUST 2020**

PART 1 – ADMISSIONS TO ALL YEAR GROUPS EXCEPT THE SIXTH FORM

A. ADMISSION NUMBERS

The planned admission number for entry to Year 7 in September 2019 is 140. Year groups 8-11 also have 140 places.

B. HOW TO APPLY

School applicants **must** complete the Local Authority application form for the home LA in whose area they are currently residing.

The closing date for receipt of applications (CAF) by the Local Authority for admission into Year 7 in September 2019 will be **31 October 2018**. Applications received by the LA after this date but by 31 December 2018 will be processed as late applications and dealt with after those received by the closing date. Applications received by the LA after the 31 December 2018 will not be processed until after allocation day (1 March 2019).

Copies of the School Prospectus and explanatory booklet are available at the start of the preceding autumn term. They are also available online.

Parents making application under one of the church criteria are asked to pass a separate church affiliation form to their vicar, priest or minister. **The church affiliation forms should be returned directly to the school no later than 30 November 2018.**

The school holds an open day and evening for parents and prospective pupils during September. Parents are also welcome to arrange a separate visit by telephoning the school to make a prior appointment.

C. CHILDREN WITH A STATEMENT OF SPECIAL EDUCATIONAL NEED

Children who have a statement of Special Educational Need or an Education, Health and Care (EHC) plan naming the school will be admitted prior to the application of the over-subscription rules.

D. OVER-SUBSCRIPTION CRITERIA

In the event that there are insufficient places to satisfy all applications, oversubscription criteria are applied in the following priority order:

- 1. Children Looked After (CLA) and children who were previously looked after (PLAA) but ceased to be so because immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.**

*(Note: 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. 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 setting 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)*

2. Children who are resident in the catchment area.

A copy of the catchment area map and postcode checker can be found on the school website.

It largely includes the parishes of:

Waddesdon and Fleet Marston (with the exception of the area of the proposed Fleet Marston development*), Quanton (including part of Carters Lane, Lower Pitchcott), Edgcott, Grendon Underwood, Ludgershall, Kingswood, Woodham, Wotton Underwood, Westcott, Ashendon, Upper Winchendon.

*Additionally children who have been continuously resident in one of the existing properties within the Fleet Marston development since 15 April 2011 and are expected still to be there on entry to the school will still be deemed to be in the catchment area. For the purposes of this policy a definition of residence can be found in section E.

3. Children where a parent has a strong commitment to the Church of England (measured on the basis of attendance twice a month for the three years preceding the date of application)

Governors will consider applications under this criterion in the following priority order:

- a. those with a sibling already on roll in Years 7-12 at the time of application.
- b. those without a sibling at the school (as defined by criterion 4)

A church affiliation form completed by the minister is essential for this criterion to be considered.

4. Children with Siblings

Children with a sibling already on roll in Years 7-12 at Waddesdon CE School at the time of application. For the purposes of this policy, a sibling is a brother or sister with one or more parents in common, or any other child (including an adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility.

5. Children where a parent has a strong church commitment to other churches which are affiliated to or represented at Churches Together in Britain and Ireland or the Evangelical Alliance (measured on the basis of attendance twice a month for the three years preceding the date of application)

A church affiliation form completed by the minister is essential for this criterion to be considered.

6. Exceptional circumstances cases

Children who have exceptional educational, medical or social reasons for gaining a place at the school which can be supported by written evidence from at least one professional which should explain the particular reasons why Waddesdon School is the **only school** which can meet their needs and difficulties, and why they cannot attend their catchment school.

7. All Other Applications

Any application not falling into one of the previous criteria will be considered under this criterion.

Deciding Factor:

In the event of over subscription in any of the criteria (with the exception of criterion 3) the tie breaker used will be the proximity of the pupil's home to the school measured by the shortest distance.

We use straight line distance for admission purposes. This is the distance from your child's Normal Home Address, as set out by Ordnance Survey, to the nearest open school gate available for pupils to use. We use a computerised system to measure straight line distance.

The point we measure to at your child's address is determined by the Ordnance Survey ADDRESS-POINT which is an Ordnance 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 Post Office Address File.

In the event of a tie in distance both children will be admitted but this will not constitute an increase in the admission number and the first vacancy created will not be filled.

In criterion 3 the first tie break will be whether or not there is a sibling already at the school. After that the distance tie break will be applied.

E. DETERMINING RESIDENCE

The address given on the application form should be the child's permanent residence at the time of completing the application form, and is expected still to be so at the start of the term in which the child is to be admitted and is also the address at which parents are living.

Further clarification regarding proof of address including for those who have a split residence can be found in the Buckinghamshire County Council guide 'moving to Secondary School'.

Parents should be aware that where incorrect information is given about addresses, any place offered may be subsequently withdrawn.

F. CHURCH COMMITMENT

Church commitment is measured on the basis of church attendance as confirmed by their minister. Parents are asked to hand the form directly to their minister, with a reply paid envelope so s/he can return it directly to the school. The form requires the minister to confirm that a parent has attended their church at least twice a month for **the 3 years preceding the date of application.**

Where parents have attended more than one church during the period additional forms can be obtained from the school and each minister should indicate the period for which they can confirm.

G. MULTIPLE BIRTHS

Where an application is being submitted for a child who has a sibling application **in the same year group** it will be the policy of the Governing Body not to offer a place to one child without the sibling(s) of the same age group. In these circumstances Governors may determine to exceed the number of places temporarily on the understanding that this will not create a new admission number and as soon as children leave they will revert to the published number.

H. DEFINITION OF A PARENT

This 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

A person who is the child's 'parent' should make the application. If two parents live at different addresses, the parent the child lives with for most of the week should make the application. We may ask for evidence if circumstances have changed in the past 18 months.

I. WAITING LISTS

Unsuccessful applicants for entry to Year 7 will be placed on a waiting list **ONLY** if a written request to join the waiting list is received

J. FAIR ACCESS PROTOCOL

The School is required to participate in the Fair Access Protocol produced by Buckinghamshire County Council. This can, on rare occasions, require the school to be directed to admit a pupil where no alternative school can be found. This could mean such a child being admitted ahead of the waiting list or in very exceptional circumstances even if the year group is full.

K. APPLICATIONS FOR ENTRY TO OTHER YEAR GROUPS

Applications received for entry into other year groups will be considered on the basis of any available vacancies and the criterion into which they fall. **Applicants should apply directly to the school for an in-year application form, which should be signed by the child's existing school.**

L. RIGHT OF APPEAL

Where a child has been refused a place at the school, parents will be advised of their right to make representations to an Independent Appeal Panel convened by Oxford Diocese.

M. NAMED CONTACT

All initial enquiries about admission should be made to the Admissions Officer, Mrs Nicola Ready, in the main school office (01296 651382).

PART 2 – ADMISSION TO THE SIXTH FORM

1. ADMISSION NUMBER

Governors have determined that the published admission number for external applicants to the Sixth Form will be 40, although if fewer than 100 internal applicants apply, more external applicants will be considered. The figure has been determined with regard to the staying on rate for pupils already at the school and the historical number of places which have been awarded to external applicants. It is not expected that the total number in any one year group in the Sixth Form will exceed 140.

In determining this number Governors had regard to the overall capacity of the school and were also mindful of the planning obligation agreement imposed as a condition of planning consent for the last new building erected. This required the Governing Body to give an assurance that they would not seek to grow the school.

2. ENTRY REQUIREMENTS

Entrance to the Sixth Form is on the basis of suitability to undertake the academic or vocational courses being provided. The school will arrange personal discussions with potential students to advise on course availability and suitability and to set down the expectations of embarking on a Sixth Form course of study.

In determining whether a place can be offered, the decision will be based on the academic requirements of the course applied for. In making this determination the points scale set down below will be used. Points are calculated by taking the GCSE results in Mathematics and English Language using the upper grid, and then adding points for the next FOUR best GCSE grade results in other subjects using the middle grid.

In addition, students will be expected to have obtained specified GCSE entry requirements in the subjects (or associated subjects) they wish to study at A level. These are published in the Sixth Form Prospectus each year.

GCSE ENGLISH LANGUAGE AND MATHS									
GCSE number	9	8	7	6	5	4	3	2	1
Waddesdon Points	32	30	28	24	22	20	12	6	2

BEST FOUR GCSEs									
GCSE number	9	8	7	6	5	4	3	2	1
Waddesdon Points	16	15	14	12	11	10	6	3	1

Course Points Guide

With 100+ points we would recommend a student to take **four** AS subjects or an equivalent combination of AS level and Applied A levels. In exceptional circumstances, students may take five AS subjects, in consultation with the Head of Sixth Form.

With 90 – 99 points we would recommend a student to take **three** AS subjects or an equivalent combination of AS level and Applied A levels.

With 80 - 90 points students can only be considered on advanced courses where they have achieved the required course entry grades. See also separate notes on the Applied Pathway.

Below 80 points: Governors will NOT offer places to students who achieve below 80 points except in the most exceptional circumstances. Cases are reviewed individually. Full consideration is given as to whether a full programme of study can be offered, based on the student's subject choices and their GCSE grades against the subject entry requirements.

3. APPLICATION PROCESS AND TIMESCALE

An Open Evening for prospective Sixth Form students is held in late February each year. The date is published on the school website annually.

An application form can be obtained from the school. The closing date for applications each year is 1st June so that courses can be organised. However, applications received after this date will still be considered.

Offers of places will not be made until the outcome of GCSE results are known on GCSE results day in August. External applicants must advise the school immediately their results are known on GCSE results day. The Admissions Committee will meet on the morning following results day and offer letters will be sent out that day.

4. OVERSUBSCRIPTION CRITERIA

In the event of receiving more applications which fulfil the entry criteria than places available, the oversubscription criteria to be used will be on the basis of the applicants gaining the highest number of points. In the event of more than one applicant having the same number of points the tie breaker will be that of proximity of the student's home to the school measured by the shortest distance. This is to be a straight line to the Founder's Stone from the nearest boundary point of the student's home.

5. RIGHT OF APPEAL

Where a Sixth Form applicant has been refused a place at the school, parents will be advised of their right to appeal against the decision of the Governing Body to an Independent Appeal Panel convened by Oxford Diocese.

The right of appeal will apply to students currently attending the school but seeking entry to the Sixth Form and also to external applicants.

6. EQUAL OPPORTUNITIES

In dealing with applications for admission Governors will have full regard to equal opportunities legislation.

7. NAMED CONTACT

All initial enquiries about admission to the Sixth Form should be made to Ms McIver, Head of Sixth Form, at Waddesdon CE School (01296-651382 or office@waddesdonschool.com). Additionally, further information, including information about the appeals process, can also be sought from the Clerk to the Governors, by contacting the school by telephone.

8. APPLIED PATHWAY

In addition to the above admissions criteria in relation to choices of A level subjects, Governors have also agreed to the introduction of a recently developed Applied Pathway for students who wish to continue their studies in only two applied subjects from a specially subscribed list. To be considered, students must have fallen within the 80-90 points range and have the correct grade requirements for the subjects below. Any student applying for Sixth Form study in this range for these subjects normally only take two subjects from this specific list:

IFS Certificate and Diploma in Financial Studies

Food and Nutrition

Textiles

Music BTEC

Art & Design

Art Graphics

Photography

Once students have settled on their courses, the school will organise relevant work experience for the student to enhance their studies if appropriate.

The overall admission number for the Sixth Form remains unaffected by the Applied Pathway. Priority will be given to those students doing three or four A levels.

Please note that the information above is printed in good faith at the time of publication. In light of the current education reforms, the school may need to make minor amendments in January 2019. Any changes will be confirmed in the publication of our Sixth Form Prospectus.

WADDES DON CHURCH OF ENGLAND SCHOOL
WADDES DON CHURCH OF ENGLAND SCHOOL
School Lane, Waddesdon, Aylesbury, Bucks HP18 0LQ
Telephone: 01296-651382

SUPPLEMENTARY FORM TO VERIFY CHURCH AFFILIATION

NOTE TO PARENTS

This is the **ONLY** section of the form you should complete. The sections on the reverse side of this form must be completed and signed by your vicar, priest or minister and **returned directly to the school.**

NAME OF CHILD: _____

NAME OF PARENT: _____

ADDRESS OF PARENT: _____

NAME OF CHURCH ATTENDED BY PARENT: _____

LENGTH OF TIME ATTENDING : (YEARS) _____

CHURCH DENOMINATION (e.g. Church of England, Roman Catholic etc): _____

NOTE TO CLERGY

When the number of applications for admission to Waddesdon Church of England School exceeds the number of places available, Governors award places in accordance with the published admission criteria. You will probably be aware that two of these criteria relate to church commitment measured by attendance at church twice a month for the last three years. In order to ensure that the published criteria are applied fairly, Governors are required to have evidence signed by an appropriate clergyman to confirm church commitment. You are therefore being asked to complete this form because the above applicant is claiming they fulfil one of the following criteria:

Criterion 3 - A parent's strong Church commitment within the Church of England.

Criterion 5 - A parent's strong Church commitment within any other Christian church which is affiliated to, or represented at, Churches Together in Britain and Ireland or a member of the Evangelical Alliance.

You are asked to note that **it is the commitment to the Church of a parent that counts** and not that of the child. Further advice about completing this form can be provided by contacting the school. Your co-operation in completing this form is greatly valued by Governors.

Please note: If parents have not attended your Church for the requisite period of time but have attended another church immediately prior, parents can obtain a separate church affiliation form for completion by their previous minister as well. In this instance you will need to set down clearly the dates between which they attended your church

THIS PAGE ONLY TO BE COMPLETED BY A VICAR, PRIEST OR MINISTER

STRONG CHURCH COMMITMENT

I can confirm that the parent named overleaf has attended my Church at least twice a month for at least the last three years.

Signed: _____ Date: _____

Please print name here: _____

Position (e.g. Vicar, Minister, etc.): _____

AFFILIATION: If your church is **not** part of the Church of England, please confirm, by circling the relevant answer to indicate whether or not your church is affiliated to either of the following:

CHURCHES TOGETHER IN BRITAIN AND IRELAND Yes / No
EVANGELICAL ALLIANCE Yes / No

ADDITIONAL INFORMATION

If there is any additional information that you wish to bring to the attention of the Governors to clarify the level of Church commitment, please indicate below and sign this section. You may particularly wish to complete this section if you are only verifying attendance for part of the three years in questions.

Signed: _____ Date: _____

Please print name here: _____

THANK YOU FOR TAKING TIME TO COMPLETE THIS FORM