

DR RADCLIFFE'S CHURCH OF ENGLAND PRIMARY SCHOOL, STEEPLE ASTON, FIR LANE, STEEPLE ASTON, OXFORDSHIRE.

ADMISSION ARRANGEMENTS FOR 1 SEPTEMBER 2025 - 31 AUGUST 2026

ETHOS and VALUES

Our Christian values are:

Respect Truthfulness Friendship Compassion Forgiveness Trust

Our School aims to create an educational environment in which every individual in the school community is valued and can develop.

As a Church of England school, Christian values underpin our attitudes and actions.

1. We have a strong commitment to the spiritual development of each child in every aspect of school life. There is a daily act of collective worship, which reflects and develops our Christian values through the year. We are committed to excellence in the teaching of religious education.
2. We are an inclusive school, where all children and staff are valued and encouraged to be the best they can be, caring for the needs of each individual.
3. We treat every member of our community fairly and with respect. We celebrate difference and diversity, building a welcoming community where all can work together.
4. We seek to give all our children confidence, self-discipline and self-esteem which will enable them to succeed in the next phase of their education and in adult life.
5. We strive constantly to raise levels of achievement and to be a school where children feel happy and secure, where they are encouraged to build resilience, work hard and take an interest in all we offer.
6. We provide our children with a broad and enriched curriculum promoting high academic standards whilst developing physical skills and supporting emotional well-being.
7. Literacy, numeracy, computing and scientific understanding are valued highly as skills to be mastered for fulfilment in life.
8. We encourage pupils to take pride and pleasure in learning, to develop lively, enquiring minds.
9. We promote and celebrate all forms of self-expression including art, drama, music and sport.
10. Through our Christian values, we aim to foster in children an inner strength, confidence and personal spiritual growth, enabling our children to serve and contribute to a better, more caring peaceful world.
11. Parents are involved in all aspects of school life, including their children's behaviour and achievements.
12. We are open and approachable, welcoming the participation of all stakeholders, valuing dialogue and building relationships.

We welcome children whose parents are of the Christian faith, another faith or no faith.

Our school is a focus for the communal life of the village communities which we serve, and we welcome those close links and involvement. Staff, governors, pupils and their families all make a considerable commitment to the school and the breadth of our pupils' education is offered to provide the foundation for their future in our community.

Admissions

The process for all admissions for 2025-2026 will be administered by Oxfordshire County Council as the local authority within its scheme of coordination for admissions to primary schools.

The governors have made every effort to comply with all relevant statutory provisions, including those relating to class sizes and equal opportunities and with all mandatory provisions of the School Admissions Code 2021. This paragraph is paramount and overrides anything in the Admissions Policy that may at any time be inconsistent with it.

It is important that parents appreciate that all decisions by the School in the course of the admissions process are taken by the Admissions Sub-committee acting on behalf of the Governing Body. Merely completing an

application form, or having a conversation with the Head Teacher, other staff or an individual Governor, does not constitute an offer of a place.

Admission arrangements to the Reception Year in September 2025

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 2020 and 31 August 2021 may apply for them to be admitted to the Reception Year in September 2025. **There are 30 places (the published admission number “PAN”) available.**

Parents of a child whose fifth birthday falls between 1 September 2025 and 31 March 2026 may request that their child is not admitted until later in the school year (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, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2026 and 31 August 2026 (summer-born children), whose parents do not wish them to start school in the school year 2025-26, but to be admitted to the Reception Year in September 2026, should proceed as follows. They should apply at the usual time for a place in September 2025 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2026. NB parents would need to provide supporting reasons for seeking a place outside the 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 (16 April 2025) 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 2026) for a Reception place in September 2026. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2025 (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 2026 for a Year 1 place in September 2026. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2025-26 Reception Year group.

Until the child reaches compulsory school age, parents may also request that s/he attends part-time. In such cases, detailed arrangements should be discussed with the head teacher.

Application for Admission to Reception 2025-2026

Parents (see Note 1) wishing to apply for the Reception 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 posted by the home LA on or about 16 April 2025.

Over-subscription criteria

All applications will be considered without reference to academic ability or aptitude. In making offers of places for the Reception Class, (including in- year admissions to Reception) the Admissions Sub-committee will apply the oversubscription criteria set out in this section. These criteria will also be applied in the event that it is necessary to establish the priority of several applications for admission to Years 1 to 6.

Children with an up-to-date Statement of Special Need or with an Education, Health and Care Plan (EHC) naming Dr Radcliffe’s Church of England Primary School will always be offered places. If there is then greater demand for admission than there are places available, the following oversubscription 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 be 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 Dr Radcliffe's 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 school's catchment area 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. The **school's catchment area** is defined as the area within the boundaries of the civil parishes of Steeple Aston, Middle Aston, North Aston, Duns Tew, Rousham, Nether Worton and Over Worton. If parents wish to check the catchment area for the school, please see the attached map in pdf format and/or an ordnance survey map can be inspected in the school office. Alternatively, parents may contact the Local Authority or look at the pdf on the school website.
4. Children with a normal home address in the school's catchment area.
5. Children with a normal home address outside the catchment area 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

If there are insufficient places for all applicants who qualify in any one of categories 1-7 listed above, the Admissions Sub-committee will give priority within that category to children whose normal home address (see Note 4) is closest to the school, as measured by Oxfordshire County Council. The route from home to school will be measured using a straight line. The straight-line distance used to determine proximity of the home to the school will be measured on behalf of schools by the LA. The start point of the measurement will be the geographical placement of the address (address point using the Easting/Northing British Coordinate system) as available to Oxfordshire County Council from information compiled from Royal Mail and/or district or city councils. This placement is accurate to 10 centimetres. The end point of the measurement will be determined by the Admissions Authority of the school and provided to the LA. The calculation of the distance will be made in metres using a Pythagoras calculation. This calculation will be converted into miles by dividing the distance by 1609.344 to achieve a distance in miles accurate to three decimal places. Please see Oxfordshire County Council's "Starting School" Information available from Oxfordshire County Council. Where children in a category live an identical distance from the School, as measured by the Local Authority, the Admissions Sub-committee will give priority between these according to a random allocation. The arrangements for any such random allocation will be transparent, and will be supervised by a person who is independent of the School, in accordance with the School Admissions Code.

Please refer to the Notes at the end of this Policy.

All Other Admissions

Admission to the school during the school year depends on whether or not there are places available. **All year groups at the school have 30 places.** Applications must be made to Oxfordshire County Council using the form available. 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 Waiting List (see below) with a higher priority (according to the over-subscription criteria above), 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 [using the three-term year] 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. **Please note that the school does not have a normal point of entry to Year 3, applications for entry at the beginning of Year 3 are treated as indicated in this section.**

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 and crown servants 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 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. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that 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 where 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 30 for Reception 2024-25 or the number of places (30) in other year groups.

Fair Access

The school participates in Oxfordshire County Councils Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. 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 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.

Visiting the School

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the office.

Admissions in September 2023

The school received 72 applications expressing a preference for admission to the Reception Year 2022 by the closing date in January 2022. The admission number for 2022 was 30. Actual admissions were 30 as follows:

Children with statements of EHC plans naming the school 0

In-catchment with sibling in School 5

In-catchment with no sibling in School 10

Out-of-catchment with sibling in School 7

Exceptional medical needs 2

Exceptional social needs 0

Children of a member of staff who has been employed at the school for 0

Two or more years

Out of catchment children 6

Home to School Transport

Information regarding home to school transport is available from Oxfordshire County Council.

Further information

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

Further Information

For further information, please contact the Chair of the Admissions Sub-committee.

Address: Chair of the Admissions Sub-committee

Dr Radcliffe's Church of England Primary School

Fir Lane

Steeple Aston

Bicester

OX25 4SF

Tel/Fax: 01869 340204

Email: office.3828@dr-radcliffes.oxon.sch.uk

Contacting the Local Authority

Address: Oxfordshire County Council, County Hall, New Road, Oxford OX1 1ND

Telephone: 01865 815175

Website: www.oxfordshire.gov.uk

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 Dr Radcliffe’s 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.

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.

If you are not sure whether you live in the School's catchment area, you may ask the School to check this for you, and you will receive a written response. If you are moving into the catchment area, we will ask for evidence of your move before considering your application for a place. We need to know that you will be resident within the catchment area on 1 September 2025. Typical evidence that will suffice would be a solicitor's letter confirming that you have a legally binding agreement to buy the house or a formal lease agreement. For in year Admissions, we need evidence of what the child's normal home address will be on the date they will start at Dr Radcliffe's.

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, and for parents to list siblings by name in their applications. Where there is more than one sibling at the school only the youngest should be listed on the application form.

Note 6 Attending Steeple Astons Pre –School does not qualify a child for automatic entry to Dr Radcliffe's School, nor confer any other advantage over other applicants to the school.

Dr Radcliffe's Admissions Policy 2025/26 was approved by Governors on 30th January 2024 and approved by The ODST Ethos and Governance Committee on 30th January 2024.