



"I have come that you may have life in all its fullness." John 10:10

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- Respect and love everyone for who they are
- Celebrate and serve our diverse community
- Nurture a passion for education so everyone can realise their potential

SS Philip and James' Church of England Voluntary Aided Primary School

Admissions Policy 2023-2024

Signed:

(Head teacher)

Signed: _____

(Chair of Governors)

Approved by Governing Body:	21.10.2020
Date:	October 2020
Next Review Date:	September 2023

SS Philip and James' Church of England Voluntary Aided Primary School

Admissions Policy

FOR THE ACADEMIC YEAR OF SEPTEMBER 2023- AUGUST 2024

At Phil and Jim, we provide a happy, nurturing and supportive environment underpinned by our core values. All members of our school community are valued and respected, so that everyone can have a positive attitude about themselves and others. With love we flourish.

"I have come that you may have life in all its fullness." John 10:10

Our Christian vision is the foundation of our school and allows us to:

- Respect and love everyone for who they are
- Celebrate and serve our diverse community
- Nurture a passion for education so everyone can realise their potential

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, our Christian vision and values, and their importance to the whole school community.

The Governors are responsible for admissions in consultation with the Local Authority (LA), the Diocese and admissions authorities in the relevant area, including feeder nurseries.

Planning restrictions limit the total number of pupils at Phil & Jim to 420. The admissions number in the two classes of the Early Years Foundation Stage 1 (EYFS) is 60. There are also only 60 places in both Year 1 and Year 2.

Pupils are admitted without reference to ability or aptitude.

Foundation Stage

Applications for EYFS (see note 1) **must** be submitted to the Local Authority (LA) in which the parents live at the time of the application (the home LA), which may not be Oxfordshire, on the Common Application Form relevant to the home LA and according to their timetable for applications.

Phil & Jim requests that you fill out the school's own supplementary information form as well so that we may have your contact details. However this form is optional unless parents need to provide supplementary information to enable the school to apply its oversubscription criteria. This form should be returned to the school by 15th January 2023.

The supplementary information form can be found [here](#).

At all stages of the admissions procedure for EYFS, the Governors will follow the timetable set out in the LA's booklet. The year of EYFS runs from 1st September – 31st August and is that year in which a child becomes five.

At each stage, the Governors will decide the allocation of places for EYFS using the oversubscription criteria (see below). Offers and refusals will be made by the home Local Authority on behalf of the Governors.

Parents of a child whose fifth birthday falls between 1 September 2023 and 31 March 2024 may request that their child **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 a deferred place for the child (provided it is taken up during the school year 2023/24), 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. Current evidence shows that length of time at school is more important than age at starting school.

For children whose fifth birthday falls between 1 April 2024 and 31 August 2024 (summer born children) who do not reach compulsory school age until September 2024, parents who do not wish them to start school in school year 2023/24 but to be admitted to the Reception Year in September 2024, should proceed as follows: they should apply at the usual time for a place in September 2023 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2024. NB parents would need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the headteacher as early as possible. The school will consider the request carefully and if it is agreed this should be clear before the national offer day (17 April 2023), their application for the normal age group may be withdrawn before any place is offered. They should then reapply in the normal way (no later than 15 January 2024) for a Reception place in September 2024. If their request is turned down, the parents must decide whether to wait for any other offer of a place in September 2023 (NB it will still be subject to the oversubscription criteria below) or to withdraw their application and apply in the second half of the summer term 2024 for a Year 1 place in September 2024. Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 2023/24 Reception Year group.

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.

Early admission to the Foundation Stage (i.e. in a year before the child will attain the age of 5) will **not** be considered.

In Year Applications

Phil & Jim is part of the **In Year** admission scheme for Oxfordshire. Therefore, *In Year* applications will be processed through Oxfordshire County Council. In the case of those applying *In Year*, the continued interest lists will be maintained for one academic year. It will be possible to place a name on the list from 1 August, the beginning of the academic year, and the list will be discontinued on 31 July of that academic year. If you wish to remain on the Continued Interest List (CIL), it is important that you contact the school at the start of the new academic year in September.

In-year admissions or admissions at the beginning of school years other than EYFS will only be considered up to half a term [using the three term year] in advance of the desired date of entry. For example, for entry in January, the application will not be considered until after the October half term break.

The school participates in Oxfordshire LA'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.

In this Admissions Policy, the School defines:

□ **its catchment area** as the area

on the East southwards (along the river) from the point where the River Cherwell dissects the Marston Ferry Road go west in a line immediately north of Wolfson College, south to Linton Road, west along Linton Road, south on Chadlington Road, west on Bardwell Road and south on Banbury Road ending at Bevington Road

on the South by Bevington Road westwards from Banbury Road, north on Woodstock Road, west on Leckford Road, south on Kingston road and west on Walton Well Road ending at the canal

on the West by the canal northwards from Walton Well Road, west in a line drawn immediately north of Merrivale Square (This excludes the residences with an address of Merrivale Square.), and north along the railway ending at the north of the new housing (Waterways)

on the North by a line going eastwards immediately north of the new housing (Waterways), south along the canal, east along Elizabeth Jennings Way until adjacent to the lake, south of the lake to the point of intersection between Bainton Road and Woodstock Road, north on Woodstock Road, east on Beechcroft Road (which includes residences on both sides of the road), south on Banbury Road and east on Marston Ferry Road ending at the River Cherwell.

Please note:

1. The boundary along all roads is in the middle of the road unless otherwise stated. Distance from school is measured by the LA.
2. A map outlining our catchment area is available for viewing in the school office. Maps can also be downloaded at <http://www.ss-philip-and-james.oxon.sch.uk/catchment-area.php>, but these are less detailed and for guidance only.

- **the northern part of the City** as those parts of Summertown, St. Margaret's and Wolvercote wards of Oxford City not in the catchment area.
- **a parent/carer** as any person who has parental responsibility for or is the legal guardian of the child who lives in their home during the school week.
- **a sibling** as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parents/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.
- **in the school** as expected to be in the school on the date that applications closed

- **wanting a ‘Church place’** means that a parent wanting a church place for their child must present evidence of current Christian commitment to a church, which is a member of “Churches Together in Britain and Ireland” or of the “Evangelical Alliance”, with a supporting Declaration of Christian Commitment Form (which is available from the school office and on the school website). This form must be signed by a Priest or a Minister of the relevant church confirming that a parent/guardian is either on the electoral roll, or a member of a church group for over a year or has attended the church at least 30 times in the year preceding the application. For people recently moving into the area, the Declaration of Christian Commitment Form may be completed with reference to the church they have been attached to before their move. The Declaration of Christian Commitment form must be returned with the Common Admissions Preference Form by the deadline of the agreed coordinated admissions scheme as published by the LA. A baptismal certificate is not sufficient. In the event that the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship. For the year preceding applications for 2023 in January 2023 this would mean that there would need to have been a minimum of 15 attendances at worship.
- **living** as living and sleeps during the school week. We reserve the right to check that the child lives at the stated address on the application form. Proof of residence may be requested. 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. 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 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 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 house, the school will ask for evidence of the move, before 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).
- a **“looked-after child”** means a child in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function or a child with an adoption order, a child arrangements order or a special guardianship order. 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 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 organization, or any other provider of care whose sole or main purpose is to benefit society.

- **key staff** are members of staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

Fraudulent claims

If the school considers that a false declaration has been made, the school may withdraw the offer of a place, even after the child has attended school.

Oversubscription Criteria

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Phil & Jim will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are 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 because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.
2. Families who have exceptional social or medical needs that make it essential that their child attends Phil and Jim rather than any other school. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
3. Children living in the catchment area with a sibling in the school and wanting a 'Church place'.
4. Children living in the catchment area with a sibling in the school.
5. Children living in the catchment area and wanting a 'Church place'.
6. Other children living in the catchment area.
7. Children living in the northern part of the city (those parts of Summertown, St Margaret's and Wolvercote wards of Oxford City not in the catchment area) with a sibling in the school and wanting a 'Church place'.
8. Children of 'key staff'.
9. Children living in the northern part of the city with a sibling in the school.
10. Children living in the northern part of the city and wanting a 'Church place'.
11. Other children living in the northern part of the city or the United Benefice of St Giles and SS Philip and James with St Margaret's or the remainder of St Andrew's parish.
12. Other children with a sibling in the school.
13. Any other children wanting a 'Church place'.
14. Any other children.

Infant class size legislation limits places to 30 for each of EYFS, year 1 and year 2. At Phil & Jim we have a pupil admission number of 60 because we have two classes. However, an exception to this is in the case of twins and other multiple births where one of the siblings is the 60th child admitted. In such circumstances all the multiple-birth children will be admitted (to any year in the school).

In Key Stage 2 (above year 2), we also have nominally 30 pupils per class, but this is not limited by legislation. However, the total number of pupils in the whole school is limited to 420 by the planning permission for the school.

If there is not room for all children in any one category, places will be offered to children who live closest to the school by the nearest designated public route as defined on the Directorate for Children, Young People and Families' Geographic Information System.

For admissions purposes for all schools where Oxfordshire County Council is the admissions authority for the school, and any own admission authority schools that have adopted the LA's

measuring system, the route from home to school will be measured using the shortest designated route.

The start point of a measurement is the “seed point” of the home address. The “seed point” is provided by Ordnance Survey from information compiled from Royal Mail and/or district or city councils. The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest ten centimetres. It is possible to move the location of an individual seed point, but this is not necessary for most addresses. It is not possible to verify the individual location of every seed point prior to measuring due to the number of addresses in Oxfordshire and surrounding areas.

From the seed point the route firstly connects to the nearest point of the digitised network. The positioning of front doors, driveways and back gates is not relevant to the route or the measurement and they are not programmed to be used by the measuring system.

The digitised network is constructed from road data supplied by Ordnance Survey called the Integrated Transport Network (ITN). The Integrated Transport Network has been accurately digitised to measure along the centre of roads and takes corners at right angles. This is the same underlying information as used by internet-based mapping solutions (e.g. Google Maps).

However, the LA has a more accurate start point than internet-based mapping solutions and the ITN has been augmented by the LA to take into account other available public routes (e.g. alleyways, public footpaths, bridleways, etc.). The augmented ITN used by the LA is accurate to at least 1 metre.

All 548,000 kilometres of roads in Great Britain are accurately mapped in a consistent and logical network. The network does not include routes that are not defined as public; these include crossing parks with no paths where the park is not open and available all the time, “short-cuts” across patches of open land without paths, or footpaths across private land which are not defined by Ordnance Survey as public routes.

The end point of the “shortest designated route” is the nearest open gate of the school first arrived at from the direction of travel from the seed point that is officially available for use by students for entry and exit to the school site at the start and end of the school day. The location of these gates has been set by the LA.

The LA consults with each individual school annually to ensure accurate placement of the gate and its availability for use. The shortest designated route is established using an algorithm within the bespoke software used by the LA. This software is called Route Finder and is produced by Higher Mapping Solutions (www.highermappingsolutions.com). This programme integrates with the LA’s database (ONE) which is supplied by Capita Children’s Services (www.capita-cs.co.uk).

Route Finder measures in kilometres and the measurement is converted into miles accurate to three decimal places, which gives an accurate reading up to 1.609344 metres.

The “shortest designated route” is not necessarily a driving route because it may use in whole or in part a non-driveable route (e.g. footpaths). The “shortest designated route” is also not necessarily a walking route for example, where roads are used; the measurement is along the centre of the road not along the edge (pavement or equivalent) of the road.

Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system into account because this would constitute maladministration of the admissions process due to inconsistency.

For addresses which are outside the digitised network (approximately 6 miles outside Oxfordshire's county boundary) an internet mapping solution will be used. For addresses in the UK and Europe, we use Google Maps (www.google.co.uk) which allows measuring by shortest routes when set to 'walking' mode.

For addresses outside Europe we measure a straight line distance using longitude and latitude. Firstly, we derive a start point (the home address) using itouchmap.com/latlong.html We then measure the straight line distance in statute miles from this start point to the end point (the school gate) using www.nhc.noaa.gov/gccalc.shtml.

In line with the LA guidance, if ties of distance occur, other than with multiple births, lots will be drawn in the presence of a person independent of the school.

In the event that the school is oversubscribed the school will maintain a continued interest list. **EYFS applications** *For those applying through the normal admissions round for EYFS the continued interest list (CIL) will be maintained from immediately following initial allocation to the end of the academic year of entry.*

In Year applications *In the case of those applying in year the continued interest lists will be maintained from 1st August until 31 July of the year of application.*

Children will be ranked in the same order as the Oversubscription Criteria independent of the date of application.

Admission outside normal age group

Requests from parents for places outside a normal age group will be carefully considered by the Governors. Each case will be considered on its own merits and circumstances. Decisions will be made in the pupil's best interests and Governors may seek advice from relevant professionals/advisors. 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.

For entry to Early Years Foundation Stage, please see detailed information above on deferred entry (after September) to EYFS and delayed entry (a year later).

Further Information

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.

Phil & Jim subscribes to a School Travel Plan which promotes safe ways to travel to school and discourages vehicular access to our site. Details of the School Travel Plan can be viewed at the school or on the school website.

Historical Information Academic Year 2021/22 Foundation Stage (F1)

		1	2
	Number of places available	60	6
	Number of on time applications received	154	14
Criterion No.	Number of places offered under each oversubscription criterion		
1	Looked after children and children who were previously looked after	0	0
2	Children with disabilities who need to be admitted to an accessible school	0	0
3	Children living in the catchment area with a sibling in the school and wanting a church place	1	0
4	Children living in the catchment area with a sibling in the	18	0
5	Children living in the catchment area wanting a church place	2	0
6	Other children living in the catchment area	25	1
7	Children living in northern part of the city with a sibling in the school and wanting a church place	0	0
8	Children of 'key staff'	0	0
9	Children living in northern part of the city with a sibling in the school	7	0
10	Children living in northern part of the city and wanting a church place	1	0
11	Other children living in northern part of the city or United Benefice of St Giles and SS Philip and James with St Margaret's or the remainder of St Andrew's Parish	6	5
12	Other children with a sibling in school	0	1
13	Any other children wanting a church place	0	0
14	Any other children	0	7

The Governing Body has made every effort to ensure that this policy is in accordance with the revised School Admissions Code 2021, the infant class size legislation and equal opportunity legislation.

More information may be obtained from

The Admissions Secretary,

SS Philip and James Primary School, Navigation Way, Oxford, OX2 6AB

Tel: 01865 311 064

Fax: 01865 311 202

Email: admissions@ss-philip-and-james.oxon.sch.uk Web: www.ss-philip-and-james.oxon.sch.uk

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