



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

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

Admissions Policy 2024-2025

Approved by Governing Body:	8 February 2023
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Signed:

(Head teacher)

Signed:

(Chair of Governors)

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

Admissions Policy

FOR THE ACADEMIC YEAR OF SEPTEMBER 2024- AUGUST 2025

At Phil & 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.

We aim to serve our community and as such, we welcome applications from those of all faiths and beliefs. 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.

PLEASE NOTE: The school's Catchment Area (as detailed below) is only relevant where there are more applications than there are places at the school. Otherwise, all children who apply to the school will be offered a place, so we encourage you to apply even if you live outside the Catchment Area.

Foundation Stage

Applications for Early Years Foundation Stage (EYFS) (see note 1) **must** be submitted to the Local Authority (LA) in which the parents live at the time of the application (e.g., if you live in Reading but are planning to move to Oxford you would apply to Reading Borough Council). You apply using 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 policy. This form should be returned to the school by 15 January 2024.

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

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 2019 and 31 August 2020 may apply for them to be admitted to the Reception Year in September 2024. There are 60 places available (the published admissions number).

Parents of a child whose fifth birthday falls between 1 September 2024 and 31 March 2025 may 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 the deferred place for the child (provided it is taken up during the school year 2024/25), although, in the great 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 2025 and 31 August 2025 (summer born children) who do not reach compulsory school age until September 2025, parents who do not wish them to start school in school year 2024/25 but to be admitted to the Reception Year in September 2025 should proceed as follows:

They should apply at the usual time for a place in September 2024 together with a written request that the child is admitted outside his or her normal age group to the Reception Year in September 2025. 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.

The school will consider the request carefully and, if it is agreed, this should be clear before the national offer day of 17 April 2024, and their application for the normal age group may be withdrawn before any place is offered. They should then reapply in the normal way for a Reception place in September 2025. This should be no later than 15 January 2025. If their request is refused, the parents must decide whether to wait for any other offer of a place in September 2024. This will still be subject to the over-subscription criteria (please see below), or parents may wish to withdraw their application and apply in the second half of the of the summer term 2025 for a Year 1 place in September 2025. Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 2024/25 Reception Year group. Please be aware agreement by the school in 2024 to defer does not guarantee a place in September 2025 and the normal over-subscription criteria applies.

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

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

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 Reception Year, (i.e., in a year before the child will turn 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 list will be maintained for one academic year. It will be possible to place a name on the list from 1 September (the start of the academic year), and the list will be discontinued on 30 June of that academic year. If parents wish to remain on the Continued Interest List, they must contact the Oxfordshire County Council School Admissions team at the start of the new academic year in September.

In-year admissions, or admissions at the beginning of school years other than Reception year, 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 Local Authorities 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 will also take priority for admission over any child on the waiting list.

In this Admissions Policy, the School defines:

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, stepbrother 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 (for the sibling to be relevant to the application process they must be expected to be in the school on the date of entry.)

Catchment Area as The Oxfordshire County Council St. Philip and St. James' CE Primary School Catchment Area (please see at 'Appendix i' below or via:
<https://www.oxfordshire.gov.uk/residents/schools/list/3835>)

In the school as expected to be in the school on the date that applications closed *and* on the date of entry.

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 to offer a place. We may ask to see official documentation 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).

Staff are individuals employed by the school on a part or full-time basis.

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 Policy

A child with an Education, Health and Care (EHC) plan naming Phil & Jim will always be offered a place.

If there are fewer applications than places available, all children will be offered places.

It is only instances where we find ourselves oversubscribed (have more families interested in joining a year group than the 60 students the school can accommodate).

We are committed to serving our community and hope to simplify the process of applying to Phil & Jim. As such, we have taken the decision to no longer prioritise families attending church. This is in line with Oxford Diocesan Board of Education guidance and our hope to welcome families of any faith to join the school. We continue to be a Church of England school that is delighted to be home to families of many different faiths. Further, we look forward to maintaining close ties with St. Margaret's Church and also want to welcome its congregation.

If there is greater demand for admission than there are places available, the following oversubscription policy 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.**
4. Other children with a **sibling in the school.**
5. **Children of staff.** Please note the Oxford Diocesan Board of Education (ODBE) requires that for the families of staff to be given priority one or more of following conditions must be met. The member of staff:

- a) has to 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
 - b) is being recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
6. Other children living in the **Catchment Area**.
7. **Any other children**. Our goal is to be as welcoming as we can be so, please do apply.

Infant class-size legislation limits places to 30 for each class in Reception, year 1 and year 2. At Phil & Jim we have a pupil admission number of 60 per year group 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.

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 (see Appendix ii).

In the event that the school is oversubscribed, the school will maintain a Continued Interest List.

Reception Year applications

For those applying through the normal admissions round for Reception Year, the Continued Interest List 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 1 August until 31 July of the year of application.

Children will be ranked according to the Oversubscription Policy. This will be 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 headteacher and governors. Each case will be considered on its own merit and circumstances. Decisions will be made based on what is in the best interest of the pupil and the school may seek advice from relevant professionals. Those refused places outside the normal age group will be informed of their statutory right to appeal.

Further Information

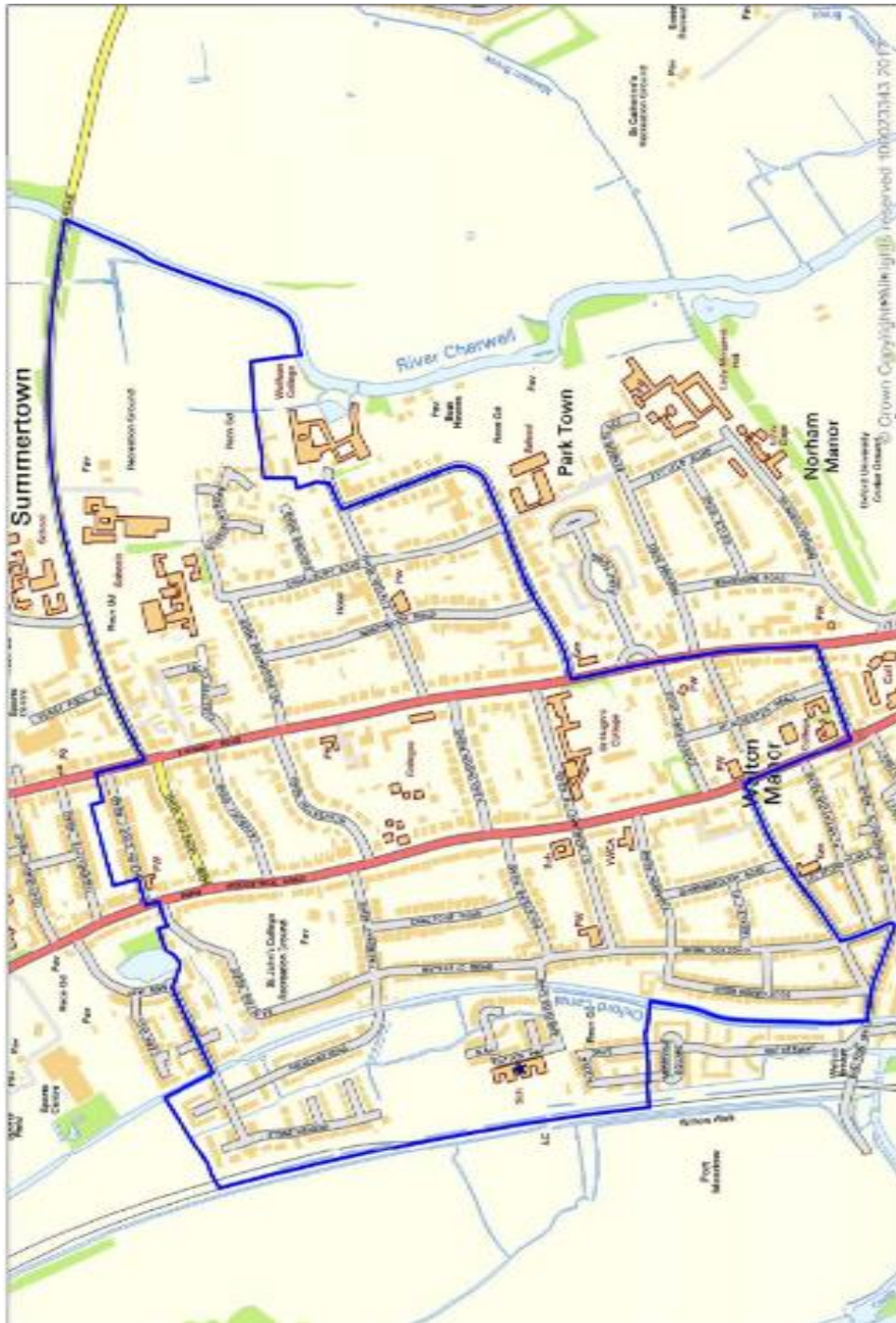
Any parent whose application for a place is refused by the governors, may appeal this decision by writing to the Chair of Governors at the school's address. The Chair of Governors will then ask the Diocese to arrange for an appeal to be heard by an independent panel.

Unless there are significant and material changes in the circumstances of an application, the Governors will not consider a repeat application in the same academic year.

For information on admissions for the 2020/21 Foundation Stage, please see Appendix iii.

Appendix i:

Oxfordshire County Council St. Philip & St. James' CE Primary School Catchment Area



Appendix ii

Directorate for Children, Young People and Families' Geographic Information System Shortest Designated Route

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 consider 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.

Appendix iii: Historical Information Academic Year 2020/21 Foundation Stage

		Round 1	Round 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 2014, the infant class size legislation and equal opportunity legislation. More information may be obtained from

Admissions,

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

Tel: 01865 311 064

Web: <https://philandjim.org.uk/>

Email: admissions@philandjim.org.uk

February 2023