

Wootton St Peter's CE Primary School



Attendance Policy

Date Adopted by Governing Body: November 2022

Date to be Reviewed: November 2023

Signed Chair of Governors

A grey rectangular box containing a handwritten signature in black ink, which appears to be 'J Elliott'.

Josephine Elliott

Signed Headteacher

A handwritten signature in black ink that reads 'Charles Pitt'.

Charles Pitt

Introduction

The School's catchment area is defined by the Ecclesiastical Parish boundary of Wootton St. Peter's Church and can be seen by visiting:

www.achurchnearyou.com/wootton-st-peter and clicking on the 'Find Us' button. The map is interactive and allows you to zoom in to see in detail where the catchment area ends.

Wootton St Peter's Church of England Primary School is committed to provide an inclusive, supportive, and caring environment where we strive to develop the potential in every child in partnership with pupils, parents, staff and governors. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith. We expect parents to respect this ethos and its importance to the whole school community.

As an organisation, we recognise our responsibility to safeguard and promote the welfare of all our pupils.

Wootton St Peter's is a Voluntary Aided Church of England Primary School and we are offering this relatively new Early Years provision under our Governors' community powers therefore, the admissions are determined by the Governors.

The Published Admissions Number for nursery (PAN) is 16-part time equivalent (PTE).

Wootton St Peter's have adopted the Oxfordshire County Council Policy regarding nursery classes, which ensures that admissions are based on common principles.

Parents/carers of children in the nursery class must apply through the normal Oxfordshire County Council school admission procedures for a place at Wootton St Peter's for a place in the reception year. This is completely separate process to that of applying for a place in the nursery class. Parents whose children attend the nursery class, particularly from outside the designated catchment area of Wootton St Peter's are not guaranteed a place for their child when s/he reaches the normal school starting age (i.e. the September of the academic year in which the child will be five).

Terminology

Admissions – Applications for a place in Nursery should be made directly to Wootton St Peter's CE Primary School on a 'Nursery Application Form', which is available from the school office and website. If the number of applications is greater than the number of places, places will be allocated using the schools' nursery admission criteria.

Year – refers to the academic year (September to August).

Admission Authority – Governing body of Wootton St. Peter's School.

Looked After - Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application and previously looked after children. The term "previously looked after children" refers only to children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Siblings/Brother or Sister - For admission purposes Wootton St Peter's is a Voluntary Aided school and a sibling is defined as a brother, sister, half-brother, half-sister, stepbrother or step-sister who will be resident at the same address at the time of entry.

Published Admission Number (PAN) – The number of places, in part time equivalents (15hrs) agreed each year with the Governing Body in consultation with the County Council, and published in the Council's Pupil Place Plan.

Universal Entitlement – 15 hours per week, term time only or 570 hours a year, to which every child is entitled to in the term following their 3rd birthday.

Extended Entitlement – 30 hours per week, term time only or 1,140 hours a year, for 3 and 4 year olds from working families, according to specific eligibility criteria.

Grace period – when a child's eligibility for the extended entitlement ceases, the government allows the funded place to continue for a specified time period.

Eligibility Terms

Universal Early Education Funding entitlement starts from the term following the child's 3rd birthday

Autumn Term: September 1st - December 31st

Spring Term: January 1st - March 31st

Summer Term: April 1st - August 31st

30 Hours Extended Childcare Entitlement

Families meeting certain eligibility criteria are legally entitled to a funded early years place of 30 hours a week or 1,140 hours a year. Information on this entitlement is available at www.childcare-support.tax.service.gov.uk/par/app/overview

Parents cannot insist on accessing their child's extended entitlement at any particular provision. Schools must decide whether they will offer only 15-hour nursery places or whether they are able to include some 30-hour extended entitlement places. Schools should make clear to parents what options are available in regard to either the universal or extended entitlement.

Children may become ineligible for the extended entitlement. Where this happens there is a **grace period** during which the child may still attend free of charge. When the grace period expires, the place should revert to a universal 15-hour place unless the parent/carer is prepared and able to pay for the extended hours. Schools collecting payments for unfunded hours should ensure that those hours are not returned on the school's census or funding portal return.

POLICY FOR NURSERY ADMISSIONS AT WOOTTON ST PETER'S CE PRIMARY SCHOOL

(Nursery Class)

1. The Governing Body is responsible for the administration of admissions to governor run nursery provision. In the event of a complaint the final responsibility and decision for admissions to the nursery rests with the Governing Body of Wootton St Peter's.
2. The designated area (catchment) for our nursery class is attached. The catchment area for the nursery class is the same as the primary school.
3. Our published admission number for the nursery is 16-part time equivalent places (PTE). One p.t.e place is 15 hours per week, term time only, or 570 hours a year if the place is delivered flexibly.
4. We offer nursery places as agreed to the published admission number. A 30-hour place is deemed to represent 2 p.t.e. places.
5. The school will not operate the nursery with empty places in any term if there are eligible children on the continued interest list.
6. The minimum universal entitlement to funded nursery education is 15 hours per week, or 570 hours per year, from the term after the child's third birthday.
7. Where capacity against the published admission number exists, places will always be offered for at least 15 hours a week (or 570 hours a year if a stretched offer).
8. The school may agree take up of fewer hours to meet parental request but this is subject to overall demand. Places will be funded on actual take up of hours. There is a minimum take up requirement of 15 hours per week.
9. Wootton St Peters also offers the extended entitlement, of up to 30 hours per week (term time only) or 1,140 hours per year if stretched throughout the year.
10. Admissions to our nursery class are three times a year, for as long as places are available. Funding and entitlement are based on a three-term year, with children starting in September, January and April.
11. Children are entitled to a place from the first day of term. We may offer a staggered start with small groups of new children starting on different days to help ease them into nursery but this is optional.
12. Parents will be notified that a place is available for their child no later than half a term in advance. The school may set and advertise a termly deadline for considering applications for admission in the following term.
13. The school may choose to allow parents to split their free universal entitlement with another provider but are not obliged to.
14. Flexibility Schools may offer their nursery places in a number of ways. These include half or full day sessions, extended sessions covering lunchtimes, or a stretched offer (fewer hours per week but including weeks during school holidays). Where the extended entitlement is available through hours in out of school clubs, or in partnership with other providers, the school must make clear which element is the universal entitlement and will therefore be guaranteed to continue should the child cease to be eligible for the extended

entitlement. 15- hour places will be 5 mornings or 5 afternoons and 30 hour places will be 5 days a week with an optional lunch session which is chargeable. If a 30-hour child loses eligibility the family will be asked to choose either all mornings or all afternoons for their new funded entitlement.

15. Opening times of the nursery are available on the school website and it also sets out educational aims and provision. This policy is also available to view on the school website.

Over-subscription criteria

When more applications are received than there are places available, the following criteria must be applied. These closely follow the admissions criteria for entry to the primary school. The Headteacher will apply the criteria by considering all eligible children from each priority category in turn until all the available places have been allocated. Other criteria (such as date of birth) cannot be used.

Children with an Education, Health and Care Plan (EHC) naming Wootton St Peter's will always be offered a place. If there are fewer applications than places available, all children will be offered a place. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- Looked after children and children who were previously looked after, including those children that have been in state care outside England, but ceased to be so as a result of being adopted. (See note 2)
- Families who have exceptional medical or social needs that make it essential that their child attends Wootton St Peter's rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. The definition of disability is that contained within the Equality Act 2010. (See note 3)
- Children with a normal home address (See note 4) in catchment (see top of page) and with a sibling (See note 5) on roll at the school at the time of application or whose parents have accepted an offer of a place and who is expected still to be in attendance at the time of entry.
- Children who live outside the designated catchment area and with a sibling on roll at the school and who is expected still to be in attendance at the time of entry.
- Children with a normal home address in catchment (See Catchment Map).

16. Those children who do not meet any of the above criteria. Priority for any remaining places will be given to those who live closest to the school by the nearest designated public route as defined on the Council's Geographic Information System

17. If there are more children than places, any child who is not offered a place can only be reconsidered and admitted at a later point if the parents have put the child's name on the school's continued interest list.

18. Where a family ceases to be eligible for the extended entitlement, the place should return to the universal entitlement level when the grace period expires, unless the parent/carer is prepared and able to pay for the extended hours. Schools offering the extended entitlement should explain this possibility in writing when offering the extended entitlement place. Parents/Carers must be allowed to keep the child in their universal entitlement place even if they cease to be eligible for the extended entitlement.

19. A universal entitlement nursery place should cease no later than the term after the child's fifth birthday, that is, when they are of statutory school age.

20. Any complaint about the operation of this admissions policy, for example in the case of a particular child who has been refused admission, should be directed to the Head of the school in the first instance, and then to the School Governors, as they have the ultimate decision regarding admissions to these schools.

21. There is no statutory right of appeal.

22. Your child having a place at nursery does not guarantee your child having a place in our Reception. Families must apply for a place in Reception through Oxfordshire County Council admissions team.

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 2 (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 Wootton St. Peter's C of E Primary 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 rental agreement 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 child benefit records 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.

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. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 6. The straight line distance used to determine proximity of the home to the school will be measured by Oxfordshire LA's Geographical Information System.

