

Church House Oxford • Langford Locks • Kidlington • Oxford • OX5 1GF

ADMISSION ARRANGEMENTS BAMPTON CE PRIMARY SCHOOL 2025/26



“Bampton CE Primary School values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. 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 and its importance to the whole school community.”

We endeavour to enable all individuals in our school community to learn together, grow in respect, tolerance and understanding of the world in which we live and embrace Christian values, to be the best we can be.



Learning together with Respect, Friendship and Perseverance



The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities.

There are 30 places (the published admission number or PAN) available.

Admission arrangements to the Reception Year in September 2025

Pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose child was born between 1 September 2019 and 31 August 2020 may apply for them to be admitted to the Reception Year in September 2024.

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 children may 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) parents can defer the date that their child is admitted to school but not beyond the point at which they reach compulsory school age i.e. when they reach their fifth birthday. They should apply in the normal way for a Reception place in September 2024.

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.

Parents (see Note 1) wishing to apply for the Reception [Foundation] 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 sent by the home LA on 17 April 2025.

Over-subscription criteria

Children with an Education, Health and Care (EHC) plan naming Bampton CE Primary School 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 Children We Care For and Previously Cared For Children, including those children who appear to have been in state care outside England, but ceased to be so 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 Bampton CE Primary 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 Bampton and surrounding villages (please refer to catchment map) 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.

4 Children with a normal home address in Bampton and surrounding villages (please refer to catchment map)

5 Children with a normal home address outside Bampton and surrounding villages (please refer to catchment map) 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.

Proximity of the child's home, as measured by the straight line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 6 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

All Other Admissions

Admission to the school during the school year depends on whether or not there are places available. Applications must be made directly to the school on a form available from the school.

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-6 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.

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 (Please see our school policy for more information)

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 and a decision made based on what is in the pupil's best 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. 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, and 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.

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.

Fair Access

The school participates in Oxfordshire's 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.

Appeals

Any parent not offered a place for their child at their preferred school has the right of appeal to an independent appeals panel. Details of appeals arrangements are available from the school, including the date by which an appeal should be submitted. In the event of an unsuccessful appeal against non-admission to the school, the school will not consider any further application for a child 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.

Further information

Further information can be obtained from the Admissions Secretary at the school [contact details – phone and email] Admissions Secretary at the school: Mrs Kerry Collins office.3131@bampton.oxon.sch.uk or tel: 01993 85037

Notes

Note 1: "Parent" is defined in law (The Education Act 1996) as either:

- a) any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- b) 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 Child We Care For 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 Cared For 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 a Child We Care For, or a Previously Cared For Child, (e.g. a copy of the adoption, child arrangements or special guardianship order).

Children We Care For includes any child who appears to have 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 Bampton CE 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 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, 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.

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.

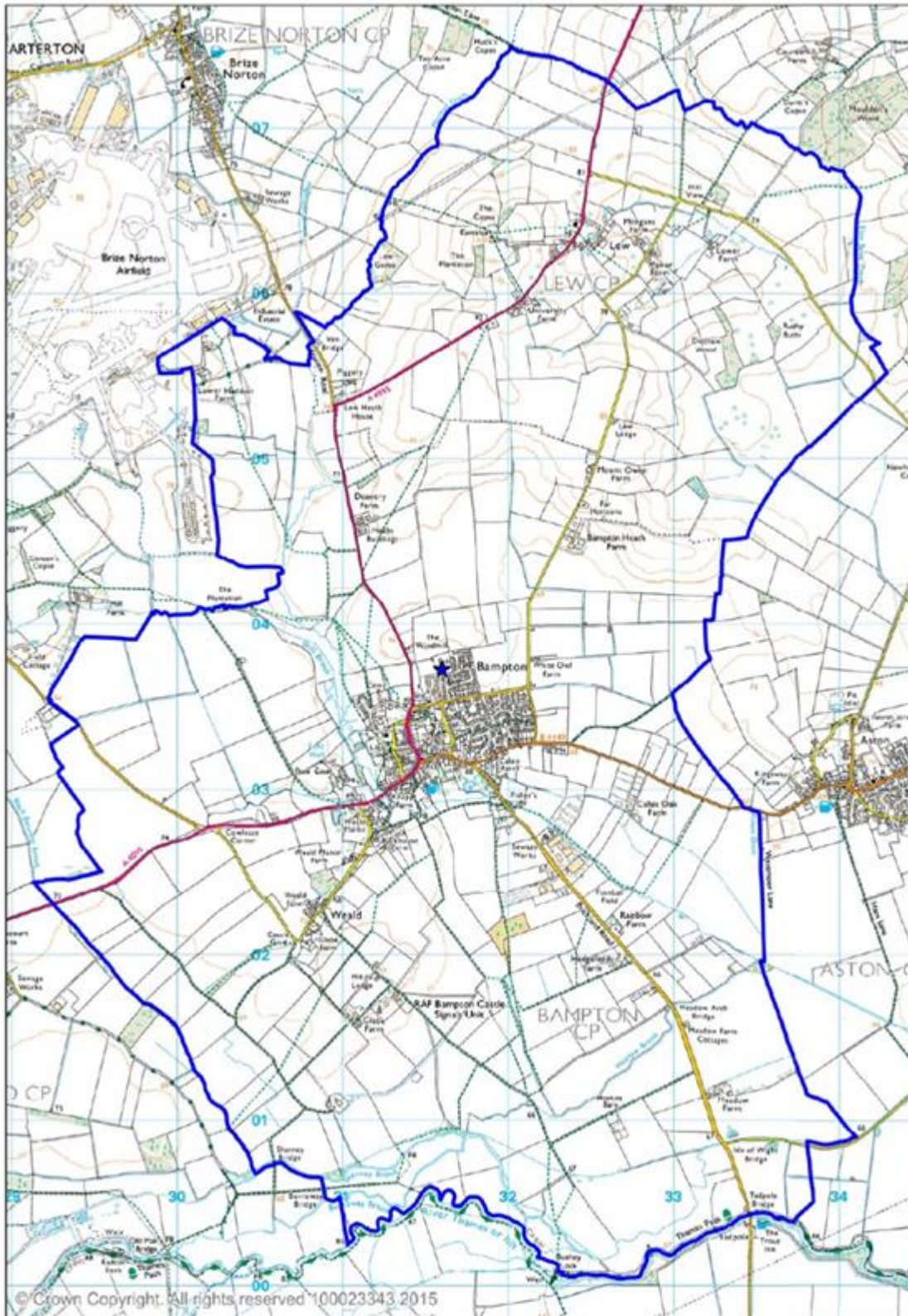
We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept 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. <https://www.nhc.noaa.gov/gccalc.shtml>

Location and Designated Area of Bampton Church of England Primary School



IN-YEAR APPLICATION FORM FOR ADMISSION BAMPTON CE PRIMARY SCHOOL

Please read the school's admission policy and fill out and return the supplementary information form (if appropriate) together with this in-year application form.

Please complete in **CAPITAL LETTERS** and return to the Chair of Admissions at the School as detailed below.

Bampton CE Primary School, Bowling Green Close, Bampton, Oxon, OX28 1AD

Section 1: Child's details				
Legal Surname ¹		First Name ¹		
If your child is known by a different surname, please state it here		Middle Names		
Normal Home Address (this is the address at which your child normally lives, see School Admission Policy for details)			Male or Female	
			Date of Birth (dd/mm/yy)	
			Day	Month
			Year	
		Postcode		
Name and address of current (or most recent) school/nursery	If no longer attending, please give last date of attendance			
Telephone number of school/nursery				

If you are moving to the area, you can apply in advance of your move. You **MUST** provide proof of your move as follows:

- a) Evidence that you have sold, or are in the process of selling, your previous property, or that a previous lease agreement has expired.
- b) Confirmation that your house purchase is legally binding (in other words, you have already exchanged contracts and have a confirmed date for completion) or
- c) A formal lease agreement of at least six months.

Section 2: Your details	
The first part of this section should be completed with the details of all the parents/carers living at the address shown in Section 1 who have parental responsibility for the child. You may also give us details of any other adults(s) who has/have parental responsibility for the child.	
Name(s) of parents/carers living at home address above	
Relationship(s) to child	
Email address:	Name: Email:
Home/Day time telephone number	

¹ As entered on the child's birth certificate, adoption certificate or change of name deed-poll

Alternative telephone number(s)	
If another adult has parental responsibility but does not live at the same address as the child, please provide their details	Name: Address: Telephone Number: Relationship to the child
Is your child currently, or has s/he previously been a Looked After Child (formally adopted or a child in care of a Local Authority)?	Yes/No If the child is supported by a Social Worker please give details. Social Worker name: Contact details: Local Authority:
Are you or your partner a serving member of the Armed Forces or a Crown Servant?	Yes/No If yes please provide details
Does your child have any brother or sisters attending to the school? (See definition of siblings in the school's admission policy)	Yes/No If yes, please give details of siblings' name(s) date(s) of birth and year group(s)
Does your child have any brother or sisters applying to the school?	Yes/No If yes, please give details of siblings' name(s) date(s) of birth and year group(s)
Where applicable, are you applying under any faith-based criteria? (Supplementary Information may be required – see admission policy)	Yes/No <input type="checkbox"/> Supplementary information attached
Section 3: Reason for request for admission	
Are you applying because you are moving into the area?	Yes/No If yes, please ensure you have provided evidence of your move as requested above
Is your child transferring from another local school?	Yes/No If yes, please give the details
Section 4: Education	
Which year group is your child currently in?	
Does your child hold a statement of special Educational Need (SEN)	Yes/undergoing assessment/No - If "yes" which local authority maintains this plan? Please give details as appropriate

or Education Health & Care Plan?

Section 5: Further Information

Is there anything else you think we need to know to process this application?

Section 6: Parental Declaration (Please tick to confirm)

I certify that I have parental responsibility for the child named in Section 1, and that this application has the agreement of all parents/carers listed in section 2

I confirm that the information I have provided is to the best of my knowledge correct and up to date. I understand if I give any false or deliberately misleading information on this form and/or supporting papers or without any relevant information, this may lead to the withdrawal of an offer of a school place for my child

I hereby authorise the school to contact my child's previous school/nursery if required

I have read and understood the school's Admission Policy

I will provide the school with original copies of the below as proof of address and identity:

- Child's birth certificate or passport
- Proof of home address – this can be a recent utility bill, council tax bill or landlord/lease agreement
- Proof of identity for the main carer/person with parental responsibility

I understand that failure to produce these documents can lead to a refusal for a place at our school.

Signature of Parent/Carer:

Date:

Information supplied will be used for registration purposes under the Data Protection Act 1998

Once completed you should return this form, with the supplementary paperwork:

Mrs Kerry Collins
Bampton CE Primary School
Bowling Green Close
Bampton
Oxon
OX28 1AD

If you have any questions please contact Kerry Collins on 01993 850371

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You may use this space for additional comments or information.