

Swanbourne Church of England (V.A.) School

Winslow Road, Swanbourne, Milton Keynes. MK17 0SW

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Admission Arrangements for September 2018 – August 2019

Swanbourne Church of England School values highly its Christian ethos and its close links with local churches and the Diocese of Oxford. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. 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, but we expect parents to respect the Christian ethos of our school.

Swanbourne is a Church of England 'Voluntary Aided' School, and as such the Governors are responsible for deciding on admissions to the school. We work closely with Buckinghamshire County Council (the Local Authority), who co-ordinate admissions to all maintained schools in Buckinghamshire. Details of the Local Authority arrangements are in the Local Authority's annual *Guide for Parents: Admission to Buckinghamshire Primary Schools* booklet, available from the school. This booklet also explains how parents can express a preference for a school and give reasons for that preference.

The Catchment Area for Swanbourne C of E School is defined by Postcode and broadly is the civil parishes of Swanbourne, Mursley, Drayton Parslow, and Little Horwood. A map showing the school's Catchment Area is provided at Page 6. The school takes children from Year 3 to Year 6 inclusive.

Decisions on which children are to be offered a place will be made by the Admissions Committee of the school within the terms of Buckinghamshire's co-ordinated admissions scheme [for entry to Year 3 in 2017-18](#). [The admission number is 30](#). Pupils will be admitted provided there are places available. For 2014-15, 38 applications were received (38 for Year 3; 0 for Year 4; 0 for Year 5; 0 for Year 6) and 30 were admitted (30 to Year 3, including 0 on appeal; 0 to Year 4, including 0 on appeal; 0 to Year 5, including 0 on appeal; 0 to Year 6, including 0 on appeal).

Application for entry to [Year 3 at Swanbourne C of E School in September 2017](#) is by completion of the Common Application Form (CAF) of the Local Authority (the home LA) in which the parents (see Note 1) live and to which they pay their Council Tax. This must be returned in line with the co-ordinated admissions scheme applicable to all schools in that home LA's booklet. Each stage of the process of application will conform to that scheme. Offers of a place will be made by the home LA on behalf of the school.

The closing date for receipt of applications (CAF) by the home LA for admission to Year 3 at Swanbourne C of E School in September 2018 will be **15 January 2018**. 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 **18 April 2018**.

Applications for entry to Year 3 during the 2017-18 school year (known as ‘In-Year Applications’), or for entry to other year groups in September 2017 or during the 2017-18 school year, will be handled by the school. Such applications must be made directly to the school on a form available from the school, and will be handled by the school. In-year admissions and admissions at the beginning of school years other than Year 3 cannot be considered by the Governing Body until half a term in advance of the desired date for entry; for example, for entry in January the application will be considered after the October half term break. All year groups have 30 places. If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the criteria 1–9 below), a place will be offered.

Requests for admission to a year group other than that indicated by the child’s age group will be considered carefully e.g. for gifted and talented children or for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the pupil’s interests. The governors will 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.

If you are applying under criterion 5 or 6, then in addition to the home LA’s Common Application Form (CAF) you will also need to complete and return the school’s Supplementary Information Form. A copy of the Supplementary Information Form is provided at Pages 7 and 8; further copies may be obtained from the school. The Supplementary Information Form should be returned to the school (not to the home LA) by the Minister by 15 January 2018.

Children with a Statement of Special Educational Need or an Education, Health and Care Plan naming Swanbourne C of E School School will always be offered places. Once these children have been allocated a place, other places are then allocated in accordance with the following criteria:

- 1 **Looked after children**, and children who were looked after but ceased to be so because immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. (See Note 2).
- 2 Children with a normal home address (see Note 3) **in the Catchment Area** for Swanbourne C of E School.
- 3 Children with a normal home address (see Note 3) **outside the Catchment Area** for Swanbourne C of E School but **attending Mursley C of E School or Drayton Parslow School in Year 2**.
- 4 Children with a normal home address (see Note 3) outside the Catchment Area for Swanbourne C of E School but **with a sibling (see Note 4)** who is on the roll of Swanbourne C of E School, Mursley C of E School or Drayton Parslow School on the date of application (or whose parent has accepted an offer of a place at one of the three schools) and is expected still to be in attendance at the applied for time of entry into Swanbourne C of E School.

Within this criterion, **priority** will be accorded **first** to children with a sibling

who is expected still to be in attendance at Swanbourne C of E School at the applied for time of entry into Swanbourne C of E School, **second** to children with a sibling who is expected to be in attendance at Mursley C of E School or Drayton Parslow School at the applied for time of entry into Swanbourne C of E School.

- 5 Children with a normal home address (see Note 3) outside the Catchment Area for Swanbourne C of E School but whose parent has a **denominational preference for a Church of England School**, supported by evidence that a parent has been for the year prior to the application a regular worshipper (at least once per month) **at a Church of England church**. Where a parent has moved churches aggregate attendance will be accepted. (See Note 5.)
- 6 Children with a normal home address (see Note 3) outside the Catchment Area for Swanbourne C of E School but whose parent has a **denominational preference for a Church of England School**, supported by evidence that a parent has been for the year prior to the application a regular worshipper (at least once per month) **at any other Christian church** which at the time of application is a member of Churches Together in Britain and Ireland. Where a parent has moved churches aggregate attendance will be accepted. (See Note 5.)
- 7 Children with a normal home address (see Note 3) outside the Catchment Area for Swanbourne C of E School but **with exceptional medical or social needs** supported by written evidence, normally given by a registered health professional or other appropriate person (see Note 6).
- 8 Children of qualified teaching staff, where the member of staff either has been employed by Swanbourne C of E School for two or more years at the time the application for admission is made or is being recruited to fill a vacant post for which there is a demonstrable skills shortage.
- 9 Children with a normal home address (see Note 3) **outside the Catchment Area** for Swanbourne C of E School.

If it is not possible to offer places to all children within a particular criterion then priority will be accorded by the straight line distance between the child's home address and Swanbourne C of E School, as measured by PAF as described in the Buckinghamshire booklet; should a situation arise with one place available and two applications with an identical distance measure, then the place will be allocated by random allocation in the presence of an independent person.

Note 1: by parent, we mean any person who has parental responsibility for, or is the legal guardian of, the child; '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. Where parental attendance at church is mentioned, it is sufficient for one parent to attend.

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. 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).

Note 3: by normal home address, we mean your child's home address. This is your child's permanent address at the time you make your application for a place. It is where you and your child live. We regard a child's home address to be where he or she spends the majority of the school week (Monday to Friday, including nights). 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, you need to tell us this on the application form. If you do not declare any arrangements like this or use a relative's address for your application, we may consider that you have made a false declaration and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address. The school reserves the right to check the validity of any address given by asking for evidence such as inclusion on the electoral roll, or a recent utilities bill confirming your name and address. If you are moving into the catchment area, we will ask for evidence of your move before considering any applications for a place; we need to know that you will be resident in the catchment area on **1 September 2017**. If you move later we will still need evidence before considering an application. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy the house or a formal lease agreement.

Note 4: by sibling we mean a brother or sister, half brother or half sister, adopted brother or adopted sister, step brother or step sister, or the child of the parent/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 case of multiple births the school will admit all children where one or more would be admitted, even if this exceeds the number of places available.

Note 5: the Governing Body asks the priest(s) or minister(s) to complete the form attached confirming church commitment.

Note 6: the letter from the health professional needs to state the particular reasons why Swanbourne is the most suitable school above other educational establishments and the difficulties that would be caused if the child had to attend another school. The Governing Body reserves the right to seek further information on the exceptional medical or social needs from the health professional, and this evidence will be assessed objectively by the Governing Body who will take such professional advice of its own as it may deem appropriate.

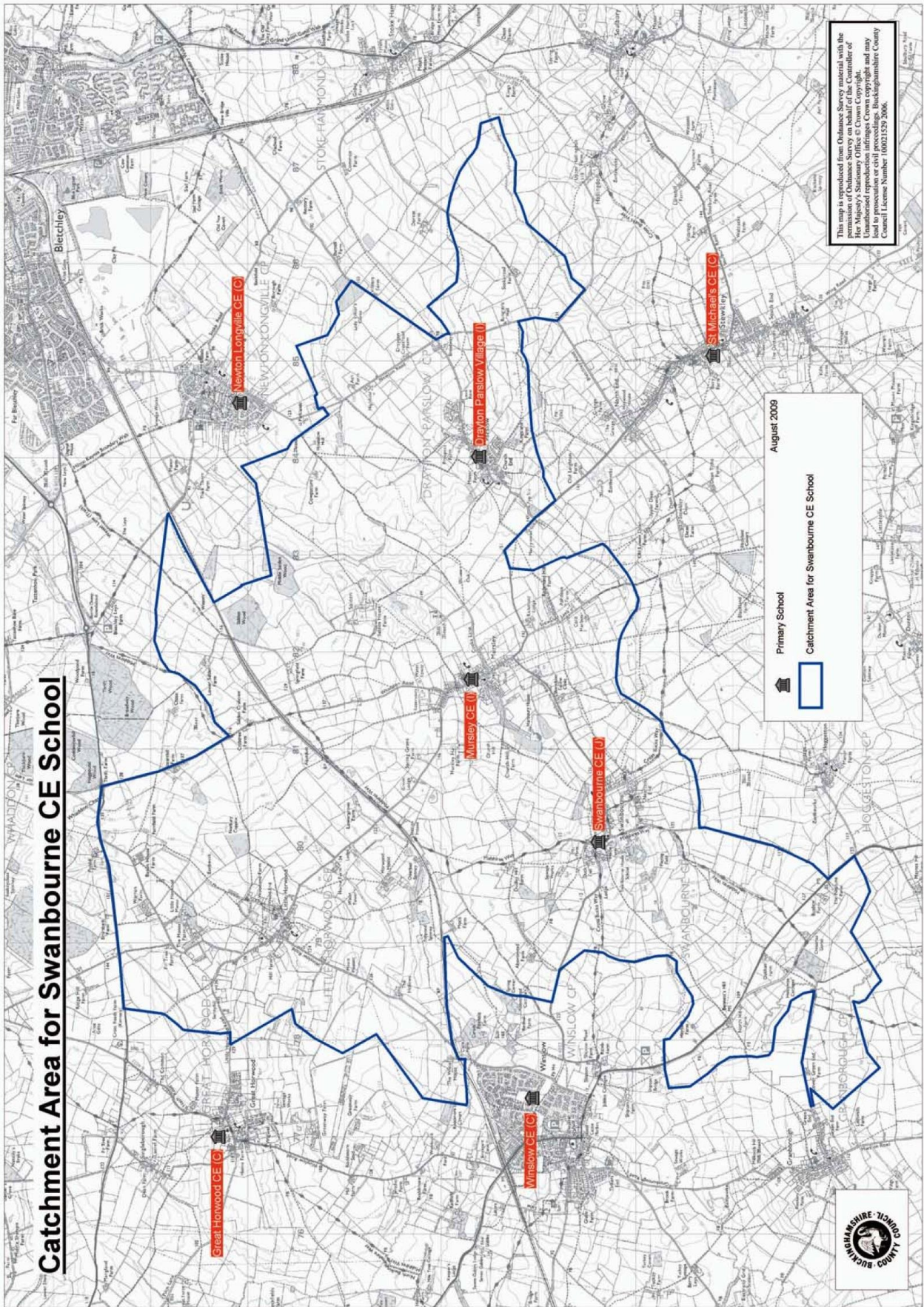
There are established arrangements for appeals against non-admission. Details are available from the school. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August) unless there are major changes in circumstances. The school will maintain a waiting list of any children who are not offered a place; the order of priority on the waiting list is the same as the list of criteria for over subscription. No account is taken of time on the waiting list. The school will periodically seek confirmation that parents wish to be kept on the waiting list. In dealing with applications for admission Governors will have full regard to equal opportunities legislation. The school also follows Buckinghamshire's Fair Access Protocol which provides for admissions over the admission number in certain circumstances. Details are available in the Buckinghamshire Guide for Parents on admissions.

For further information please contact the Headteacher at the school.

**Address The Headteacher
 Swanbourne C of E (Voluntary Aided) School
 Winslow Road
 Swanbourne
 Bucks
 MK17 0SW**

Telephone 01296 720295 Email office@swanbourne.bucks.sch.uk

Catchment Area for Swanbourne CE School



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Supplementary Information Form

This form (see following page) is required where a parent is seeking admission for a child under:

Criterion 5 – A child with a normal home address (see Note 2) outside the catchment area for Swanbourne C of E School (broadly, the civil parishes of Drayton Parslow, Mursley, Little Horwood and Swanbourne) but whose parent has a denominational preference for a Church of England School, supported by evidence that a parent has been for the year prior to the application a regular worshipper (at least once per month) at a Church of England church.

Or

Criterion 6 – A child with a normal home address (see Note 2) outside the catchment area for Swanbourne C of E School (broadly the civil parishes of Drayton Parslow, Mursley, Little Horwood and Swanbourne) but whose parent has a denominational preference for a Church of England School, supported by evidence that a parent has been for the year prior to the application a regular worshipper (at least once per month) at any other Christian church which at the time of application is a member of Churches Together in Britain.

The parent should complete and sign PART ONE and the Declaration in PART TWO, then pass the form to the Minister to complete PART TWO and to return the form to the school by the same date as is required by the Local Authority for the return of the Common Application Form.

Where a parent is unable to fulfil the one year's regular attendance because they have moved home or churches, aggregate attendance will be accepted and two (or more) Supplementary Forms should be submitted.

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Supplementary Information Form

To be completed in accordance with the guidance on the previous page.

PART ONE

Criterion applied under (please state '5' or '6'):

Name of child:

Name of parent/guardian:

Address of parent/guardian:

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Signed: Date:

PART TWO

To be completed and returned to the school by the Minister (by DD MM 2016 [for applications for entry to Year 3 in September 2016](#) or as soon as possible for all other applications)

Name of parent/guardian:

I DECLARE that I have been for the year prior to the [above date](#) a regular worshipper (on average at least once a month) at services at this church.

Signed: Date:

Name of Church attended:

I CONFIRM that the parent or guardian named above has been for the year prior to the [above date](#) a regular worshipper (on average at least once a month) at services at this church.

Signed Position:

Name and address:

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Phone: Email:

Date: