

# **CASTLEFIELD SCHOOL**

## **ADMISSIONS POLICY 2019/20**

**Signed (HT):**

**Date agreed: November 2018**

**Signed (Chair of GB):**

**Review date: November 2019**

**Castlefield School is a Foundation School and as such the Governing Body is the Admissions Authority. Our admission rules comply with the Bucks Fair Access protocol.**

### **Nursery: Two Year Old Provision**

The Nursery offers 15 hours of provision to two year old funded places. A child is eligible to attend the term after their second birthday.

<u>If you're a child is born between:</u>	<u>Nursery places start from:</u>
1 <sup>st</sup> April and 31 <sup>st</sup> August (inclusive)	Autumn Term (from 1 <sup>st</sup> September)
1 <sup>st</sup> September and 1 <sup>st</sup> December (inclusive)	Spring Term (from 1 <sup>st</sup> January)
1 <sup>st</sup> January and 31 <sup>st</sup> March (inclusive)	Summer Term (from 1 <sup>st</sup> April)

The Governing Body has fixed the admission number to:

12x 2 year olds per session.

Once this number has been reached, no further children will be admitted into the two year old room.

Application for a place before this would not be considered

Children with a statement of special educational need that, names Castlefield School, will take priority in allocating places, providing they are eligible for 2 year old funding.

If the number of applications exceeds the number of places, the following criteria will apply

Places will be allocated according to:

- (1) Eligible for 2 year old funding
- (2) Identified need
  - a. Children with a Statement of Special Educational Need (or Education and Health Care Plan) or as identified by Children's Centre, health visitors and/or educational psychologists.
  - b. Looked after or previously looked after children (previously looked after refers to children who are no longer looked after due to adoption (or who became subject to a child arrangement order or special guardianship order).
- (3) Age
- (4) Proximity to school (i.e. the area within the following boundaries: Spearing Road, Rutland Avenue, Booker Lane, Whitelands Road, most of Chairborough Road, Mildun Way, east side of New Road from Rutland Avenue to Booker Hill Road – see catchment area map)
- (5) Siblings - Children who will have a sibling (brothers or sisters of whole or half blood, or any other child – including an adopted child – who permanently resides at the same address and for whom the parent/guardian also has legal responsibility) on role at the school at the time of entry.
- (6) If there are free places then the child may be admitted to the Nursery as a fee paying child. A flat rate fee of £18.00 will be charged per session.

## **Nursery: Three Year Old Provision**

The Nursery offers 15 hours of provision to funded places for three year olds. Children are eligible to start the term after they have turned 3.

The Governing Body has fixed the admission number to:

75 x 3 year olds. Half attending a morning session, half attending an afternoon session.

Once this number has been reached, no further children will be admitted into the three year old room.

Children with a statement of special educational need that, names Castlefield School, will take priority in allocating places.

If the number of applications exceeds the number of places, the following criteria will apply

Please note: Children who attend Castlefield School Nursery as a 2 year old are guaranteed that their place will continue as a 3 year old.

Places will then be allocated according to:

- (1) Identified need
  - a. Children with a Statement of Special Educational Need (or Education and Health Care Plan) or as identified by Children's Centre, health visitors and/or educational psychologists
  - b. Looked after or previously looked after children (previously looked after refers to children who are no longer looked after due to adoption (or who became subject to a child arrangement order or special guardianship order).
- (2) Age
- (3) Proximity to school (i.e. the area within the following boundaries: Spearing Road, Rutland Avenue, Booker Lane, Whitelands Road, most of Chairborough Road, Mildun Way, east side of New Road from Rutland Avenue to Booker Hill Road – see catchment area map)
- (4) Siblings - Children who will have a sibling (brothers or sisters of whole or half blood, or any other child – including an adopted child – who permanently resides at the same address and for whom the parent/guardian also has legal responsibility) on role at the school at the time of entry.

Application forms, available from school, can be accepted for after the child has reached 3 years of age before 31<sup>st</sup> August 2019, to start in September of the same year.

Applications are due by 30<sup>th</sup> June 2019.

***Please note: Children are not guaranteed a place in the main school and must apply in accordance with the Local Authorities co-ordinated scheme. Places are then allocated in line with the over subscription criteria for the school.***

## Reception

Subject to the criteria set out below, children will be admitted at the beginning of the academic year during which they become five, without reference to gender, ability or aptitude. The number of children admitted per year is 75.

Places will be allocated by the Governing body on the basis of applications received through the Buckinghamshire Co-ordinated Scheme for Primary Admission. This allows parents/guardians to apply for entry to any Buckinghamshire primary school by means of the Buckinghamshire Primary School Admission Application form available in the Guide for Parents on Admissions and online via the County Council's web site. Parents may express preferences, in ranked order. The closing date for return of applications is set by the County Council.

### Deferment Rule

After discussion with the school, deferment is permitted during the Reception Year; but parents cannot seek deferment until the beginning of Year 1 (this means that your child must attend full time school starting the term after they have turned 5).

Places will be allocated by the Governing body according to the following criteria, applied in the following order:-

- (1) Identified need
  - a. Children with a Statement of Special Educational Need (or Education and Health Care Plan) or as identified by Children's Centre, health visitors and/or educational psychologists
  - b. Looked after or previously looked after children (previously looked after refers to children who are no longer looked after due to adoption (or who became subject to a child arrangement order or special guardianship order).
- (2) Proximity to school (i.e. the area within the following boundaries: Spearing Road, Rutland Avenue, Booker Lane, Whitelands Road, most of Chairborough Road, Mildun Way, east side of New Road from Rutland Avenue to Booker Hill Road – see catchment area map)
- (3) Siblings - Children who will have a sibling (brothers or sisters of whole or half blood, or any other child – including an adopted child – who permanently resides at the same address and for whom the parent/guardian also has legal responsibility) on role at the school at the time of entry.

Late applications will not be processed until after all timely applications have been allocated. They will be processed in order of receipt.

Once all places are allocated, children will be placed on a waiting list in priority order. Position on the waiting list may change, subject to the criteria above, as new applications are made or individual circumstances change.

Parents should confirm their interest in remaining on the waiting list at the beginning of each term.

## **Admission to Castlefield School at other times (other than Reception)**

There are occasions when parents ask for admission to other year groups. In these instances the Governors have agreed that the child may be admitted provided that the addition of another child to the year group does not exceed the agreed number of each year group. Selection is governed by the criteria above.

Once all places are allocated, children will be placed on a waiting list in priority order. Position on the waiting list may change, subject to the criteria above, as new applications are made or individual circumstances change.

Parents should confirm their interest in remaining on the waiting list at the beginning of each term.

## **Appeals**

There are established arrangements for appeals against non-admission. All parents refused a place have the right of appeal to an independent panel. 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 has been a material change in circumstances, for example a change of address. The decision of the panel is binding on the school/Local Authority and the parents.

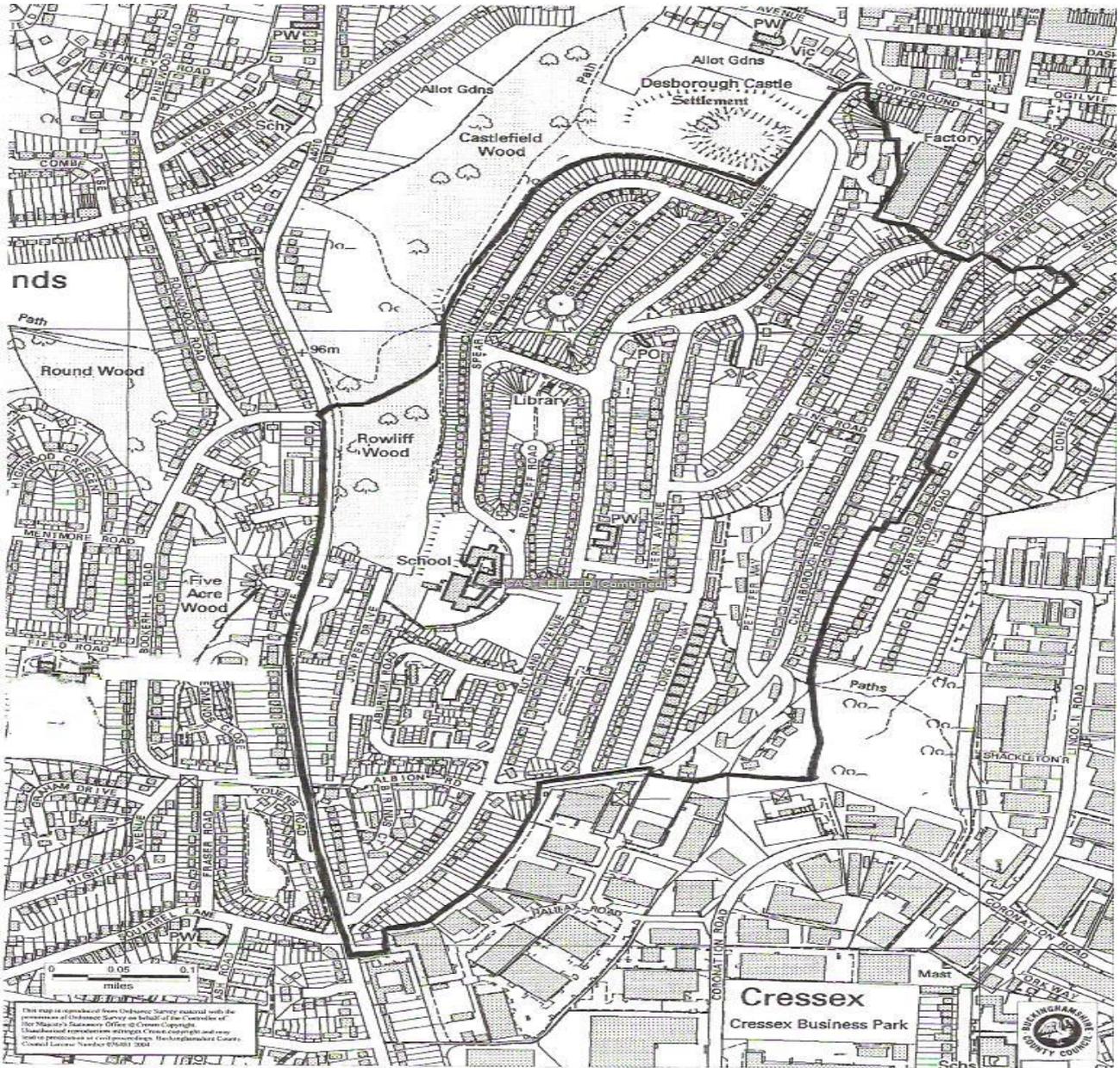
For further information, in the first instances, please contact the school. Contact details are as follows:

Address: Castlefield School  
The Middleway  
Castlefield  
High Wycombe  
Bucks HP12 3LE

Telephone: 01494 436018

Email: [office@castlefield.bucks.sch.uk](mailto:office@castlefield.bucks.sch.uk)

# CASTLEFIELD SCHOOL - CATCHMENT AREA MAP



Please sign that your catchment area is correct.

Produced by Policy, Performance and Information, March 2004

(H00023070)

Date: \_\_\_\_\_