

# Cheapside Church of England (Voluntary Aided) Primary School



## Admissions Policy for the School Year September 2026/August 2027

Date next consultation due	October 2027
Date ratified by MGB	November 2024

Cheapside CE Primary School is a Church of England Voluntary Aided School. This status means that the Governing Body of the school is responsible for deciding on admissions to the school. Applications must be submitted on the Common Application Form to the Local Authority (LA) to whom you pay your council tax. The Governing Body of the school delegates responsibility for all admissions to the Admissions Committee. The governors have made every effort to ensure these arrangements comply with the school admission code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities.

Cheapside School has a distinctive Christian ethos which is at the centre of school life. 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 ask that families accept and respect the Christian ethos of our school.

***The procedure and dates for each step of the admission process will be in accordance with the relevant local authority (LA) co-ordinated scheme, when it is published in September 2026. The process for late applications for 2026-27 will also be in accordance with the above scheme.***

## **Procedure**

**You may be required to complete two forms for this school.**

### **1) Local Authority Common Application Form**

**If you wish to apply for your child to be admitted to Cheapside CE Primary School please complete the Common Application Form, obtainable from the LA to whom you pay your council tax; return it to that LA by 15 January 2026.**

### **2) Supplementary Information Form**

**Applicants applying under the church criteria will also need to complete a Supplementary Information Form (SIF). This is available from Cheapside CE Primary School and must be returned to the school by 15 January 2026.**

It is the sole responsibility of the applicant to complete and present to the School the Supplementary Information Form (SIF) by the given closing date if they wish to be considered under Church category. Failure to comply with these procedures will invalidate applications under the Church category. A letter confirming receipt of a SIF will be issued by the Governors.

- Children born between 1 September 2020 and 31 August 2021 will be considered for entry in the school year 2026-27.

Children who are offered a place will be offered a full-time place in Reception, commencing in September 2026.

Parents of a child whose fifth birthday falls between 1 September 2021 and 31 March 2022 may request that their child is not admitted until later in the school year 2026-27 (no later than the term

[using three term year] after the child's fifth birthday, when s/he reaches compulsory school age). The school will hold any deferred place for the child, although, in the 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 2022 and 31 August 2022 (summer-born children), parents who do not wish them to start school in school year 2026-27, but to be admitted to the Reception Year in September 2027, should proceed as follows. They should apply at the usual time for a place in September 2026, together with a written request that the child is admitted outside his or her normal age group to the reception year in September 2027. NB parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2027) for a Reception place in September 2027. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2026 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2026 for a Year 1 place in September 2027. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2026-27 Reception Year group. [Summer-born children: advice for parents - GOV.UK](#)

The planned admission number (PAN) for reception for the year commencing 1 September 2026 is 30.

The school will not consider early admissions, i.e., for children who reach the age of 4 on or after 01 September 2026.

### **'In year' applications**

This applies to all applications made at any time for years 1 to 6 and includes the reception class once the school year 2026-27 has started. The application must be made on an 'In Year' application form available directly from Cheapside CE Primary School and must be returned to the school. It will be considered by the Admissions Committee and a decision made depending on the availability of places in the year group applied for.

Pupils will be admitted provided places are available in the relevant year group. Applicants applying under the church criteria will also need to complete a Supplementary Information Form (SIF); this is available from Cheapside CE Primary School and must be returned to the school. Where there are two or more applications for admission for the same place then the admission criteria will be applied. The Governing Body will adhere to the In Year Fair Access Protocol.

### **Admission outside normal age group**

Requests from parents for places outside the 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. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's 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 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. [Making a request for admission out of the normal age group - GOV.UK](#)

***The maximum number in each year group is 30.***

### **Over subscription criteria**

Children with an Education, Health and Care (EHC) plan naming Cheapside C E Primary School will always be offered places. In the event of there being a greater demand for admission than there are places available, once places have been offered to these children, the following over-subscription criteria will be applied in the order set out below:

- i) 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. (See Note 1)
- ii) A child with a normal home address (see Note 3) in the catchment area (see Note 4) of Cheapside School and who has wholly exceptional medical or social needs, which are unlikely to be common, that make it essential that he/she attends Cheapside School rather than any other. These needs must be fully supported by written evidence from at least two professional people involved with the family (see note 5). (A catchment map is available to look at in the school office).
- iii) A child with a normal home address (see Note 3) in the catchment area (see Note 4) of Cheapside School and with a sibling (see Note 6) on the roll of Cheapside 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. (A catchment map is available to look at in the school office and can be requested for view digitally).
- iv) A child with a normal home address (see Note 3) in the catchment area (see Note 4) of Cheapside School.

*Should it be necessary to differentiate between children in criteria i to iv above (i.e., if there are more children applying under any one of these criteria than there are places available), highest priority will be by proximity of the child's home to the school, as measured by the shortest straight line distance, with those living nearer the school being accorded the higher priority (see Note 8).*

- v) A child with a normal home address (see Note 3) outside the designated (catchment) area (see Note 4) of Cheapside School and with a sibling (see Note 6)

on the roll of Cheapside 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.

*Should it be necessary to differentiate between children in criterion v above (i.e., if there are more children applying under this criterion than there are places available), highest priority will be given to those who also fulfill criterion vi below, then to those who fulfill criterion vii below. If any further differentiation is needed, it will be by proximity of the child's home to the school, as measured by the shortest straight-line distance, with those living nearer the school being accorded the higher priority (see Note 8).*

- vi) Children of staff (See Note 9) a) where the member of teaching or non-teaching staff has held a permanent contract of employment for a minimum of 15 hours per week, for at least 2 consecutive years b) or where the member of teaching or non-teaching staff was recruited to fill a vacant post for which there is a demonstratable skill shortage.
- vii) Denominational preference for a Church of England School, supported by evidence that a parent has been, for the year preceding the date of the application, a regular attendee (at least twice per month) at St. Michael's and All Angels Church, Sunninghill. (See Note 7). The governing body feels this criteria sits with the ethos of the school.
- viii) A child whose parents express a denominational preference for a Church of England School, supported by evidence that a parent has been, for the last year preceding the date of the application, a regular attendee (at least twice per month) at any Christian church that is a full member of Churches Together in Britain and Ireland (see Note 7).
- ix) Other children.

*Should it be necessary to differentiate between children in criteria vi to viii above (i.e., if there are more children applying under any one of these criteria than there are places available), highest priority will be by proximity of the child's home to the school, as measured by the shortest straight line distance, with those living nearer the school being accorded the higher priority (see Note 8).*

**The Governors reserve the right to verify to their satisfaction any of the information on the common application form, supplementary information form and the 'in year' application form.**

For entry to the Year reception in 2024-25 the school received applications for 30 places. The criteria applicable at that time to the applications were as follows:

Statement	0
i 'Looked- after' child	0
ii Catchment-medical/social need	0
iii Catchment sibling	1

iv	Catchment	0
v	Sibling	10
vi	Children of staff	0
vi	Regular (twice monthly) attendance at St Michael's and All Angels Church, Sunninghill	0
vii	Regular attendance (twice monthly) at another Christian Church that is a full member of the Churches Together in Britain	1
viii	Proximity as measured by the shortest straight line distance	36

For entry to the Year reception for 2025-26 the applications had not been received at the time this policy was ratified and published.

**The lowest ranked criterion offered was category 8, at distance of 2.174 miles.**

**Note 1:** 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 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). 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 organization, or any other provider of care whose sole or main purpose is to benefit society.

**Note 2:** by parent, we mean both natural parents or any person who, although not a natural parent, has parental responsibility for a child; or any person who, although not a natural parent, has care of the child. If you are in any doubt, please contact the school for advice.

**Note 3:** by normal home address, we mean your child’s home address. This is your child’s permanent address at the closing date for 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 documents, such as a child benefit book 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 Governors reserve the right to verify to their satisfaction any of the information relating to the given address. If you are not sure whether or not you live in the designated catchment area of Cheapside CE Primary School you can ask the school to check this for you.

If you are moving, we will ask for evidence of your move, before considering your new address to be your normal home address. 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 of not less than 12 months.

Please note that any offer of a place will be made on the basis that the information provided will still be current at the start of the term that your child will be due to take the place. If, for example, an agreement expires prior to this, we will require further verification at a later date, even if this is after a place has been offered.

**Note 4:** designated catchment area - children living within the area traditionally served by the school defined as being the area bounded on the Local Education Authority Neighbourhood view tool

[https://mol.rbwm.gov.uk/mol/?\\_gl=1\\*1ayy5eh\\*\\_ga\\*MTAxMTM4MDk2NS4xNzI2MTM1NzY5\\*\\_ga\\_B1S76ZFQXK\\*MTczMjEwODY2NC43My4wLjE3MzIxMDg2NjQuMC4wLjA](https://mol.rbwm.gov.uk/mol/?_gl=1*1ayy5eh*_ga*MTAxMTM4MDk2NS4xNzI2MTM1NzY5*_ga_B1S76ZFQXK*MTczMjEwODY2NC43My4wLjE3MzIxMDg2NjQuMC4wLjA). A map of the designated catchment area is available in the school office and attached to this policy.

**Note 5:** When applying under criterion ii (exceptional medical or social needs), you must include supporting evidence from independent professional people who are aware of the situation and support your reasons for preferring Cheapside CE Primary School. This supporting evidence must clearly demonstrate why the school is the only suitable school and must illustrate the difficulties that would be caused if your child had to attend another school. The people supplying the evidence should be doctors, health visitors, senior social workers, etc. who are 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 6:** by sibling we refer to brother or sister, half brother or sister, adopted brother or sister, stepbrother or 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. 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 7:** confirmation of church attendance will be sought on the supplementary information form (SIF) which will be distributed in accordance with the Royal Borough of Windsor and Maidenhead's Coordinated Admissions Scheme.

***Regular attendance will be deemed to be either attendance at Church services or participation in other Church activities or a combination of the two, at least twice per month for the year preceding the date of application.***

In the event that you have moved house in the last twelve months and are attending a new church, proof of regular attendance (twice monthly) at your previous church

will be aggregated with regular attendance (twice monthly) at your new church. In this event you will be required to complete two SIFs to fulfil criteria vi or vii.

**Note 8:** The shortest route straight line distance will be determined by RBWM who uses proximity to the school, measured as the straight-line distance from the address point of the pupil's house, as set by Ordnance Survey, to the address point from the school of the school's address. In the case of two properties being of equal distance a random application process will be administered. This process will be supervised by someone who is independent of the school (see Appendix 1).

**Note 9:** The staff member's normal base of work should have been continuously at Cheapside CE Primary School. The child's normal place of residence must be with the member of staff. Please provide a confirmation letter from HR with the Supplementary Information Form.

### **Twins/Multiple Births.**

Where one of the siblings of multiple birth (e.g., twins or triplets) is the 30th child admitted, all remaining multiple birth siblings will be admitted.

### **Right of Appeal**

Parents of any child who is refused a place have a right of appeal, details of which are sent out with refusal letters. An Admission Appeal should be sent to the Chair of Governors within 20 school days of receipt of the refusal letter. Any such appeal will be considered by an independent panel, appointed by the Democratic Services of the Local Authority. 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 is a major change of circumstances (e.g., change of address)

### **Waiting List**

The school maintains a waiting list. Following refusal of a school place, a child is automatically placed on a waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription. No account is taken of the length of time on the waiting list. Should you wish your child's name to be removed from the waiting list you will need to notify the school in writing. The school does not consider further applications for the same year group if a parent does not accept an offer of a place.

For further information, in the first instance, please contact the School Office. Contact details are as follows:

Address                      Cheapside C of E Primary School  
Green Lane  
Cheapside  
Ascot  
Berkshire  
SL5 7QJ

Telephone:                01344 621112

email: [school.office@cheapsideschool.org.uk](mailto:school.office@cheapsideschool.org.uk)  
Website: [www.cheapsideschool.org.uk](http://www.cheapsideschool.org.uk)

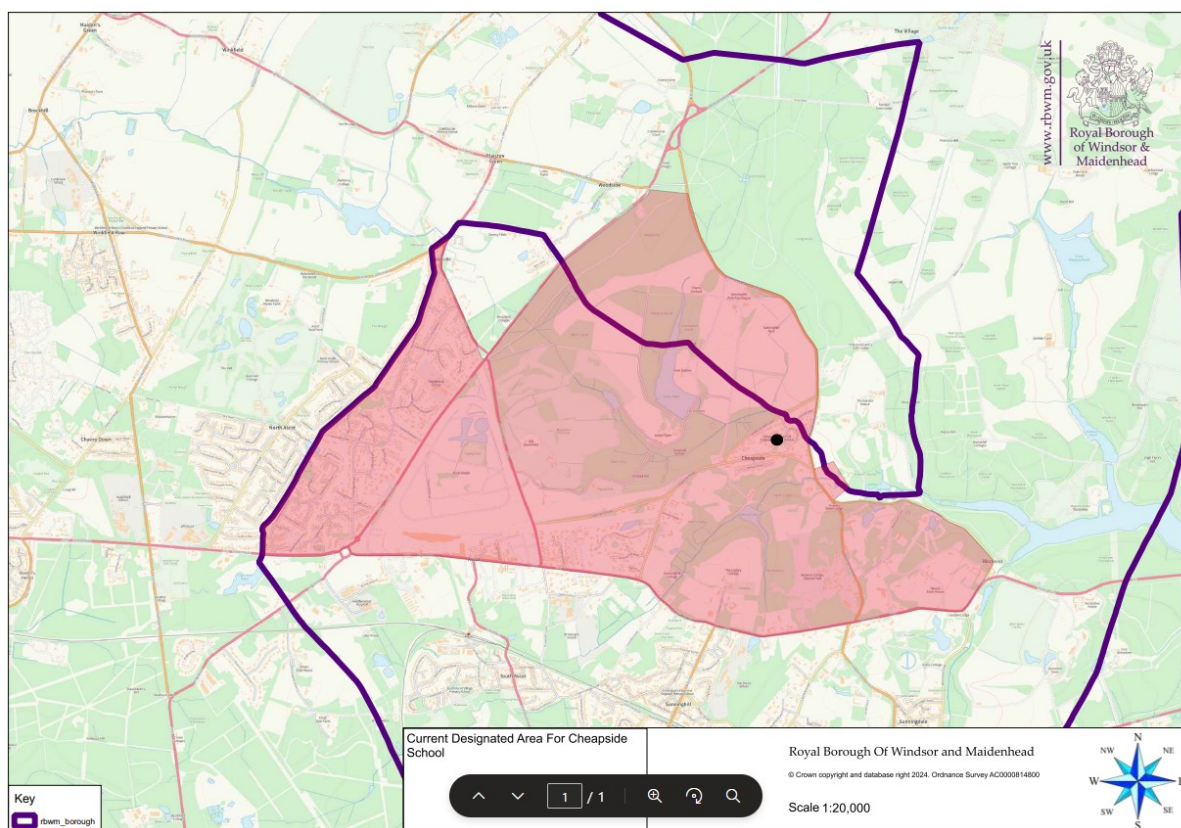
## Appendix 1

### Random Application Process

**In the case of two properties being of equal distance from the school** a random application process will be administered. This process will be supervised by someone who is independent of the school, e.g., a vicar from the next parish.

- Names of applicants will be recorded on individual pieces of A4 white paper. The papers will be folded and put into a box.
- The box will be closed and shaken.
- A member of the Admissions Committee will remove one piece of paper at a time and the name will be recorded in the minutes in order of withdrawal.
- The Chair of the Committee and the Independent Supervisor will sign the minutes.

**Designated area (catchment map)**



Review history:

Date	Amendments made	Status
November 2022	Date changes and intake statistics amended	Approved by MGB November 2022
February 2024	<ul style="list-style-type: none"> <li>• Date &amp; statistical changes.</li> <li>• Definition of the term 'sibling' revised.</li> <li>• Addition of staff children added to criterion</li> </ul>	Pending ratification
September 2024	Term 'expect' changed to 'ask that families accept and respect'	Approved by MGB September 2024 following direction from the Office of the Schools Adjudicator (OSA)
November 2024	<ul style="list-style-type: none"> <li>• Dates revised</li> <li>• Clarification of newly extended designated (catchment) area in Note 4</li> <li>• Addition of paragraph 'For entry to the Year reception for 2025-26 the applications had not been received at the time this policy was ratified and published.'</li> <li>• Designated area boundary description – page 7 – clarified with the RBWM neighbourhood view online tool.</li> </ul>	

