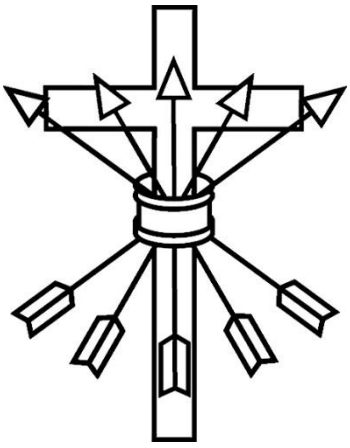
WADDESDON CHURCH OF ENGLAND SCHOOL



ADMISSIONS POLICY FOR SEPTEMBER 2023 – AUGUST 2024

STATUS OF POLICY:	**Statutory Policy**
REVIEWED:	**24.02.23**
COMMITTEE RESPONSIBLE:	**Admissions Committee**
GOVERNING BODY APPROVAL:	**1 December 2021**
REVIEW DATE:	**February 2023**

WADDESDON CHURCH OF ENGLAND SCHOOL
School Lane, Waddesdon, Aylesbury Bucks HP18 0LQ
Tel: 01296-651382 Email: office@waddesdonschool.com
School website: www.waddesdonschool.com

ADMISSION ARRANGEMENTS FOR ADMISSION IN ACADEMIC YEAR SEPTEMBER 2023 – AUGUST 2024

1. SCHOOL ETHOS

We believe that the purpose of education is to enable all people to flourish individually and collectively so that they live a life of value. As a community, we strive to achieve these aims, believing genuinely and unequivocally in the capacity and potential of every child.

Our ethos is rooted and grounded in the Christian values of love, compassion, kindness and inclusion which foster dignity and respect for all. Students tell us that they feel safe at Waddesdon School. Self-confidence, self-belief and agency are nurtured through praise, encouragement, acknowledgement of success and celebration of achievement.

Our vibrant and positive culture enables our students to fulfil their potential as self-disciplined, responsible and productive citizens who are proud to claim that they are a part of the Waddesdon tradition, the 'Waddesdon Way'.

Standards and expectations are high and learning is developed through a broad range of engaging and rich educational opportunities. We are a dedicated and motivated staff who enable our students to work hard and achieve highly. However, our school cannot simply be measured by our outstanding outcomes alone; it is also measured by the development and character of our young people.

In determining the admission arrangements, the Governing Body has considered the guidance issued by the Diocese of Oxford. The current policy is based on community – expressed in terms of geography, family and church – as the Governing Body believes that this underpins the school's Christian ethos and values which are integral to the character and success of the school. For this reason we will continue to give those with a strong church commitment an appropriate level of priority in the admissions criteria.

PART A – ADMISSION TO ALL YEAR GROUPS EXCEPT THE SIXTH FORM

2. ADMISSION NUMBER

The Published Admission Number (PAN) for entry to Year 7 in September 2023 is 140.

3. HOW TO APPLY

3.1. APPLICATIONS FOR ENTRY INTO YEAR 7 IN SEPTEMBER 2023

Applications for entry into Year 7 in September 2023 will be processed in accordance with the Buckinghamshire Co-ordinated Scheme for Secondary School Admission, subject to the terms of this Admissions Policy. In the event of conflict between the provisions of the Scheme and the provisions of this Policy, the Policy will take precedence. Applicants **must** complete and return **to the Local Authority** the application form for the home local authority in whose area they are currently residing.

The closing date for receipt of applications ('the closing date') by the Local Authority for admission into Year 7 in September 2023 will be **31 October 2022.** Applications received by the Local Authority after this date but by 31 December 2022 will be

processed as late applications and dealt with after those received by the closing date. Applications received by the Local Authority after 31 December 2022 will not be processed until after allocation day (1 March 2023).

Copies of the School Prospectus and this Policy are available on the school website and from the school each September, when the school also holds an open evening for parents/carers and prospective pupils.

Applicants seeking a catchment place must complete the school's supplementary catchment form (available on the school website) and return it and accompanying evidence **directly to the school no later than 31 October 2022.** *If the form and/or supporting documentation are received after this date, the application may not be considered for a catchment place until a later allocation round.*

Applicants under one of the church criteria must complete the school's supplementary church commitment form (available on the school website) and return it **directly to the school no later than 30 November 2022.** The form must be completed by their vicar, priest or minister.

3.2. IN-YEAR APPLICATIONS FOR ENTRY INTO YEARS 7 - 11

In-year applications received for entry into Years 7 - 11 will be considered on the basis of any available vacancies at the time of application and the over-subscription criteria. **Applicants must apply directly to the school for an in-year application form. Applicants must also complete and return the supplementary catchment and church commitment forms and supporting documentation, if appropriate, before the application can be considered.**

4. ALLOCATION OF PLACES

4.1. CHILDREN WITH AN EDUCATION HEALTH AND CARE PLAN (EHCP)

Children who have an EHCP naming the school will be admitted prior to the application of the over-subscription criteria.

4.2. OVER-SUBSCRIPTION CRITERIA

In the event that the number of applications exceeds the PAN, over-subscription criteria will be applied in the following priority order:

1. **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 as a result of being adopted.**

   Note: "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.

2. **Children who are resident in the catchment area**
   The child must be resident in the catchment area at the date of application **and** at the date of admission. A copy of the catchment area map can be found on the school website. It largely includes the parishes of Waddesdon, Quainton (including part of Carters Lane, Lower Pitchcott), Edgcott, Grendon Underwood, Ludgershall, Kingswood, Woodham, Wotton Underwood, Westcott, Ashendon, Upper Winchendon and part of Fleet Marston.

   An application will only be considered under this criterion if the Supplementary Information Form A (Catchment Addresses only) and supporting documentation is received by the school by the closing date (in respect of applications for Year 7 in September 2023), or (in respect of in-year applications) with the application form.

3. **Children with a strong connection to the school**
   In order to fall within this criterion, applicants must have:
   a. a sibling already on roll in Years 7-10 at Waddesdon CE School at the time of application who is expected to still be on the roll on the date of admission of the younger child. For the purposes of this policy, a sibling is defined as a brother or sister with one or more parents in common, or any other child (including an adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility; or

   b. a parent who has been employed by Waddesdon CE School for a minimum of three years at the date of application and is expected to be still employed by the school at the date of admission.

4. **Children where a parent has a strong commitment to the Church of England (measured on the basis of attendance at church services twice a month for the three years preceding the date of application)** *
   Applications under this criterion will be considered in the following priority order:
   a. those with a sibling already on roll in Years 11 and 12 at the time of application and who are expected to still be on the roll on the date of admission of the younger child; then

   b. those without a sibling at the school (as defined by criterion 3)

   An application will only be considered under this criterion if the Supplementary Information Form B (Church Commitment Form) completed by the minister is received by the school by **30 November 2022** (in respect of applications for Year 7 in September 2023), or (in respect of in-year applications) with the application form.

5. **Children where a parent has a strong church commitment to other churches which are members of Churches Together in England or the Evangelical Alliance based in the United Kingdom (measured on the basis of attendance at church services twice a month for the three years preceding the date of application)** *

Applications under this criterion will be considered in the following priority order:

a. those with a sibling already on roll in Years 11 and 12 at the time of application and who are expected to still be on the roll on the date of admission of the younger child; then

b. those without a sibling at the school (as defined by criterion 3)

An application will only be considered under this criterion if the Supplementary Information Form B (Church Commitment Form) completed by the minister with evidence of the church's membership of either Churches Together in England charity number 1110782 or the Evangelical Alliance based in the United Kingdom charity number 212325 is received by the school by **30 November 2022** (in respect of applications for Year 7 in September 2023), or (in respect of in-year applications) with the application form.

6. **Children with exceptional circumstances**
   Children who have exceptional educational, medical or social reasons for gaining a place at the school which are supported by written evidence from at least one professional explaining the particular reasons why Waddesdon CE School is the **only school** which can meet their needs and difficulties, and why they cannot attend their catchment school.

7. **All other applications**
   Any application not falling into one of the previous criteria will be considered under this criterion.

Deciding Factor:
In the event of over subscription in any of the criteria the tie breaker used will be the proximity of the child's home to the school measured by the shortest distance.
We use straight line distance for admission purposes. This is the distance from your child's Normal Home Address, as set out by Ordnance Survey, to the nearest open school gate available for pupils to use. We use a computerised system administered by Buckinghamshire Council to measure straight line distance.

The point we measure to at your child's address is determined by the Ordnance Survey ADDRESS-POINT which is an Ordnance Survey data product that provides a National Grid coordinate and a unique reference for each postal address in Great Britain that is on the Royal Mail's Post Office Address File.

In the event of a tie in distance, both children will be admitted but this will not constitute an increase in the admission number and the first vacancy created will not be filled.

5. FURTHER INFORMATION

Applicants are advised to read the Buckinghamshire Council guide 'Moving up to Secondary School'. The school will generally follow the terms and definitions used in that guide, unless this Policy provides for different terms and definitions, in which case this Policy will take precedence.

5.1. DEFINITION OF A PARENT

This is defined in law (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 two parents with parental responsibility live at different addresses, the parent to whom the Child Benefit is paid should make the application with the full knowledge and consent of the non-resident parent. If Child Benefit is not received, then the parent living at the address at which the child is registered with a GP should make the application, or failing that, then the parent with whom the child spends the greater proportion of the school week from Sunday evening to Thursday evening. We may ask for evidence if circumstances have changed in the past 18 months. Please see the information about residence below.

5.2. DETERMINING RESIDENCE

Please refer to the Buckinghamshire Council guide 'Moving up to Secondary School'. Proof of address at the date of application **and** the date of admission will be required. **If proof is not provided or incorrect information is given about addresses, any place offered may be withdrawn at any time.**

5.3. CHURCH COMMITMENT

Church commitment is measured on the basis of attendance by a parent at church services as confirmed by the minister. Applicants are asked to hand the form directly to their minister with a reply paid envelope so s/he can return it directly to the school. The form requires the minister to confirm that a parent has attended church services at least twice a month for **the 3 years preceding the date of application.***

Where a parent has attended more than one church during the period, additional forms can be obtained from the school and the minister of each church should indicate the period for which they can confirm attendance at services.

* In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

5.4. ADMISSION OUTSIDE NORMAL AGE GROUP

Requests 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. However, such admissions will not normally be agreed without a consensus that to do so would be in the young person's best interests. 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.

Requests must be made to the Clerk to the Governing Body together with all relevant information as soon as possible so that a decision in principle can be reached before any deadlines. **PLEASE NOTE** that such a request is not an application for admission, which should be submitted in the normal way.

5.5. MULTIPLE BIRTHS

Where an application is being submitted for a child who has a sibling application **in the same year group** it will be the policy of the Governing Body not to offer a place to one child without the sibling(s) of the same age group. In these circumstances Governors may determine to exceed the number of places temporarily on the understanding that this will not create a new admission number and as soon as children leave they will revert to the published number.

5.6. EXCEPTIONAL CIRCUMSTANCES

You must tell us that you would like us to look at your application under this criterion and send supporting evidence from an independent professional (such as a doctor, health visitor or Education Welfare Officer). The evidence must clearly show why the school is the **only** suitable school for your child and what difficulties there would be if your child went to a different school. You should submit your supporting evidence direct to the school by the closing date (in respect of applications for Year 7 in September 2023), or with the application form (in respect of in-year applications).

In order to agree an application under this rule, we will need to see evidence to confirm the following three statements to be true:

1. The applicant has clearly explained why this school above any other would be the most appropriate for their child to attend
2. The applicant has provided independent evidence that clearly supports their claim that this school would be the most suitable for their child
3. There is no other school that could reasonably be expected to meet the child's needs

5.7. WAITING LISTS

A waiting list is maintained in respect of each year group which is ranked in accordance with the over-subscription criteria above and each time a child is added to the list, it is ranked again in line with the published over-subscription criteria. Applicants will be placed on a waiting list and the school will periodically seek confirmation that parents wish a child to be kept on the waiting list.

5.8. FAIR ACCESS PROTOCOL

The School participates in the Fair Access Protocol of Buckinghamshire Council. 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.

5.9. RIGHT OF APPEAL

All unsuccessful applicants have the right to appeal to an independent appeal panel, which is able to instruct the school to offer more places than the PAN. The decision of the appeal panel is binding on the school and the applicant. The school's independent appeal panel is convened by Oxford Diocesan Board of Education. Appeal forms should be obtained from, and returned to, the school.

5.10 NAMED CONTACT

All initial enquiries about admission should be made to the Admissions Officer, Mrs Nicola Ready, in the main school office (01296 651382).

PART B – ADMISSION TO THE SIXTH FORM

6. ADMISSION NUMBER

Governors have determined that the Published Admission Number (PAN) for Year 12 is 40. In addition to students from the school's Year 11 who have fulfilled the entry requirements, there will be places for a minimum of 40 external students who have fulfilled the entry requirements. It is not expected that the total number in the Sixth Form will exceed 280.

7. ENTRY REQUIREMENTS

7.1. The following entry requirements apply to internal and external applicants:

7.1.1. a minimum of 90 Waddesdon Points from their best 6 GCSEs (or equivalent) including English Language and Maths **and** the minimum grade requirements for the courses to be studied as set out in the Sixth Form Prospectus; or

7.1.2. between 80 and 90 Waddesdon Points from their best 6 GCSEs (or equivalent) including English Language and Maths **and** the minimum grade requirements for the courses to be studied as set out in the Sixth Form Prospectus, **and** the school is satisfied that it can provide a full programme of study based on the student's subject choices and GCSE grades; or

7.1.3. In exceptional cases where applicants do not meet the entry criteria listed above, such as a medical condition that is supported by medical evidence, or students from overseas without comparable qualifications, applications will be considered on an individual basis by the Governors' Admissions Committee. Governors will NOT offer places to students who achieve below 80 points except in the most exceptional circumstances.

7.2. The grids below determine the number of Waddesdon Points that an applicant has achieved. The upper grid calculates the Waddesdon Points from Mathematics and English Language GCSE results; the lower grid calculates the Waddesdon Points for the next FOUR best GCSE grade results in other subjects.

GCSE ENGLISH LANGUAGE AND MATHS									
GCSE grade	9	8	7	6	5	4	3	2	1
Waddesdon Points	32	30	28	24	22	20	12	6	2

BEST FOUR GCSEs									
GCSE grade	9	8	7	6	5	4	3	2	1
Waddesdon Points	16	15	14	12	11	10	6	3	1

7.3. In addition, students will be expected to have obtained specified GCSE entry requirements in the subjects (or associated subjects) they wish to study at A level. These are published in the Sixth Form Prospectus each year.

7.4. An applicant who has qualified for entry to Year 12 or Year 13 will, in most cases, be able to study the subjects for which s/he has qualified, but this will be dependent on there being sufficient places in the classes provided for each subject. The school reserves the right to refuse access to subjects when planned classes are full.

7.5. Only in exceptional cases will any place be offered in Year 12 starting after September, or at any time in Year 13, because of the nature of the A level courses.

8. OVERSUBSCRIPTION CRITERIA

Where eligible applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which student(s) to admit:

1. **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 as a result of being adopted.**

   Note: "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.

2. **Children with the highest point scores achieved from their best 6 GCSEs including English Language and Maths.**

   In the event of two of more applicants having the same number of points the tie breaker used will be the proximity of the child's home to the school measured by the shortest distance.

   We use straight line distance for admission purposes. This is the distance from your child's Normal Home Address, as set out by Ordnance Survey, to the nearest open school gate available for pupils to use. We use a computerised system to measure straight line distance.

   The point we measure to at your child's address is determined by the Ordnance Survey ADDRESS-POINT which is an Ordnance Survey data product that provides a National

Grid coordinate and a unique reference for each postal address in Great Britain that is on the Royal Mail's Post Office Address File.

In the event of a tie in distance both applicants will be admitted but this will not constitute an increase in the admission number and the first vacancy created will not be filled.

9. NORMAL AGE FOR ADMISSION

The normal age for admission to the Sixth Form is 16 years. If special circumstances dictate, applications will be considered from students aged 15 or 17 years but we do not accept applications from those who are younger or older than this.

10. APPLICATIONS TO RETAKE YEAR 12 OR 13

Applications to repeat Year 12 or 13 are rare. Decisions on these 'out of age' applications 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 young person's best interests. 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.

Requests must be made to the Clerk to the Governing Body together with all relevant information as soon as possible so that a decision in principle can be reached before any deadlines. **PLEASE NOTE** that such a request is not an application for admission, which should be submitted in the normal way.

11. RIGHT OF APPEAL

All unsuccessful applicants have the right to appeal to an independent appeal panel, which is able to instruct the school to offer more places than the PAN. The decision of the appeal panel is binding on the school and the applicant. The school's independent appeal panel is convened by Oxford Diocesan Board of Education. Appeal forms should be obtained from, and returned to, the school.

12. APPLICATION PROCESS AND TIMESCALE

An Open Evening for prospective Sixth Form students is held each year. The date is published on the school website.

Applications can be made online on the school website. The closing date for applications each year will be advertised on the school website, so that courses can be organised. However, applications received after the closing date will still be considered.

Offers of places will be made conditional upon the outcome of GCSE results. External applicants must advise the school immediately their results are known on GCSE results day in August. Applicants will be told when they need to enrol. The Admissions Committee will meet on the morning following results day to consider any applications not meeting the criteria in 7.1.1 and 7.1.2 above.

13. EQUAL OPPORTUNITIES

In dealing with applications for admission Governors will have full regard to equal opportunities legislation.

14. NAMED CONTACT

All initial enquiries about admission to the Sixth Form should be made to Ms McIver, Head of Sixth Form (01296 651382 or office@waddesdonschool.com). Additionally, further information, including information about the appeals process, can also be sought from the Clerk to the Governors, by contacting the school by telephone.

Please note that the information above is printed in good faith at the time of publication. In light of the current education reforms, the school may need to make minor amendments. Any changes will be confirmed in the publication of our Sixth Form Prospectus.

WADDESDON CHURCH OF ENGLAND SCHOOL
School Lane, Waddesdon, Aylesbury, Bucks HP18 0LQ
Telephone: 01296 651382
admissions@waddesdonschool.com

SUPPLEMENTARY INFORMATION FORM A (CATCHMENT ADDRESSES ONLY)

This form will be used to help us confirm your child's residency qualification for admission to the school. Our admission policy states that in order to qualify for admission under criterion 2 (Children who are resident in the catchment area), **the child must have been resident in the catchment area at the time of application and at the date of admission in September 2023**. An application will only be considered for inclusion in criterion 2 if this form and supporting documentation is received **by the school** by the closing date for applications (31 October 2022). If the form and/or documentation are received after this date, you may not be considered for a catchment place until the next available allocation round.

We follow the definition of a child's Normal Home Address set out in Buckinghamshire Council's Guide to Moving Up to Secondary School and the information sought in this form is to verify this address. In the event of doubt, the school may require further evidence of residency to be provided.

Full Name of child	**Surname**	**First Name**	**Date of Birth** ___/___/___
Name of parent/carer completing this form			
Contact Details	**Telephone Number(s)** …… **E-mail** ……		
Home Address	**Date moved to this address** ___/___/___		
Is the property owned or rented?	**Owned:** ☐ **Rented:** ☐ **Tenancy Agreement:** Start Date: ___/___/___ End Date: ___/___/___ **Please attach a copy of the tenancy agreement**		
Proof of residency	**I have enclosed a utility bill (dated within the last 3 months) together with one other document as proof of residency (i.e. Council Tax Bill, water bill, Driving Licence etc.)** ☐		

Do you still own or rent any other property which has been the main family home in the last 3 years? **YES / NO**

If 'Yes' please provide:

Full address

Date this property ceased to be the main family home ___/___/___

☐ I have attached evidence (e.g. tenancy agreement) showing the date the property ceased to be the main family home.

Declaration

- **I confirm the information provided on this form is complete and accurate.**
- **I have read the above information and confirm that the address used for this application complies with the catchment criteria as set out in the school's admission policy.**

Signature of parent/carer .....

Print Full Name .....

Please return this form and all documentation asked for to the school by 31 October 2022 if you wish to be considered for a catchment place in the first allocation round. If the form and/or documentation are received after this date, you may not be considered for a catchment place until the next available allocation round.

Admissions Officer
Waddesdon Church of England School
School Lane
Waddesdon
Aylesbury
HP18 0LQ

WADDESDON CHURCH OF ENGLAND SCHOOL
School Lane, Waddesdon, Aylesbury, Bucks HP18 0L(
Telephone: 01296 651382
office@waddesdonschool.com

SUPPLEMENTARY INFORMATION FORM B (CHURCH COMMITMENT FORM)

NOTE TO PARENTS
This is the ONLY section of the form you should complete. The sections on the reverse side of this form **must** be completed and signed by your vicar, priest or minister and **returned directly to the school**.

NAME OF CHILD: _____

NAME OF PARENT: _____

ADDRESS OF PARENT: _____

_____

EMAIL ADDRESS: _____

NAME AND ADDRESS OF CHURCH SERVICES ATTENDED BY PARENT: _____

_____

HOW LONG HAS THE PARENT BEEN ATTENDING SERVICES AT THIS CHURCH: _____

CHURCH DENOMINATION (e.g. Church of England, Roman Catholic etc): _____
_____

NOTE TO CLERGY

When the number of applications for admission to Waddesdon Church of England School exceeds the number of places available, Governors award places in accordance with the published admission criteria. Two of these criteria are a parent's strong church commitment within the Church of England or any other Christian church which is a member of Churches Together in England or the Evangelical Alliance.

It is the commitment of a parent to the Church that counts and not that of the child. For this purpose, a parent's strong Church commitment is demonstrated by **attendance at church services twice a month for the three years preceding the application for a school place**. In order to confirm this, applicants are required to have this form signed by appropriate clergy at their church to confirm they have attended church services at least twice a month for the required three-year period.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Further advice about completing this form can be provided by contacting the school. Your support in completing this form is greatly valued by Governors. It would be helpful if you could discuss your response with the parent so they are aware whether you are able to verify if they have met the required attendance level.

THIS PAGE TO BE COMPLETED BY A VICAR, PRIEST OR MINISTER

I confirm that the parent named overleaf has attended services at my Church **at least twice a month for at least the last three years.** *In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

***(Please note**: If the parent has not attended your services for the requisite period of time, the parent can submit a form from each church attended in order to show the required level of commitment. In this instance you need to complete the following statement:*

I confirm that the parent named overleaf has attended services at my Church between

…….. and …….. at least …….. a month.)

Signed: _____ Date: _____

Please print name: _____

Position in Church: _____

Name and address of the Church: _____

_____

Denomination of the Church: _____

Your contact details (email and/or telephone): _____

MEMBERSHIP: If your church is **not** part of the Church of England, please indicate whether your church is a member of either of the following:

CHURCHES TOGETHER IN ENGLAND Yes / No

EVANGELICAL ALLIANCE Yes / No

PLEASE ATTACH EVIDENCE OF MEMBERSHIP TO THIS FORM

Thank you for your assistance – it is appreciated. Please return this form to:

Admissions Officer
WADDESDON CHURCH OF ENGLAND SCHOOL
School Lane
Waddesdon
Aylesbury HP18 0LQ