



Lewknor Church of England Primary School

Admissions Policy

July 2025 – July 2026

Changes from previous version of policy - summary

No substantive changes.

Previous head teacher's name removed from document.

Christian Vision

Building strong foundations for a happy and successful life

Like the wise man who built his house on rock (Matthew 7: 24-27), we seek God's wisdom to enable us to nurture our school community so that all can flourish and achieve their best in every aspect of school life.

Lewknor Church of England Primary School has a distinctive Christian ethos which is at the centre of school life.

We provide an inclusive, supportive and caring environment, shaped by our core Christian values in which all 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 and their children to respect the Christian ethos of our school.

If you are interested in a place for your child at Lewknor Church of England Primary School, please contact the school as early as possible to arrange a visit and to meet the Headteacher, who will give you a tour of the school. This will also give you the opportunity to meet other members of staff and see our children at work in the classrooms.

Starting School For The First Time

Starting school is a very important time for you, your child and the school. We all need to work together to make the transition smooth and rewarding.

In the term prior to their entry, pupils are invited into school for visits. This will help your child become familiar with the surroundings and routines of school. During this period there will be meetings for parents to discuss our partnership with you and talk about any concerns you might have. Miss Harjette, our Reception class teacher, will also visit each child's pre-school and will make visits to each child's home, which will help with the transition to primary school.

Pupils will be admitted to Lewknor CE Primary School in the September of the academic year in which they are five.

The Early Years curriculum is grounded in active learning. Through practical activities, purposeful play and talk, pupils develop an understanding of the world and the basic concepts they will need for their later learning. Parents can play a major role in fostering good attitudes to learning, developing language skills and promoting good behaviour. The Foundation Stage develops children's personal, social and emotional well-being, promotes positive attitudes and dispositions towards their learning; provides opportunities to develop social skills as well as developing language and communication, reading and writing, maths, knowledge and understanding of the world; and physical and creative development.

At the start of each new school year, all class teachers run workshops about the curriculum and how you can help your child at home. We do hope that you will be able to attend these.

Admission Arrangements

Administration of admission arrangements to county primary schools is dealt with centrally by Oxfordshire County Council. Completed forms or online admissions must be returned to the School Admission Team by the submission date (see link in next paragraph). For parents and carers of children seeking to join the school in other years, please contact in-year admissions, which are also handled by the County Council Admissions Team on 01865 815175.

For up-to-date information about School Admissions, please use the following link to the Oxfordshire County Council Website: www.oxfordshire.gov.uk/residents/schools

Alternatively, write to: Oxfordshire County Council, County Hall, New Road, Oxford OX1 1XD

Lewknor Church of England Primary School welcomes all children regardless of special needs or disability. Pupils with additional needs may have extra visits before starting school and there will be close liaison with parents to ensure that the correct arrangements are in place. Lewknor Church of England Primary School is also inclusive of different faiths and of pupils from diverse backgrounds.

Admission Numbers And Appeals

Every effort is made to make a place available for your child in our school. However, schools have a limit on the number of children they can take. In the case of Lewknor Church of England Primary School this is 15 in the Reception class. This figure is set by the Local Authority (LA) and agreed with the Governors and the Headteacher.

If the number of children wanting a place is below the set figure, your child will be offered a place. There may, however, come a point when there are too many children of that year group for them all to be given a place.

If a place is not available on application you have the right to appeal to Oxfordshire County Council Education Authority. Appeals are heard by an independent panel. A Guide to Admission Appeals can be obtained from the Admissions Team via the County Council website (above).

Joining The School Later On

Sometimes children join the school later on in their school life. We make every effort to ensure they are welcomed, looked after, and monitored so that they quickly make friends and can find their way around the school.

Teachers give children time to settle in before making an assessment of their academic abilities. This assessment, together with records from the previous school, will enable your child to have the best start in our school. Parents and carers are asked to contact the school if their child has difficulty settling.

Moving On – Transferring To Secondary School

At the end of primary school, children transfer to local secondary schools. The majority of children go on to Icknield Community College (ICC), a mixed comprehensive school in Watlington. We have strong links with ICC through many partnership events. Year 6 pupils make several visits to ICC during their final year as part of an induction programme. This is seen as a very positive process ensuring a smooth transfer.