



Highfield

C.E Primary School

INFANT DEPARTMENT
Church Lane



Highfield CE Primary School Prospectus 2009 - 2010

Contents

Section 1 General Information	Page 2
Section 2 Historical background	Page 3
Section 3 Admissions	Page 4
Section 4 Further information about the school	Page 10
Section 5 Awards and special achieve- ments	Page 12

The Parents' Handbook, available on the school website, will provide you with detailed information about the school and routines.

www.highfield.southampton.sch.uk

JUNIOR DEPARTMENT
Hawthorn Road

If you have any difficulty understanding parts of this Prospectus, we may be able to obtain translations in the following languages: Panjabi, Gujarati, Bengali, Chinese.

Section 2 Historical background

Highfield School is probably one of the oldest schools in the city. We celebrated 150 years of educating local children in the 1999—2000 school year.

Later additions were added including a Victorian cottage, which is now part of our teaching space. Highfield CE Primary School is housed on two sites, some half a mile apart. The younger children, in the infant years R, 1 and 2, are on the Church Lane site whilst the older children in the junior years 3, 4, 5 and 6 are on the Hawthorn Road site. The LEA and Diocese are currently considering the options for amalgamating the two sites. Highfield CE Primary School is the only Church of England aided school in Southampton. The majority of the Governing Body is made up of Highfield Church representatives.

Southampton LEA finances its daily running while the responsibility for the development of the buildings lies with the Diocese of Winchester and DfES. We are required to raise a percentage of the cost of repairs and new building. The Friends of Highfield CE Primary School have helped to raise this money, and parents are invited to affiliate to this body.

The Infant Department site in Church Lane has been remodelled over the past few years to create a safe, secure and stimulating indoor and outdoor environment for our younger pupils. There are two playgrounds with large outdoor play equipment. We use the hall in the Church Centre for assembly, lunch and PE during the school day.

The Breakfast Club and After-School Club are held in the Infant Department .



The original building in Church Lane dates back to 1849 when there were just two school rooms, one for boys and one for girls. Much of the original building can still be seen from the outside.

The Junior Department includes a music and drama room, an Inclusion room, an ICT suite and cloakrooms for pupils. The Department has a spacious hall and attractive classrooms.



Junior children at work



Infant children in the reception playground

Section 3 Admissions Policy 2009

Rationale

At Highfield Church of England Primary School we are committed to celebrating our Christian foundation and aim to build upon it a caring and stimulating environment in which each child can develop and learn.

Aims

The aim of this policy is to ensure a clear procedure through which children may become part of our school community.

Factual Information

The name of the School is Highfield Church of England Primary School. The School is a Voluntary Aided school.

"The Governing Body" is the Governing Body of Highfield Church of England Primary School. The Governing Body is the admissions authority.

The School was established by a trust deed of 1846 as the South Stoneham and Highfield National School to provide education of children of the labouring and manufacturing and other poorer classes in the parish of South Stoneham. The Highfield parish within this area is also known as Christchurch, Portswood.. A map of this area is available in the school.

This policy has been made in accordance with the Sex Discrimination Act, The Race Relations Act, The Human Rights Act, the Disability Discrimination Acts 1995 and 2005 and The Equality Act 2006. This policy will be administered fairly and impartially. The decision to admit, or otherwise, is the sole responsibility of The Governing Body.

The information given below is correct for the school year shown, but it could be altered for future years. We advise you to check with the school that no changes have occurred. All applications are made by 'parents'¹ for their child / children.

THE ADMISSIONS TIMETABLE

Southampton Local Authority (LA) operates a timetabled co-ordinated admissions procedure for all Primary Schools in line with Government legislation.

The LA will manage the process on behalf of the school according to the scheme which they will publish in their Admissions Booklet for that year but it is still The Governing Body, as the Admission Authority for this school who will allocate the available places in line with this policy.

The closing date for admission application forms to be received by the LA will be as published in their Admissions Booklet for that year. Also contained in that booklet will be information on how to complete their application form 'on line', dates for notification to parents of admissions decision and the closing dates for accepting places or lodging appeals. In case of any doubt on these dates, please contact the LA or the school. Highfield CE Primary School's Supplementary Information Form (SIF) is a paper form as it requires signing and for this reason it cannot be completed 'on line'. If you wish to apply under Christian Commitment Criteria you must obtain a copy of the SIF from the school and return it to the school by the date the school sets.

FURTHER INFORMATION

If you require further information about applying for a place at Highfield Church of England Primary School, please contact the school at the address below.

Highfield Church of England Primary School, Hawthorn Road, Highfield, Southampton SO17 1PX

Telephone: 02380 555 793

Fax: 02380 399 703

Email: info@highfield.southampton.sch.uk

ADMISSIONS CRITERIA

Highfield CE Primary School will admit children with statements of Special Educational Needs in which Highfield CE Primary School is named. Any child admitted will count towards the Published Admission Number (PAN).

OVERSUBSCRIPTION CRITERIA

If the school is oversubscribed, places will be offered in the following priority order:

1. 'Looked After' children. Children who are in the care of a local education authority or provided with accommodation by the authority – see section 22 of the Children's Act 1989.
2. 'Siblings'³ of children attending the school at the time of the applicant's proposed admission.
3. Children of families 'residing in'² the agreed area served by the school.
4. Children who have at least one parent who is a member of Highfield Church whose parent(s) can provide confirmation of their 'Christian commitment'⁴. A 'Supplementary Information Form'⁵ for this purpose will be given to applicants.
5. Children who live in the Parish of Highfield (Christchurch Portswood).
6. Children of families included in 'Churches Together In England'⁶ or the 'Southampton Christian Network'⁶, whose parents can provide confirmation of 'Christian commitment'⁴. A 'Supplementary Information Form'⁵ for this purpose will be given to applicants.
7. Other children.

IN ALL CASES ABOVE

- Where there are insufficient places for applicants from within a particular category, 'children living closest to the school'⁷, measured by 'straight-line distance'⁷, will be the deciding factor.
- Unsuccessful applicants can choose to be entered on Highfield CE Primary School's waiting list⁸ if they so wish.

APPLICATIONS TO RECEPTION CLASSES

- The admission of pupils to the school is the responsibility of the governing body. By law all UK state funded schools, including Highfield Primary School, operate an equal preference policy. The Governing Body plan to admit 35 children into Year R. This is the Published Admission Number for Highfield CE Primary School. (PAN).
- Where the number of applicants exceeds the places available allocation of places will be on the basis of the Oversubscription Criteria.
- 'Deferred Admission'. All Reception class children will normally start at the beginning of the school year in which they become 5 and follow a programme of induction, according to their date of birth, to ensure they are all attending full time before the end of the Autumn term.

IN YEAR APPLICATIONS

- All other classes admit within Highfield CE Primary School's published admission number of 35. The allocation of any places which may become available during the year will be made on the basis of the Oversubscription Criteria.

WARNINGS

Places are withdrawn every year because parents give a false 'home address'² on application forms. This includes cases where parents take out a short-term let or buy a property solely to use its address on the application form without any intention of taking up permanent residence there.

In fairness to all parents, all allegations of fraudulent practice brought to schools attention will be investigated. The Governing Body reserves the right to withdraw the offer of a place if fraudulent or intentionally misleading information has been used on an application.

DEADLINES

Make sure your Local Authority Application Form is on time and sent to the right place. Details of dates are in the Local Authority brochure.

APPLICATION FORMS

For this school you must complete the Local Authority Application form. The Local Authority Form may be completed 'On Line'. Please refer to the Local Authority's information.

SUPPLEMENTARY INFORMATION FORM

Highfield CE Primary School will provide you with a Supplementary Information Form when you let us know you are applying for a place at our school. You **must complete the Supplementary Information Form** if you want your application to be considered under the Christian Commitment Criteria. You must return the Supplementary Information Form to Highfield Church of England VA Primary School as soon as possible and not later than the closing date set by the Local Authority for Primary School Admissions.

ADMISSION APPEALS

If you are unsuccessful in gaining a place for your child at this school you will be informed in writing, be given reasons and informed of your right to an independent appeal against the decision.

DEFINITIONS

The area served by the school

<u>Agreed Area</u>	<u>Parish of Christchurch Portswood</u>
Abbotts Way	Arnold Road
Brookvale Road	Blenheim Avenue
Chamberlain Road	Blenheim Gardens
Cranford Way	Bowden Lane
Crofton Close	Brickfield Road
De Grouchy Lane	Burgess Way (part of south side only)
Furzedown Road	Church Lane
Glebe Court	Granby Grove
Hawthorn Road	Grosvenor Road
Heatherdeane Road	Hartley Avenue
Highcrown Mews	Highfield Crescent
Highcrown Street	Hilldown Road
Highfield Close	Holyrood Avenue
Highfield Lane	Leigh Road
Highfield Road	Merton Road
Khartoum Road	Northcote Road
Nile Road	Oakmount Avenue
Nos.2-12 Church Lane	Portswood Road (330-523 inclusive)
Oakhurst Road	Richmond Gardens
Omdurman Road	Ripstone Gardens
Orchards Way	Salisbury Road
Richard Taunton Place	Shaftsbury Avenue
Roseland Gardens	Sherborne Road
Russell Place	Somerset Road
Uplands Way	Thomas Lewis Way (part of)
Woodstock Drive.	University Crescent
	University Road
	Upper Shaftsbury Avenue (all bar top end)
	Welbeck Avenue
	Westbourne Crescent
	Westwood Road (odd numbers)
	Winn Road

1 'Parents'

'Parents' include all those people who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility for a child is 'shared', the person receiving Child Benefit is deemed to be the parent responsible for completing application forms, and whose address will be used for admissions purposes.

2 'Residing In' and 'Home Address'

The Home Address will be the address used for correspondence related to where "Child Benefit" is paid. In cases where there is doubt of the home address or where a child lives between two homes (split families) or other relevant circumstances, proof of the Home Address must be provided to the school to confirm the address used on the application form. Home address will be the address that complies with the above at the closing date set by the Local Authority for Primary School Admissions.

Families who are due to move house should provide

- i) a Solicitor's letter confirming that exchange on Contracts has taken place on the purchase of a property; or
- ii) a copy of the current Rental Agreement, signed by both the Tenants and the Landlords, showing the address of the property; or
- iii) in the case of SERVING H.M. Forces personnel, an official letter confirming their date of posting from the MOD, FCO or GCHQ.

3 'Siblings'

The term "Sibling" is defined as:

- a full or half brother or sister
- a step brother or sister
- an adoptive brother or sister
- the children of parents who are married or cohabiting, where the parents and children live together in the same family household.

Step-brother, step-sister, half-brother and half-sister are defined as children who belong to only one member of a married or cohabiting couple.

If the last pupil to be offered a place in an Infant class, within the school's published admission number (PAN) is a multiple birth or same cohort sibling, parents will be advised that a place is available for only one child and asked which child they would like to attend.

4 'Christian Commitment'

At least one parent must be able to declare themselves as being "***involved in the life of your Christian church***" for at least the previous ***six months*** before the closing date for primary school admissions set by Southampton Local Authority.

'Involved in the life of your Christian church' means you attend worship services, at least fortnightly, at your church.

On the Supplementary Information Form (SIF) you will be asked to ***declare*** this commitment to your church. Your declaration must be ***verified*** by the incumbent of your parish or previous parish. Should there be an interregnum the SIF may be completed by a churchwarden or other suitably qualified official on behalf of the parish. Please ask at the school who is qualified to sign the form.

5 'Supplementary Information Form'

You can obtain a paper copy of the Supplementary Information Form from the school if you are applying for a place at our school using the Christian Commitment criteria. You **must complete the SIF and have it signed by the appropriate church official** if you want your application to be considered under the Christian Commitment Criteria. You must return the Supplementary Information Form to ***The School*** as soon as possible and not later than the closing date set by Southampton Local Authority for Primary School Admissions.

Highfield CE Primary School's Supplementary Information Form (SIF) is a paper form as it requires signing and for this reason it cannot be completed 'on line'.

6 'Churches Together in England'

Includes: Antiochian Orthodox Church, Baptist Union of Great Britain, Cherubim & Seraphim Council of Churches, Church of England, Church of God of Prophecy, Church of Scotland (in England), Congregational Federation, Coptic Orthodox Church, Council of African & Afro-Caribbean Churches, Council of Oriental Orthodox Christian Churches, Ichthus Christian Fellowship, Independent Methodist Churches, International Ministerial Council of Great Britain, Joint Council for Anglo-Caribbean Churches, Lutheran Council of Great Britain, Methodist Church, Moravian Church, New Testament Assembly, Oecumenical Patriarchate , (Archdiocese of Thyateira and Great Britain), Religious Society of Friends, Roman Catholic Church, Russian Orthodox Church, Salvation Army, Transatlantic and Pacific Alliance of Churches, United Reformed Church, Wesleyan Holiness Church.

Southampton Christian Network churches

The current churches are listed on the following website www.southamptonchristiannetwork.org.uk

7 'Children Living Closest to the School' & 'Straight Line Distance'

Straight-line distance will be calculated by the distance between the child's home address postcode and the postcode of the school department to which the child would be admitted. When distances are equal, the straight line distance will be calculated from the front door of the home address to the entrance of the school department to which the child would be admitted. Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance.

8 'Waiting List'

Parents who wish their child to be included on the waiting list must inform the school in writing. Any places that become available will be allocated according to the oversubscription criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

In accordance with paragraph 3.27 of The Admissions Code.

As soon as school places become vacant The Governing Body must fill the vacancies from any waiting list, even if this is before admission appeals have been heard. Placing a child's name on a waiting list does not affect a parent's right of appeal against an unsuccessful application.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list
- when a child's changed circumstances will affect their priority

Section 4 Further information about the school

We have assemblies every day, which include an act of worship. This is Christian in character and is an opportunity for children to think about and reflect upon Christian values and teaching both as individuals and as a corporate body. We have developed a variety of assemblies, some taken by children. Once a week the children have an act of worship in their classroom with their teacher. Grace is said before lunchtime in both departments



There are four bases in the Infant Department, each with approximately 26 children. The bases are as follows:

- Oak Base with the younger Year R children
- Willow Base with the older Year R and younger Year 1 children
- Ash Base and Maple Base with the both Year 1 and Year 2 children
- In Key Stage 2 there is one class for each year group.

On Thursday afternoons from 2.55 to 3.25, the children attend a service assembly in Highfield Church, taken by a member of the Church team, which is designed to reflect the worship of the Sunday Compass Services. The children also take part in this in a variety of ways. Every year the children in Year 6 choose a Christian charity for the school to support.

Although parents have the right to withdraw children from RE and worship, the Governing Body would very much appreciate parents allowing their children to participate in these activities, in order to preserve its ethos as set out in the Mission Statement and Aims.



There is a very positive attitude in the school, since we serve a community whose diversity enriches the life of the children. Many of our children come from homes where languages other than English are spoken regularly. This cultural diversity is enriching for all children. A peripatetic teacher may be available for children having difficulty in communicating in English

The needs of all children who may have special educational needs (SEN), either throughout or at any time during their school career, are addressed by identifying and assessing their needs as early as possible and preparing suitable programmes of work for them. SEN children are integrated into all aspects of school life.

Junior children at work



The Local Authority has a policy of equal opportunities which we implement, and a Values Policy that also underpins our work. We expect that parents and teacher will work together to ensure that all our pupils, regardless of gender, will have access to all that our school and education system have to offer.

We expect all our children to behave in a caring and responsible way towards other children, adults and the school and its property. We revised our Behaviour Policy following consultations between staff, parents, children and governors and have agreed a set of 'Golden Goals' which we regularly discuss with the children so that they understand the importance of behaving in a safe and sensible way. Each department holds a weekly celebration assembly where special achievements are publicly recognised.

We enrich the curriculum for the children by having special days and focused weeks, as well as visits and visitors throughout the year. There are clubs that operate at lunchtimes and after school and children in Key Stage 2 are offered peripatetic music lessons for which a charge is made. Details of these lessons are made available to the children and parents usually at the beginning of term.



Every year the Year 6 children spend a week on a residential visit. This provides an opportunity for them to develop their PSHE and physical skills.



We believe that it is reasonable to expect children to wear school uniform when attending school or representing the school at functions. The Highfield School Association (HSA) organises the sale of the uniform as well as social events and fund-raising events for children and parents.

Our Home/School Policy and Home/School Agreement help us develop effective relationships between home and school to the benefit of all the pupils. We hope all parents will sign up to this.

Section 5 Awards and Special achievements



The school has gained the Quality Mark three times, most recently in Spring 2007. This means we have a commitment to developing every child's basic skills in literacy and numeracy.



The school has gained this award because the children make good progress at the school.

The school has been recognised as an Investor in People since 2002. In 2004 we achieved a standard in many areas that was higher than the national average. The 2006 validation was very good.



INVESTORS IN PEOPLE



The Challenge Award

For Excellence in Provision for Able, Gifted & Talented Pupils

There are only 27 Primary school across England and Wales that have achieved this award:

To promote the fact that able, gifted and talented children have particular educational needs which must be met to realise their full potential.

To encourage commitment to the personal social and intellectual development of the whole child.

To encourage a broad, balanced and appropriate curriculum for the able, gifted and talented

To encourage the use of a differentiated educational provision in the classroom through curriculum enrichment and extension.

To make education an enjoyable, exciting and worthwhile experience for the able, gifted and talented.

We gained the award in 2007.



Highfield CE Primary School has been recognised as a healthy school where the children eat fresh fruit and vegetables at break time.

The school has an active School Travel Plan. We are committed to setting and reviewing objectives on travel issues in and around both departments on an annual basis in consultation with the Local Authority.