

Highfield CE Primary School Prospectus 2011 — 2012

Highfield
C.E Primary School

Contents

INFANT DEPARTMENT
Church Lane



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 11**

Section 5
Awards and special achievements **Page 13**

Section 6
Statistical information **Page 14**

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

<http://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 1 General Information

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

Telephone: 023 80555793

Answer phone/fax: 023 80399703

Head teacher: Mr A G King BA HONS PGCE

Chair of Governors: Mrs Leslie Fuller

Diocesan Director of Education: Mr T Blackshaw

Church House, 9 The Close, Winchester, SO23 9LS Telephone: 01962 624767

The times of the school day:

Infant Department	9.00 to 12.00	1.00 to 3.15 (3.25 on Thursday)
Junior Department	8.55 to 12.00	1.00 to 3.25

Southampton Pupil Support Services:

Children's information service Tel: 0800 169 8833 Email: cis@southampton.gov.uk or visit the website at www.southamptoncis.org

Home Language Support Service 023 80674827

School Motto

“Faith in Learning”

School Mission Statement

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

In Highfield School we are committed to:

- upholding Christian values and principles in the whole life and work of the school;
- developing a sense of Christian spirituality across the curriculum and through daily acts of worship;
- developing every child's maximum educational, social and spiritual potential;
- providing high quality education matched to individual needs, giving all children full access to the National Curriculum;
- valuing all children and adults, treating everyone with equal consideration and mutual respect;
- promoting good co-operation and communication between children, staff, parents, governors, the church and the community;
- encouraging parents to take an active part in supporting the school;
- sustaining a good and safe working environment for staff and children;
- fairly proportioning and utilising the maximum resources of the school's allocated budget;
- promoting a happy and caring community in which children can explore their own spirituality and world view.

Section 2 Historical background

Highfield School is probably one of the oldest schools in the city; we have been educating children for over 160 years. The School is housed on two sites, approximately half a mile apart. The Infant Department is located in the original Victorian building behind Highfield Church in Church Lane, while the Junior Department is on a newer site in Hawthorn Road. Both departments have undergone major improvements over the past few years.

Highfield CE Primary School is the only Church of England aided school in Southampton, and the majority of the Governing Body is made up of Highfield Church representatives.

Southampton Local Authority finances the daily running of the school while the responsibility for the development of the buildings lies with the Diocese of Winchester and Department for Education. We are required to raise a percentage of the cost of repairs and for new building. The Friends of Highfield CE Primary School is the group that helps to raise this money and parents are invited to affiliate to this body.

The *Infant Department* site in Church Lane has been remodelled 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 children will sometimes walk with their class and staff to the Junior Department to use the resources there.

The Breakfast Club is located in the Infant Department, while an After School Club is located in a nearby Scout hut. These are run by outside agencies and qualified personnel.



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.

Infant children in the reception playground.



In the **Junior Department** there is a spacious hall and well resourced classrooms. In addition there is a music and drama room, an Inclusion room and an ICT suite. The playground has been remodelled using children's ideas to make a spacious recreational area.

Junior children working on an Egyptian Topic.

Section 3 Admissions Policy 2012

Please note this policy is for Year R admissions in September 2012. For in-year admissions you will need to refer to the 2011 Admissions Policy which is available on application to the school of-



Highfield
C.E Primary School

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 preferably as soon as possible and in any case not later than the closing date set by Southampton Local Authority for Primary School Admissions.

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

Children with statements of Special Educational Needs in which Highfield Church of England Primary School is named. SEN Code of Practice 2002 states:

8:80 The LA must consult the governing body of a school before naming it in a statement.

Any child admitted will count towards the Published Admission Number for the relevant year group (PAN).

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

OVERSUBSCRIPTION CRITERIA

If the school is oversubscribed, places will be offered in the above priority order.

IN ALL CASES ABOVE

Where there are insufficient places for applicants from within a particular category, 'children living closest to the school'⁶, measured by the safest walking distance to the appropriate school site, will be the deciding factor.

Unsuccessful applicants can choose to be entered on Highfield CE Primary School's waiting list⁷ 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 Church of England Primary School, operate an equal preference policy. The Governing Body plan to admit 45 children into Year R. This is the Published Admission Number (PAN) for Highfield Church of England Primary School.

Where the number of applicants exceeds the places available allocation of places will be on the basis of the Admissions 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.

IN YEAR APPLICATIONS

The allocation of any places, which may become available during the year will be made on the basis of the current Oversubscription Criteria.

There are no deadline dates for in year applications.

In year applications must be made through the Local Authority. The Governing Body will still decide whether to offer a place. The offer will be made by a letter from the Local Authority.

Applications must be made using the Local Authority Admission Form.

Parents applying under any Christian Commitment criteria will be asked to complete a Supplementary Information Form (SIF), which must be obtained from The School, completed and returned to The School. (As it is a paper form that needs to be signed, the SIF is not available for completion on-line.)

Year 1 admits within Highfield Church of England Primary School's Published Admission Number (PAN) of 45. Year groups 2 to 6 admit within Highfield Church of England Primary School's Published Admission Number (PAN) of 35.

Section 3 Admissions

WARNINGS

Nationally places are withdrawn every year because parents give a false 'permanent residence' address 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 the school's 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.

APPLICATION FORMS

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

SUPPLEMENTARY INFORMATION FORM

Only complete the Supplementary Information Form if you are applying under criteria 5 or 7.

You **must complete the Supplementary Information Form and have it signed by an authorised church official** of your current or previous place of worship if, and only if, you want your application to be considered under the Christian Commitment Criteria (5 or 7) as the highest criteria.

You do not need to submit a Supplementary Information Form if you are applying under a higher criteria e.g. criteria 3 'sibling' as in such cases doing so will not affect the prioritisation of your application under the over-subscription criteria and the school is not permitted to collect data not relevant to your application.

You can obtain a paper copy of the Supplementary Information Form from the school. You must return the Supplementary Information Form to the school preferably as soon as possible and in any case not later than the closing date set by Southampton Local Authority for Primary School Admissions.

Highfield Church of England Primary School's Supplementary Information Form (SIF) is a paper form as it requires signing and for this reason it cannot be completed online.

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.

Late applications will not be considered until all on-time applications have been processed.

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

Catchment Area	Highfield Parish (Christchurch Portswood)
Abbotts Way	Arnold Road
Blenheim Avenue	Blenheim Gardens
Brookvale Road	Bowden Lane
Chamberlain Road	Brickfield Road
Church Lane	Burgess Road (118, Gower Building)
Cranford Way	Granby Grove
Crofton Close	Grosvenor Road
De Grouchy Lane	Hartley Avenue
Furzedown Road	Highfield Crescent
Glebe Court	Holyrood Avenue
Hawthorn Road	Kitchener Road (nos 65 and 67 only)
Heatherdeane Road	Merton Road
Highcrown Mews	Northcote Road
Highcrown Street	Portswood Road (330-523 inclusive)
Highfield Close	Richmond Gardens
Highfield Lane	Ripstone Gardens
Highfield Road	Salisbury Road
Hilldown Road	Shaftsbury Avenue
Khartoum Road	Sherborne Road
Leigh Road	Somerset Road
Nile Road	University Crescent
Oakhurst Road	University Road
Oakmount Avenue	Upper Grosvenor Road
Omdurman Road	Upper Shaftsbury Avenue (odd nos 67 – 89 and even nos 76 -122)
Orchards Way	Welbeck Avenue
Richard Taunton Place	
Roseland Gardens	
Russell Place	
Uplands Way	
Westbourne Crescent	
Westwood Road (odd numbers)	
Winn Road	
Woodstock Drive	

Section 3 Admissions

Notes

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 '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, within the school's published admission number for that year group (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.

3 'Permanent Residence'

The child's permanent residence is where they live normally, including weekends and during the school holidays as well as during the week. In the case of children with difficult relevant circumstances (eg terminal illness of a parent) their place of residence, which may be determined by these circumstances, should be used for the application, accompanied by a brief explanation. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time during term time. 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

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

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. An authorised church official of your current or previous place of worship must verify your declaration. Please ask at the school who is qualified to sign the form.

5 '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, Mar Thoma Church, 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 .

Correct at 01/12/2009, please check for up to date list at <http://www.churches-together.net/>

'Southampton Christian Network Churches'

The current churches are listed on the following website <http://www.southamptonchristiannetwork.org.uk/>

6 'Children Living Closest to the School'

Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the appropriate school site for the age of the child, using Southampton City Council's GIS, with those living closer to the school receiving the higher priority.

7 'Waiting List'

Parents who wish their child to be included on the waiting list must inform the school and the Local Authority in writing. Any places that become available will be allocated according to the admissions 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.

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 3 Admissions

Previous Admissions Data based on last year's (2011) Admission Policy

ADMISSIONS 2011—2012

School's Published Admissions Number (PAN): 45

Places were allocated for admission to children aged 4+ this year (September 2011) following the criteria in last year's Prospectus and the 2011 Admissions Policy. A summary of the allocation of 45 places was as follows:

Category	Total on time applications	Places accepted from each category	Notes
1	0	0	
2	14	13	1 sibling moving out of area
3	34	25	
4	2	2	
5	9	0	
6	5	3	
7	69	2	
Total	133	45	

Section 4 Further information about the school

Our admission number for Year R is 45 and 35 for all other year groups

There are four bases in the Infant Department, each with 30 or fewer pupils. The bases are as follows:

- * 17 of the oldest new Year R children are placed in Willow Base with the 9 youngest Year 1 children; the rest of the Year R children are in Oak Base.
- * Ash and Maple Base have a mix of Year 1 and Year 2 pupils
- * We are not always able to follow this if your child is late joining the school.
- * All the Year R children come together for activities during the week.

In Year 3 all the Year 2 children come together as a class and they move through the Junior Department together each year.

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.



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.



We serve a community whose diversity enriches the life of the children and many of our children come from homes where languages other than English are spoken regularly. We embrace the cultural diversity through displays and aspects of the curriculum and find that it is enriching for all children. There is a very positive attitude in the school. A peripatetic teacher may be available for children having difficulty in communicating in English.

Junior children visiting Southsea Castle



The Local Authority has a policy of equal opportunities which we implement, and the School has 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.

Infant children creating musical instruments as part of the IMAP project.



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.



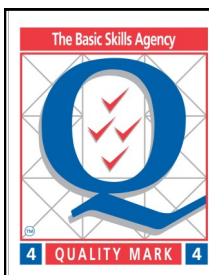
Every year the Year 6 children spend a week on a residential visit. This provides an opportunity for them to develop their PSHE and physical skills.

Our Parents' Association (HSA) organises social events and fund-raising events for children and parents. Their contributions are spent on additional resources to enhance the children's educational experience at Highfield.

We believe that it is reasonable to expect children to wear school uniform when attending school or representing the school at functions. John Lewis are the agents selling our school uniform which is purchased online via their website. This can be accessed from personal computer systems or through the West Quay store.

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.

Our school is proud to have the following awards:



The school has gained the Quality Mark four times, most recently in Spring 2010 This means we have a commitment to developing every child's basic skills in literacy and numeracy.

In Summer 2011, the school also gained the Early Years Quality Mark Award.



Highfield CE Primary School has been recognised as a healthy school.

There is 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.



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



The Activemark celebrates our on-going commitment to physical activity.



In July 2007 the school was judged to be outstanding

The Arts Council has recognised our , "dynamic arts education programme, passion for the arts and belief in the power of creativity."

To achieve the Silver Award, the school must dedicate a minimum of 12 per cent of the curriculum and extra curricular activities to art, dance, drama and music.



INVESTORS IN PEOPLE

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. The most recent validation was in 2009.



National Association
for Able Children
in Education

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.

Section 6 Statistical information

Attendance for 2010/2011: Whole school attendance was 95.9%

Key stage 1 school and national level data

This table shows the percentage of eligible children in the school achieving each level at the end of key stage 1.

Teacher assessment: Number of eligible children: 34									
Percentage at each level									
	W	1	2	2C	2B	2A	3 or above	Disapplied children	Absent children
Speaking and listening*	0	3	41				56	0	0
Reading	0	3		0	12	21	65	0	0
Writing	0	9		6	15	38	32	0	0
Mathematics	0	6		0	12	26	56	0	0
Science*	0	0	53				47	0	0

This table shows the percentage of eligible children nationally achieving each level at the end of key stage 1 last year (2010)

2010 national teacher assessment results									
Percentage at each level									
	W	1	2	2C	2B	2A	3 or above	Disapplied children	Absent children
Speaking and listening	2	11	66				21	0	0
Reading	3	12		12	23	24	26	0	0
Writing	4	15		21	28	20	12	0	0
Mathematics	2	9		16	26	26	20	0	0
Science	2	9	68				21	0	0

'W' represents children who are working towards level 1, but have not yet achieved the standards needed for level 1.

2011 Key Stage 2 School results

These tables show the percentage of pupils in the school achieving each level at the end of key stage 2.

Number of pupils at the end of key stage 2: 35

Teacher assessment									
Percentage at each level									
	W	1	2	3	4	5	6	Pupils disapplied	Pupils absent
English	0	0	0	9	46	46	0	0	0
Speaking and listening	0	0	0	6	43	51	0	0	0
Reading	0	0	0	9	29	63	0	0	0
Writing	0	0	6	3	54	37	0	0	0
Mathematics	0	0	0	6	34	60	0	0	0
Science	0	0	0	6	20	74	0	0	0

Test results						
Percentage at each level						
	Below level 3*	3	4	5	Pupils not entered#	Pupils absent
English	0	6	29	66	0	0
Reading	3	0	29	69	0	0
Writing	3	3	37	57	0	0
Mathematics	0	6	34	60	0	0

'W' represents pupils who are working towards level 1, but have not yet achieved the standards needed for level 1.

* represents pupils who were not entered for the tests because they were working below level 3 in English or mathematics; pupils awarded a compensatory level from the tests and pupils entered for but not achieving a level from the tests.

pupils working at the levels of the tests, but unable to access them.

Level 4 is the level that most children are expected to attain by the end of Key Stage 2