



## **Admission to Year 5 in September 2016 and Admission during the 2016/17 academic year (in-year)**

### **1. RATIONALE**

The Education Act 1980 gives parents the right to apply for a school at which they would prefer their child to attend. It also allows parents refused a place at their preferred school a right of appeal to an independent Appeals Committee. Somerset Local Authority produces an annual Guide for Parents, which explains how to apply for a school place including transfer from first to middle school and middle to upper school.

### **2. INTRODUCTION**

The Admissions Authority is the Governing Body. An Admissions Committee comprising of governors is responsible for taking all admission decisions for children starting school in year 5 each September or joining any year group during the academic year.

Somerset Local Authority is responsible for co-ordinating all applications for children who start or transfer school each September. These admissions arrangements should be read in conjunction with the Local Authority's published co-ordinated Admissions Scheme of September 2016. Somerset Local Authority can also provide support for parents who require further help understanding the admissions process or completing application forms.

The Governing Body has set a Published Admission Number for year 5 of 189 and an admission limit for all other year groups of 189.

These Admission Arrangements have been designed to ensure that requests for admissions are dealt with properly and that appropriate information is made available in the event that parents are refused a place at the school.

### **3. OBJECTIVES**

- 3.1 On the request of their parents, to admit children up to the current Planned Admission Number (PAN) for the school.
- 3.2 To ensure that when requests for places at the school exceed the PAN, they are dealt with in strict order of preference applying the governors Oversubscription Criteria set out in 4.1 below.
- 3.3 To give no impression that a place can be made available for a particular child once the PAN has been reached.
- 3.4 To make available guidance concerning the appeals procedure to parents of children who fail to gain a place at the school, detailed in 4.2 below.
- 3.5 To apply the same approach and Oversubscription Criteria to all admission applications relating to admission during the academic year.
- 3.6 To consider parents applications for places in year groups other than the child's chronological age year group

## **4. PROCEDURES AND PRACTICE**

### **The Application Process**

#### **(a) Applications to start in the year 5 in September 2016**

A Common Application Form (CAF) must be completed or an on-line application made at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions). The CAF is available from Local Authorities or on request to the school office. Completed application forms must be received by your home Local Authority by the closing date of 15<sup>th</sup> January 2016 and on-line applications submitted by 23:59 on this date. The Local Authority will forward all applications that are received on time to the Governing Body who will consider the applications and make their decisions. If there are more applications than places available, the governors will rank them against the published Oversubscription Criteria set out below.

A list indicating those children to be allocated places will be returned to Somerset Local Authority and the Local Authority will send out decision letters on behalf of the Governing Body by email or second class letter post on 16 April 2016.

Applications received after the deadline will be recorded as late and cannot then be administered until all on time applications have been considered by which time places may no longer be available within the Published Admission Number.

#### **(b) Applications to join a year group during 2016/17 academic year (in-year)**

Applications must be submitted using the governors' in-year application form which is available from the school office or to download from the school website. Applications may be submitted directly to the school at any time during the academic year.

The Governors' Admissions Committee will consider applications on a weekly basis and applicants will receive a written response within **10** school days following receipt of the application. Where a school place is offered it will be held open for **14** school days and applicants will need to confirm acceptance within this time. Applications cannot be considered more than 6 weeks or half a term in advance of the place being required.

### **Oversubscription Criteria**

Following the admission of any children with a statement of Special Educational Needs naming the School, the governors will consider all other applications. If the number of applications for admission exceeds the Published Admission Number (PAN), or admission limit for the year group concerned, the Governors will apply the following Oversubscription Criteria to every application received and rank children in priority order, admitting up to the PAN or admission limit and refusing all other applications.

- (a) Looked After Children. Children in the care of a Local Authority or who have been previously and are now formally adopted or subject to a residence or special guardianship order (see important notes).
- (b) Children living in the designated school catchment area, with an older sibling at the school at the time of admission, and who live at the same address
- (c) Children living in the designated school catchment area
- (d) Children living outside the designated school catchment area, with an older sibling at the school at the time of admission, and who live at the same address
- (e) Children of families who are practising members of the founding religious body of the school - Anglican or Methodist. (Practising is defined as at least once a month attendance at church by at least one parent and/or child. (This must be confirmed on a

Supplementary Information Form by a member of the clergy)

- (f) Children of families who are practising members of other churches or religious denominations. (Practising is defined as at least once a month attendance at church by at least one parent and/or child. This must be confirmed on a Supplementary Information Form by a member of the clergy)
- (g) Children living outside the catchment area, but nearest to the school measured by straight line distance

### **Important Notes**

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989). Adoption is defined under the terms of the Adoption and Children Act 2002.

### **Tie Breaker**

In the event of oversubscription within any of the criteria listed above, preference will be given to applicants who live closest to the school, as measured in a straight line by a Geographical information System (GIS) method from the address point of the school site to the address point for the pupil's home. Where two distances are equal and it is therefore not possible to differentiate between them, priority will be determined by independent drawing of lots.

### **Retained or Accelerated application**

The governors will consider applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group either side of the chronological age year group. The reasons for the request must be fully explained on the appropriate SIF and included with the school place application form.

### **Children from Outside the UK**

The Governing Body will consider applications for children who are citizens of the European Economic Area (EEA) if proof of the Somerset address and the expected date of arrival in the UK are provided by 15 January for primary phase applications and 31 October for secondary phase applications. The application can then be considered on this address. If proof of the Somerset address is not available by the dates above the application will be considered on the current address. Please click on this link for a list of the countries in the EEA. <http://www.dwp.gov.uk/international/social-security-agreements/list-of-countries/>

The Governing Body will also process applications for UK citizens living in any other country if proof of the Somerset address and the expected date of arrival back in the UK are provided by 15 January for primary phase applications and 31 October for secondary phase applications. The application can then be considered on this address. If proof of the Somerset address is not available by the dates above the application will be considered on the current address. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

The Governing Body will not allocate a place to any non EEA citizen moving into Somerset from outside the UK prior to their arrival in the country. The Governing Body will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition.

### **Waiting List(s)**

Where an application has been refused for any year group, the child will be placed on a waiting list(s). This will be kept strictly in order of oversubscription criteria by the Governing Body, and will be maintained until the end of the academic year to which the application applies. Where places become available within the Admission Number they will be allocated to the highest ranked eligible child on the maintained list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, **must** take precedence over those on a waiting list.

### **Withdrawal of places**

The Governing Body will consider withdrawing the offer of a place if;

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading.
- The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.
- A child has not started at the school within 14 days of an agreed in-year admission start date.

### **Multiple birth applications (for example twins)**

In the case of multiple birth applications, where it would only normally be possible to admit one child within Admission Number, a place(s) will be allocated above Admission Number at the point of allocation. This will ensure that multiple birth siblings can be allocated places at the same school (sibling definition still applies).

### **Children of UK Service Personnel**

The Admissions Authority endeavour to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel and other Crown servants where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address.)

Usually, an in year place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel and other Crown servants. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address, The admissions authority will process the application on that address. If a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

## **5. REVIEW AND EVALUATION**

5.1 The Governors' Teaching & Learning Committee will review and evaluate these admission arrangements annually. The outcome of the review and evaluation, together with any recommendations will go to the Full Governing Body who will consult on an annual basis if there are any changes agreed.

## **6. DEFINITIONS**

### **Parent or parent/carer**

Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).

### **Home Address**

The home address is important as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child.

Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. The Governing Body reserves the right to seek further

**Responsible Committee:** Teaching & Learning Committee  
**Date Last Reviewed:** February 2015

documentary evidence to support any claim to residence. It should also be noted that an address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. Fraudulent claims relating to the home address of a particular child may lead to the withdrawal of any offer of a school place.

The Governing Body must be notified of any change of address during the admissions procedure.

### **Siblings**

For the purposes of Admissions, a sibling is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister or children of the same household.

### **Practising**

Practising is defined as at least once a month attendance at church for the six months previous to application by at least one parent and/or child (where necessary this must be confirmed with a member of the clergy on a Supplementary Information Form).

### **Issues relating to shared residency arrangements**

Where shared residence arrangements are in place and parents/ carers of the child submit two separate applications for different schools, the LA requires parents to resolve matters between themselves, taking legal advice if necessary, and inform the LA which application should be processed. The LA will not become involved in private disputes. If more than one offer of a school place is made, the LA would expect one of the places to be withdrawn by the parent. If this is not the case, when the child starts school, the alternative school place will be withdrawn by the LA.

### **Distance Measurements**

For the purpose of measuring home to school distance, all calculations will be measured using a straight-line measurement from the address point of the home to the address point of the school using a GIS mapping system. (Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail). In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

### **Supplementary Information Form (SIF)**

In order for applications to be considered against criteria (e) and (f) applicants will need to complete a Supplementary Information Form (SIF) in order to demonstrate their ability to meet the criteria. The SIF will need to be completed and signed by a member of the clergy and submitted along with the school place application. SIF's are available to download from the school website or to collect from the school office.

### **Appeals**

Applicants whose school place application is turned down have the legal right to appeal against the decision to refuse admission. Details concerning how to appeal are explained in the decision letters sent out when a place is refused.



## 2016/17 SUPPLEMENTARY INFORMATION FORM

### **Part A – Please ensure that you read before completing**

The oversubscription criteria set out in the governors published Admission Arrangements, will be used to prioritise admission to school where there are more applications received than places available. The oversubscription criteria include a priority for:

**Children of families who are practising members of the founding religious body of the school - Anglican or Methodist.**

**Children of families who are practising members of other churches or religious denominations.**

If you wish your admission application to be prioritised on this basis, you must ensure that this Supplementary Information Form is completed by the vicar, priest, minister, pastor or church warden of the attended Church in order to confirm that the requirements of the above statement have been met.

### **Part B – Submitting your Supplementary Information Form**

For a child to start in Year 5 in September 2016 - your admission application form and your completed Supplementary Information Form must be sent to the Admissions & Entitlements Team, PPC402C, Somerset County Council, County Hall, Taunton, Somerset, TA1 4DY.

For a child to join any year group during the 2016/17 academic year - your completed Supplementary Information Form must be submitted by post with your admission application form directly to the school office.

### **Part C – Declaration**

I have consulted with the local church leadership team and can confirm that

.....

.....(enter child or parent/s name/s)

attends ..... Church and has done so for at least once per month for the last six months.

**Signed**.....

**Print name**.....

**Position**.....

**Date**.....

**Note:** The church leadership team includes clergy, church wardens and those responsible for Sunday School