

A Primary School for your Child

in Bath and North East Somerset
2018/2019



Deciding on a school preference for my child.

What do I need to do to apply for a school place for my child?

1. Decide which schools you would like to consider to make an application for your child to attend.
2. Read the information about those schools in this booklet. You may also want to read other information about those schools from their Ofsted reports etc. You can read this information on line at the Ofsted website www.ofsted.gov.uk or the school may be able to give you a summary of the report.
3. Visit the schools you prefer and ask any questions about things you may wish to know.
4. Check the admissions criteria in the booklet for each school you prefer. You need to check to see if you are likely to gain a place. This is very important as some schools decide their own admissions criteria.
5. When you have all the information you want, decide the order in which to place the schools you prefer. Please consider your preferences carefully as after the closing date any changes made will be dealt with as a late application and your original application will be withdrawn. Your child would then not be considered for a school place in the first round of allocations made in April. You do not have to express a preference for more than one school but you are recommended to do so as this will increase your chances of being offered a place at one of the schools you prefer. Stating up to three preferences will in no way reduce the chance of being offered your 1st preference school.
6. Make your application and submit it by the closing date.

This information is given in far more detail in the booklet. Please take time to read it as it will help you to make your application.

The information contained throughout this booklet refers to policies for Bath & North East Somerset LA only.

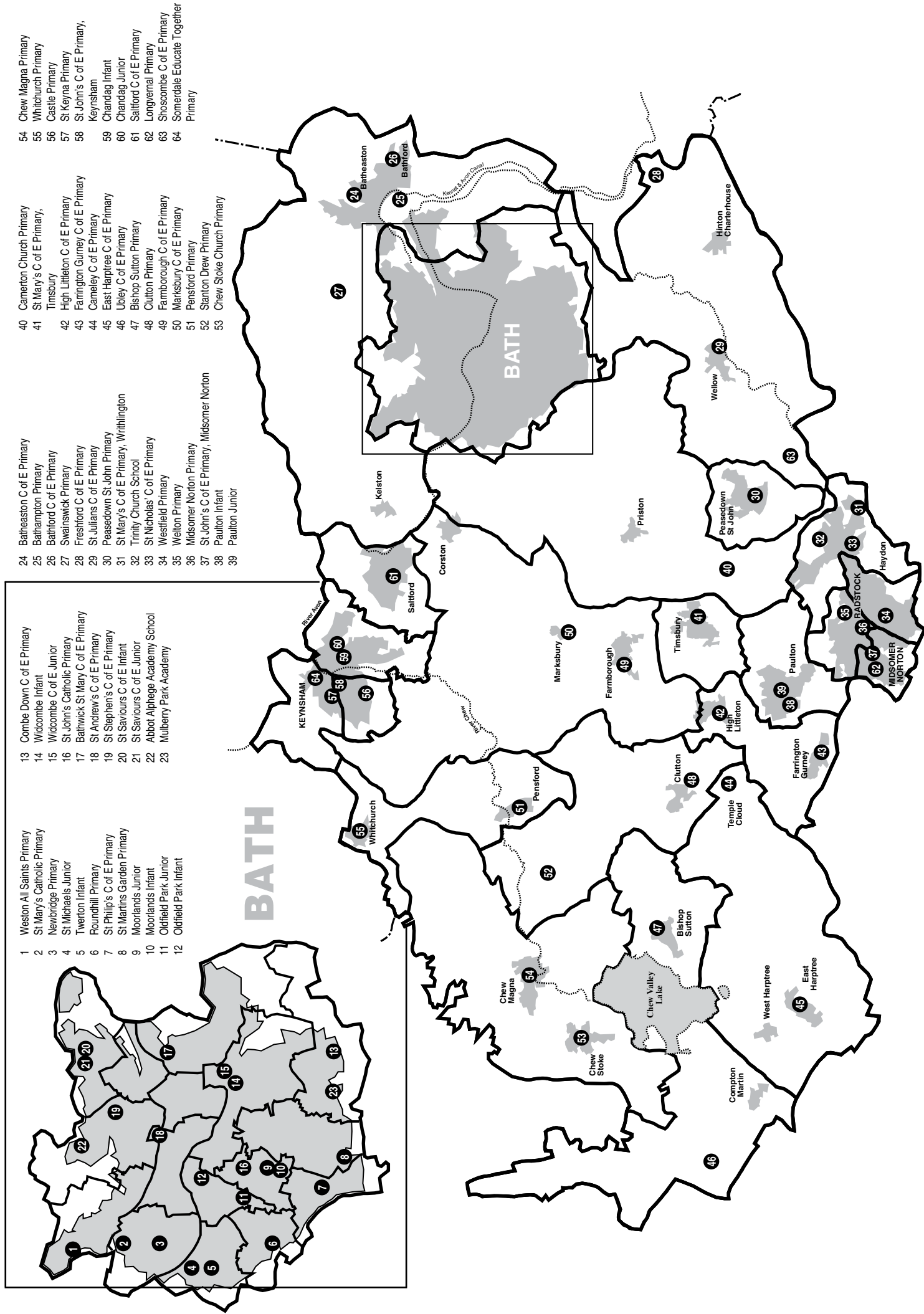
Contents

	Apply on line	4
	Introduction	5
	Some Useful Names and Addresses	6
	Do's & Dont's of applying for a school place & an explanation of equal preferences	8
	Useful dates for your diary	10
Section 1	Explanation of terms used in this booklet	12
Section 2	How do I know which school will suit my child?	15
Appendix 1	Details of previous admissions to schools	17
Section 3	At what age do children start school?	21
Section 4	How do I apply for a school place?	23
Section 5	What else do I need to consider in completing my application?.....	26
Section 6	Travel assistance to school – what you need to know.....	30
Section 7	What happens to my application?	33
Section 8	I've been offered a school place, what next?	35
Section 9	In-year admissions.....	38
Section 10	Admissions Criteria for Primary Schools.....	42
Appendix 2	List of Primary Schools and Admission Levels for the 2018/2019 Academic Year	142
Appendix 3	List of Mainstream Schools with a Resource Base for Primary Age Children Academic Year 2018/2019	152
Appendix 4	List of Special Schools for Primary Age Children Academic Year 2018/2019	153
	Questionnaire	155
	Admissions Applications - Disability Monitoring Form	157
	Admissions Applications - Ethnic Group Monitoring Form	159
	Hyperlinks for web pages & Schools Admission Policies.....	161

About the information in this booklet

The information contained throughout this booklet refers to policies for Bath & North East Somerset LA only.

This document can be made available in a range of Languages, Large Print, on tape, electronic and accessible formats. Please contact the Admissions & Transport Section on telephone number 01225 394312 for further information.



Don't forget the closing date - 15 January 2018

BE ON TIME APPLY ON LINE

In September 2017 you can apply on-line for:-

- A Reception place in an Infant or Primary school for September 2018
- A Y3 place in a Junior school for September 2018

If you are a resident of Bath and North East Somerset and wish to apply for a reception place or a year 3 place in a Junior School within this authority or any other authority, you can do so by applying on-line as follows.

Visit the following web site to make your application on-line

www.bathnes.gov.uk and click on the Schools, Colleges and Learning Link, on the left hand side of the screen, followed by Admissions to schools.

The closing date for Reception & Y3 applications is:-

- 15 January 2018

Why apply on-line?

Some benefits of applying on-line are:-

- It's quick and easy to use
- You can apply from home 24 hours a day, seven days a week
- There is no risk that your application will be lost in the post
- You will receive email confirmation that your application has been received
- You can change your application up to the published closing date
- You can log into the online system (with your password) on the published offer date to view the result of your application and you can accept your place online

**For further information contact the Admissions & Transport Unit
on 01225 394312 or email admissions_transport@bathnes.gov.uk
Admissions & Transport Unit, Lewis House, Manvers Street, Bath BA1 1JG**

Remember to apply by the closing date of 15 January 2018

Be on time - apply on-line

Dear Parent

This booklet is designed to give you information about the schools in your area and how you should apply for a school place. Starting school is a big step for both children and parents and for this reason we want to make the whole process of locating and applying for a primary school as simple as possible.

You are advised to contact the schools you would prefer your child to attend. They will give you a lot more advice and information.

The Local Authority works in partnership with schools and parents to provide high quality education for children. Parents are encouraged to play an active role in what is one of the most formative parts of children's lives.

I hope that you will find this booklet useful in finding a suitable school for your child and that together we can give our children the best possible start to education.

Yours sincerely

Mike Bowden

Strategic Director for People & Communities

August 2017

Some Useful Names & Addresses

Bath & North East Somerset Council Children's Services Department

- **Mike Bowden**
Strategic Director
for People & Communities
Tel: 01225 394200
- **Admissions & Transport Unit**
Tel: 01225 394312
- **SEND Partnership Service**
Tel: 01225 394382
Text: 07530 263401
- **Children Missing Education Service**
Tel: 01225 394241
- **Children's Services Finance Section**
Tel: 01225 394317
- **Education Psychology Service**
Tel: 01225 394901
- **Special Educational Needs Section**
Tel: 01225 394306

The above can be contacted at:
Bath & North East Somerset Council,
Lewis House,
Manvers Street
Bath
BA1 1JG
- **Black Families Education Support Group**
South Vaults,
Green Park Station,
Bath, BA1 1JB
Tel: 01225 787924
- **Bath Racial Equality Council**
5 Pierrepont Place
Bath, BA1 1JX
Tel: 01225 442352
- **The Secretary of State for Education**
Sanctuary Buildings,
Great Smith Street,
Westminster,
London, SW1P 3BT
Tel: 0171 925 5000
- **Mr Jerry White,**
Local Government Ombudsman
The Oaks,
No 2 Westwood Way,
Westwood Business Park,
Coventry, CV4 8JB
Tel: 024 7682 5999
Fax: 024 7682 0001
- **Director of Education, (Church of England)**
Diocese of Bath & Wells,
Diocesan Education Office,
The Old Deanery,
Wells BA5 2UG
Tel: 01749 670777
- **Education Director / Advisor (Catholic)**
Diocese of Clifton Schools Commission
Alexander House,
160 Pennywell Road,
Bristol BS5 0TX
Tel: 0117 902 5593
Fax: 0117 902 5520
- **Bristol School Admissions**
Tel: 0117 903 7694
Fax: 0117 903 7710
Email: school.admissions@bristol.gov.uk
- **North Somerset School Admissions Team**
Tel: 01275 884078
Fax: 01275 882747
Email: cyps.schooladmissionsandtransport@n-somerset.gov.uk

If you have any difficulty in understanding any aspect of this booklet, please telephone the Admissions & Transport Unit on 01225 394312 who will do their best to help.

Be on time - apply on-line

- **Somerset Direct**

Tel: 0845 4564038

schooladmissions@somerset.gov.uk

- **South Gloucestershire**

Children & Young People Information Service

Tel: 01454 868008

Fax: 01454 863330

Email: cis@southglos.gov.uk

- **Wiltshire School Admissions**

Tel: 01225 713010

Fax: 01225 713775

Email: admissions@wiltshire.gov.uk

Do's & Dont's of applying for a school place and an explanation of equal preferences

DO

- ✓ Complete a common application form on line at www.bathnes.gov.uk/admissions or a paper form and submit by **15 January 2018**. If applying on line do make a note of your log in details and password as you will need this any time you use the on line facility.
- ✓ Express a preference for 3 schools. This means you are increasing your chances of being offered a place at a school you like. All preferences are considered equally* (** see further notes below about equal preferences **)
- ✓ Put the school names down on your application in the order you like them.
- ✓ Consider how you will get your child to school.
- ✓ Consider the admissions criteria that will be applied if the school is oversubscribed. This booklet provides details of the admissions criteria for schools and academies in this area.
- ✓ Consider naming your local school as **one** of your preferences. If you do not express a preference for your local school you will not be considered for a place. This could lead to you receiving an offer of a place some distance from your home address and transport arrangements could prove difficult.
- ✓ Consider visiting schools and look at copies of the school prospectus for further information to help you decide which schools you want to apply for.
- ✓ Mention Sibling links. If you expect to have more than one child on roll at a school, name the youngest sibling as opposed to the eldest. Read the definition of a sibling in the booklet.
- ✓ Check whether any school you are interested in asks you to complete a supplementary information form (SIF). This is generally a requirement of Voluntary Aided Schools and Academies. Details can be found in their admission policies, copies of which are provided in this booklet.
- ✓ Return SIFs direct to the individual Voluntary

Aided School or Academy by the requested date which is usually the same as the closing date but remember that you must still complete a common application form as well. If you only complete a SIF you have not made an application for a school place.

- ✓ Use the address where you are living as at **15 January 2018** and tell us if you know your address is going to change before 15 January 2018. (see the booklet for more details about address changes)
- ✓ Tell us if your circumstances change.
- ✓ Do fill out all parts of the application form carefully and read any explanatory notes.
- ✓ Be honest. You need to make sure the information you give us is accurate. We may withdraw the offer of a school place where the application was fraudulent or intentionally misleading.

DON'T

- ✗ Miss the deadline for submitting your application form. If you miss the deadline your preferences will not be considered until places have been offered to all children for whom we received an application by the submission date of **15 January 2018**.
- ✗ Name the same school three times: this will be considered as one preference. Naming only one school does not increase your chance of being offered a place at that particular school.
- ✗ Name a school if you don't want a place there.
- ✗ Assume that you do not need to apply for the school where you already have other children in attendance – you must complete an application form.
- ✗ Assume that Bath & North East Somerset offers automatic priority to siblings. The Council offers priority to **local siblings only**. You will need to check the admissions criteria in this booklet to see whether or not you are likely to be considered under the local sibling criterion.

Be on time - apply on-line

- ✗ Assume that if one child in the family is offered a place that other children in the family (either older or younger) will also be able to gain a place at the same school.
- ✗ Assume that you do not need to apply for your local school. You must complete an application form. Even if you have spoken to your local school to inform them that you wish to be considered for a place, this does not constitute an application and is not part of the application process.
- ✗ Assume that just because your child attends nursery or pre-school at a particular school that you will automatically be offered a place. You will need to apply for a place in reception regardless.
- ✗ Assume that a nursery or pre-school establishment that your child attends will make an application for a school place on your behalf.
- ✗ Assume that the Local Authority or a school know that you want your child to attend a particular school without your making an application to be considered for a place.

An explanation about equal preferences

Every year we receive lots of questions from parents who want to know what equal preference actually means and how it works in practice if they put more than one school name down on their application form. Hopefully the following explanation will help in your understanding.

We recommend you name 3 school preferences on your application as this means that your child can be considered for a place at each of the schools you name.

We publish an admission number for each school. After the closing date we will then know how many preferences have been received for all of the schools and academies in our area. At this stage we know whether the individual schools are either under or over their admission number with the preferences that have been received for them.

If the school is undersubscribed then it is clear

that any of the children whose parents expressed a preference for the school would initially qualify for a place. However the preferences could be a combination of 1st, 2nd or 3rd preferences.

If the school is oversubscribed then the admissions criteria has to be applied to all the preferences that have been made and the children are initially listed or ranked against the admissions criteria. When ranking the children, all 1st, 2nd and 3rd preferences are considered equal.

In this way the Local Authority will initially see that some children fall within the admission number for more than one of the schools that were named as preferences on the application. A child can only be offered one school place so in these cases we look at the order you named the schools on your application form and of the schools you are initially qualifying for we keep the highest preference school as the offer.

This is why it is important to list the schools in your priority order.

The other lower preference school place that your child initially qualified for is then released for another child and the Local Authority continue to use the ranked list to establish who next qualifies for the place if the school is oversubscribed.

It must be acknowledged that the Local Authority cannot always meet parental preferences even if more than one school has been named on the application form. However by naming more than one preference you are maximising your chances of being offered a place at a school you like and it does not decrease your chance of qualifying for a place at your 1st preference school.

If you decide to only name one school as a preference you can only be considered for a place at that school and this action will not increase your chance of being offered a place.

Where parental preference of a school or schools cannot be met then the Local Authority has to offer an alternative school place if you live in its area. The school place offered may not necessarily be close to your home address.

Useful dates for your diary



Date	Key Dates for Parents	What the Council is doing
12 September 2017	Admissions system opens	Publicise the admissions deadline and who needs to apply Council starts to receive applications
Beginning of September		
September/October	Schools hold open days and evenings	
Midnight 15 January 2018	Closing date for reception and junior applications	
By 30 January 2018	Documentary evidence must have been provided by those families moving address	LA sends a report of applications received to other authorities
By 6 February 2018		LA sends a report of applications received to Academies, Voluntary Aided and Free schools
By 5 March 2018		Academies, Voluntary Aided and Free schools send a list of pupils offered/refused a place to the LA
By 26 March 2018		B&NES LA Informs other LA's of the initial outcome of applications made by their residents for schools in B&NES, and other LA's will give the outcome of B&NES residents being offered places in schools in their area
On 11 April 2018		B&NES will send details of final offers to be made to other LA's as appropriate for their residents
By 13 April 2018		All schools informed by LA of all final offers up to admission number and of refusals for oversubscribed schools

Be on time - apply on-line

Date	Key Dates for Parents	What the Council is doing
16 April 2018	Parents who made an online application by the closing date can login to their account to view details of the offer made. Parents who made a paper application will receive a letter sent out by 2nd class post	
30 April 2018	Deadline for parents to respond to offer	
4 May 2018	Deadline for late applications for reception and junior	LA exchanges info with Academies, Voluntary Aided and Free schools and other LA's on late applications, on-time applications still seeking a place and places not accepted
By 14 May 2018	Deadline for on-time appeals written submission to be lodged	
End of May / early June 2018	Parents to hear about re-allocated places	Places which become available are re-allocated to children still seeking a place
End of June onwards	Appeals are heard	

1

Explanation of terms used in this booklet

There currently are a total of 63 maintained infant, junior or primary schools within the Bath and North East Somerset area together with three special schools covering the primary age range. The full list is set out in Appendix 2 & 3.

Admission Criteria

These describe the way in which the Admission Authority gives priority to children when it allocates places at individual schools. The criteria are outlined in this booklet.

Admission Number

The Admission Number is the number of children which a school is normally required to admit in each year group. All schools would normally offer places up to the Admission Number and, once that is reached, any further admissions would normally be by appeal to an Independent Appeals Panel. The Admission Number for each school can be found in Appendix 2.

Academy Schools

In these schools the Academy Trust is responsible for admissions and set their own criteria. The criteria for all Academy Schools within Bath and North East Somerset are outlined in this booklet.

Community Schools

In these schools the Local Authority (LA) is responsible for admissions and sets the criteria which is shown in this booklet.

Denominational Schools

The denominational schools in Bath and North East Somerset are run either by the Church of England or the Catholic Church in partnership with the LA. The Governors in Voluntary Aided (VA) schools are responsible for admissions and set their own criteria. The criteria for all VA schools are outlined in this booklet.

Direct Line Distance*

Distance will be measured in a straight line from the address point of the child's home address to the address point of the school as defined by the Local Land and Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system with those living closer to the school receiving the higher priority.

Home Address

This is the child's permanent address where he or she generally resides with their parents. Temporary addresses may not be used to obtain school places.

Looked after Children *(see also Previously looked After Children)*

As defined in Section 22 of the 1989 Childrens Act. These children, however are often referred to as children in care. In relation to school admissions legislation a 'Looked after child' is a child in public care at the time of the application to a school.

National Curriculum Year Groups

Year	Group	Age of Pupil
R	Infant	4-5 years
Y1	Years	5-6 years
Y2	(Keystage 1)	6-7 years
Y3	Junior	7-8 years
Y4	Years	8-9 years
Y5	(Keystage 2)	9-10 years
Y6		10-11 years

Oversubscribed Schools

These are schools where the number of applications is more than the admission number, which is the minimum number the school must admit.

* Unless otherwise stated in individual schools admissions criteria these definitions apply.

Parent

This includes all of those people who have parental responsibility for a child as set out in the Children Act 1989.

Previously looked After Children

As defined in Section 46 of the Adoption and Children Act 2002 and Section 8 and 14A of the 1989 Children Act. Previously Looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a Care Arrangement order or special guardianship order.

Siblings*

A sibling refers to children who are:

- brother or sister or half brother or sister;
- adopted brother or sister;
- step brother or sister;
- the child of the parent/carer's partner, and in every case the child should be living in the same family unit at the same address.

Undersubscribed Schools

These are schools where the number of applications is less than the admission number.

Voluntary Aided Schools (VA)

In a VA school the church, through the school governors, has a greater say in the running of the school, and is responsible for admissions to the school. Please refer to the booklet for details of VA Schools Admission Criteria.

Voluntary Controlled Schools (VC)

A VC school is one in which responsibility for its management is shared between the LA and the church but the LA is responsible for admissions and

sets the criteria which is shown in this booklet.

Special Schools and Special Units

There are three special schools and three primary schools with Resource Bases within the area, for children who have particular special education needs. Admission to these schools is restricted to children with a statement of special educational needs and a separate leaflet is available on this. If you have an enquiry about admission to special schools please telephone 01225 394306.

Accessible Schools

Bath & North East Somerset Council is aware that some of our older schools in particular, are not easily accessible for physically disabled children or adults. Where possible, we work to make schools more accessible and aim to have at least one primary school fully accessible in each area. A number of more modern and new schools provide fully accessible facilities. The table below gives details of these schools.

Parents are still free to express a preference for a non-designated school for their disabled child, but only 'reasonable' adjustments can be made to accommodate them at these schools. This will not include major building alterations or additions but could include limited adaptations such as fitting an essential handrail or small ramp. Parents are encouraged to visit schools and discuss their child's needs with the Head Teacher to ensure the accommodation is suitable.

In addition to the schools named below there is extra support for those with a hearing impairment at Weston All Saints C.E. Primary School.

The following primary schools are generally accessible but may not be fully accessible.

** Unless otherwise stated in individual schools admissions criteria these definitions apply.*

Don't forget the closing date - 15 January 2018

North & Central Bath	St Andrews CE Primary
	Widcombe Infant and Widcombe Junior
North West Bath	St Mary's Catholic Primary
South East Bath	St Martin's Garden Primary
	Freshford CE Primary
Paulton	Paulton Infant and Paulton Junior
Keynsham & Saltford	Castle Primary
Chew Valley	Chew Stoke Church Primary
North East Bath	Batheaston CE Primary
Midsomer Norton	Midsomer Norton Primary
Peasedown	Shoscombe CE Primary
Radstock	St Mary's CE Primary, (Writhlington)
Chew Valley	Bishop Sutton Primary School

The following modern primary schools are all fully accessible.

Radstock	Academy of Trinity Primary
South Central Bath	St John's Catholic Primary
Keynsham & Saltford	St Keyna Primary
Radstock	St Nicholas CE Primary
North West Bath	Abbot Alphege Academy
Keynsham & Saltford	Somerdale Educate Together Primary

How do I know which school will suit my child?

2

You are able to exercise a preference when deciding on a school for your child, **a preference that is limited only by the number of places available at any school.** To help you make your decision, it is important you obtain as much information as possible about the schools you are considering.

You should visit local schools and obtain as much information as possible. All schools publish a school prospectus in which you will find an outline of:-

- the school's aims and objectives
- details of the curriculum offered
- National Curriculum Assessment results at the ages of 7 and 11
- attendance figures
- out of school activities
- details of policies such as behaviour and discipline.

Governing Bodies also publish a report to Parents each year and this summarises the school's achievements.

The Office for Standards in Education (OFSTED), now inspects all schools. Reports are available as is a copy of the school's action plan for development that is written after the inspection report is published. These reports can be seen in your local library or in the schools themselves.

Research has consistently shown that a number of factors are good indicators in helping you decide whether or not a school will suit your child. You may wish to consider these when you visit schools before making your decision. Some of the more important factors are:-

- the school places importance on working with parents
- there is a welcoming atmosphere



Don't forget the closing date - 15 January 2018

- staff have high expectations of the children and there is an emphasis on each child's achievements
- the school supports children particularly where there are additional needs
- a wide range of out of school activities is available for all ages and abilities
- other parents are involved in the work of the school and speak highly of it
- the school is well led by the headteacher and governors
- there is a plan showing how the school hopes to develop over the next few years
- the children's work is displayed with care
- governors are fully involved in the life of the school and parents have easy access to them
- the school makes good use of the LA and its support services.

This list is by no means complete and you will be able to judge a great deal from the atmosphere of the school during your visit. All children and all schools are different and it is helpful if you can visit a number of schools before deciding which school is most likely to meet your child's needs.

You will have heard much about 'parental choice' and it is important for you to consider:-

- **the admissions criteria -**

are you likely to get a place in your preferred school?

- **transport -**

if your preferred school is not the closest to your home, will you be able to organise transport?

This booklet will help you make these important decisions.

Summary

You have the right to express a preference for the school(s) you prefer but do not have a guaranteed choice as we may not be able to meet your preference. We will do all we can to offer your child a place in the school you prefer but remember that some schools become full, and ***we can only offer places up to the school's Admission Number.***

See also page 9 for an explanation about equal preferences.



Appendix 1

Academic Year 2017/18.

Information of on time applications received for Infant, Junior and Primary Schools. Number of places offered and if a school was oversubscribed and refusals were made, category and distance of the last place offered.

School	1st, 2nd & 3rd Preferences	Admission No	Places offered and where applicable preferences refusals for 2017/18 including category & distance	Places offered and where applicable preferences refusals for 2016/17 including category & distance	Places offered and where applicable preferences refusals for 2015/16 including category & distance
Abbot Alphege CE Academy (New School opened 2017)	21	30	6 Offers	N/A	N/A
Bathampton Primary	91	30	30 Offers Category C. 2.618 miles 1 refusal	30 Offers Category C. 3.306 miles 3 refusals	31 Offers made up to Category C as a permitted exception 0.468 miles 22 refusals
Batheaston Primary	71	30	29 Offers	30 Offers Category C 0.567 miles 5 refusals	30 Offers Category C 0.205 miles 17 refusals
Bathford C. of E. Primary	62	30	30 Offers Category C 2.881 miles 2 refusals	23 Offers	35 Offers
Bathwick St. Mary C. of E. Primary	82	30	29 Offers	30 Offers Category 6 0.418 miles 9 refusals	30 Offers Category 7 0.349 miles 12 refusals
Bishop Sutton Primary	36	30	23 Offers	19 Offers	18 Offers
Cameley Primary	28	20	17 Offers	12 Offers	13 Offers
Camerton Church Primary	15	15	6 Offers	4 Offers	8 Offers
Castle Primary	51	60	44 Offers	40 Offers	52 Offers
Chandag Infant	145	60	60 Offers Category C 0.834 miles 15 refusals	60 Offers Category C 0.983 miles 10 refusals	60 Offers Category C 0.457 miles 21 refusals
Chandag Jun	62	68	62 Offers	62 Offers	67 Offers
Chew Magna Primary	42	15	15 Offers Category C 3.623 miles 1 refusal	15 Offers Category C 3.778 miles 1 refusal	12 Offers
Chew Stoke Church Primary	44	27	15 Offers	25 Offers	27 Offers Category 6 2.299 miles 4 refusals

School	1st, 2nd & 3rd Preferences	Admission No	Places offered and where applicable preferences refusals for 2017/18 including category & distance	Places offered and where applicable preferences refusals for 2016/17 including category & distance	Places offered and where applicable preferences refusals for 2015/16 including category & distance
Clutton Primary	28	25	23 Offers	20 Offers	18 Offers
Combe Down C. of E. Primary	97	60	58 Offers	58 Offers	60 Offers Category C 1.334 miles 4 refusals
East Harptree C. of E. Primary	17	15	9 Offers	15 Offers	15 Offers
Farmborough C. of E. Primary	32	25	15 Offers	27 Offers	18 Offers
Farrington Gurney C. of E. Primary	20	15	13 Offers	14 Offers	15 Offers
Freshford C. of E. Primary	49	20	20 Offers Category C 2.868 miles 5 refusals	18 Offers	22 Offers
High Littleton C. of E. Primary	50	25	25 Offers Category C 0.82 miles 3 refusals	26 Offers	20 Offers
Longvernal Primary	46	55* (20)	29 Offers	20 Offers	15 Offers
Marksbury C. of E. Primary	27	15	11 Offers	7 Offers	9 Offers
Midsomer Norton Primary	81	45	30 Offers	39 Offers	45 Offers Category C 1.854 miles 4 refusals
Moorlands Infant	117	60	49 Offers	50 Offers	59 Offers
Moorlands Junior	76	60	55 Offers	60 Offers Category C 1.378 miles 2 refusals	56 Offers
Newbridge Primary	149	60	60 Offers Category C 0.612 miles 7 refusals	60 Offers Category C 0.437 miles 22 refusals	60 Offers Category C 1.26 miles 1 refusal
Oldfield Park Infant	147	60	60 Offers Category C 0.998 miles 3 refusals	60 Offers Category C 0.483 miles 27 refusals	60 Offers Category C 0.617 miles 15 refusals
Oldfield Park Junior	93	60	60 Offers Category C 1.356 miles 1 refusal	60 Offers Category C 0.932 miles 8 refusals	71 Offers
Paulton Infant	90	90	75 Offers	75 Offers	77 Offers
Paulton Junior	74	90	74 Offers	71 Offers	58 Offers
Peasedown St. John Primary	74	75	64 Offers	75 Offers	75 Offers Category C 0.698 miles 4 refusals
Pensford Primary	9	15	5 Offers	7 Offers	15 Offers
Roundhill Primary	62	60	47 Offers	53 Offers	32 Offers

School	1st, 2nd & 3rd Preferences	Admission No	Places offered and where applicable preferences refusals for 2017/18 including category & distance	Places offered and where applicable preferences refusals for 2016/17 including category & distance	Places offered and where applicable preferences refusals for 2015/16 including category & distance
St. Andrew's C. of E. Primary	64	30	30 Offers	20 Offers	30 Offers Category 6 2 refusals
St. John's C. of E. Primary (Keynsham)	129	30	30 Offers Category D 0.343 miles 23 refusals	30 Offers Category C 0.237 miles 31 refusals	60 Offers Category C 0.711 miles 2 refusals
St. John's C. of E. Primary (MSN)	91	60	59 Offers	60 Offers Category 4 0.73 miles 4 refusals	60 Offers Category 4 0.604 miles 7 refusals
St. John's Catholic Primary	105	45	45 Offers Category 6.11 0.422 miles 11 refusals	45 Offers Category 12 19 refusals	45 Offers Category 14 0.547 miles 10 refusals
St. Julian's C. of E. Primary	38	16	16 Offers Category C 2.390 miles 8 refusals	17 Offers	21 Offers
St. Keyna Primary	74	30	30 Offers Category C 0.471 miles 15 refusals	32 Offers	24 Offers
St. Martins Garden Primary	38	45	24 Offers	24 Offers	41 Offers
St. Mary's C. of E. Primary (Timsbury)	26	30	22 Offers	19 Offers	27 Offers
St. Mary's C. of E. Primary (Writhlington)	21	25	15 Offers	11 Offers	17 Offers
St. Mary's Catholic Primary	70	30	24 Offers	24 Offers	30 Offers Category 5 6 refusals
St. Michael's Junior	34	60	35 Offers	43 Offers	34 Offers
St. Nicholas' C. of E. Primary	46	40	31 Offers	34 Offers	31 Offers
St. Philip's C. of E. Primary	113	40	40 Offers Category C 0.628 miles 13 refusals	40 Offers Category C 0.527 miles 18 refusals	38 Offers Category C 1.581 miles 1 refusal
St. Saviour's C. of E. Infant	96	60	60 Offers	59 Offers	60 Offers Category C 0.418 miles 8 refusals
St. Saviour's C. of E. Junior	75	90	73 Offers	50 Offers	47 Offers
St. Stephen's C. of E. Primary	115	60	56 Offers	60 Offers Category 4 2.092 miles 1 refusal	60 Offers
Saltford C. of E. Primary	104	60	60 Offers Category C 3.610 miles 1 refusals	60 Offers Category C 2.213 miles 5 refusals	55 Offers

School	1st, 2nd & 3rd Preferences	Admission No	Places offered and where applicable preferences refusals for 2017/18 including category & distance	Places offered and where applicable preferences refusals for 2016/17 including category & distance	Places offered and where applicable preferences refusals for 2015/16 including category & distance
Shoscombe C. of E. Primary	27	20	15 Offers	11 Offers	20 Offers
Somerdale Educate Together Primary (New School opened 2017)	8	30	7 Offers	N/A	N/A
Stanton Drew Primary	15	10	8 Offers	5 Offers	10 Offers
Swainswick C. of E. Primary	31	12	8 Offers	6 Offers	14 Offers Category C 1.036 miles 5 refusals
Trinity Church School	21	30	13 Offers	28 Offers	30 Offers
Twerton Infant	46	60	39 Offers	60 Offers	31 Offers
Ubley C. of E. Primary	19	12	10 Offers	16 Offers	16 Offers Category C 1.536 miles 1 refusal
Welton Primary	63	28	28 Offers	28 Offers Category C 0.976 miles 5 refusals	28 Offers Category C 0.562 miles 16 refusals
Westfield Primary	83	60	59 Offers	45 Offers	43 Offers
Weston All Saints C. of E. Primary	166	90	86 Offers	90 Offers Category C 1.622 miles 6 refusals	90 Offers Category C 1.436 miles 7 refusals
Whitchurch Primary	59	30	22 Offers	28 Offers	30 Offers Category C 0.841 miles 6 refusals
Widcombe Infant	166	60	60 Offers Category C 1.21 miles 8 refusals	60 Offers	60 Offers Category C 0.602 miles 28 refusals
Widcombe C. of E. Junior	96	60	60 Offers Category 6 0.147 miles 6 refusals	60 Offers Category 6 3 refusals	60 Offers Category 3 8 refusals

*These schools worked to this higher admission number rather than their published admission number shown in brackets

3

At what age do children start school?

The information below will help you decide when your child should start school.

Primary school age provision in Bath & North East Somerset includes schools and academies. Academies are independent schools within the state sector. In this booklet, the word 'schools' includes both schools and academies unless a different procedure applies.

Children aged four

So that children can benefit from three full years of infant education, children are normally admitted to Bath & North East Somerset schools in the September following their fourth birthday. If your child was born between 1 September 2013 and 31 August 2014, he/she is able to start school in September 2018 and will join the reception class at the age of four.

Children aged five

Legally, children do not have to be in full time education until the term following their fifth birthday. This is the compulsory school age. Parents/carers can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches age five in that school year.

Deferred admission

Parents/carers can request that their child attends part-time until they reach compulsory school age, or that the date their child is admitted to school is deferred until later in the same academic year. Parents/carers should indicate at the time of accepting a place that they wish to defer their child's admission until later in the school year. Deferral dates are set out as follows:

Child's fifth birthday	Can defer until	If I defer which class will my child join?
1 September – 31 December	January	Reception class
1 January – 31 March	April	Reception class

Parents/carers are advised to consider carefully the implications of deferring their child's start date to school. Some parents/carers consider that it is better for their child to start school at the same time as other children in their age group, i.e. from the beginning of the academic year (September) to help their child settle and adjust to school life.

If parent/carers do not take up the reserved place during the school year and by the start of Term 5 at the latest they will need to reapply for a year 1 place for the following academic year.

Delayed admission

Parents/carers may request that their child is admitted outside of their normal age group. It is the responsibility of the admission authority of the school to make the decision on the basis of the circumstances of each case. Factors considered by an admission authority when considering admission outside the normal age group include:

- the needs of the child and the possible impact on them of entering Year 1 without having first attended the reception class
- in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth
- whether delayed social, emotional or physical development is adversely affecting their readiness for school

Parents/carers should think very carefully about the implications of admitting their child outside the normal age group and ensure that joining a lower year group is in the best interests of the child.

Note: The local authority is the admission authority for community and voluntary controlled schools. The governing body is the admission authority for foundation and voluntary aided schools, and the academy trust is the admission authority for academies and free schools.

Admission to summer born children/ delaying when your child starts primary school

Parents/carers may request for their child to be held back a school year (to start school in the September after their fifth birthday) if the following both apply:

- they were born in the summer (1 April to 31 August)
- you don't think they're ready to start in the September after they turn four

To request a delayed admission, parents/carers must apply for a place during the standard application process timeline for their child's chronological age group, stating their reasons for requesting deferred entry to the following year. This can be done by contacting the Admissions and Transport Team. It is for own admission authority schools to make the final decision, i.e. academies and voluntary aided schools. In respect of community and controlled schools, the local authority will make a decision in consultation with the head teacher.

Details of the council's policy on summer born children can be found on the council's website under Delayed and Accelerated Policy

Starting junior school

In Bath & North East Somerset there are a number of infant schools 'paired' to junior schools. If your child attends an infant school, they will leave at the end of Year 2 and you will need to make an application by the closing date of 15 January for them to start in year 3 at a junior school. Please note there is no automatic transfer from an infant to a junior school.

Parents/carers have the right to express a preference for a junior school and if a place at the parents'/carers' preferred school is not available then they have the right of appeal to an independent appeal panel.

For children in year 2 and on roll at a primary school, they will transfer automatically to year 3 at the same school.

If you are considering applying for a place in year 3 at a primary school for your child(ren) you will need to apply for a place for the September that they will start in Year 3 through the in-year application process, details of which are set out in "In-year admissions" section.

Attendance at a nursery class

Where a child attends a nursery class or children's centre located on a school site, parents/carers will still need to apply for a school place. Attendance at a particular nursery class or children's centre does not guarantee a place at a particular infant or primary school or give a child any higher priority for a place. A separate application must be made for transfer from nursery provision to primary school.

How do I apply for a school place?

Don't be late! If your application is late it will affect your chances of getting a place at one of your preferred schools. The closing date for all applications is 15 January 2018.

In order that your child can be considered for entry to school for the school year 2018/19 you must complete and submit the common application form by 15 January 2018. Completed common application forms for residents of Bath & North East Somerset must be returned directly to Bath & North East Somerset Admissions and Transport Team.

Parents/carers who do not live in Bath & North East Somerset but who wish to apply for a place at a school in Bath & North East Somerset must complete the common application form available from the local authority in which they live. If an application form is received from a parent/carer living in England but outside the administrative area of Bath & North East Somerset, the form will be returned to the parent/carer.

Should any parent/carer include on their application form a preference for an independent school, the independent school preference will be disregarded and the remaining preferences for schools will be given a higher ranking than that shown on the original application form.

All parents/carers must complete the common application form.

Who should apply for a school place?

Applications should be made by the person who has parental responsibility as the main carer as defined in the Children Act 1989. Parents are asked to confirm this on the application form. Where parents share parental responsibility for a child but live separately if two applications are received from the child's parents the LA will ask them to determine which application it should consider and which application should be withdrawn. This is because the LA will offer only one school place to a child at any one time. If the parents cannot agree they should

resolve the issue through the court system. For example, to obtain a 'Specific Issues Order' which specifies which parent has responsibility to make decisions on school preferences.

However, in the absence of any Order the application received from the parent who receives Child Benefit for the child will be the only one considered. Parents may be asked to provide supporting documentation confirming receipt of Child Benefit. Where the parent/carers are not entitled to Child Benefit the LA will ask for proof of the child's home address as held by the doctor's surgery at the point of application. Bath & North East Somerset Council cannot become involved in disputes between parents/carers.

Who has parental responsibility?

In England and Wales, if the parents of a child are married to each other at the time of the birth, or if they have jointly adopted a child, then they both have parental responsibility. Parents do not lose parental responsibility if they divorce, and this applies to both the resident and the non-resident parent.

This is not automatically the case for **unmarried parents**. According to current law, a mother always has parental responsibility for her child. A father, however, has this responsibility only if he is married to the mother when the child is born or has acquired legal responsibility for his child through one of these four following routes:

- (From 1 December 2003) by jointly registering the birth of the child with the mother.
- By a parental responsibility agreement with the mother.
- By a parental responsibility order, made by a court.
- By marrying the child's mother after the child is born

Don't forget the closing date - 15 January 2018

Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

All parents (including adoptive parents) have a legal duty to financially support their child, whether they have parental responsibility or not.

Parental responsibility would also apply to a child's guardian (appointed under a will), any person granted a Residence Order for the child, or the Local Authority if a Care Order is in force in respect of the child.

Completing the common application form

Parents/carers of children resident in Bath & North East Somerset have two options for completing the common application form:

- Apply Online: You may apply using your mobile/tablet/handheld device
- Print and complete the application form available to download at www.bathnes.gov.uk/Admissionstoschools and return it to the address indicated on the form or by email to admissions_transport@bathnes.gov.uk Please be aware that a paper application form received by post will only be acknowledged if you have provided a stamped addressed envelope or card.

Applying online

The first screen you will see has blue text that says 'Register' click the link. You will be asked to complete security details, such as email and password. Click Next. You will be asked to complete parent/carer name and gender. Click Next. Then you will need to provide your parent/carer contact details. Click submit. An email will be sent to you that contains a link. Click this link. Return to the login screen and enter your email and password.

Once you have completed and submitted an online application form you will receive an email to confirm your application has been received.

Online applications: You may change the details on your application up until the closing date, though it is very important to remember to re-submit each time you view or make changes to your application. If you do not re-submit your application after making changes it will not be submitted on time and your application will be treated as late.

Completing and returning a paper application form

Completed common application forms for residents of Bath & North East Somerset must be returned directly to Bath & North East Somerset Admissions and Transport Team. Applications for a place will be considered only if parents/carers have submitted the completed common application form by the closing date of **15 January 2018**. Any change in preference received before the closing time and date will supersede all previous applications which will be withdrawn.

Change of school preferences or school preference order

After the closing date, parents can make a change to their school preference or a change to their school preference order but they do so on the understanding that their previous application will be withdrawn. If parents decide to change, then their child will not be considered for a school place in the first round of allocations even if the original application was received before the closing date. The change of preference or preference order will be considered as a completely new late application.

Please note: Each LA owns and hold records for the children resident in their LA at the start of the applications process and as such it is only the original LA that can amend any details relating to the child's application. Another LA cannot make any

changes to a different LA's records but should be advised of any changes by the LA which owns the original record. Any changes received and accepted by this LA, as the home LA, which involve schools within another LA area will be passed to that LA as soon as possible.

Supplementary Information Forms

All parents/carers must complete the common application form. However, individual admission authorities for academies, voluntary aided and foundation trust schools may wish to use supplementary information forms (SIF's) to collect additional information in order to apply their over-subscription criteria. Parents/carers will need to contact the individual schools for information.

Admission for children with a statement of special educational needs (SEN) or an Education, Health and Care Plan (EHC)

If your child has a statement and you have moved or are moving into the area you should contact your current named officer who will provide advice to you about the necessary procedures to be followed. Children due to start in the reception year group living in Bath and North East Somerset need to make an application which should be submitted by the closing date of **15 January 2018**. The applications for children with a SEN are dealt with through the SEN Code of practice and their placement is determined through the statutory assessment process or an annual review of their statement. All schools are consulted before being named on a pupil's statement and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named on a statement this will take priority over the Admissions Criteria although wherever possible the place will be offered within the Admission Number for the school. Please note that for children with a Statement of SEN or EHC the admissions criteria listed under Section 9 of this booklet do not apply.

5

What else do I need to consider in completing my application?

Find out which schools serve your area

A map at the front of the booklet shows the location of each school and some voluntary aided church schools may serve particular parish areas. Details of these parish areas, where appropriate, are available by contacting the schools directly.

We strongly recommend considering naming your local school as one of your preferences. This will increase your chances of getting a place at a local school, in the event that your highest ranking preference cannot be met (if, for example, your highest ranking school is over-subscribed from applicants living closer than you and/or any higher priority applications). If you do not express a preference for your local school you will not be considered for a place. This could lead to you receiving an offer of a place some distance from your home address and transport arrangements could prove difficult.

Local sibling links – younger brothers and sisters

Many parents/carers express a preference for younger brothers and sisters to attend the same school. Please check the over-subscription criteria for allocating places as some schools give priority to local siblings living up to a certain distance. You should be aware that a local sibling is not the same as a sibling. Children are defined as a sibling under the community and voluntary controlled admission criteria where:

- Children who live within a 1.5 mile radius* of the school and for whom there will be a sibling in attendance on the admission date at the preferred school.
- Children who live outside a 1.5 mile radius* of the school but their sibling was offered a place prior to September 2013 and will be in attendance at the time of admission.
- Children who live outside a 1.5 mile

radius* of the school but it is their closest Community or Voluntary Controlled School and for whom there will be a sibling in attendance on the admission date at the preferred school.

And

- they are full or half brother or sister; or
- they are adoptive brother or sister; or
- they are children of the same household;

Please note that the offer of a place at any particular school does not guarantee an offer of a place for a sibling at a later date. Different authorities will vary in the priority that they give to siblings. You will need to consult the relevant admission authority for further advice, i.e. where an admission authority serves an Area of Prime Responsibility, only children who live within the Area of Prime Responsibility will be afforded priority of admission under the local sibling criterion.

You should note that your child will not be considered under the local sibling criterion if you do not meet the criteria above. It is therefore important that you consider stating a preference for your local/nearest school, particularly if you have younger children who you would like to attend the same school in later years.

Consider how you will get your child to school

It is your responsibility as a parent/carer to get your child to school. You must think very carefully about the distance from home to school and about how your child will travel to school.

The majority of children are not eligible for free transport to school. You may wish to contact your local school and ask for details of their school travel plan. The plan identifies various measures the school has put into place to help reduce the number of car journeys made to and from school. Alternative travel options and schemes include; walking buses; road

safety workshops; and, cycle training. The range of transport options available in Bath & North East Somerset can be found on the council's website at School Transport

Some schools receive more applications than there are places. While we will do our best, there is no guarantee that we will be able to offer you a place at your preferred school even if you meet the admission criteria.

Use your child's permanent home address

You must apply using your child's permanent home address as at **15 January 2018**. The child's normal permanent home address where he or she lives with his or her parents or legal guardians will be used to decide where the child lives. Bath & North East Somerset Council cannot accept an address of a business, relative, friend, childminder or a temporary address.

In fairness to all parents, the Council reserves the right to require documentary evidence of the genuineness of a family address and if this is not produced the Council reserves the right to make its own enquiries with, for example, the Council Tax Office.

Temporary addresses cannot be used to obtain school places. If parents or guardians plan to move documentary evidence will be required and in order for any address changes to be taken into account in the first round of allocations made on **16 April 2018** the appropriate documentary evidence must be submitted by midnight on the closing date and time of **15 January 2018**. However, if details of a change of address that will occur after the closing date (and before the start of term 1) is received with the appropriate documentary evidence by **30 January 2018** i.e. before the LA has sent details of applications to other councils, it will be considered in the first round of applications. Examples of evidence that may be acceptable to determine a child's address are:-

- A solicitor's letter confirming exchange of contracts and completion date for a property which is being purchased or a property which is being sold.
- A copy of a signed rental agreement or a solicitor's letter if moving to a council or rented property and proof of your sale or Notice to Quit on your current/previous property.
- A copy of a council tax bill or utility bill such as water, gas or electricity in your name for your newly owned or rented property together with proof of your sale or Notice to Quit on your current/previous property.
- A child benefit book.
- If you are moving in with a relative a letter from them will be required confirming the date you will be moving in together with a copy utility bill showing their name and address. A solicitor's letter will also be required confirming that completion of contracts has taken place on your sale or Notice to Quit on your current/previous property.
- In the case of children of UK Service Personnel with a confirmed posting to the area or Crown Servants returning from overseas, an official letter declaring the relocation date and a Unit postal address or quartering area address should be provided.

A random sample of 10% of all applications received each year will be checked to confirm addresses using for example the electoral roll, council tax offices and if appropriate the school currently attended before allocations are made. A copy of a recent utility bill may also be requested. In certain additional cases proof of residency will also be determined by using the above methods. Once proof

Don't forget the closing date - 15 January 2018

is obtained to the LA's satisfaction that the parent is resident at the address given it will be accepted that the child is also resident at the same address.

Things to consider in advance of a house move

Parents/carers considering a house move in advance of submitting an admission application will very often want to research the local schools that serve their new address. In particular, parents/carers of more than one child may want to reassure themselves that their younger child will have a good chance of obtaining an offer of a school place at the same school as their elder sibling. In these circumstances, parents/carers are advised to consider the following:

- the schools closest to your new home address/which schools serve your new local area
- the admission arrangements for your preferred school(s) for the relevant year of admission
- the consequences of moving house on the outcome of your admission application for younger children, the distance from your new home to your preferred school(s) and how you will get your child to school

Please be aware that sometimes a house move can mean that families with more than one child no longer qualify for admission to their preferred school(s) under the local sibling criterion. This can cause disappointment for families who want their children to attend the same school. While there can be no guarantee about the outcome of admission applications, parents/carers are advised to read and understand the information contained in the admission booklet.

Tell us if your circumstances change

If your circumstances change during the application

process or if you know in advance that your circumstances are going to change, for example you are planning to move house before your child starts school, it is important that you tell us.

Be honest – we may ask for documentary evidence

Ensure the information you give us is accurate. In fairness to all parents/carers, Bath & North East Somerset Council reserves the right to require documentary evidence in support of the application and to make its own enquiries. Examples of evidence which may be requested include a birth certificate, a copy of a court order, a solicitor's letter confirming exchange of contracts (and completion date on a new property), a rental agreement, a letter from an employer, a utility bill or evidence of child's residency. Please be aware that Bath & North East Somerset Council may withdraw an offer of a place where an application is fraudulent or intentionally misleading.

If false information is provided on an application form before an offer of a school place is made then the application will be void. Parents could submit a further application if they so wished. If this application is received after the closing date it will then be regarded as a late application. If it is found that a sibling currently at the school was offered a place on the basis of false information then for any further application received the LA will discount the sibling connection.

What if I change my mind before the closing date?

Any change in preference received before the closing date will supersede all previous applications. Previous applications will be withdrawn.

Please remember if you submit your application online and make changes to or view your application you will need to ensure you re-submit your application.

Applications or changes of preference received after the closing date are '**late applications**' and will not normally be considered for the initial allocation of places.

What happens if my application is late?

If your application is late it will affect your chance of getting a place at one of the schools you have stated as a preference for your child. On time applicants will be allocated a school place before late applicants. Only in exceptional circumstances will Bath & North East Somerset Council consider that there are extenuating reasons as to why the application could not have been submitted by the closing date and for allowing the application to be treated as if it had arrived on time. This will only apply to late applications received before **30 January 2018**.

Examples of extenuating circumstances might include a close family bereavement or a serious illness for which documentary evidence would be required.

After the closing date of **15 January 2018** parents/ carers may make a **change of school preference or change of school preference order on the understanding that their previous application will be withdrawn and their child will not be considered for a school place in the first round of allocations even if the original application was received before the closing date**. The change of preference or school preference order will be considered as a completely new late application.

Please note: all admission authorities are required to publish details of their admission arrangements 18 months in advance of the school year before the arrangements are to apply. For admission in September 2018 this means that parents/carers were able to read and access the arrangements from 15 March 2017 onwards available on Admission Arrangements 2018-2019

6

Travel assistance to school – what you need to know

Sustainable modes of Travel to School.

Bath & North East Somerset Council is fully committed to promoting walking, cycling and, for longer distances, greater use of buses for the school journey.

When you are thinking about schools you would like your child to attend, please consider the following:

- Children who walk to school are fitter, have better developed social skills, are more familiar with their surroundings, have better road sense and arrive at school more relaxed and ready to learn.
- Walking, cycling or using public transport offers children greater independence and flexibility - which is especially important at a time of change in the nature of the school day, with greater numbers of pupils staying for extra study, extra curricular activities and sport.
- Walking, cycling or using the bus reduces congestion on the roads.
- Consider the cost of driving your child to school. Current figures put the average cost at £535 per year. Unless the school you choose is less than 800 metres from your home (2km for Secondary) you will probably drive your child to school.

Where walking, cycling or public transport are not feasible, car sharing may be an option. This can save time and money and helps cut traffic congestion and air pollution as well as being sociable for children. Car sharing can also reduce the costs for children whose families do not own a car.

Parents who are interested in learning more about their children's School Travel Plan, or in helping to implement the actions within it, should contact their child's school.

Will I be offered free travel assistance to school?

The policies that apply to school admissions and transport to school operate separately. In particular, if a pupil is offered a place in a preferred school this does not in any way guarantee that assistance with travel will be available. If transport to school is an issue for you when applying for a school, you are strongly advised to take this into consideration before stating your preference.

There can be a number of reasons why a child may qualify for home to school transport. The home address which determines entitlement to transport is the place where the child is normally resident with his or her parent(s). Please refer to the sections below for further information.

It is your responsibility as a parent/carer to get your child to school. You must think very carefully about the distance from home to school and about how your child will travel to school. The majority of children are not eligible for free travel assistance to school.

How do I check if my child is eligible for free travel assistance to school?

The LA will provide free transport to school if:

- the school attended is the nearest appropriate one, as designated by the LA, and
- the distance between home and that school, when measured by the nearest available walking route is **two miles** or more for children aged five to seven and three miles or more for children aged eight years and above. These distances are referred to as "statutory walking distances".
- the LA will also provide transport if the school attended is the closest school to your home address and closer than the designated school and the statutory walking distance given above are met.

Children starting in the reception year group will be automatically assessed for school transport by the local authority.

Note: Assistance with travel, if agreed, is provided only at the beginning and end of the normal school day and from the home address.

If you do not apply for your nearest appropriate school as your highest ranking preference your child may not be given free travel assistance to any school. You must then accept full responsibility for the cost and arrangements of your child's travel to and from school for the duration of their primary phase education.

Additional Transport for Low Income Families

Transport will be provided for children of primary age between the age of 8 and 11 who live more than two miles from the nearest school and are in receipt of or entitled to benefit based free school meals or their maximum level of working tax credit (with no reduction due to income). The distance is measured in the same way as the statutory walking.

Transport on Medical Grounds

In exceptional circumstances home to school transport may be provided on medical grounds, to enable pupils to attend their designated area school even though they may live within the statutory walking distance from the school. The Health Authority or your General Practitioner will need to supply details of the child's medical needs.

Will I be offered travel assistance to a faith school?

From September 2014 the Council agreed a phased withdrawal of subsidised home to school transport services for new starters attending denominational schools from September 2014 who would not qualify under other home to school policy subsets, [e.g. as a low income family] save in the case of children with siblings currently at the school. This option would not affect students who attended the school before then,

only new pupils joining after September 2014.

Further information regarding the entitlement and charges for denominational transport can be found on the council's website at Denominational Transport. Please note that there will likely be an inflationary increase each year.

Parents/carers considering admission to a faith-based primary school are advised to consider the journey involved and how their child will travel to school.

Fare Paying Passenger Transport

If your child is not entitled to transport under the above policies he/she may be able to take up a spare seat on a hired vehicle only (this does not include public bus services), if one is available, on payment of the termly charge determined by the LA. However, it must be emphasised that before making your application, it is of vital importance that you understand that seats either may not be available at all or once offered can be withdrawn at short notice (normally one month) if:

- a child entitled to free transport requires a seat on the vehicle
- it becomes possible to reduce the size of the vehicle provided for passengers entitled to free transport
- the vehicle is no longer required for passengers entitled to free transport and the service is withdrawn altogether

Behaviour on Transport

Children travelling on LA transport are expected to conform to the accepted code of behaviour which applies in the school. Any breach will be dealt with by the school.

Summary

Remember that you may only qualify for free transport if your child is attending the nearest appropriate school.

Don't forget the closing date - 15 January 2018

Application process for assistance with travel to school

The details of school transport policies are available at School Transport This includes information on how to apply, how applications are considered and how to appeal if an application is refused. Application forms for school transport can be downloaded from this site.



What happens to my application?

Co-ordinated admissions - Processing your application

All local authorities must have a co-ordinated admission scheme which allows details of applications to be shared with other admission authorities, as appropriate, to ensure that parents/carers receive an offer of a single place on the offer date.

Bath & North East Somerset will pass the details of applications received on to other local authorities as appropriate by **30 January 2018** by electronic data transfer. Own admission authority schools (voluntary aided schools and academies) in Bath & North East Somerset named on the common application forms will be sent details of their applications by **6 February 2018** by electronic data transfer. Own admission authority schools will not be notified of the rank order of an applicant's preferences.

Bath & North East Somerset voluntary aided primary school and academy admission authorities will consider and rank all applications received, including any supplementary data, with reference to their own over-subscription criteria where necessary. Ranked lists of potential offers will then be returned by electronic data transfer to Bath & North East Somerset by the voluntary aided primary school and academy admission authorities, including the reason why each applicant qualified for a place, by **5 March 2018**. The list will also include those pupils, for whom a place cannot be offered, in rank order, explaining the reasons for refusal against the over-subscription criteria, and in the order in which additional offers will be made should places become available.

By **26 March 2018** Bath & North East Somerset Council will inform other local authorities of the offers to be made to parents/carers living in its area. By the same date, other local authorities will inform Bath & North East Somerset Council of the outcome of applications made for other local authority schools by Bath & North East Somerset residents. Bath & North East Somerset Council then considers all potential offers in order to determine the single offer

of a reception year place to be made to parents/carers in its area on **16 April 2018**.

Considering your preferences

Once we receive your completed application (by the closing date of **15 January 2018** we will consider all your preferences and we will try to offer you a place at one of your preferred schools.

Applications for all schools will be considered under an 'equal preference' system. This means that all your preferences will initially be considered equally against the admission criteria regardless of your ranking. This does not mean that we disregard your preferences; it means that in the event that you are unsuccessful in gaining a place at your first preference school, your second or third preference will not be treated any less favourably just because you placed them as a lower preference.

A child can only be offered one school place so in these cases we look at the order you named the schools on your application form and of the schools you are initially qualifying for we keep the highest preference school as the offer. This is why it is important to list the schools in your priority order. If you are not offered a place at your highest ranking school, the alternative school may be one of your other preferences or the next nearest appropriate school with a place available.

In the case of parents/carers resident in Bath & North East Somerset being refused a place at all of their preferred school(s), an alternative school place will be offered to their child at the nearest appropriate school to the home address with a place available and they will be informed of the options available at that stage including their right of appeal.

Late applications and changes of preference

Applications received after the closing date are 'late applications' and will not normally be considered for the initial allocation of places. However, Bath & North East Somerset will consider the circumstances of a

Don't forget the closing date - 15 January 2018

late application before deciding whether or not to consider it along with the on time applications.

After the closing date, parents can make a change to their school preference or a change to their school preference order but they do so on the understanding that their previous application will be withdrawn. If parents decide to change, then their child will **not** be considered for a school place in the first round of allocations even if the original application was received before the closing date. The change of preference or preference order will be considered as a completely new late application.

For over-subscribed schools, if places become available following the initial allocation of places for a school, the same criteria will be applied to 'late applications', formal appeals and for children whose parents/carers have just opted to be on the waiting list. Where a place can be offered at a preferred school for a child on the waiting list or appeal, any place previously offered at a lower preference school will be withdrawn.

In the case of under-subscribed schools all late applications received since the closing date and up until the **4 May 2018** will be considered together in the second round of allocations. If the school is then oversubscribed all late applications will be considered under the admissions criteria. If the school is still under-subscribed all applicants will be offered places and any further late applicants dealt with on a first come, first served basis.

Details of late applications, on time applicants still seeking a place at their preferred schools and of places not accepted following the initial allocations will be exchanged with academies and voluntary aided schools and other local authorities as far as possible by **4 May 2018** to enable a second round of allocations for all schools to take place by the end of **May 2018**.

The co-ordinated admissions process will continue to be operated, with application data being exchanged with voluntary aided schools, academies

and other local authorities as appropriate, for all applications received up to **31 August 2018**.

I've been offered a school place, what next?

8

Once you receive your offer of a school place on **16 April 2018** you must respond to the offer directly to Bath & North East Somerset Council by **30 April 2018**. Note: If you applied online you can view the outcome of your application online using your password.

All offers are accompanied with details explaining the next stage of the process. Your options are as follows:

- accept the place offered
- ask Bath & North East Somerset Council to consider your child for a place at an alternative preferred school(s);

And where it has not been possible to offer a place at you preferred school(s)

- accept the place offered or;
- ask Bath & North East Somerset Council to consider your child for a place at an alternative preferred school(s);
- opt to put your child's name on a waiting list but not formally appeal
- appeal against the Admission Authority's decision to refuse a place at your original preferred school(s). Your child's name will also be added to the waiting list for the school(s) concerned.

Where a response from you has not been received by **30 April 2018**, we will contact you to advise you of the need to respond within one week and point out that the place may be withdrawn if you do not. Where a place has been withdrawn this will be confirmed in writing.

Withdrawing offers

Once the offer of a place has been made, Bath & North East Somerset Council may withdraw the offer, but only in very limited circumstances, for example:

- where the application was fraudulent or intentionally misleading; or

- where a parent/carer has not responded to the offer within the time requested; or
- where it is possible to offer a higher named preference
- where the offer was made as a result of an administrative error

Waiting lists

The waiting list comprises those children refused a place whose parents/carers have lodged a formal appeal or have just asked to go on a waiting list.

The waiting lists will be held until the end of the **2018/19** academic year for Community and Voluntary Controlled schools. The admission authority for Academy and Voluntary Aided Schools will maintain their own waiting lists from the start of the **2018/19** academic year. They must operate their waiting list for a minimum period of one term but each school may decide to hold their waiting list for a longer period.

Priority order on the waiting list will be determined by the oversubscription criteria, not by the date of joining the waiting list.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol must take precedence over those on a waiting list.

Where a place becomes available and Bath & North East Somerset Council or the admission authority, after using all advised contact details is unable to contact a successful applicant for a place within 10 school days, the available place will be offered to the next child to qualify for a place. Where an applicant decides to place their child(ren)'s name on a waiting list, it is for the applicant to keep Bath & North East Somerset Council and the school informed of updated contact and address details.

Don't forget the closing date - 15 January 2018

Can I appeal if my child has been refused a place at my preferred school?

If a place is not offered at the parent's/carer's preferred school there is the right of appeal to an independent appeal panel. When offers of places are made on **16 April 2018**, if it has not been possible to offer your child one of the schools named as a preference, you will automatically be sent details of how to appeal. Pending your appeal, your child will be offered a school place at a lower named preference if possible or at the nearest school with a place available.

Further information concerning how to appeal will be explained in the decision letter and it will give the reasons for the refusal by the school's admission authority. Details of the appeals arrangements for academy, voluntary aided and foundation schools can be obtained directly from the schools concerned.

Please note that if you wish to appeal for one of these schools, your appeal should be returned to the address on the appeals form. As already mentioned details concerning how to appeal will be explained in the decision letter but you will have at least 20 school days from the date of notification that your application was unsuccessful to prepare and lodge your written appeal.

Appeals must be made in writing and include:

- name, address and date of birth of your child
- name of the preferred school
- reasons for preference
- grounds for the appeal.

The appeals panel will pay particular attention to circumstances which support your application for the particular school together with the Admission Authority's reasons for refusal. The appeals panel is not bound by the Admission Authority's published criteria and has the power to exceed the school's Admissions Number. The panel's decision is binding

on all parties i.e. you, the school and the schools Admission Authority.

Infant Class Size Appeals

No infant class can now have more than 30 pupils in it. The class size limit does mean that independent Appeals Panels will not, in normal circumstances, be able to allow an appeal if that would cause the relevant class to exceed 30 pupils. This will have some impact on parental preference. Parents may need to take this factor into account when expressing a preference for a school.

Schools will be able to provide you with more information, as to how the reduction of infant class sizes affects them and possibly your child.

At Infant Class Size Appeals the independent appeal panel can only look at:

- Whether the admission arrangements were lawful
- Whether the admission arrangements were incorrectly applied and your child should have been offered a place.
- Whether it was unreasonable/perverse (in law) to refuse your preference. The appeal panel would need to be satisfied that the decision was so completely absurd / outrageous that no reasonable person, with the same facts, would have made that decision.

Given the extremely limited grounds on which an appeal may be upheld, Infant Class Size Appeals are very rarely successful. Most applicants who have been refused a place at their preferred school consider the refusal to be perverse but as mentioned above the word has a stronger meaning in its legal sense. For example a decision that makes it impossible for an applicant to transport all their family to school on time, or even impossible for them to continue working, is very unlikely to be perverse. The courts have established this.

Parents/carers can find it frustrating when they realise how very limited the powers of the Appeal Panel are when considering Infant Class Size appeals. The information is being drawn to your attention, so you can make an informed decision about whether you wish to appeal or not. The purpose of this information is to explain clearly the role of the Appeal Panel and not in any way discourage you from appealing, which is of course, your legal right if you feel you have grounds to do so. The Appeal Panel decision is binding on all parties i.e. you, the school and the LA/Admission Authority of the school.

Can I have a second appeal for the same school?

If an appeal is unsuccessful there is no automatic right to a further appeal. However, if there are significant and material changes in the circumstances of the parent/carer, child or school since the time of the original appeal, these will be

considered. A significant and material change in circumstances might include:

- where a change of address has occurred since the original appeal which means the home address is significantly closer to the preferred school or is now in the Area of Prime Responsibility for the preferred school
- where a sibling link has been created at the preferred school which was not there at the time of the original appeal
- where new evidence is provided and is supported by a letter from a doctor, psychologist, social worker or health visitor which could not have been introduced at the time of the original appeal hearing

Any requests for a further appeal should be made in writing to the relevant admissions authority for the school.



9

In-year admissions

Applications during the school year 2018/19 (in-year admissions)

If you move into the local area during the school year 2018/19 or you are already resident in Bath & North East Somerset and wish to move your child to another school, you will need to complete the Bath & North East Somerset Changing Schools/In-year application form. The form can be used to apply to any school within the Bath & North East Somerset Council area and is available at In Year Admissions. Alternatively, you may contact individual schools or the Admissions & Transport team for an application form.

For in-year admissions, completed application forms should be returned direct to the admissions authority named as the 1st preference school. On receipt of an in-year application, schools/academies/foundation trust schools will notify Bath & North East Somerset Council of both the application and its outcome.

Academies, Voluntary Aided and foundation schools are their own admissions authorities. Own admission authority schools may also require parents/carers to complete a supplementary information form (SIF) to enable the school to collect additional information in order to apply their over-subscription criteria.

Please note: Where a school is unable to offer a place and another school is named as a lower preference on the application form, the form will be forwarded to the lower preference school within five school days.

In-year applications for Bath & North East Somerset secondary schools can be made for any year group. You may express a preference for a particular school or schools. Your application will be considered against the admission criteria. Please refer to the Admission Arrangements for details of individual admission policies, also available under section 10 of this booklet.

Offers of a school place (in-year admissions)

Where a parent/carer has been offered a place for their child, they will be expected to take up the offered place within 28 school days otherwise the offer of a place may be withdrawn.

Fair access for children admitted outside the normal admissions round

Bath & North East Somerset Council has a Fair Access Protocol which provides for children admitted to school outside the normal admissions round. The protocol exists to ensure that access to education is secured quickly for children who do not have a school place and that all schools take their fair share of vulnerable children or those who are hard to place. The protocol will be used to place children during the school year and not at the beginning of the school year as part of the main admission round. The majority of children will be admitted to school under normal admission procedures.

The protocol applies to the following groups of children:

- children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education
- children who have been out of education for two months or more
- children of Gypsies, Roma, Travellers, refugees and asylum seekers
- children who are homeless
- children with unsupportive family backgrounds for whom a place has not been sought
- children who are carers; and
- children with special educational needs, disabilities or medical conditions (but without a statement or education, health care plan)

Whilst some children in the above categories may find it difficult to secure a place, the majority of children will be dealt with through normal admission procedures.

Where a governing body does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it must refer the case to the local authority for action under the Fair Access Protocol. This will normally be appropriate only where a school has a particularly high proportion of children with challenging behaviour or previously excluded children.

Admission authorities must not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.

The Fair Access Protocol does not apply to children in public care, children previously in public care or a child with a Statement of Special Educational Needs naming the school in question, or an Education, Health and Care Plan as these children must be admitted.

Should a vulnerable child require a place at a school, they may be considered for admission even if the school has no places. Children admitted under the terms of the protocol will also take priority over any children on the waiting list. Access to a school place via the protocol is normally by referral. Relevant professionals dealing with your child will guide you through the process.

Full details of the Fair Access Protocol are available on the council's website at [Changing schools/In Year Admissions](#)

Please be aware that there is no guarantee that a place will be offered at a school of your preference and you still have the right of appeal regardless of your child's circumstances (except in very limited circumstances, for example if your child has been twice excluded from school).

Admission of refugee children

- The normal admission process is applied to admission applications received from all parents/carers, including parents/carers of refugee children.
- The council will need to be satisfied that applicants have a right to education in the UK.
- The council will seek appropriate verification in advance of processing applications for admission to school
- Where parents/carers are unhappy with the allocated school, there is a right to an independent appeal

Early/late transfer of children

It is Bath & North East Somerset Council policy that children should move from one year group to another with their chronological age group, including children with special educational needs and those with English as an additional language.

Exceptionally, a child may be educated with a peer group one year younger or one year older than their chronological age group. This needs careful thought. Once placed in a younger age group it is difficult, if not impossible, for a child to return to their chronological age group successfully. Equally, once accelerated it is very difficult for a child to return to their age group without feeling demoralised. If it is agreed that it is in the child's interest to be educated with a younger or older peer group you will be required to sign a form to confirm that you understand and accept the implications of late/early transfer. If you are seeking early/late admission to a Bath & North East Somerset school you should please read the delayed and accelerated admissions policy which is available on our Admissions to Schools web page before submitting the request for consideration to the appropriate admission authority.

A child without a Statement of Special Educational

Don't forget the closing date - 15 January 2018

Needs or an Education, Health and Care Plan may be educated with a peer group one year younger if there is an identified educational need and particular conditions are met. Further details are available from the school concerned and the Special Educational Needs Section.

Additional Information

Parents of **children of existing secondary school age** moving into the LA or wishing to change their child's school for any other reason can apply for places within this LA at any time. Please see the information given under In year admissions which explains how to apply and how your application will be processed.

- The Education and Skills Act 2008 strengthened the statutory admissions framework to ensure that all schools adopt fair and lawful admissions practices.

Below are a list of points which schools must not do:

- The interviewing of parents and/or children as a method for deciding whether a child is to be offered a place at a school is prohibited. Interviews must not form part of the admissions process and admission authorities **must not** use either face-to-face interviews or interviews by telephone or other means.
- Staff and governors can meet parents at open evenings and on other occasions, but information gained in this way **must not** play a part in the admission decision-making process. Admission authorities must ensure that information about the school and how to apply including application forms are readily available to all potential applicants. Schools **must not** require parents to attend the school in person in order

to collect an application form and **must not** require parents to return the completed application form to the school. Attendance at an open evening or other meeting at the school **must not** be a condition for the allocation of a place.

- Admission authorities **must not** use supplementary application or information forms that ask:
 - a) for any personal details about parents and families, such as maiden names, criminal convictions, marital, occupational or financial status (including marriage certificates);
 - b) for any financial contribution, voluntary or otherwise;
 - c) for details about parents' achievements, educational background or whether either the parent or the child's first language is English;
 - d) for details about parents' or children's disabilities, special educational needs or medical conditions, unless this is in support of positive action;
 - e) about parents' or children's interests, hobbies or membership of societies (this does not apply to membership or participation in activities as part of religious observance or practice at schools designated as having a religious character);
 - f) parents to agree to support the ethos of the school in a practical way; and
 - g) both parents to sign the form.
- Photographs of children may be used only by schools that use tests and then only as a security measure to verify that the child presenting for the test is the child named on the application. Otherwise, photographs of children and families **must not** be required with applications for school places.

Be on time - apply on-line

- Schools **must not** ask for any form of payment or for voluntary contributions, donations or deposits (even if refundable) as part of the admissions process.
- School visits are an important part of school life and can contribute to the ethos of the school. However, some parents may not want their children to go away from home or to take part in school visits. Schools **must not** imply that such visits are compulsory and as a result discourage some parents from applying for a place at the school.

10

Admissions Criteria for Primary Schools

When schools are oversubscribed the admission authority for the school has to apply criteria for determining which children receive priority for admission. For Academy schools, these criteria are determined by the Academy Trust and in the case of Voluntary Aided Schools, these criteria are determined by the governors.

The Local Authority is the admission authority for Community and Voluntary Controlled schools in Bath and North East Somerset. The criteria used for these types of school is listed below together with general information which applies to the admission criteria.

The criteria will be applied by the appropriate admission authority to all applications received by the published closing date of **15 January 2018**. The criteria will also be applied to late applications received after the closing date, if any places become available. These applications will be considered together with any applicants who have lodged a formal appeal or asked to remain on the waiting list. Late applications are not considered until all applications received on time have been dealt with.

COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS PRIORITY A

Children in Public care (Looked after Children) or a child who was previously looked after but immediately after being looked after became subject to an adoption, care arrangement order or special guardianship order.

PRIORITY B

(The 3 categories in this criterion will be given equal consideration).

- Children who live within a 1.5 mile radius* of the school and for whom there will be a sibling in attendance on the admission date at the preferred school.
- Children who live outside a 1.5 mile radius* of the school but their sibling was offered a place prior to September 2013 and will be in attendance at the time of admission.

- Children who live outside a 1.5 mile radius* of the school but it is their closest Community or Voluntary Controlled School and for whom there will be a sibling in attendance on the admission date at the preferred school.

PRIORITY C

Children who live closest to the school as measured in a direct line.

Additional Notes

To be considered under the above criteria parents must have named the school as a preference. Under the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

*** The 1.5 mile radius will be measured from the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). In the case of paired Infant and Junior Schools the 1.5 mile radius will apply from the address point of both schools with the exception of Oldfield Park Infant School, Oldfield Park Junior School, St Michael's Junior School and Twerton Infant School. For these particular schools the 1.5 mile radius will be measured from a midpoint between the paired schools. For Oldfield Park Infant and Oldfield Park Junior Schools the midpoint is 29 Maybrick Road, BA2 3PU and for St Michael's Junior and Twerton Infant Schools the midpoint is 29 Cleeve Green BA2 1SD.**

In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system.

If under all the above criteria any single category resulted in oversubscription, those living closer to the preferred school would receive the higher priority.

In the event of the school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple

births the authority will breach the admission number to allow these children to be offered places. In the case of schools where there would be Infant Class Size issues such children will remain as an 'excepted pupil' to the class size limit for the time they are in an infant class or until the class numbers fall back to the normal class size limit of 30.

For the purposes of Criterion B, a paired infant and junior school will be treated as one school. The paired schools are:

Chandag Infant and Junior Schools,
Moorlands Infant and Junior Schools,
Oldfield Park Infant and Junior Schools,
Paulton Infant and Junior Schools,
St Saviour's Infant and Junior Schools,
Twerton Infant and St Michael's Junior Schools,
Widcombe Infant and Junior Schools.

Please note this applies to applications for Widcombe Infant School only. Widcombe C of E Junior School is a Voluntary Aided School and has its own individual admissions criteria details of which are published separately.

Children with a Statement of Special Educational Needs (SEN) or an Education, Health and Care Plan [EHC] are dealt with through the SEN Code of Practice and their placement is determined through the statutory assessment process or an annual review of their statement. All schools are consulted before being named on a pupil's Statement and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named on a Statement this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school.

Parents/Carers who make a formal appeal against their allocated school will have their child's name kept on a waiting list for any places which may become available at their preferred school. They may also ask for their child to remain on the waiting list without making a formal appeal. Any places which do become available will be reallocated using the Admissions Criteria, taking

into account those parents who have asked to remain on the waiting list or who have lodged a formal appeal together with any late applications received. However children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

The child's home address is defined as the permanent address where he or she generally resides with their parent. Temporary addresses may not be used to obtain school places. A random sample of 10% of all applications received each year will be checked to confirm addresses using the Council Tax Office, Electoral Roll and if appropriate the school currently attended before allocations are made. A copy of a utility bill may also be requested. In certain additional cases proof of residency will also be determined by using the above methods. Once proof is obtained that the parent is resident at the address given it will be accepted that the child is also resident at this address.

Where parents share parental responsibility for a child but live separately if two applications are received from the child's parents the LA will ask them to determine which application it should consider and which application should be withdrawn. This is because the LA will offer only one school place to a child at any one time. If parents cannot agree they should resolve the issue through the court system for example to obtain a 'Specific Issues Order' which specifies which parent has responsibility to make decisions on school preferences. However in the absence of any Order the application received from the parent who receives Child Benefit for the child will be the only one considered. Parents may be asked to provide supporting documentation confirming receipt of child benefit.

Don't forget the closing date - 15 January 2018

ABBOT ALPHEGE ACADEMY

Introductory statement

Abbot Alphege Academy is a brand new Primary School in Bath opening in September 2017 on the old MOD Ensleigh site, Lansdown, Bath. It will operate as a Free School as part of the Comenius Academy Trust which was established in April 2016 and is already running the successful Weston All Saints Primary School under the leadership of Dr Anne Bull OBE.

Admission number(s)

The school has an admission number of 30 for entry into its Reception Year in September 2018, along with spaces available within other year groups.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

Application process

Reception Applications: Residents of Bath & North East Somerset Local Authority will make applications on a common application form. This application form will be available on line or paper copies will be issued on request to the parents of all pupils resident in Bath & North East Somerset who are due to start infant or primary school in September 2017. The application form can be used to apply for **any** school within **any** authority including Academy, Foundation or Voluntary Aided schools. Bath & North East Somerset will inform the other LAs of any applications made for schools within their area.

Applications for children who are due to start school in September 2018 must be made using the common application forms which can be paper copies or on-line applications. For information and the common application forms, please see: <http://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools>

The closing date for applications is 15/01/2018.

Offers will be made on 16/04/2018.

In-Year Transfer Applications (Changing Schools in an Existing Year Group):

The School will process in-year applications outside the normal Local Authority process for co-ordinating school offers. This means that if Abbot Alphege Academy is your 1st preference for an in-year transfer, you will need to complete the relevant In Year Admissions application form for Primary Schools form and return it directly to the school.

Applications for this school should be sent to Dr Anne Bull at the following address Weston All Saints CE Primary School, Broadmoor Lane, Weston, Bath, BA1 4JR, or by email: westonallsaints_pri@wasp-school.org.uk

The application form can be obtained from <http://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools/changing-schoolscasual-admissions>

An Expression of Interest form is also required, and this can be provided to interested parents/guardians if they contact Weston All Saints CE Primary School.

The closing date for applications is on-going through the 2018/19 academic year. Offers will be made as soon as possible after application, and are normally only considered approximately 4 weeks prior to a requested start date.

Oversubscription criteria

When the academy/free school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.

2. Priority will next be given to the siblings of pupils attending the school at the time the application is received. In every case the child should be living in the same family unit at the same normal permanent home address.
3. Other Children

Tie-break

If in categories 1-3 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's permanent home address to the front gates of the school in a straight line. Measurements will be determined using the Local Authority's GIS computerised mapping system. This GIS system would not be able to calculate a staircase measurement in the case of multi-level dwellings. If the distance between two children's homes and the school is exactly the same then a random allocation would be used for any such cases.

This will be undertaken by a person entirely independent of the Admission Committee and with no current connection to the school

Multiple birth applications (for example twins)

In the event of the school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births the school will breach the admission number to allow these children to be offered places. In the case where there would be Infant Class Size issues such children will remain as an 'excepted pupil' under the Admissions Code for the time they are in an infant class or until the class numbers fall back to the normal class size limit of 30.

Late applications

For Reception Applications, all those received by the Local Authority after the deadline will be considered to be late applications.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

For Reception intake applications, the parent of a summer born 4 year old (i.e. born after 31st March but before 31st August) may choose to delay his/her entry to school until September 2019 when he/she is 5. Parents who wish to do this should apply to the Local Authority for a Reception place at the normal time but also state they wish to delay entry to the September following their child's 5th Birthday for the request to be considered. A request for delayed entry must be made at the time the application is submitted. Further guidance can be found in the Local Authority's delayed accelerated admission policy.

Don't forget the closing date - 15 January 2018

Waiting lists

For in-year transfer applications, the school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

Parents who are unsuccessful in their in-year application for a place at the school have the right to appeal to an Independent Appeal Panel. Further information concerning how to appeal will be explained in the decision letter.

Children with a Statement of Special Educational Needs or Education Health and Care Plan (EHC)

Children with an Education Health and Care Plan [EHC] are dealt with separately through the statutory assessment process or a review of their plan. All schools are consulted before being named on a pupil's plan and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school.

Notes:

Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

Permanent home address:

The permanent home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

For families moving to the area: The child's normal permanent home address where he/she lives with his/her parent/legal guardian will be used to decide where a child lives. Temporary addresses cannot be used to obtain school places. If parents/guardians plan to move, appropriate documentary evidence will be required in order for address changes to be taken into account.

Examples of evidence that may be acceptable to determine a child's address are:-

- A solicitor's letter confirming exchange of contracts and completion date for a property which is being purchased or a property which is being sold.

- A copy of a signed rental agreement or a solicitor's letter if moving to a council or rented property and proof of your sale or Notice to Quit on your current/previous property.
- A copy of a council tax bill or utility bill such as water, gas or electricity in your name for your newly owned or rented property together with proof of your sale or Notice to Quit on your current/previous property.
- A child benefit book.
- If you are moving in with a relative a letter from them will be required confirming the date you will be moving in together with a copy utility bill showing their name and address. A solicitor's letter will also be required confirming that completion of contracts has taken place on your sale or Notice to Quit on your current/previous property.
- In the case of children of UK Service Personnel or Crown Servants returning from overseas, with a confirmed posting to the area an official letter declaring the relocation date and a Unit postal address or quartering area address should be provided.

For Reception applications made to the Local Authority, the appropriate documentary evidence should be received by the closing date of 15 January 2018. However, if details of a change of address that will occur after the closing date (and before the start of term 1) is received with the appropriate documentary evidence by 30 January 2018 i.e. before the Local Authority has sent details of applications to other councils, it will be considered in the first round of applications.

BATHWICK ST. MARY CHURCH OF ENGLAND PRIMARY SCHOOL

1.0 Introduction

Bathwick St Mary Church of England Primary School is a Voluntary Aided School and as such the Governing Body is the Admissions Authority. The school was established to serve those who want their children to have an education according to the principles and practice of the established church (which we interpret as the Church of England). These admission arrangements should be taken as part of the overall strategy of the school and operated within the context of our vision, aims and values as a Church of England School. They have been written in accordance with and having due regard to our school's vision & values and all other school policies which impact across all curriculum areas.

Governors liaise with Bath and North East Somerset (B&NES) Local Authority, who co-ordinate admission applications for Reception for all maintained schools in the B&NES area. Therefore, this document should be read in conjunction with B&NES Composite Prospectus published by 12 September which is available from the B&NES website. **(See contact details at end of this document).**

The School is responsible for In-Year Applications.

Admission arrangements are subject to the current DfE Admissions Code and the Appeals Code which are available on the B&NES website.

As a school we promote equality of opportunity and are committed to ensuring that there will be no discrimination on the grounds of race, gender or disability.

In accordance with present policies for Race Equality and Equal Opportunities; and to take

Don't forget the closing date - 15 January 2018

into account the promotion of community cohesion and the recent Equality's Act 2010; our Gender Equality Scheme and our Disability Equality Scheme (and Access Plan), we will do everything possible to ensure that the admissions process is fair and equitable to pupils. We also take account of our Disability Access plan and note that this information will be available in other formats if requested.

2.0 The Published Admission Number and Admission Limits

The Published Admission Number for the Reception year group and the admission limit for Years 1 and 2 is **30**. The admission limit for every other year group is **34**.

The governors will normally admit up to these limits and refuse all other applications.

3.0 Admission to the Reception and other year group for the first time in September 2018

All application forms for first admission in September 2018 must be submitted to your home Local Authority by 23.59 hours on 15th January 2018. Any Supplementary Information Forms must be submitted to the chosen school by the same date. All applications will be subject to the national Equal Preference with Ranking system of allocation. In accordance with the coordinated admissions scheme, Bath & North East Somerset LA will forward applications to the school and the Governing Body will allocate every child a place if the school is undersubscribed, or rank every application against the governors' published oversubscription criteria if there are more applications received than places available. Places will be allocated in strict order up to the Published Admission Number and all other applications refused. The governors' decision will be notified to B&NES LA and as per the coordinated admissions scheme your home

LA will inform parents of the outcome of their application on 16 April 2018.

4.0 Admission during the 2018/19 academic year (In-Year admission)

Applicants must complete an In-year application form which is available from the school office or by downloading from the school or B&NES website. Completed application forms must be returned directly to the school office. (See contact details at the end of these arrangements).

The governors Admissions Committee will consider every application against the admission limit for the year group concerned and if necessary apply the oversubscription criteria in order to determine whether a place can be made available. Decisions will be notified by the school office to applicants within ten days and B&NES also will be notified.

If the response to an offer is not received by the school within ten days the offer may be withdrawn.

Additional information required to support a school place under category 3 must be provided only on the specific Supplementary Information Form (SIF C) and additional information required to support a school place application under categories 4, 5 and 7 must be provided only on the specific Supplementary Information Form (SIF A&B) which is available from the school office or to download from the school website. If a SIF is completed it must be sent direct to the school.

If there are more applications than places available, the governors will rank them against the published Oversubscription Criteria set out below

5.0 Over Subscription Criteria

Following the admission of any children with a Special Educational Needs Statement or Education Health Care (EHC) Plan naming this 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.

- 1 Looked After Children and Previously Looked After Children (see definition).
- 2 Children with a sibling attending this school at the time of admission. .
- 3 Children of School Staff (see definition).
- 4 Children living within the Bathwick Parishes who are or whose parent(s) are practising members of the Bathwick churches (Supplementary Information Form must be completed).
- 5 Children living within the Bathwick parishes, who are or whose parent(s) are practising member(s) of another faith community. (Supplementary Information Form must be completed)
- 6 Children living in the Bathwick Parishes.
- 7 Children who live outside the Bathwick parishes and are, or whose parent(s) are, practising member(s) of the Bathwick churches or another faith community. (Supplementary Information Form must be completed).
- 8 Children not in any of the above categories

6.0 Tie Breaker

A tie breaker will be applied where the Admission Number is reached part way through any oversubscription criterion and there is a need to decide which children meeting this criterion are to be allocated places and which are to be refused. For this purpose, a straight line measurement will be calculated between home and school for each child falling within the particular criterion. Places will be allocated to those children living nearest to the school by straight line, according to a Geographic Information System (GIS) measurement. Where two distances are exactly identical, the place will be decided by the drawing of lots. This will be undertaken by a person entirely independent of the Admission Authority and the draw will be held on the school site, with at least one independent witness present.

7.0 Right of Appeal

Parents whose school place application is turned down by the Governing Body have the legal right to appeal to an Independent Appeals Panel. Details concerning how to appeal will be explained in the decision letter sent from the school.

8.0 Waiting Lists

Where a child is formally refused admission to start in the Normal admission round in September 2018, if requested in writing, his/her name will be held on a waiting list in ranked order according to the oversubscription criteria. If a place becomes available within the Published Admission Number this will be offered to the highest ranked child at that time.

In Year admissions will be offered a place if available, otherwise the name can be held on a waiting list in ranked order according to the oversubscription criteria if the parents so wish.

Don't forget the closing date - 15 January 2018

At the end of each academic year parents need to contact the school in writing if they wish their child to remain on the list.

9.0 Applications for 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 and included with the school place application form.

10.0 Multiple birth applications (for example twins)

In the case of multiple birth applications, the Published Admission Number and admission limit for years R, 1 and 2 will be increased at the point of allocation to ensure multiple birth siblings can be allocated places at the same school (sibling definition applies). In the event of a junior year group (3,4,5,6) being oversubscribed, if the applicant for the final qualifying place(s) available within the admission limit is the parent of twins, triplets or other multiple births, the parent will be asked to identify which of their children will be taking up the available place(s).

11.0 Children from Overseas

Applications will be considered in line with the guidance given in the Admissions Code. Governors may require evidence of residency – see glossary and definitions. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

12.0 Fair Access Protocol

All Admission Authorities must participate in the Local Authority Fair Access Protocol to ensure unplaced children are allocated a place quickly. Refer to the Admissions code

for further details.

13.0 Glossary and Definitions

Looked After Children and Immediately Adopted Children

In line with the School Admissions Code these children are given the highest priority within the oversubscription criteria. The Code defines a Looked After Child as 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 at the time of making an application to the school. Previously Looked After Children are defined as children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

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, step brother or sister, foster brother or sister or the child of the parent/carer's partner.

Children in attendance will also include those that have accepted an offered place but may not yet have been admitted to the relevant year group.

Children of School Staff

A member of staff may apply for a Reception place at the school for their child. They must have been employed at the school for at least two consecutive years at the time of application. Members of staff are full time and part time, teaching and non teaching staff employed at the school and who are paid through the school's payroll system. Staff parents who apply to the Local Authority for a Reception place must also complete Supplementary Information Form C that accompanies this Policy and send it to the

school by 15 January 2018.

Parent

A 'parent' in education law includes; natural parents, whether they are married or not. A person other than the natural parent(s) who has parental responsibility or care of a child or young person. (Having care of a child or young person means that person with whom the child lives and who looks after the child, irrespective of what that relationship is with the child.)

Home Address

We regard a child's home address to be where that child spends the majority of the school week. We may ask to see documentary evidence of ownership, rental agreement or other arrangements if there are any reasons why a child does not live at his or her parents address. Child care arrangements are not sufficient for giving another address.

Distance Measurements

For the purpose of measuring home to school distance, all calculations will be measured using the Local Authority's straight line measurement from the address point of the home to the address point of the school using a Geographical Information System (GIS) method.

Supplementary Information Forms

For category 3 a Supplementary Information Form (SIF C) which is separate but forms part of this Policy must be read and completed by the applicant and completed by the Head Teacher

For categories 4, 5 and 7 Supplementary Information Forms (SIF A&B) which are separate but form part of this Policy must be read and where appropriate completed by the applicant and the vicar, priest, minister pastor or warden of the church. The church shall then forward the completed Form A and B to the

school. There are four forms: Notes for clergy, Notes for applicants and School Admission Form parts A and B. Practising is defined as attendance at church for a minimum of once a month for a minimum of six months immediately prior to the application.

Children with a Statement of Special Educational Needs and Disability

There is a different procedure for the admission to school for children with Statements of Special Educational Need and Disability. This is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing the Statement and consulting parents and the Governing Body of *Bathwick St Mary Primary School*, before the school is named in the Statement. *If the school is named in the Statement the child will be admitted. Wherever possible the place will be offered within the Admission Number for the School.*

Parishes map

For categories 4, 5, 6 and 7 a map of the Bathwick parishes can be obtained from the school office and the school website.

CHANDAG INFANT

This school recently converted to an Academy. The admissions criteria for the school were consulted on when it was still either a Community or Voluntary Controlled school and therefore, the criteria for 2018/19 admissions will be the same as those published for community and voluntary controlled schools.

CHANDAG JUNIOR

This school recently converted to an Academy. The admissions criteria for the school were consulted on when it was still either a Community or Voluntary Controlled school and therefore, the criteria for 2018/19 admissions will be the same as those published for community and voluntary controlled schools.

Don't forget the closing date - 15 January 2018

CHEW STOKE CHURCH SCHOOL

Introduction

These Admission Arrangements apply for all admission applications received in connection with the 2018/19 school year: Starting school in September 2018 (the 'normal' admissions round) and 'in-year' applications to join the school during the year. Please also refer to the school website which provides lots of useful information which will be of help when choosing a school www.chewstokeacademy.org. If you would like to discuss your particular circumstances or require further help with the school admissions process, please contact the School office. Telephone: 01275 332354.

Objections relating to the statutory compliance of these admission arrangements and/or the fairness and equality of local policy/practice should initially be raised with the School Office, but may be lodged with the Education Funding Agency where the matter is not resolved locally.

In the interests of clarity, this document is set out under the following headings:

- 1.0 - General Information (to be read before applying for a place at the school)
- 2.0 - Starting School in September 2018
- 3.0 - Changing School. Completing an in-year application
- 4.0 - The Oversubscription Criteria
- 5.0 - Lodging an Appeal
- 6.0 - Key contact details

Appendix A: Glossary and definitions

Appendix B: Catchment map

Appendix C: In-Year application Form

Appendix D: Supplementary Information Form

These Admission Arrangements comply with the requirements of the 2014 School Admissions Code and the 2012 School Admission Appeals Code issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998. They are reviewed and published annually

by the school Governing Body (the Admissions Authority) and, where the decision is taken to alter any aspect of local policy or practice the proposed revisions will be subject to a public consultation in accordance with statutory requirement.

1.0 General Information

1.1 Parent/Applicant

A parent, registered carer, or other person(s) who has an assigned responsibility for the child concerned (referred to throughout this document as 'the parent') may submit a school admission application on behalf of that child for any United Kingdom (UK) state funded school. 1.2 Home address

For admission purposes, the Governing Body will consider the home address to be:

The address at which the child concerned is living, at the time of application, for the majority of the school week (more than 2.5 days) with the person(s) who has legal responsibility for this child. This address should be clearly stated on the application form.

Where the child will be moving to a new home address and the parent wishes this to be taken into account, one of the following documents, depending on the circumstances of the case, must be made available at the time of application.

- A legal 'exchange of contract' which confirms the purchase of the property
- A copy of a formal tenancy agreement (minimum six month term) signed and dated by the Landlord for the property and the applicant
- Where the child will be living at an address other than the parental family home, for the majority of the school week (for example, with an extended family member, or in emergency or other public accommodation - A formal

letter written, signed and dated by the person responsible for the address in question. This must explain the living/ care arrangements for the child and state how long these arrangements will be in place.

- For Children of UK service personnel with a confirmed posting to the area or Crown servants returning from overseas, an official letter confirming a relocation date and Unit postal address or quartering area address

1.3 Siblings
A sibling connection may be considered against the relevant oversubscription criteria, providing that the sibling's details are set out on the application form and that he/she qualifies as a full, half or adoptive brother or sister, or is a child living for the majority of time (more than 2.5 days every week) within the same family unit and at the same home address.

The published Admission Number or admission limit for a particular year group will be exceeded in order that multiple birth siblings can be allocated places at the same school

1.4 Waiting lists
If an admission application is refused because the year group concerned is full, the applicant will be asked whether he/she would like the child's name to be entered onto a waiting list for that year group, which will be maintained until the end of the academic year. Children's names are held in priority order according to compliance with the oversubscription criteria and each time a child's name is added, the waiting list will be re-ranked. If a place becomes available in the relevant year group, this will be offered for the child ranked highest on the waiting list at that time.

1.5 Misleading or false information
If the admission authority becomes aware that

a place was offered for a child on the basis of misleading or false information, it will consider withdrawing that offer, or allocated place where a child has already started to attend the school, or firm arrangements have been made for the child to start. The circumstances of the case will be discussed with the original applicant and if ultimately the decision is taken to withdraw the offer/place, the application will be considered afresh according to any new information.

2.0 Starting School in Reception - September 2018 (The 'normal' Admissions round)

2.1 The Published Admission Number (PAN)

The PAN for the year of entry (reception) is 27. This is the minimum number of places that can be provided according to the resources available. If 27 or fewer reception applications are received for September 2018, every applicant will be offered a place for their child, without condition. If more than 27 applications are received, the Admissions Authority will apply the oversubscription criteria in order to rank all the applications and identify a priority for the offer of places up to the PAN. Further places will be offered should the level of resource increase sufficiently at any time to enable this.

2.2 Submitting an 'on time' Reception application

For a child to start school in September 2018, his/her parent(s) must complete the Common Application Form (CAF) available from the 'home' local authority (the home local authority is the authority in whose area the child concerned lives). In order for the application to be considered as 'on time' the CAF must be submitted to this local authority by 23.59 hours on 15 January 2018. The Common Application Form may be accessed and completed via the home local authority's 'on line' application

Don't forget the closing date - 15 January 2018

system, or obtained as a paper form. Full details about the application process and information about the schools in the local authority area are explained in the 'Composite Prospectus' document, which each local authority must publish by 12th September annually.

For families living in Bath and North East Somerset, the home local authority is Bath and North East Somerset Council (BaNES) www.bathnes.gov.uk

2.3 Late Reception applications

Local authorities must coordinate 'normal round' reception applications until 31 August 2018, for children starting school in September 2018. However, if an application is submitted to the home local authority after the application deadline of 23.59 hours on 15th January 2018, it will be considered as a 'late' application and will not be administered until all on time applications have been processed, at which point there may no longer be a place available at the school.

2.4 Notifying the Reception application decision

Parents will receive an admission decision in writing from the home local authority on or about 16 April 2018, according to the procedure set out in this local authority's Composite Prospectus.

2.5 Education Health and Care plan

A place will automatically be provided in reception for any child who has an Education Health and Care Plan (EHCP), which names Chew Stoke Church School as the education provider. Depending on when the EHCP is issued, the place will be allocated within the Published Admission Number (PAN) before the consideration of any other applications, or above the PAN if places have already been offered at that time.

2.6 Starting school on a full or part time basis

A parent may apply for his/her child to start school for the first time in the September following the fourth birthday. Where a place is offered, the parent may choose for him/her to start full time from day one, or to attend on a part time basis until statutory school age is reached during the term following the child's fifth birthday.

2.7 Deferred entry to school

While a child is below statutory school age, the parent may choose to defer his/her child's entry to school until later in the school year. However, he/she cannot defer beyond the point at which the child reaches statutory school age or beyond the start of the last term in the school year (the school operates on the basis of a six term year)

2.8 Applying on behalf of a summer born child (born 1 April – 31 August)

A parent of a 'summer born' child entitled to start school in September 2018, may choose to delay his/her entry to school until September 2019, where the parent(s) considers this arrangement to be in the best educational interests of the child. The parent(s) may request to apply for reception in September 2019 rather than year 1. However, there is a risk attached to deciding this approach, which the parent must be clear about. Although the Admission Authority may agree to a new application being submitted for a reception place in September 2019, there can be no indication given as to whether a place will be available until the 2019 'normal' admissions round is complete. The following process will apply:

1. The parent must submit an application to the home local authority during the 2018 'normal' admissions round, making it clear in the text box on the application form that he/she wishes to delay the

child's entry until September 2019.

Where the intention is for the child to start with the 2019 reception cohort, this must also be clearly stated on the form. The Admission Authority will formally note the parent(s) instruction and will consider the request. If a request to delay is approved, parent/carers should withdraw their application and effectively, the child will no longer be part of the 2018 'normal' admissions round. Parents will then need to make a new application as part of the main admission round for the following year in September 2019.

2. The parent must then wait and make an entirely new application as part of the 2019 'normal' admissions round in accordance with the application process described in the home local authority 2019 Composite Prospectus document. This will be made available by the local authority on 12th September 2018. The parent should also take account of the 2019/20 Admission Arrangements applying to the school.
3. If the school is undersubscribed with reception applications for September 2019, the applicant will receive the offer of a place, without condition, for his/her child on or around 16th April 2019. If the school is oversubscribed with applications for September 2019, the published oversubscription criteria will be applied in order to rank all the applications received (including delayed entry applications) and identify a priority for the offer of available reception

places. Whether a place can be offered will depend on the outcome of the application ranking exercise.

4. If the September 2019 reception application is refused, the right of appeal will apply.
5. Where a parent delays a child's entry until 2019 and decides that he/she should join year 1 rather than reception, he/she will need to make an in-year application within six school weeks of the place being required.

3.0 Changing school (Completing an In-Year application)

3.1 The Admission Limit

The statutory Published Admission Number (27) applies only for the year of entry. For every other year, the Admissions Committee will set a non-statutory admission limit, as a guideline to the number of places available. Admission limits will reflect the accommodation available, the needs of the children and the resources required to support the children. Accordingly, admission limits may be varied from time to time.



Don't forget the closing date - 15 January 2018

3.2 Applying for a year group other than the child's relative age (chronological)

An in-year application will usually be submitted for the year group associated with the child's age. However, parents may apply for an alternative year when they consider this would be in the best educational interests of their child. In these circumstances, the application must be accompanied with as much information as possible to support the case for 'retaining' or 'accelerating' a child. It is for the Admissions Authority to decide whether to support such a request, which will be considered according to the information provided, the circumstances of the case and what is deemed to be in the best educational interests of the child concerned. If an application for a retained or accelerated year is refused, the Admissions Committee will consider whether a place can be offered in the chronological age year group. Retained and accelerated placements will be reviewed annually.

3.3 Submitting an in-year application

In-year applications may be submitted at anytime but will only be administered during school term time and within six school weeks of the place being required unless the application is for a child from a Service family locating to the area or a Crown servant returning from overseas. In these circumstances, an application may be considered further in advance, where this is confirmed by official letter that sets out a relocation date as well as a Unit postal address or a quartering area address. This must be submitted as part of the application.

The In-Year application form is provided in appendix B, which must be completed and returned directly to the school office.

3.4 The decision

On receipt of a signed and dated in-year

application form, the Admissions Committee will evaluate whether a place can be made available without prejudicing 'the efficient delivery of education or the efficient use of resources' and/or breaching the Government statutory Infant Class Size Limit. The committee's decision will be notified to the applicant in writing within ten school days of receipt of the admission application form.

3.5 Accepting the offer of a place

If a place is offered, the parent(s) will be asked to confirm acceptance in writing (by letter or email) within ten school days of receipt, following which the place will remain available for the remainder of six school weeks from the date of the decision letter. If the child concerned is not attending school with this time frame, the Admissions Committee will write to the original applicant with a view to withdrawing the offer.

3.6 Applying the Fair Access Protocol

Where it has not been possible to offer a place, the Admissions Committee will consider the application against the criteria set out in the Bath and North East Somerset (BaNES) Local Authority Fair Access Protocol (FAP), which is published on the authority's website. If the child concerned satisfies any of the FAP criteria, the In-Year application will be referred to the local authority, which may then decide to engage with the family in order to identify a suitable educational placement.

3.7 Children issued with an Education Health and Care plan

If a child is the subject of an Education Health and Care Plan (EHCP) which names a particular school, his/her parents should consult the local authority that issued the EHCP before applying for their child to transfer to another school.

4.0 The Oversubscription Criteria

4.1 Oversubscription

If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admissions Committee will assess every application against the oversubscription criteria set out in section 4.2, in order to identify a priority for the offer of available places. The oversubscription criteria will also be applied in order to rank names held on a waiting list.

4.2 The oversubscription Criteria

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who, at the time of application, 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 (section 22 (1) of the Children Act 1989 applies)
2. Children living in the Ecclesiastical parish of Chew Stoke with Nempnett Thrubwell who, at the time of admission, are eligible to receive a Pupil premium (In order to qualify against this criterion, the Supplementary Information Form must be completed)
3. Children living within the Ecclesiastical Parish of Chew Stoke with Nempnett Thrubwell
4. Children who have a sibling on the school roll at the time of admission
5. Children who themselves, or whose parent(s) regularly attend a place of Christian worship. Governors expect regular church attendance to be at least

once per month for the six month period immediately prior to application (in order to qualify against this criterion, the Supplementary Information Form must be completed)

6. Children not satisfying a higher criterion

Note: A map showing the parish boundaries/catchment is kept at the school and is available to view on the school website as appendix (B) to these admission arrangements.

4.3 Prioritising applications by distance measurement

In the event of oversubscription and the consequent need to rank all applications against the oversubscription criteria, the admission number/limit may be reached part way through a particular criterion. The ranked order for applications satisfying this 'cut off' criterion and any lower placed criterion will be determined according to the straight line distance between each child's home and the academy. This will determine a priority for the offer of available places.

Distances will be calculated electronically using digital mapping software and Ordnance Survey 'National Address Base' coordinates relative to the Academy and the child's home address. Measurement will be to a minimum of three decimal places accuracy. In the case of a multi-dwelling building, such as a block of flats, the same distance will apply for all occupants.

4.4 Applying a tie-breaker

Where two or more distances are exactly the same and it proves necessary to rank the relevant applications in order to identify a priority for the offer of available places, the order of priority will be determined by the drawing of lots. This will take place at the school and be supervised by a person entirely

Don't forget the closing date - 15 January 2018

independent of the Admissions Authority and the school.

4.5 Supplementary Information Form (SIF)

A Supplementary Information Form (SIF) is provided in appendix D. This is designed to collect information required in order to evidence that a child qualifies against one or more of the oversubscription criteria. The SIF must be completed and submitted in conjunction with the admission application form where the applicant wishes qualifying information to be taken into account, should it prove necessary for the oversubscription to be applied in order to prioritise applications. In some cases, a member of the Admissions Committee, or an appointed agent, may need to contact the applicant to discuss the information submitted on the SIF.

5.0 Lodging an appeal

5.1 The legal right to an appeal hearing

A parent whose child is refused admission to the school is legally entitled to lodge an appeal against this decision. The refusal letter issued by the Admissions Committee will explain how to complete this process and an appeal form is available to download from the school website, or can be requested from the School Office.

The administration of school admission appeals is subject to statutory procedure set out in the 2012 School Admission Appeals Code issued by the Department for Education.

5.2 The basis on which an admission application may be refused

The Admission authority can refuse to admit a child where a further admission would 'prejudice the efficient delivery of education or the efficient use of resources' or where the admission would breach the Government's statutory Infant Class Size (ICS) Limit, resulting in an infant teaching group of more than 30 children to one qualified teacher for part or

all of the school day. In the case of an ICS refusal, specific conditions set out in section 4 of the 2012 School Admission Appeals Code are 'tested' at the appeal hearing by an independent appeal panel. The range of circumstances whereby an appeal panel may find in favour of an appellant are limited to the appeal panel's review of these conditions and the reasonableness of the decision.

5.3 The appeal timetable

An appeals timetable is published on the school website by 28 February each year. This sets out the statutory time frame within which an appeal must be heard as well as the administrative timeframe within which the Admissions Authority undertakes to process any appeal lodged with the school.

5.4 Complaints about the administration of the appeals process

The decision of an independent appeal panel is binding on all parties. However, where there is concern that the appeal process has not been properly administered in accordance with the 2012 School Admission Appeals Code, a complaint may be raised with the Education Funding Agency.

CLUTTON PRIMARY SCHOOL

Introduction

Clutton Primary School is an Academy and as such the Governing Body is the admissions authority.

This is a happy, family school in which we encourage pupils and adults to have a caring and considerate attitude towards one another. We recognise and value the uniqueness of every child, helping all to achieve their best within a safe, secure and creative environment.

We aim to enable children to learn skills, knowledge and develop concepts that will help them grow into positive, responsible people who can work and co-operate with others and hopefully be better

equipped for life in today's ever changing society. The school enjoys a good reputation for providing a broad, balanced, challenging and creative environment, made possible by our highly committed and hardworking team of teachers, support staff, parents and governors.

Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2005, Education and Inspections Act 2006 and Education and Skills Act 2008. Our Admissions policy conforms to the regulations that are set out in these Acts and are further explained in the statutory School Admissions Code of Practice (2014) and the statutory Appeals Code of Practice (2009).

Aims

- We seek to be an inclusive school, welcoming children from all backgrounds and abilities.
- All applications will be treated on merit, and in a sensitive manner.
- The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.
- A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

How parents can apply for their child to be admitted to our school Clutton Primary School is part of Bath & NE Somerset's Coordinated

Admissions Scheme. All applications for admission must be submitted to your home Local Authority (LA) by the published closing date. The LA will forward all applications to the school and the Governing Body will rank all applications against the admissions criteria. This list will then be returned to the LA under the coordinated admissions scheme and they will make a single offer of a place on the published date.

Admission Criteria for the school are as follows:

Special Educational Needs

The Special Educational Needs Code of Practice requires that Governing Bodies admit any children with a Statement of Special Educational Need or an Education, Health and Care Plan (EHCP) naming Clutton Primary School, before it will consider any other applications.

Following the admission of any children with a Statement of Special Educational Need or an EHCP, the Governing Body will consider all other applications received by the closing date.

Where there are fewer applications than places available within the school's Published Admission Number, the Governing Body will admit those children.

Where there are more applications received than there are places available within the required year group, the Governing Body will consider all on time applications against the criteria as set out below:

PRIORITY A

Children in Public care (Looked After Children) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement or special guardianship order.

PRIORITY B

The 3 categories in this criterion will be given equal consideration.

- Children who live within a 1.5 mile radius* of the school and for whom there will be

Don't forget the closing date - 15 January 2018

a sibling in attendance on the admission date at the preferred school.

- Children who live outside a 1.5 mile radius* of the school but their sibling was offered a place prior to September 2013 and will be in attendance at the time of admission.
- Children who live outside a 1.5 mile radius* of the school but it is their closest Community or Voluntary Controlled School and for whom there will be a sibling in attendance on the admission date at the preferred school.

PRIORITY C

Children who live closest to the school as measured in a direct line.

Additional Notes

To be considered under the above criteria parents must have named the school as a preference. Under the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

* The 1.5 mile radius will be measured from the address point of a school as defined by the Local Land & Property Gazetteer (LLPG).

In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system.

If under all the above criteria any single category resulted in oversubscription, those living closer to the preferred school would receive the higher priority. Where there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants the place(s) will be allocated by random allocation.

Published Admission Number

The Published Admission Number is the number of children the Governing Body considers the school can accommodate. The Published Admission Number for our school is 25.

Admission Appeals

If the Governing Body does not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

Parents whose application is turned down by the Governing Body have the legal right to appeal to an Independent Appeals Panel (IAP). Details of how to appeal will be explained in the decision letter. The IAP's decision is binding for all parties concerned.

Deferred Entry

Parents of children aged four, but who have not yet reached their fifth birthday have the right to apply for a deferred entry into school. In these circumstances, parents can:

- a. request that their child start school, in the Reception year group at a later stage in the academic year, however, must be in full time education by the start of the term after their fifth birthday.
- b. request that their child takes up a place on a part time basis until their child reaches their fifth birthday.

The Local Authority

The Local Authority's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from the local Education Department, and should be returned by the date stipulated on that form. The authority will notify parents of the decision as soon as all the applications have been

considered. Details of the scheme are available on their website www.bathnes.gov.uk or by contacting them directly on the details as below:

Team/Service: Admissions & Transport
Telephone: 01225 394312
Email: admissions_transport@bathnes.gov.uk
Postal Address: Admissions & Transport
Bath & North East Somerset Council Lewis House
Manvers Street Bath
BA1 1JG

Sizes of classes for KS1 children

We teach KS1 children (aged five to seven) in classes that have a maximum number of 30 children. This limit is set by the School Admissions Code (1.17) on Infant Class sizes.

COMBE DOWN CEVC PRIMARY SCHOOL

Introduction

These Admission Arrangements reflect the statutory requirements of the 2014 Department for Education School Admissions Code and the 2012 School Admissions Appeals Code (www.education.gov.uk).

The following Acts have also been taken into account:

The Sex Discrimination Act,
The Race Relations Act,
The Human Rights Act,
The Disability Discrimination Acts 1995 and 2005
The Equalities Act 2006.

This document was agreed by the Governing Body (the Admissions Authority for the school) and published on the school website following a formal public consultation. The administrative practices described in these arrangements are designed to be fair and reasonable and the information provided is intended to explain clearly:

1. How to apply for a place at Combe Down

CEVC Primary School

2. How the Admissions Authority administers admission applications
3. How to appeal against a decision to refuse admission

Combe Down CEVC Primary School is affiliated to the Palladian Academy Trust which constitutes the statutory Admission Authority for the school. The day to day administration of admission applications and decision making is delegated to an Admissions Committee comprising of at least three school governors.

Combe Down CEVC Primary School is compliant with the 2014 School Admissions Code and 2012 School Admission Appeal Code issued by the Department for Education, and with the law relating to admissions.

How to make an application for a child to start school for the first time in the Reception year

Combe Down CEVC Primary School is part of Bath and North East Somerset's Co-ordinated Admissions Scheme. All applications for admission must be submitted to your Local Authority (LA) using the Common Admission Form by the published closing date (15th January 2018); applications can be made online. The LA will forward all applications to the school and the Governing Body will rank all applications against the admissions criteria. The ranked list will then be returned to the LA under the Co-ordinated scheme and they will make a single offer of a place on the published date. If there are more applications than places available, the governors will rank every application against the published oversubscription criteria set out below.

In Year Admissions (i.e. all applications for a place required during the school year)

All In Year applications must be made directly to Combe Down CEVC Primary School. An application

Don't forget the closing date - 15 January 2018

is made by completing the school's in-year application form, which can be downloaded from the school website or is available as a paper copy from the school office. If no form is submitted the Governing Body will not be able to process the application.

All applications will be considered by the Admissions Committee of the Governing Body. The Admissions Committee will consider applications during term time only and strictly in the order that they are received. Applications that arrive during a school holiday will be held and processed when school resumes.

Applicants will be sent a written decision by post within 10 school days of receipt of the In-year application form, or receipt of any subsequent information (submitted to support the application) where this is deemed necessary in order to determine the admission decision. If an application is refused, the decision letter will set out the reasons for refusal and explain how to appeal against the Admissions Committee decision.

The governors support fair access to school for all children. Therefore, subject to the information provided in support of an application and the circumstances at the school, the Admissions Committee may decide to refer a refused application to the home local authority in order that this authority's Fair Access Protocol can be applied. This would normally be where a child is deemed to require a higher level of support than can be provided at the school. The Fair Access Protocol will enable a local authority to engage with a family directly and so provide suitable support or an alternative educational placement as soon as possible.

Where there are more applicants at any one time than there are places available, priority will be determined by applying the Admissions criteria set out below.

Published Admissions Number

Combe Down CEVC Primary School has set a Published Admission Number of 60 for the Reception Year. Children are organised in two classes with a maximum of 30 children in each.

Special Educational Needs

The Special Educational Needs Code of Practice requires the Admission Authority to admit any children with an Education, Health and Care Plan (EHC), formerly a Statement of Educational Needs, which names Combe Down CEVC Primary School.

Following the admission of any children with an EHC, the Admission Authority will consider all other applications received by the closing date. Where there are fewer applications than places available within the school's Published Admission Number, the Admission Authority will admit those children.

Admissions Criteria

To be considered under the following criteria parents must have named the school as a preference. Under the following criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

PRIORITY A

Children in Public Care (a 'Looked After Child') or a child who was previously Looked After but immediately after being Looked After became subject to an adoption, child arrangement order, or special guardianship order. A Looked After child is a child who, at the time of application, 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 (section 22 (1) of the Children Act 1989 applies).

PRIORITY B

(The 3 categories in this criterion will be given equal consideration).

- Children who live within a 1.5 mile radius* of

the school and for whom there will be a sibling in attendance on the admission date at the preferred school.

- Children who live outside a 1.5 mile radius* of the school but their sibling* was offered a place prior to September 2013 and will be in attendance at the time of admission.
- Children who live outside a 1.5 mile radius* of the school but it is their **closest** Community or Voluntary Controlled School and for whom there will be a sibling in attendance on the admission date at the preferred school.

(*sibling is defined as sharing at least one parent or legally adopted into the family, and in every case the child should be living in the same family unit at the same address).

PRIORITY C

Children of staff at the school, in either or both of the following circumstances:

- a) Where the member of staff* has been employed by the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Staff parents who apply to the Local Authority for a Reception place must also complete Supplementary Information Form C available from the school website.

(*a member of staff is defined as full time and part time, teaching and non-teaching staff employed and paid through the Palladian Academy Trust's payroll).

PRIORITY D

Children who live closest to the school, as measured in a direct line from the child's home address (defined as the permanent address where he or she generally resides with the parent/carers who has

parental responsibility, or where responsibility is shared, the address at which the child concerned lives for the 'majority' of his/her school time i.e. more than 2.5 days of school time.

Oversubscription Criteria

If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admission Authority will assess every application received at that time against the oversubscription criteria set out above and rank the applications, identifying a priority for the offer of available places. The oversubscription criteria will also be applied to rank children's names on a waiting list.

Home to school distance and tie breaker

If it is necessary to use a tie breaker to distinguish between two or more applications, **a distance criterion will be used**. Priority would be given to those children living nearest the school as measured in a straight line from the address point of the child's home address to the address point of the school as defined by the Local Land and Property Gazetteer (LLPG).

Measurements will be determined using the Local Authority's Geographic Information System (GIS) computerised mapping system with those living closer to the school receiving higher priority. The GIS system used within this LA would not be able to calculate a staircase measurement in the case of multi-level dwellings. If the distance between two or more children's homes and the school is 'exactly' the same, the applications will be prioritised by the drawing of lots undertaken by a person entirely independent of the School and Admission Authority.

Notes

1. **Multiple birth applications (for example twins)**

In the event of the school being oversubscribed where the applicant for the

Don't forget the closing date - 15 January 2018

final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births the school will breach the admission number to allow these children to be offered places. In the case where there would be Infant Class Size issues such children will remain as an 'excepted pupil' under the Admissions Code for the time they are in an infant class or until the class numbers fall back to the normal class size limit of 30.

2. Children with an Education, Health and Care Plan (EHC)

Children with an Education, Health and Care Plan [EHC] are dealt with separately through the statutory assessment process or a review of their plan. All schools are consulted before being named on a pupil's plan and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named this will take priority over the Admissions Criteria although, wherever possible, the place will be offered within the Admission Number for the school.

3. Home Address & Families moving into the area

The child's normal permanent home address where he or she lives with his or her parents or legal guardians will be used to decide where the child lives. Temporary addresses cannot be used to obtain school places. If parents or carers plan to move, documentary evidence will be required and in order for address changes to be taken into account in the first round of allocations the appropriate documentary evidence should be received by the closing date in accordance with the dates published on the school website. However, if details of a change of address that will occur after the closing date (and before the start of Term 1) is received with the appropriate

documentary evidence before the LA has sent details of applications to other councils, it will be considered in the first round of applications.

Examples of evidence that may be acceptable to determine a child's address are:-

- A solicitor's letter confirming exchange of contracts and completion date for a property which is being purchased or a property which is being sold.
- A copy of a signed rental agreement or a solicitor's letter if moving to a council or rented property and proof of your sale or Notice to Quit on your current/previous property.
- A copy of a council tax bill or utility bill such as water, gas or electricity in your name for your newly owned or rented property together with proof of your sale or Notice to Quit on your current/previous property.
- A child benefit book.
- If you are moving in with a relative a letter from them will be required confirming the date you will be moving in together with a copy utility bill showing their name and address. A solicitor's letter will also be required confirming that completion of contracts has taken place on your sale or Notice to Quit on your current/previous property.
- In the case of children of UK Service Personnel or Crown Servants returning from overseas, with a confirmed posting to the area an official letter declaring the relocation date and a Unit postal address or quartering area address should be provided.

4. Admission of children outside their normal age group

The Admissions Committee 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 their chronological age group. The reasons for the request must be fully explained and included with the application form.

5. Delayed entry for summer born children (born 1 April – 31 August)

A parent of a 'summer born' child entitled to start school in September 2018, may lawfully choose to delay his/her entry to school until September 2019, where the parent(s) considers this arrangement to be in the best educational interests of the child. The parent(s) may request to apply for reception in September 2019 rather than Year 1. However, there is a risk attached to deciding this approach, which the parent must be clear about. Although the Governing Body may agree to a new application being submitted for a reception place in September 2019, there can be no indication given as to whether a place will be available until the 2019 'normal' admissions round is complete. The following process will apply:

- The parent must submit an application to the home local authority during the 2018 'normal' admissions round, making it clear in the text box on the application form that he/she wishes to delay the child's entry until September 2019. Where the intention is for the child to start with the 2019 reception cohort, this must also be clearly stated on the form. The Governing Body will formally note the parent(s) instruction and will consider the request. If a request to delay is approved, parent/carers should withdraw

their application and effectively, the child will no longer be part of the 2018 'normal' admissions round. Parents will then need to make a new application as part of the main admission round for the following year in September 2019.

6. Right of Appeal

Parents who are unsuccessful in their application for a place at the school have the right to appeal to an Independent Appeal Panel (IAP). Further information concerning how to appeal will be explained in the decision letter. The IAP's decision is binding for all parties concerned. The Appeals Timetable is published on the school website.

Where there is concern that the appeal process has not been properly administered in accordance with the 2012 School Admission Appeals Code, a complaint may be raised with the Academy Trust. Where no local resolution is reached the parent may escalate the matter to the Education Funding Agency for further consideration.

7. Waiting Lists

If an admission application is refused, the child's name will be entered onto a waiting list for the required year group which will be maintained until the end of the school year and then shut down. A new waiting list will start at the beginning of each academic year. Parents may ask for their child's name to be removed from the waiting list at any time during that school year. Any places which do become available will be reallocated using the Admissions Criteria, taking into account those parents who have asked to remain on the waiting list or who have lodged a formal appeal together with any late applications received. Each time a child's name is added the waiting list will be re-ranked and if a place becomes available in the required year it will be offered to the child ranked highest on the

Don't forget the closing date - 15 January 2018

waiting list at that time.

However children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

8. Late applications for Reception places

Any late applicants should complete their home LA's common application form and return it to their home LA as soon as possible. In line with agreed co-ordinated admission procedures the school will be informed of any late applications received.

9. Monitoring and Review

The Governing Body will monitor these Admissions Arrangements and they will be reviewed annually, or sooner if required, and where changes are proposed to policy or practice will conduct a public consultation in line with statutory requirement.

FARRINGTON GURNEY C. OF E. PRIMARY

This school recently converted to an Academy. The admissions criteria for the school were consulted on when it was still either a Community or Voluntary Controlled school and therefore, the criteria for 2018/19 admissions will be the same as those published for community and voluntary controlled schools.

HIGH LITTLETON CHURCH OF ENGLAND PRIMARY SCHOOL

Introduction

High Littleton Church of England Primary School is an Academy and as such the Governing Body is the admissions authority.

This is a happy, family school in which we encourage pupils and adults to have a caring and considerate attitude towards one another. There is a strong Christian ethos of acceptance within the school. We recognise and value the uniqueness of every child, helping all to achieve their best within a safe, secure and creative environment.

We aim to enable children to learn skills, knowledge and develop concepts that will help them grown into positive, responsible people who can work and co-operate with others and hopefully be better equipped for life in today's ever changing society. The school enjoys a good reputation for providing a broad, balanced, challenging and creative environment, made possible by our highly committed and hardworking team of teachers, support staff, parents and governors.

How can parents apply for their child to be admitted to our school?

High Littleton Church of England Primary School is part of Bath and North East Somerset's Co-ordinated Admissions Scheme. All applications for admission must be submitted to your home Local Authority (LA) by the published closing date. The LA will forward all applications to the school and the Governing Body will rank all applications against the admissions criteria. The ranked list will then be returned to the LA under the coordinated admissions scheme and they will make a single offer of a place on the published date.

Admissions criteria for the school are as follows:

Special Educational Needs

The Special Educational Needs Code of Practice

requires that Governing Bodies admit any children with a Statement of Special Educational Need or an Education, Health and Care Plan (EHCP) naming High Littleton Church of England Primary School, before it will consider any other applications.

Following the admission of any children with a Statement of Special Educational Need or an EHCP, the Governing Body will consider all other applications received by the closing date.

Where there are fewer applications than places available within the school's Published Admission Number, the Governing Body will admit those children.

Where there are more applications received than there are places available within the required year group, the Governing Body will consider all **on time** applications against the criteria as set out below.

PRIORITY A

Children in Public care (Looked After Children) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement or special guardianship order.

PRIORITY B

Children who live within The Parish of High Littleton and Hallatrow and for whom there will be a sibling in attendance on the admission date at the preferred school.

PRIORITY C

Children who live within The Parish of High Littleton and Hallatrow.

PRIORITY D

Children who live outside the Parish of High Littleton and Hallatrow and for whom there will be a sibling in attendance on the admission date at the preferred school.

PRIORITY E

Children who live closest to the school as measured in a direct line.

Additional Notes

To be considered under the above criteria parents must have named the school as a preference. Under the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

The distance will be measured from the address point of a school as defined by the Local Land & Property Gazetteer (LLPG).

In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system.

If under all the above criteria any single category resulted in oversubscription, those living closer to the preferred school would receive the higher priority. Where there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants the place(s) will be allocated by random allocation.

Multiple Birth Applications (for example twins)

In the event of the school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births the Governing Body will breach the admission number to allow these children to be offered places. In the case where there would be Infant Class Size issues such children will remain as an 'excepted pupil' to the class size limit for the time they are in an infant class or until the class numbers fall back to the normal class size limit of 30.

Published Admission Number

The Published Admission Number is the number of children the Governing Body considers the school

Don't forget the closing date - 15 January 2018

can accommodate. The Published Admission Number for our school is 25.

Admission Appeals

If the Governing Body does not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

Parents whose application is turned down by the Governing Body have the legal right to appeal to an Independent Appeals Panel (IAP). Details of how to appeal will be explained in the decision letter. The IAP's decision is binding for all parties concerned.

Deferred Entry

Parents of children aged four, but who have not yet reached their fifth birthday have the right to apply for a deferred entry into school. In these circumstances, parents can:

- a. request that their child start school, in the Reception year group at a later stage in the academic year, however, must be in full time education by the start of the term after their fifth birthday.
- b. request that their child takes up a place on a part time basis until their child reaches their fifth birthday.

Monitoring and Review

The Governing Body will monitor this admissions policy and it will be reviewed every year or sooner if required.

LONGVERNAL PRIMARY SCHOOL

Introduction

Longvernal Primary School is an Academy and part of the Midsomer Norton Schools Partnership, and as such the Governing Body is the admissions authority.

Our governing body applies the regulations on

admissions fairly and equally to all those who wish to attend the school.

Longvernal Primary school is part of Bath & North East Somerset's Coordinated Admissions scheme.

All applications for admissions must be submitted to the Local Authority (LA) by the published closing date. The LA will forward all application to the school and the Governing Body will rank all applications against the admissions criteria. The list will then be returned to the LA under the coordinated admissions scheme and they will make a single offer of a place on the published date.

Admissions criteria are as follows:

PRIORITY A

Children in Public Care (looked after children) or a child who was previously looked after but immediately after being looked after became subject to an adoption, care arrangement, or special guardianship order.

PRIORITY B

The 3 categories in this criterion will be given equal consideration

- Children who live within a 1.5 mile radius* of the school and for whom there will be a sibling in attendance on the admission date of the preferred school.
- Children who live outside a 1.5 mile radius* of the school but their sibling was offered a place prior to September 2013 and will be in attendance at the time of admission
- Children who live outside a 1.5 mile radius* of the school but it is their closest Community or Voluntary Controlled school and for whom there will be a sibling in attendance on the admission date.

PRIORITY C

Children who live closest to the school as measured

in a direct line.

Additional Notes

To be considered under the above criteria parents must have named the school as a preference.

Under the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

*The 1.5 mile radius will be measured from the address point of the school as defined by the Local Land & property Gazetter (LLPG).

In all cases distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the LLPG. Measurements will be determined using the Local Authority's GIS computerised mapping system.

If under all the above criteria any single category resulted in oversubscription those living closer to the preferred school would receive the higher priority. Where there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants place(s) will be allocated by random allocation.

The child's home address is defined as the permanent address where he or she generally resides with their parent. Temporary address may not be used to obtain school places. A random sample of 10% of all applications received each year will be checked to confirm address using the Council Tax Office or Electoral Role. A copy of a utility bill may also be requested.

Children with an Education Health & Care Plan (EHC) are dealt with separately through the statutory assessment process or a review of their plan. All schools are consulted before being named on a pupil's plan and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school

is named this will take priority over the Admissions Criteria although wherever possible the place will be offered within the Admission Number for the school.

Published Admission Number

The published admission number is the number of children the Governing Body considers the school can accommodate. The Published Admission number is 25

Multiple Birth Applications (for example twins)

In the event of the school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/ carer of twins, triplets or other multiple births the Governing Body will breach the admission number to allow these children to be offered places.

In the case where there would be Infant Class Size issues such children will remain as an 'excepted pupil' to the class size limit for the time they are in an infant class or until the class numbers fall back to the normal class size limit of 30.

Admission of children outside their normal age group

The Governing Body 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 their chronological age group. The reasons for the request must be fully explained and included with the application form.

A parent of a 'summer born' child entitled to start school in September 2018, may choose to delay his/ her entry to school until September 2019, where the parent(s) considers this arrangement to be in the best educational interests of the child. The parent(s) may request to apply for reception in September 2019 rather than Year 1. However, there is a risk attached to deciding this approach, which the parent must be clear about. Although the Governing Body may agree to a new application being submitted

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for a reception place in September 2019, there can be no indication given as to whether a place will be available until the 2019 'normal' admissions round is complete. The following process will apply:

The parent **must** submit an application to the home local authority during the 2018 'normal' admissions round, making it clear in the text box on the application form that he/she wishes to delay the child's entry until September 2019. Where the intention is for the child to start with the 2019 reception cohort, this must also be clearly stated on the form. The Governing Body will formally note the parent(s) instruction and will consider the request. If a request to delay is approved, parent/carers should withdraw their application and effectively, the child will no longer be part of the 2018 'normal' admissions round. Parents will then need to make a new application as part of the main admission round for the following year in September 2019.

Late applications for Reception places

Any late applicants should complete their home LA's common application form and return it to their home LA as soon as possible. In line with agreed co-ordinated admission procedures the School will be informed of any late applications received.

Admission Appeals

Parents/carers who make a formal appeal against their allocated school will have their child's name kept on a waiting list for any places that may become available at their preferred school. If the governing body does not offer a child a place at this school it will be because to do so would prejudice the education of the other children by allowing the number of children in the school to increase too much. Details of how to appeal will be explained in the decision letter.

In Year Admissions (i.e. all applications for existing year groups)

All In Year applications must be made directly to Longvernal Primary School. An application is made

by completing an application form which must be forwarded directly to the school. If no form is submitted the Governing Body will not be able to process the application.

All applications will be considered by the Admissions Committee of the Governing Body. Where there are more applicants at any one time than there are places available, priority will be determined by applying the Admissions criteria.

The Local Authority

The Local Authority's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have the right to express a preference but this does not in itself guarantee a place at that particular school. Applications should be made on a form that can be obtained on line from the LA and should be returned by the date stipulated. Details of the scheme are available on their website www.bathnes.gov.uk or by contacting them directly

MARKSBURY C. OF E. PRIMARY

This school recently converted to an Academy. The admissions criteria for the school were consulted on when it was still either a Community or Voluntary Controlled school and therefore, the criteria for 2018/19 admissions will be the same as those published for community and voluntary controlled schools.

MOORLANDS INFANT

This school recently converted to an Academy. The admissions criteria for the school were consulted on when it was still either a Community or Voluntary Controlled school and therefore, the criteria for 2018/19 admissions will be the same as those published for community and voluntary controlled schools.

MOORLANDS JUNIOR

This school recently converted to an Academy. The admissions criteria for the school were consulted on when it was still either a Community or Voluntary

Be on time - apply on-line

Controlled school and therefore, the criteria for 2018/19 admissions will be the same as those published for community and voluntary controlled schools.

OLDFIELD PARK INFANT SCHOOL

Oldfield Park Infant School is affiliated with the Palladian Academy Trust which constitutes the statutory Admission Authority for the school. The 'day to day' administration of admission applications and decision making is delegated to an Admissions Committee comprising of at least 3 school governors.

These Admission Arrangements have been compiled in accordance with the requirements of the 2014 School Admissions Code and the School Admission Appeals Code issued by the Department of Education, and with the law relating to admissions.

How to make an application for a Reception place

Oldfield Park Infant School is part of the Bath and North East Somerset's Co-ordinated Admissions Scheme. All applications for admission for a Reception place must be submitted to your Local Authority (LA) by the published closing date. The Local Authority will forward all applications for schools in BaNES area to BaNES local authority. BaNES will then forward all applications for Oldfield Park Infant School to the school and the Admission Committee of the Governing Body will rank all applications against the schools admission criteria. The ranked list will then be returned to the Local Authority under the co-ordinated scheme and they will make a single offer of a place on the published date.

In Year Admissions (i.e. all applications for existing year groups)

All In Year applications must be made directly to Oldfield Park Infant School using the Application Form which is available to download from the school website or as a paper copy from the School

Office. An application is made by completing the application form which must be forwarded directly to the school. If no form is submitted the Governing Body will not be able to process the application.

All applications will be considered by the Admissions Committee of the Governing Body. Where there are more applicants at any one time than there are places available, priority will be determined by applying the admissions criteria set out below.

Published Admissions Number

Oldfield Park Infant School has a Published Admission Number of 60 which means it will admit 60 children into Reception in two classes of 30 each year.

Special Educational Needs

The Special Educational Needs Code of Practice requires the Admission Authority to admit any children with an Educational Health and Care Plan (EHCP) or with a Statement of Special Educational Needs naming Oldfield Park Infant School.

Admissions Criteria

To be considered under the following criteria parents must have named the school as a preference. Under the following criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

PRIORITY A

Children in Public care (Looked after Children) or a child who was previously Looked After but immediately after being Looked After became subject to an adoption, child arrangement order, or special guardianship order.

PRIORITY B

(The 3 categories in this criterion will be given equal consideration).

- Children who live within a 1.5 mile radius* of the school and for whom there will be a sibling

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in attendance on the admission date at the preferred school.

- Children who live outside a 1.5 mile radius* of the school but their sibling was offered a place prior to September 2013 and will be in attendance at the time of admission.
- Children who live outside a 1.5 mile radius* of the school but it is their closest Community or Voluntary Controlled School and for whom there will be a sibling in attendance on the admission date at the preferred school.

(sibling is defined as sharing at least one parent or legally adopted into the family, and in every case the child should be living in the same family unit at the same address. For the purposes of Priority B, Oldfield Park Infant and Junior are a paired infant and junior school and will be treated as one school).

PRIORITY C

Children who live closest to the school, as measured in a direct line.

In the case of Oldfield Park Infant and Junior Schools the direct line distance will be measured to a midpoint between the paired Infant and Junior Schools. For Oldfield Park Infant and Junior Schools the midpoint is 29 Maybrick Rd BA2 3PU. The measurements will be determined using a GIS computerised mapping system.

Oversubscription Criteria

When applications within the above categories exceed the number of places available, priority will be given to children who live nearest the school;

If it is necessary to use a tie breaker to distinguish between two or more applications, a distance criterion will be used. Priority would be given to those children living nearest the school as measured in a straight line from the address point of the child's home address to the address point of the school as defined by the Local Land and Property Gazetteer (LLPG).

Measurements will be determined using the Local Authority's Geographic Information System (GIS) computerised mapping system with those living closer to the school receiving higher priority. The GIS system used within this LA would not be able to

calculate a staircase measurement in the case of multi-level dwellings. If the distance between two children's homes and the school is exactly the same then a random allocation would be used for any such cases.

This will be undertaken in the school building by a person entirely independent of the Admissions Committee and with no current connection to the school.

Multiple Birth Applications

In the event of a school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births the school will breach the admission number to allow these children to be offered places. In the case of schools where there would normally be Infant Class Size issues such children will remain as an 'excepted pupil' to the class size limit for the time they are in an infant class or until the class numbers fall back to the normal class size limit of 30.

Special Educational Needs

Children with a Statement of Special Educational Needs or with an Educational Health and Care Plan will be dealt with through the SEND Code of Practice and their placement is determined through the statutory assessment process or an annual review of their statement. All schools are consulted before being named on a pupil's Statement or Educational Health and Care and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named on a Statement or Educational Health and Care Plan this will take priority over the Admissions Criteria, although, wherever possible the place will

be offered within the Admission Number for the school.

Home Address & Families moving into the area

The child's normal permanent home address where he or she lives with his or her parents or legal guardians for more than 2.5 school days per week will be used to decide where the child lives. Temporary addresses cannot be used to obtain school places. If parents or carers plan to move, documentary evidence will be required and in order for address changes to be taken into account in the first round of allocations made on **16 April 2018** the appropriate documentary evidence should be received by the closing date of **15 January 2018**. However, if details of a change of address that will occur after the closing date (and before the start of term 1) is received with the appropriate documentary evidence by **30 January 2018** i.e. before the LA has sent details of applications to other councils, it will be considered in the first round of applications.

Examples of evidence that may be acceptable to determine a child's address are:-

- A solicitor's letter confirming exchange of contracts and completion date for a property which is being purchased or a property which is being sold.
- A copy of a signed rental agreement or a solicitor's letter if moving to a council or rented property and proof of your sale or Notice to Quit on your current/previous property.
- A copy of a council tax bill or utility bill such as water, gas or electricity in your name for your newly owned or rented property together with proof of your sale or Notice to Quit on your current/previous property.
- A child benefit book.
- If you are moving in with a relative a letter

from them will be required confirming the date you will be moving in together with a copy utility bill showing their name and address. A solicitor's letter will also be required confirming that completion of contracts has taken place on your sale or Notice to Quit on your current/previous property.

- In the case of children of UK Service Personnel or Crown Servants returning from overseas, with a confirmed posting to the area an official letter declaring the relocation date and a Unit postal address or quartering area address should be provided.

Admission of children outside their normal age group

The Admissions Committee 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 their chronological age group. The reasons for the request must be fully explained and included with the application form.

A parent of a 'summer born' child entitled to start school in September 2018, may choose to delay his/her entry to school until September 2019, where the parent(s) considers this arrangement to be in the best educational interests of the child. The parent(s) may request to apply for reception in September 2019 rather than Year 1. However, there is a risk attached to deciding this approach, which the parent must be clear about. Although the Governing Body may agree to a new application being submitted for a Reception place in September 2019, there can be no indication given as to whether a place will be available until the 2019 'normal' admissions round is complete. The following process will apply.

- The parent must submit an application to the home local authority during the 2018 'normal' admission round, making it clear in the text box on the application form

Don't forget the closing date - 15 January 2018

that he/she wishes to delay the child's entry until September 2019. Where the intention is for the child to start within the 2019 reception cohort, this must be clearly stated on the form. The Governing Body will formally note the parent(s) instruction and will consider the request. If a request to delay is approved, parents/carers should withdraw their application and effectively, the child will no longer be part of the 2018 'normal' admission round. Parents will then need to make a new application as part of the main admissions round for the following year in September 2019.

Right of Appeal

Parents who are unsuccessful in their application for a place at the school have the right to appeal to an Independent Appeal Panel (IAP). Further information concerning how to appeal will be explained in the decision letter. The IAP's decision is binding for all parties concerned.

Where there is concern that the appeal process has not been properly administered in accordance with the 2012 School Admission Appeals Code, a complaint may be raised with the Academy Trust. Where no local resolution is reached the parent may escalate the matter to the Education Funding Agency for further consideration.

Waiting List

Parents/Carers who make a formal appeal against their allocated school will have their child's name kept on a waiting list for any places which may become available at their preferred school. They may also ask for their child to remain on the waiting list without making a formal appeal. Any places which do become available will be reallocated using the Admissions Criteria, taking into account those parents who have asked to remain on the waiting list or who have lodged a formal appeal together with any late applications received.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

Late applications for Reception places

Any late applicants should complete their home LA's common application form and return it to their home LA as soon as possible. In line with agreed co-ordinated admission procedures the School will be informed of any late applications received.

Monitoring and Review

The Admissions Authority will review these Admission Arrangements on an annual basis and where changes are proposed to policy or practice will conduct a public consultation in line with statutory requirement.

OLDFIELD PARK JUNIOR SCHOOL

These Admission Arrangements reflect the statutory requirements of the 2014 Department for Education School Admissions Code and the 2012 School Admissions Appeals Code (www.education.gov.uk).

The following Acts have also been taken into account:

The Sex Discrimination Act,
The Race Relations Act,
The Human Rights Act,
The Disability Discrimination Acts 1995 and 2005
The Equalities Act 2006.

This document was agreed by the Governing Body (the Admissions Authority for the school) and published on the school website following a formal public consultation.

Oldfield Park Junior School is affiliated to the Palladian Academy Trust which constitutes the statutory Admission Authority for the School. The 'day to day' administration of admission applications

and decision making is delegated to an Admissions Committee comprising at least three school governors.

How to make an application for a Year 3 place

Oldfield Park Junior School is part of the Bath and North East Somerset's Co-ordinated Admissions Scheme. All applications for admission for a Year 3 place must be submitted to the Local Authority (LA) by the published closing date. The Local Authority will forward all applications to the school and the Governing Body will rank all applications against the schools admission criteria. The ranked list will then be returned to the Local Authority under the coordinated scheme and they will make a single offer of a place on the published date.

In Year Admissions (i.e. all applications for existing year groups)

We recognise that children change schools for a variety of reasons from moving home to changes in family circumstances or for other personal reasons.

You are welcome to contact the school to enquire about the availability of places and make an appointment to look round, although we are unable to offer you a place directly (see below).

If you wish to change your child's school, we would also advise you to discuss your reasons for moving with your child's current head teacher prior to making a decision.

All In Year applications must be made directly to Oldfield Park Junior School. An application is made by completing an application form which must be forwarded directly to the school. If no form is submitted the Governing Body will not be able to process the application.

All applications will be considered by the Admissions Committee of the Governing Body. Where there are more applicants at any one time than there are places available, priority will be determined by applying the admissions criteria set out below.

Published Admissions Number

Oldfield Park Junior School has a Published Admission Number (PAN) of 64 which means it will admit 64 children into Year 3 in two classes of 32 each year.

Special Educational Needs

The Special Educational Needs Code of Practice requires that Governing Bodies admit any children with a Statement of Special Educational Needs or an Educational Health and Care Plan (EHCP) naming Oldfield Park Junior School, before it will consider any other applications. Following the admission of any children with a Statement of Special Educational Need or an Educational Health and Care Plan, the Governing Body will consider all other applications received by the closing date. Where there are fewer applications than places available within the school's Published Admission Number, the Governing Body will admit those children.

Admissions Criteria

To be considered under the following criteria parents must have named the school as a preference. Under the following criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

PRIORITY A

Children in Public Care (Looked After Children) or a child who was previously Looked After but immediately after being Looked After became subject to an adoption, child arrangement order, or special guardianship order.

PRIORITY B

(The 3 categories in this criterion will be given equal consideration).

- Children who live within a 1.5 mile radius* of the school and for whom there will be a sibling in attendance on the admission date at the preferred school.

Don't forget the closing date - 15 January 2018

- Children who live outside a 1.5 mile radius* of the school but their sibling was offered a place prior to September 2013 and will still be in attendance at the time of admission at the start of the academic year and not when the place was offered.
- Children who live outside a 1.5 mile radius* of the school but it is their closest Community or Voluntary Controlled School and for whom there will be a sibling in attendance on the admission date at the preferred school.

(Sibling is defined as sharing at least one parent or legally adopted into the family, and in every case the child should be living in the same family unit at the same address. For the purposes of Priority B, Oldfield Park Infant and Junior are a paired infant and junior school and will be treated as one school. However, please note that a child having a place at Oldfield Park Infant School in Year 2 does not guarantee a place at Oldfield Park Junior for Year 3).

PRIORITY C

Children for whom are closest to the mid-point* as measured in a direct line.

**In the case of Oldfield Park Infant and Junior Schools the direct line distance will be measured to a midpoint between the paired Infant and Junior Schools. For Oldfield Park Infant and Junior Schools the midpoint is 29 Maybrick Rd BA2 3PU. The measurements will be determined using a GIS computerised mapping system.*

Oversubscription Criteria

When applications within the above categories exceed the number of places available, priority will be given to children who live nearest the school;

If it is necessary to use a tie breaker to distinguish between two or more applications, a distance criterion will be used. Priority would be given to those children living nearest the mid-point as measured in a straight line from the address point of the child's home address to the address point of the

school as defined by the Local Land and Property Gazetteer (LLPG).

Measurements will be determined using the Local Authority's Geographic Information System (GIS) computerised mapping system with those living closer to the mid-point receiving higher priority. The GIS system used within this LA would not be able to calculate a staircase measurement in the case of multi-level dwellings. If the distance between two children's homes and the mid-point is exactly the same then a random allocation would be used for any such cases.

This will be undertaken in the school building by a person entirely independent of the Admissions Committee and with no current connection to the school.

Multiple Birth Applications

In the event of a school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/ carer of twins, triplets or other multiple births the school will breach the admission number to allow these children to be offered places.

Special Educational Needs

Children with a Statement of Special Educational Needs or with an Educational Health and Care Plan will be dealt with through the SEND Code of Practice and their placement is determined through the statutory assessment process or an annual review of their statement.

All schools are consulted before being named on a pupil's Statement or Educational Health and Care Plan and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named on a Statement or Educational Health and Care Plan this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school.

Home Address & Families moving into the area

The child's normal permanent home address where he or she lives with his or her parents or legal guardians will be used to decide where the child lives. Temporary addresses cannot be used to obtain school places. If parents or carers plan to move, documentary evidence will be required and in order for address changes to be taken into account in the first round of allocations made on **16 April 2018** the appropriate documentary evidence should be received by the closing date of **15 January 2018**. However, if details of a change of address that will occur after the closing date (and before the start of term 1) is received with the appropriate documentary evidence by **30 January 2018** i.e. before the LA has sent details of applications to other councils, it will be considered in the first round of applications.

Examples of evidence that may be acceptable to determine a child's address are:

- A solicitor's letter confirming exchange of contracts and completion date for a property which is being purchased or a property which is being sold.
- A copy of a signed rental agreement or a solicitor's letter if moving to a council or rented property and proof of your sale or Notice to Quit on your current/previous property.
- A copy of a council tax bill or utility bill such as water, gas or electricity in your name for your newly owned or rented property together with proof of your sale or Notice to Quit on your current/previous property.
- A child benefit book.
- If you are moving in with a relative a letter from them will be required confirming the date you will be moving in together with a copy utility bill showing their name and address. A solicitor's letter will also be required confirming that completion of contracts has taken place

on your sale or Notice to Quit on your current/previous property.

- In the case of children of UK Service Personnel or Crown Servants returning from overseas, with a confirmed posting to the area an official letter declaring the relocation date and a Unit postal address or quartering area address should be provided.

Admission of children outside their normal age group

The Governing Body 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 their chronological age group. The reasons for the request must be fully explained and included with the application form.

Right of Appeal

Parents who are unsuccessful in their application for a place at the school have the right to appeal to an Independent Appeal Panel (IAP). Further information concerning how to appeal will be explained in the decision letter. The IAP's decision is binding for all parties concerned.

Waiting List

Parents/Carers who make a formal appeal against their allocated school will have their child's name kept on a waiting list for any places which may become available at their preferred school. They may also ask for their child to remain on the waiting list without making a formal appeal. Any places which do become available will be reallocated using the Admissions Criteria, taking into account those parents who have asked to remain on the waiting list or who have lodged a formal appeal together with any late applications received. However children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Every effort will be made to contact applicants on the

Don't forget the closing date - 15 January 2018

waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

Monitoring and Review

The Governing Body will monitor this admissions policy and it will be reviewed every year or sooner if required.

PEASEDOWN ST. JOHN PRIMARY

This school is an Academy school. The admissions criteria for the school were consulted on when it was still either a Community or Voluntary Controlled school and therefore, the criteria for 2018/19 admissions will be the same as those published for community and voluntary controlled schools.

SALTFORD C. OF E. PRIMARY

This school is an Academy school. The admissions criteria for the school were consulted on when it was still either a Community or Voluntary Controlled school and therefore, the criteria for 2018/19 admissions will be the same as those published for community and voluntary controlled schools.

SHOSCOMBE CHURCH OF ENGLAND VA PRIMARY SCHOOL

Introduction

These Admission Arrangements comply with the requirements of the 2014 School Admissions Code and the 2012 School Admission Appeals Code issued by the Department for Education under Section 84 of the Schools Standards and Framework Act 1998 and are reviewed and published annually by the Governing Body of the Church Valley Federation (The Admission Authority). Should it be proposed to alter any aspect of policy or practice; a public consultation will be conducted in accordance with the statutory requirements set out in the School Admissions Code.

In the interests of clarity, this document is set out under the following headings:

- 1.0 General Information
- 2.0 Starting School in September 2018 - The 'normal' admissions round
- 3.0 Changing School - The 'in-year' application process
- 4.0 The Oversubscription Criteria
- 5.0 Lodging an Appeal

If you would like to discuss your circumstances or require further help with any aspect of the school admissions process, please contact the School Office - telephone: 01761 432479. It is recommended that you also visit the school website which provides a lot of useful information about the school community and curriculum, which will be helpful when choosing a school.

www.shoscombe_pri@bathnes.gov.uk

Any concern relating to the statutory compliance of the Admission Arrangements, or the fairness and equality of local policy/practice, should initially be raised with the School. If the concern cannot be resolved locally, a complaint may be lodged with the Office of The Schools Adjudicator.

1.0 General information

1.1 The School

Shoscombe Church of England Primary is a Voluntary Aided School. The school was established to serve all within its community and strives to offer a high quality education underpinned by a distinctively Christian ethos. The school is part of the Church Valley Federation with St Julian's VC Primary, Wellow and Camerton VC Primary. Transport arrangements allow for the transportation of pupils from outlying areas where there is no safe walking route to school because Shoscombe is their local school.

1.2 Who can apply for a school place?

A parent, registered carer, or another person(s) who has an assigned responsibility

for the child concerned (referred to throughout this document as 'the parent') may submit a school application on behalf of that child for any United Kingdom (UK) state funded school.

1.3 The child

A child of statutory school age who resides within the UK has a right to receive an education. The child must, at the time of applying for a school place, be a UK citizen, or have European Economic Area Citizenship, or hold an appropriate Home Office Visa entitling him/her to reside in the UK.

1.4 The home address

For admissions purposes, the Admission Authority will consider the home address to be: The address at which the child concerned is living, at the time of application, for more than 2.5 school days per week, with the person(s) who has legal responsibility for this child. The home address should be clearly stated on the application form.

Where the child will be moving to a new home address and the parent wishes this to be considered, one of the following documents, depending on the circumstances of the case, must be made available at the time of application.

- A legal 'exchange of contract' which confirms the purchase of the property
- A copy of a formal tenancy agreement (minimum six-month term) signed and dated by the applicant and the Landlord for the property
- For children of UK service personnel with a confirmed posting to the area of Crown Servants returning from overseas, an official letter confirming a relocation date and Unit postal address or quartering area address.

1.5 Siblings

The oversubscription criteria set out in section 4.2 of these Admission Arrangements prioritise applications for children with an older sibling attending Shoscombe Primary School at the time of application who will still be on roll at the time of admission.

If a parent wishes a sibling connection to be taken account of, the sibling's details must be provided on the admission application form and he/she must qualify as a full, half, step or adoptive brother or sister, or a child living for more than 2.5 school days per week within the same family unit and at the same home address.

The Published Admission Number or admission limit will be exceeded, where necessary, in order that multiple birth siblings of the same family (twin, triplet etc.) can all be offered places, where otherwise one or more of these children would be refused.

1.6 Waiting lists

When an admission application is refused, because the year applied for is full, the child's name will be entered onto a waiting list for that year group, which will be maintained until the end of the school year and then shut down. Names on waiting lists are held strictly in ranked order in accordance with the child's compliance with the Oversubscription Criteria. Each time a name is added, the waiting list concerned will be re-ranked. If a place becomes available in the appropriate year, this will be offered for the child ranked highest on the waiting list at that time. A child's name will be removed from the waiting list if a place is offered and accepted, offered and declined, or the parent requests the school, in writing, to remove his/her child's name.

1.7 Misleading or false information

Should the Admission Authority become aware that a place was secured for a child at the

Don't forget the closing date - 15 January 2018

school using misleading or false information, it will consider withdrawing the offer, or where a child has already started to attend the school may remove the child from the school roll.

The circumstances of the case will be fully discussed with the parent and, if the decision is taken to withdraw the offer of a place, the application will be considered afresh, taking account of any new information.

2.0 Starting School in September 2018 (The 'Normal' Admissions round)

2.1 The Published Admission Number (PAN)

The PAN for foundation (reception) is 17. This is the number of places that can be provided according to the resources available and the need to maintain the size of the infant classes within the requirements of Infant Class Size legislation (30 children to each qualified teacher unless a child qualifies as a permitted exception in accordance with section 2.15 of the 2014 School Admissions Code). If 17 or fewer reception applicants are received for September 2018, every applicant will be offered a place for their child, without condition. If more than 17 applications are received, the Admission Authority will apply the oversubscription criteria in order to rank all the applications and identify a priority for the offer of places up to the PAN. Further places will only be offered where there is sufficient resource available to enable this.

2.2 Ensuring an 'on-time' application

For a child to start school in September 2018, the parent must complete the Common Application Form (CAF) available from the home local authority (the authority in whose area the child concerned lives). For the application to be considered as 'on-time' the CAF must be submitted to the home local authority by 23:59 hours on 15th January 2018. The CAF may be completed and submitted using the home local authority's 'on line'

procedure, or as a paper form. Full details about the application process and information about the schools in the local authority area are explained in the 'Composite Prospectus' document, which each local authority must make available on 12th September annually.

For families living in and around Shoscombe, the home local authority is Bath and North East Somerset Council: www.bathnes.gov.uk

2.3 Late applications

Local authorities must coordinate 'normal admission round' foundation (reception) applications until August 31st August 2018. If an application form is submitted to the home local authority after the application deadline of 15th January 2018, it will be considered as a 'late' application and will not be administered until all on time applications have been processed, at which point there may no longer be a place available at the preferred school(s).

2.4 Notifying the application decision

Parents will receive an admission decision in writing from the home local authority on or about 16th April 2018, according to the procedure set out in this local authority's Composite Prospectus. 2.5 Education Health and Care Plan (EHCP)

A place will be provided for a child who has an EHCP (formerly a Statement of Special Educational Needs) agreed at the time of application, which names Shoscombe C of E Primary School as the education provider. This place will be allocated within the Published Admission Number (PAN) before the consideration of any other applications, or above the PAN if places have already been offered at that time.

2.6 Starting school on a full or part time basis

A parent may apply for his/her child to start school for the first time in the September following the fourth birthday and, where a

place is offered, may choose for the child to start full time from day one, or to attend on a part time basis until statutory school age, which occurs during the term following the child's fifth birthday.

2.7 Deferred entry to school

When a child is below statutory school age, the parent may choose to defer his/her child's entry to school until later in the school year. However, parents cannot defer beyond the point at which the child reaches statutory school age, or beyond the start of the last term in the school year. The school operates on the basis of a three-term year.

2.8 Applying for 'delayed entry' on behalf of a summer born child (born 1st April - 31st August)

A parent of a 'summer born' child entitled to start school in September 2018, may choose to delay his/her entry to school until September 2019, where the parent considers this arrangement to be in the best educational interests of the child. The parent may also choose to apply for the reception year in September 2019 rather than year 1. Please note: Although the Admission Authority must agree to a 'delayed entry' application being submitted for a reception place in September 2019, there can be no indication given as to whether a place will be available until the 2019 'normal admissions round' allocation exercise is complete. The following process will apply:

1. The parent must submit an application to the home local authority during the 2018 'normal admissions round', making it clear in the text box on the application form that he/she wishes to delay the child's entry until September 2019. Where the intention is for the child to start with the 2019 reception cohort, this must also be clearly stated on the form. The Admission Authority will formally note the

parent's instruction and will not process the 2018 application. Effectively, the child will no longer be part of the 2018 'normal admissions round'.

2. The parent(s) must then wait and make an entirely new application as part of the 2019 'normal admissions round' in accordance with the application process described in the home local authority 2019 Composite Prospectus document. This will be made available by the local authority on 12th September 2018. The parent should also take account of the 2019/20 Admission Arrangements applying to the school.
3. If the school is undersubscribed with reception applications for September 2019, the applicant will receive the offer of a place, without condition, for his/her child on or around 16th April 2019. If the school is oversubscribed with applications for September 2019, the published oversubscription criteria will be applied in order to rank all the applications received (including delayed entry applications) and identify a priority for the offer of available reception places. Whether a place can be offered will depend on the outcome of the 2019 application ranking exercise.
4. If the September 2019 reception application is refused, the right of appeal will apply.
5. If a parent delays a child's entry until 2019 and decides that the child should join Year 1 rather than reception, he/she will need to make an in-year application within six school weeks of the place being required.

Don't forget the closing date - 15 January 2018

3.0 Changing school - the 'In-Year' application process

3.1 The Admission Limit

For each year group other than the reception year of entry (years 1 - 6), the Admission Authority will set a non-statutory admission limit as a guideline to the number of places available. Admission limits will be set in order to ensure 'the efficient delivery of education and the efficient use of resources' taking into account factors such as the statutory Infant Class Size limit, available budget, accommodation, the needs of the children and the specific resources required to support the children. Consequently, admission limits may be varied from time to time and so the number of places available may vary.

3.2 Submitting an In-Year application

If a parent wishes to apply for his/her child to join the school during the 2018/19 school year, the In-Year application form (Appendix B) must be completed and submitted directly to the school. This is available to download from the school website or a paper copy can be provided by the School Office. The In-Year Application Form may be submitted at anytime but will only be administered during school term time and within six school weeks of the place being required, unless the application is for a child from a Service family or the parent is a Crown Servant returning from overseas. In these circumstances, an application may be considered further in advance if an official letter is provided with the application, which confirms a relocation date and Unity postal address or quartering area address.

3.3 Applying for a year group other than the child's relative (chronological) age

The In-Year application will usually be submitted for the year group associated with the child's age, although a parent may apply for an alternative year if he/she considers this

would be in the best educational interests of the child. In these circumstances, the application must be accompanied with as much information as possible to support the case for 'retaining' or 'accelerating' the child. It is for the Admission Authority to decide whether to support such a case and what is deemed to be in the best educational interests of the child concerned. If an application for a retained or accelerated year is refused, the Admission Authority will consider whether a place can be offered in the relative (chronological) age year group. The parent has the right to appeal the decision where a place cannot be offered in the relative year group. Retained and accelerated places secured through the in-year admissions process will be reviewed annually.

3.4 The decision

On receipt of a signed and dated In-Year Application Form, the Admission Authority will evaluate whether a place can be made available without prejudicing 'the efficient delivery of education or the efficient use of resources' or breaching the statutory Infant Class Size Limit. The decision will be notified to the applicant in writing within ten school days of receipt of the In-Year Application Form.

3.5 Accepting the offer of a place

Where a place is offered, it will remain available for the remainder of six school weeks from the date of this letter. If the child concerned is not attending school within this time frame, the Admission Authority will write to the applicant requesting an update and may, depending on the circumstances, withdraw the offer.

3.6 Applying the Fair Access Protocol

Where it has not been possible to offer a place, the Admission Authority will consider the application against the criteria set out in

the Bath and North East Somerset Council, Local Authority Fair Access Protocol (FAP), which is published on this authority's website. If the child concerned is without a school place and satisfies any of the FAP criteria, the In-Year application will be referred to the local authority, which may then decide to engage with the family and help identify a suitable educational placement without undue delay.

3.7 Children issued with an Education Health and Care Plan (EHCP)

If a child is the subject of an EHCP (formerly a Statement of Special Educational Needs), which names a specific school, his/her parents should consult the local authority that issued the EHCP before applying for the child to change school.

4.0 The Oversubscription Criteria

4.1 Oversubscription

If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admission Authority will assess every application against the oversubscription criteria set out in section 4.2 and rank these applications in priority order, before any places are offered. The oversubscription criteria will also be applied to rank children's names on a waiting list.

1. A 'looked after child' or a child who was previously looked after by a local authority, but, immediately after being looked after, became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who, at the time of application, 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 (section 22 (1) of the Children Act 1989 applies).

2. Children who themselves and/or whose parent(s) are practising members of a Church in the Ten Lamps Group Ministry or any other place of Christian worship and has done so for at least once per month for the last twelve months and who live in the Ecclesiastical Parish of Foxcote with Shoscombe.
3. Children who at the time of application, live within the Ecclesiastical Parish of Foxcote with Shoscombe or with a confirmed move to an address within this Parish.
4. Children who themselves and/or whose parent(s) are practising members of the Church of England and has done so for at least once per month for the last twelve months and who live outside of the Ecclesiastical Parish of the Foxcote with Shoscombe.
5. Children who at the time of application have an older sibling at Shoscombe C of E VA Primary School who will still be on roll at the time of admission and who live at the same address.
6. Children who at the time of application are eligible to receive a Pupil Premium or a Service Premium.
7. Children not satisfying a higher criterion.

Notes:

- Refer to section 1.4 of these Admission Arrangements for the definition of 'home address'
- Refer to section 1.5 of these Admission Arrangements for the definition of 'sibling'
- The Supplementary Information Form applies for criterion 1, 2, 4 or 6 (refer to section 4.5 of these Admission Arrangements)

Don't forget the closing date - 15 January 2017

- A map indicating the Ecclesiastical Parish of Shoscombe with Foxcote is available on the school website (Appendix D). A copy is also kept at the school and is available to view by appointment

4.3 Applying a distance measurement

In the event of oversubscription (more applications received than places available), the admission application ranking exercise (described in section 4.1) may indicate that the Admission Number/limit is reached part way through a specific criterion. In these circumstances, the ranked order for applications satisfying this 'cut off' criterion and any lower placed criterion will be determined by calculating the straight-line distance between each child's home and the main entrance to the school. This will determine the priority order for these applications.

Distances will be calculated electronically using digital mapping software and Ordnance Survey 'National Address Base' coordinates for Shoscombe C of E VA Primary School and the child's home address. Measurement will be to a minimum of three decimal places accuracy. In the case of a multi-dwelling building, such as a block of flats, the same distance will apply for all occupants.

4.4 Applying a tie-breaker

Where two or more distances are identical and it proves necessary to rank the relevant applications, a priority for admission will be determined by a person entirely independent of the Admission Authority and the school.

4.5 Supplementary Information Form

A Supplementary Information Form (SIF) is provided on the school website (and at Appendix C). This is used to collect the information required to evidence that a child qualifies against oversubscription criterion

1, 2, 4 or 6. The SIF must be completed and returned directly to the school in accordance with the instructions set out in Part 3 of the SIF if the parent wishes qualifying information to be taken account of. If it proves necessary for the oversubscription criteria to be applied and applications prioritised, this information will be referred to. In some cases, a member of the Admission Authority, or an appointed agent, may need to contact the parent to discuss the information submitted on the SIF.

5.0 Lodging an appeal

5.1 The legal right to an appeal hearing

The administration of school admission appeals is subject to statutory procedure set out in the 2012 School Admission Appeals Code issued by the Department for Education. A parent whose child is refused admission to the school is legally entitled to lodge an appeal against this decision. The refusal letter issued by the Admission Authority will explain how to complete this process using the Appeal Form which is available to download from the school website or from the school office.

5.2 The basis on which an admission application may be refused

The Admission Authority can refuse to admit a child where a further admission would 'prejudice the efficient delivery of education or the efficient use of resources' or where the admission would breach the Government's statutory Infant Class Size (ICS) Limit, resulting in an infant teaching group of more than 30 children to one qualified teacher for part or all of the school day. In the case of an ICS refusal, specific conditions set out in section 4 of the 2012 School Admission Appeals Code are 'tested' at the appeal hearing by an independent appeal panel. The range of circumstances whereby an appeal panel might find in favour of an appellant are limited to the Appeal Panel's review of these conditions and

the reasonableness of the decision.

5.3 The appeal timetable

An appeals timetable is published on the school website by 28th February each year. This sets out the statutory time frame within which the Admission Authority will process any appeal lodged with the school.

5.4 Complaints about the administration of the appeal process

The decision of an independent appeal panel is binding on all parties. However, where there is a concern that the appeal process has not been properly administered in accordance with the 2012 School Admission Appeals Code, a complaint should be raised with the Chair of Governors. Where no local resolution is reached the parent may escalate the matter to the Local Government Ombudsman.

SOMERDALE EDUCATE TOGETHER PRIMARY

Admissions policy

We will seek to offer an admissions system that provides equal and fair opportunities to all applicants. An Educate Together school is committed to the principle of equality of access, irrespective of social, cultural or religious background.

Age of admission

Children born on and between 1 September 2013 and 31 August 2014 may apply for a place in Reception Class commencing September 2018.

Making an application

If parents or carers wish to apply for a place at the school for Reception class for September 2018 they must apply using the admission form that is available from Bath and North East Somerset Council.

Date for admissions, offers of places and confirmation of a place

Applications for places in the reception classes for September 2018 will need to be received by Bath and North East Somerset Council by the 15th January 2018. First offers of places will be made by email and post on 16 April 2018. Parents/carers will be required to confirm acceptance by 30 April 2018. Failure to confirm acceptance of a place may result in that offer being forfeit and the place being offered to another child. It is important that parents/carers ensure that the school has up-to-date contact details at all times.

Management of the applications list for in-year entries

In-Year applications should be made to the school, who will allocate places using the over subscription criteria detailed in this policy. On receipt of the application form, the school office will place the child's name on the applications list. This list will be maintained in confidence by the school office. This list may be forwarded to Educate Together Academy Trust and Bath and North East Somerset Council for the coordination of school admissions and the compilation of summary reports to guide policy. In all other cases, an applicant's details will only be available to the applicant, the school office and where legally required by an official body.

Admission Number

The school has an admission number of 30 for entry in reception year. The school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied

Oversubscription criteria

Where Somerdale Educate Together is named in a child's Statement of Special Educational Needs or Education, Health and Care Plan the school is legally required to admit the child to the school. These

Don't forget the closing date - 15 January 2017

places take priority and will be allocated before the oversubscription criteria are applied. If there are more applications than places, the following criteria set out below, in priority order will apply:

1. Looked after Children (i.e. children who are in the care of local authorities as defined by Section 22 of the Children Act 1989). In this case, the local authority must confirm that the child will be in public care when he or she is admitted to a school. This definition will also include 'previously looked after children' who have been adopted immediately after being looked after, or who, immediately after being looked after became subject to a child arrangements order or special guardianship order
2. Children with brothers/sisters at the school at the time of the proposed admission. Brothers/sisters must live at the same address as the child for whom the application is being made. This includes half, step and foster brothers/sisters who live at the same address. Home address as defined by the Local Authority Admissions Policy.
3. Other Children.

Tie-break

If the school becomes oversubscribed in any of the above criteria a tie-break will decide who is admitted. First we will prioritise those living closest to the school. Distance will be measured using Bath and North East Somerset Council computerized mapping system. Full details on methodology can be found on the council website.

If children live exactly the same distance from the school a place will be provided on the basis of drawing lots randomly. This will be overseen by someone unconnected with the school or academy trust.

Twins and Multiple Births

If the last child to be offered a place is a twin or other multiple birth, and their sibling cannot be offered initially, the school will, in these circumstances ensure both twins are offered a place. In the case of triplets or other multiple births, the same policy will apply.

Deferring of Admission

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

Late Applications

Applications received after the 15th January 2018 closing date will be treated as late applications unless there is evidence to show that the application or amendment could not reasonably have been made on time.

Late applications will be given a lower priority and

will be dealt with after all on time applications in the first round of offers on 16 April 2018. If the school is oversubscribed late applications will be refused and placed on the waiting list in accordance with the admission criteria.

Waiting List

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the School Business Manager by 14th May 2018, at Somerdale Educate Together Primary, Tiberius Road, Somerdale BS31 2FF, for information on how to appeal. Information on the timetable for the appeals process is on our website at www.educatetogether.org.uk

Publication of this policy

This policy will be published in full on the school website. It will be readily available from the school office and submitted to the local authority for inclusion in its publications. The school will publicise

its existence through continuous engagement with the local community and advertise through traditional media as well as with digital and social media.

Where appropriate and practicable, the policy will be made available in different languages to suit local communities.

Review of this policy

This policy will be reviewed by the Educate Together Academy Trust in September 2018.

Issue Date: 1.5.2017

Monitoring and Evaluating

This policy will be monitored and evaluated by the Headteacher and the Academy Council and approved by the Trust. The Headteacher will report on its implementation to the Council and Trust on a monthly basis.

ST ANDREW'S CHURCH OF ENGLAND VA PRIMARY SCHOOL

General Information

1. St Andrew's Church of England Primary School is a Voluntary Aided School for children aged 3 to 11. The school's Governing Body is the admissions authority.
2. We strive to offer a high quality education underpinned by a distinctively Christian ethos. We have been on our present site in Julian Road since 1991, but the school's origins can be traced back to the late 18th Century, when St Swithin's Church set up schools for the children of Walcot Parish. Today we continue to work in close partnership with St Swithin's, seeking to serve all within our community, of all faiths and none. The school aims to instil in the children a love of learning and a love of life itself – 'life in all its fullness'. We encourage them to take a lead in their own learning,

Don't forget the closing date - 15 January 2017

recognising that their curiosities will often take them further than the boundaries of a fixed curriculum.

3. These Admission Arrangements comply with the requirements of the School Admissions Code and the School Admission Appeals Code issued by the Department for Education. The current edition of these codes came into force on 19 December 2014. www.education.gov.uk
4. The Governing Body undertook a public admission arrangement consultation between 13 November 2015 and 15 January 2016. No comments were received and the full governing body approved the arrangements and the accompanying Supplementary Information Form at its meeting on 4 February 2016. All admission applications for the 2018/19 school year received in connection with St Andrew's Primary School will be administered in accordance with the published arrangements
5. Applicants are strongly advised to ensure that they read the following important documents produced by Bath & North East Somerset Council before proceeding with an application for a school place:
 - The B&NES Co-ordinated Admissions Scheme (this applies to starting for the first time and transferring school)
 - The B&NES Composite Prospectus 'Primary Admissions Guide for Parents'
 - The B&NES Fair Access Protocol (this document applies only in connection with applications for a place required during the school year (in-year admission))
 - The B&NES School Transport Policy

All of these are available on the B&NES website www.bathnes.gov.uk

The Published Admission Number and Admission Limits

6. The Published Admission Number for the Reception year group and the admission limit for years 1 to 6 is 30. The governors will normally admit up to these limits and refuse all other applications.

Oversubscription Criteria

7. The Special Educational Needs Code requires the governors to admit any children with a Statement of Special Educational Needs or an Education Health and Care Plan (EHCP) naming St Andrew's School, before the consideration of any other applications.
8. Following the admission of any children with a Statement or EHCP naming this school, the governors will consider all other applications received by the relevant closing date and, where there are fewer applications than places available within the Published Admission Number or admission limit set for the relevant year group, will normally admit the children concerned.
9. Where there are more applications received than there are places available within the required year group, the governors will consider all applications received by the closing date against the following oversubscription criteria. This will enable the governors to rank children according to priority and identify those children who should be allocated a place within the Published Admission Number or admission limit and those who should be refused.
 - a. Children in the care of a Local Authority at the time of application, or whose care has ceased because s/he has become adopted or the subject of a child arrangement order or special guardianship order¹

¹ In applying this criterion the admission authority will follow the guidance in paragraph 1.7 of the School Admissions Code

Be on time - apply on-line

- b. Children with siblings attending the school and who will continue to be in attendance when the child starts at the school
- c. Children who attend, or whose parent, grandparent or carer attends, a service of worship at St Swithin's Walcot on at least one day per month and who have attended consecutively for the previous six months prior to application, as confirmed in a Supplementary Information Form submitted to the school by the closing date
- d. Children who at the time of application are attending St Andrew's Nursery for at least one session per week²
- e. Children who attend, or whose parent, grandparent or carer attends, a service of Christian worship at another registered Church or place of worship on at least one day per month and who have attended consecutively for at least six months prior to application, as confirmed in a Supplementary Information Form submitted to the school by the closing date
- f. Children whose parent or carer is a member of the school staff, employed at the school in a paid position on a contract for a minimum of two consecutive years at the time of application
- g. Children living closest to the school by straight line measurement and not satisfying a higher criterion

Tiebreaker

When applications within the above categories exceed the number of places available, priority will be given to children who live nearest the school;

If it is necessary to use a tie breaker to distinguish between two or more applications, **a distance criterion will be used**. Priority would be given to those children living nearest the school as measured in a straight line from the address point of the child's home address to the address point of the school as defined by the Local Land and Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's Geographic Information System (GIS) computerised mapping system with those living closer to the school receiving higher priority. The GIS system used within this LA would not be able to calculate a staircase measurement in the case of multi-level dwellings. If the distance between two children's homes and the school is exactly the same then a random allocation would be used for any such cases.

This will be undertaken in the school building by a person entirely independent of the Admissions Committee and with no current connection to the school. The Chair of Governors will observe this process.

Admission to the Reception Year Group for the first time

- 10. Please note: the following information should be read in conjunction with the 2018 Co-ordinated Admissions Scheme published by the Local Authority in which area the child subject to the application lives (the home Local Authority). Additionally, applicants should read the information contained in the Local Authority's Primary Guide for Parents, which will explain the admission application process in detail. These documents should



² Parents of children attending the nursery must apply for admission to reception in the same way as all other applicants.

Don't forget the closing date - 15 January 2017

- be available on the home Local Authority's website or on request to that Local Authority.
11. Parents may apply for their child to start school for the first time in the September following his/her fourth birthday. Application forms relating to starting school in September 2018 must be submitted directly to the home Local Authority, to arrive no later than 23.59 hours on 15 January 2018. Any Supplementary Information Forms relating to the over subscription criteria 9c and 9e should be sent to the school, also by 15 January 2018.
 12. Parents of a summer born child may choose not to send that child to school until the September following his/her fifth birthday and may request that s/he is admitted out of their normal age group, to reception rather than year 1. Any parent considering whether to seek admission outside the normal age group should discuss this with the head teacher before submitting their application. The admission authority will take decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the views of the head teacher. Where a parent decides to delay sending a summer-born child to school until the following year, the admission authority will consider the application for the subsequent year as part of the normal admissions round, applying the over-subscription criteria if applicable.
 13. The home Local Authority will forward applications directly to the Local Authority in which area the preferred school is located and the school governing body will be notified of all applications received for St Andrew's School. The governors' admissions committee will rank every application received on time against the governors' oversubscription criteria and places will be allocated in strict order up to the Published Admissions Number and all other applications refused.
 14. The governors' allocation decisions will be notified to Bath & North East Somerset Local Authority in accordance with the B&NES Co-ordinated Admissions Scheme timetable, and the home Local Authority will then inform parents of individual decisions on 18 April 2018 by email or second class post.
 15. Where a child has been offered a place at the school s/he is entitled to a full-time place in the September following their fourth birthday. However parents of children aged four, but who have not yet reached their fifth birthday, have the right to defer the date at which the child is admitted until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term³ of the school year for which the application was made. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. All children must be in full time education by the start of the term following their fifth birthday.
 16. Where a child is formally refused admission to start in the Reception year group in September, where requested his/her name will be held on a waiting list in ranked order according to the oversubscription criteria. This list will be maintained until the end of the school year. If a place becomes available within the Published Admission Number this will be offered for the highest ranked child at that time.
- Admission to any year group during the 2018/19 school year (in-year admission)**
17. Applicants must complete an In-year application form which is available from the school office or by downloading from the school website or from B&NES. Completed application forms must be returned directly to the school office.

18. The admission authority 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 in a covering letter included with the school place application form.
19. The admission authority will consider applications on a weekly basis in the light of the admission limit for the year group concerned. If there are more applications than places available, the governors will rank them against the oversubscription criteria in order to determine whether a place can be made available. Decisions will be notified to applicants by email or second class letter post within 10 days of receipt of the application.

Appeal Procedure

20. Parents whose school place application is refused have the legal right of appeal to an Independent Appeals Panel. Details concerning how to appeal will be explained in the decision letter. B&NES publish a booklet describing the appeal process which can be found on their website <http://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools/admissions-appeals>.

Glossary, Definitions and Special Cases

1 Multiple birth applications (for example twins)

In the case of multiple birth applications, the Published Admission Number or admission limit will be increased at the point of allocation to ensure multiple birth siblings can be allocated places at the same school (sibling definition applies).

2 Siblings

A sibling is defined as a child living at the same address as a half or full brother or sister, a step brother or sister, an adoptive brother or

sister, or children of the same household.

3 Parent

A 'parent' in education law includes: natural parents, whether they are married or not; a person other than the natural parent(s) who has parental responsibility or care of a child or young person. (Having care of a child or young person means that person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child).

4 Compulsory School Age

A child reaches compulsory school age on the prescribed day following his/her fifth birthday (or on his/her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

5 Summer born children

A summer born child is a child born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).

6 Children from overseas

The governors will treat applications for children from overseas in strict accordance with European Union Law or Home Office rules for non-European Economic Area nationals. Guidance is available on the Department for Education website and applicants are advised to ensure an understanding of these requirements before applying for a school place. www.education.gov.uk.

Applications will be considered in line with the guidance given in the Admissions Code. Governors will require proof of residency. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area (see below).

Don't forget the closing date - 15 January 2018

7 Children of UK service personnel (UK Armed Forces) and crown servants returning from abroad

The school governors will allocate a place in advance for a child of service personnel relocating to the area or crown servants returning from abroad to reside in the UK, providing a school place is available. The school place application form will be considered in line with the governors' published admission arrangements and where necessary the oversubscription criteria. If it is possible to offer a place, then this will be reserved pending the relocation. In order for the school place application to be considered, it must be accompanied by an official letter declaring a relocation date and a unit postal address or quartering area address. Alternatively, if the relocation to the area is to an existing private residence, then proof of ownership or a six month minimum tenancy agreement will be required at the time of application.

8 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. 'Majority of their time' is defined as more than 50% of the nights during the school year excluding holiday periods. 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. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a

school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place

ST JOHN'S CATHOLIC PRIMARY SCHOOL

*I am unique,
In the eyes of God.
All seeing, all knowing, all loving,
He embraces our family,
Parish, parent, child,
All one with you.
I am of the world,
With the seeds of excellence within me,
Encouraged to grow and flourish,
To a spiritual fulfilment.
I am unique,
And with you beside me,
All is possible*

1. St. John's is a voluntary aided primary school which serves the Catholic parishes of St. John, Our Lady & St. Alphege, SS Peter and Paul, all in Bath, and St. Dunstan, Keynsham. A map of the parishes is on the school website and attached to this document.
2. As stated in the school's Instrument of Government, St. John's is to be run as a Catholic School in accordance with the Canon Law and teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Clifton. In particular, religious education and worship are to be in accordance with the teachings, doctrines and rites of the Catholic Church and at all times the school is to serve as a witness to the Catholic faith.

We ask all parents applying for a place at St John's to respect this ethos and its importance to the school community. This does not affect the right of parents, who are not of the faith of this school, to apply for and be considered for a place here or of their rights when their child is admitted.

3. The Governing Body, acting in conjunction with the Clifton Diocese and Bath and North Somerset Local Authority (LA), is responsible for the admission of pupils.
4. The Published Admission Number for the Reception year 2018/2019 is 45. This is also the number of places for all other year groups. Pupils are normally admitted in the September of the school year in which they reach their fifth birthday. All children offered a place are entitled to a full-time place in the September following their fourth birthday. Parents have the right to defer their child's admission to school until later in the year but not beyond the point at which they reach compulsory school age nor beyond the beginning of the final term of the school year for which the offer was made. If parents wish for a deferment they should indicate so when accepting the offer of a place. Where parents wish, children may attend part-time until later in the year, but not beyond the point at which they reach compulsory school age.

5. Applications for a reception place at the school for 2018-19:

- 5.1 All applications must be submitted to your home Local Authority (LA) and by **the closing date of 15 January 2018** to be considered in the first round of allocations. Parents can either use their home LA's on line application facility or can complete their home LA's paper common application form. For those living in Bath and North East Somerset the postal address is St John's Catholic Primary School, Oldfield Lane, Bath, BA2 3NR and for online application via Bath & North East Somerset Council website and follow the link to 'schools admissions'.

After the closing date and in line with agreed co-ordinated admission procedures Bath & North East Somerset LA will provide the Governing Body with details of applications

received for the school. In the event of over subscription, the Governing Body will rank the applications in line with its criteria and notify Bath & North East Somerset LA of its decisions. Under co-ordinated admission arrangements the home LA will notify all those who applied on-time of the outcome of their application, on the national offer date of **16th April 2018**.

- 5.2 In order to assist the Governors in applying the oversubscription criteria, parents applying on faith grounds are asked to complete a supplementary information form (SIF). available from either the Bath and North East Somerset LA or the school. **This supplementary information form (SIF) should be sent to the school by 15th January 2018** to be considered in the first round of allocations.

Failure to supply the school with the SIF form and supporting documents may affect which category of the oversubscription criteria a child is considered for a place by the Governing Body. A Supporting document is needed for categories 6.1, 6.2, 6.3, 6.4, 6.5, 6.6 and, 6.10.

- 5.3. Children with a Statement of Special Educational Needs or an Education, Health Care Plan (EHC plan)

There is a different procedure for the admission to school of children with a Statement of Special Educational Needs/ EHC plan. The LA is responsible for issuing the Statement / EHC plan and consulting with parents and the Governing Body of St. John's, if a preference has been made for the school, before the school is named in the Statement / EHC plan. Such children will be allocated a place before the criteria below are applied to all other applicants.

Don't forget the closing date - 15 January 2018

6. OVERSUBSCRIPTION CRITERIA

In the event of over-subscription i.e. more applications than places available, the criteria below, given in order of priority, will be applied to rank all the applicants, regardless of the order of preference stated on the common application form:

- 6.1 Looked after and previously looked after children who are baptised Catholic and who will have a sibling at the school at the time of admission;
- 6.2 Looked after and previously looked after children who are baptised Catholic;
- 6.3 Baptised Catholic children living within the parishes of St. John, Our Lady & St. Alphege, SS Peter and Paul, Bath, and St. Dunstan, Keynsham who will have a sibling at the school at the time of their admission;
- 6.4 Baptised Catholic children living within the parishes of St. John, Our Lady & St. Alphege, SS Peter and Paul, Bath, and St. Dunstan, Keynsham;
- 6.5 Baptised Catholic children who will have a sibling at the school at the time of their admission;
- 6.6 Baptised Catholic children who live outside the parishes of St. John, Our Lady & St. Alphege, SS Peter and Paul, Bath, and St. Dunstan, Keynsham;
- 6.7 Looked after and previously looked after children who will have a sibling at the school at the time of their admission;
- 6.8 Looked after and previously looked after children;
- 6.9 Children who will have a sibling at the school at the time of their admission;
- 6.10 Children of a Baptised Catholic parent who live within the parishes of St. John, Our Lady & St. Alphege, SS Peter and Paul, Bath, and St.

Dunstan, Keynsham;

6.11 Children not in the above categories.

To be considered under any of the Catholic based criteria, you must supply, a copy of the child's Baptismal Certificate (categories 6.1, 6.2, 6.3, 6.4, 6.5, 6.6,) or a copy of the parent's Baptismal/Holy Communion Certificate (category 6.10)

It **must be sent** to the Head teacher at the school and by **15th January 2018** to be considered in the first round of allocations. Failure to supply the school with the above may affect which category of the criteria a child is considered for a place by the Governing Body.

Where a certificate is not available, a statement from a member of the clergy, confirming that the person has (or in their opinion has) been baptised or received into the Catholic Church must be provided. The governors may also request sight of the original certificate.

7. Tiebreak

Priority within each category will be given to children who live nearest the school measured in a straight line from the address point of the child's home address to the address point of the school as defined by the Local Land and Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's Geographic Information System (GIS) computerised mapping system. If the distance between two children's homes and the school is exactly the same then a random allocation i.e. drawing of lots, supervised by someone independent of the school, will be used to determine priority.

8. Waiting List

A waiting list of all those still seeking a place, will be kept until 31st August 2019 and any

place, which becomes available before that date, will be offered in accordance with the oversubscription criteria in paragraph 6 above, subject to precedence being given to any child who is:

- 8.1 the subject of a direction by the Local Authority to admit

OR

- 8.2 allocated to the school in accordance with the Local Authority's Fair Access Protocol.

Each child added to the list will require the list to be re ranked.

- 9. Mid-Year applications**, i.e. those falling outside the admissions process for Reception Intake, will be considered by the Admissions Committee and if more applications than places are received, the criteria listed in paragraph 6 above will be applied. Applicants must complete an In-year application form which is available from the school office. Completed application forms must be returned directly to the school office. Those applying on faith grounds are requested to also complete the school's Supplementary Information Form (SIF). It should be returned to the school together with any supporting evidence as detailed in the above policy.

10. MULTIPLE BIRTHS

Where one child of a multiple birth qualifies for a place, the other child(ren) will also be offered a place, even if the school has to exceed the Published Admission Number. In Key Stage One, this would be a permitted exception to Infant Class Limits.

11. Late applications for Reception places

Applications submitted after the closing date will be processed in accordance with the Coordinated Admission Scheme of the child's home LA.

12. Appeals Procedure

Parents have the right to appeal against refusal by the Governors to admit their child, and should put their appeal in writing to the Clerk of the Governors c/o the LA. Appeals will be arranged and conducted in accordance with the School Admission Appeals Code.

13. Definitions

Baptised Catholic for the purpose of the admissions policy are defined as: a person who has been baptised into the Catholic Church or

- 13.1 has been baptised into another Christian Church and have later been formally received into the Catholic Church; .

13.1.1 or a person who have been baptised in another Church which is in Communion with the Catholic Church (a list of such churches is available from the Clifton Diocese Department for Schools and Colleges).

- 13.2 To be considered as a sibling, a child must be living at the same address for at least 50% of the time as a full, half, step or adoptive brother or sister.

Looked After Children

'Looked After Children are children who are (a) in the care of a local council or (b) being provided with accommodation by a local council in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of application.

Previously Looked After Children are children who were previously Looked After but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been Looked After.

For Children Previously Looked After:

- this includes children who were adopted under the

Don't forget the closing date - 15 January 2018

Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002

(see section 46 adoption orders)

- child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order

- in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).

13.3 A child's home address is the address he/she lives for the majority of the time with a person who has parental responsibility for the child, as their main carer. In the case of children whose parents do not live together, a child's home is defined as the address where the child normally lives/sleeps for at least the majority of the time i.e. over 50%.

Information about the number of applicants received and the number of places allocated in each category for 2017-2018 is available from the school office or Bath and North East Somerset LA.

Parent:

This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989. All references within this policy to parent(s), therefore include carers accordingly

ST JOHN'S CHURCH OF ENGLAND PRIMARY SCHOOL

Introduction

St John's Church of England Primary School is an Academy and as such the Governing Body is the admissions authority.

Recognising its historic foundation, the school will

preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.

How to make an application for a place

St John's Church of England Primary School is part of Bath and North East Somerset's

Co-ordinated Admissions Scheme. All applications for admission must be submitted to your home Local Authority (LA) by the published closing date. The LA will forward all applications to the school and the Governing Body will rank all applications against the admissions

criteria. The ranked list will then be returned to the LA under the coordinated admissions scheme and they will make a single offer of a place on the published date.

Published Admissions Number

The Academy has a Published Admission Number of 30 which means that it will admit 30 children into Reception Class. This includes children with Statements of Special Educational Need or Education, Health and Care Plans (EHCP) where the Academy is the identified education provider. If 30 or fewer applications (including those from the parents of children in receipt of a Statement of Educational Need and those in receipt of an Education, Health and Care Plan) are received, all those applying will be offered places. If the Academy receives more than 30 applications, i.e. the Academy is over-subscribed, the following procedure is followed:

Special Educational Needs

The Special Educational Needs Code of Practice requires that Governing Bodies admit any children

with a Statement of Special Educational Need or an EHCP naming St John's Church of England Primary School, before it will consider any other applications.

Following the admission of any children with a Statement of Special Educational Need or an EHCP, the Governing Body will consider all other applications received by the closing date. Where there are fewer applications than places available within the school's Published Admission Number, the Governing Body will admit those children. Where there are more applications received than there are places available within the required year group, the Governing Body will consider all on time applications against the criteria as set out below.

PRIORITY A

Children in Public care [Looked after Children] or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order.

PRIORITY B

[The 3 categories in this criterion will be given equal consideration].

- Children who live within a 1.5 mile radius* of the school and for whom there will be a sibling in attendance on the admission date at the preferred school.
- Children who live outside a 1.5 mile radius* of the school but their sibling was offered a place prior to September 2013 and will be in attendance at the time of admission.
- Children who live outside a 1.5 mile radius* of the school but it is their closest Community or Voluntary Controlled School and for whom there will be a sibling in attendance on the admission date at the preferred school.

PRIORITY C

Children of staff where that member of staff has been employed for two or more years at the time at which the application for admission to the Academy is

made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

PRIORITY D

Children who live closest to the school as measured in a direct line.

Additional Notes

Please note that applications for St John's Church of England Primary School should be made through the family's home local authority by the national closing date of 15th January 2018.

For Priority C applicants the Academy's Supplementary Information Form must also be completed and returned direct to the Academy by the closing date of 15th January 2018.

To be considered under the above criteria parents must have named the school as a preference. Under the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

The 1.5 mile radius will be measured from the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system.

Oversubscription Criteria

If under all the above criteria any single category resulted in oversubscription, those living closer to the preferred school would receive the higher priority. Where there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants the place(s) will be allocated by random allocation.

Don't forget the closing date - 15 January 2018

Late Applicants

Any late applicants should complete their home LA's common application form and return it to their home LA as soon as possible. In line with agreed co-ordinated admission procedures the Academy will be informed of any late applications received.

Waiting List

Unsuccessful applicants will have the opportunity to go on the Waiting List. Places in Reception Class are offered from the Waiting List in accordance with the oversubscription criteria. The Waiting List will be kept open until March. Please note that 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 the waiting list.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

Home Address

The child's home address is defined as the permanent address where he or she generally resides with their parent. Temporary addresses may not be used. Where the parent/guardian/carers of the child have separated, the home address of the child will be regarded as the address at which the child sleeps for the majority of the weekdays.

The Academy reserves the right to investigate home addresses and may ask applicants to supply further evidence of the home address. This may include Council Tax, Electoral Roll, Utility Bill records, GP registration, and Child Benefit records. A place allocated on the basis of fraudulent information may be withdrawn.

Definitions

- Siblings are defined as children who are

brother or sister; half brother or sister; adopted brother or sister; step brother or sister; the child of the parent/carers partner; and in every case the child should be living in the same family unit at the same address.

- A member of Academy staff is defined as full time and part time, teaching and non-teaching staff employed by the Academy and who are paid through the school's payroll system.

In Year Admissions (i.e. all applications for existing year groups)

All applications must be made directly to the Academy. An application is made by completing an application form which must be forwarded to the Academy. If no form is submitted the Academy will not be able to process the application.

All applications will be considered by the Admissions Committee of the Governing Body and places will be offered if this will not prejudice efficient education of others at the Academy or the efficient use of resources.

Where there are more applicants at any one time than there are places available, priority will be determined by applying the Oversubscription Criteria as set out above.

Admission Appeals

If the Governing Body does not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

Parents whose application is turned down by the Governing Body have the legal right to appeal to an Independent Appeals Panel (IAP). Details of how to appeal will be explained in the decision letter. The IAP's decision is binding for all parties concerned.

Monitoring and Review

The Governing Body will monitor this admissions

policy and it will be reviewed at least every two years or sooner if required.

ST JOHN'S CHURCH OF ENGLAND PRIMARY SCHOOL

Introduction -

These Admission Arrangements comply with the requirements of the 2014 School Admissions Code and the 2012 School Admission Appeals Code issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998 and are reviewed and published annually by the Ann Harris Academy Trust (the Admission Authority). The 'day to day' management of school admissions is delegated to the local School Governing Body whose Admissions Committee processes all admission applications received for St John's Church of England (C of E) Primary School in strict accordance with these Admission arrangements.

This document is set out under the following headings:

- 1.0 - General Information
- 2.0 - Applying to start School in September 2018 - The 'normal' admissions-round
- 3.0 - Changing School - The 'In-Year' application process
- 4.0 - The Oversubscription Criteria
- 5.0 - Lodging an Appeal

If you would like to discuss your circumstances or require further help with any aspect of the school admissions process, please contact the School Office - telephone: 01761 412019

It is recommended that you also visit the school website which provides a lot of useful information about the school community and curriculum which will be helpful when choosing a school

www.stjohnscofe.bathnes.sch.uk

1.0 General information

1.1 The School

St John's Church of England (CofE) Primary School provides an inclusive high quality education for all children, within a friendly caring Christian environment. The governors and staff promote care, respect and responsibility and expect high standards in all aspects of school life. Admission applications are welcomed on behalf of any child but are prioritised for siblings and children living close to the school before those living further away (see section 4 – The Oversubscription Criteria)

1.2 Who can apply for a school place?

A parent, registered carer, or other person/organisation that has responsibility for a child (referred to throughout this document as 'the parent') may submit a school admission application on behalf of that child for any United Kingdom (UK) state funded school.

1.3 The child

Any child who resides within the United Kingdom (UK) has a right to access education at a UK state funded school from age four onwards. The child must, at the time of applying for a school place, have European Economic Area Citizenship (this includes British citizenship), or hold an appropriate Home Office Visa entitling him/her to reside in the UK.

1.4 The home address

For admission purposes, the Admission Authority considers the home address to be: The address at which the child concerned is living at the time of application, with his/her parent(s) for more than 2.5 school days per week. This address should be clearly stated on the application form.

If the child will be moving to a new home address and the parent wishes this address to be used for admission purposes, one of the following documents must be made available in conjunction with the Admission Application Form:

Don't forget the closing date - 15 January 2018

- A legal 'exchange of contract' which confirms the purchase of the property
- A copy of a formal tenancy agreement (minimum six-month term) signed and dated by the applicant and the Landlord for the property
- Where the child will be living at an address other than the parental family home, for more than 2.5 school days per week (for example; with an extended family member, or in emergency or other public accommodation) - A formal written letter, signed and dated by the person responsible for the address in question. This must explain the living/care arrangements for the child and state how long these arrangements are expected to remain in place.
- For Children of UK service personnel with a confirmed posting to the area or Crown servants returning from overseas: An official letter confirming a relocation date and Unit postal address or quartering area address

1.5 Siblings

The oversubscription criteria set out in section 4.2 of these admission arrangements includes criteria which relate to children with a sibling attending the preferred school.

If a parent would like his/her child to be prioritised against one of these sibling criteria, the sibling's details must be provided on the admission application form. The named sibling can be a full, half or adopted brother or sister, or another child, who lives for the 'majority' of his/her school time (more than 2.5 school days per week) within the same family unit and at the same home address.

The Published Admission Number/Admission Limit will be exceeded in order that multiple birth siblings of the same family (twin,

triplet etc.) can all be offered places, where otherwise one or more of these children would be refused if the Admission Number/Limit was adhered to.

1.6 Waiting lists

When an admission application is refused, the child's name will be entered onto a waiting list for the required year group, which will be maintained until the end of the school year in question and then shut down. Names are held on waiting lists in strict ranked order, which indicates how he/she qualifies against the published oversubscription criteria. Each time a name is added, the waiting list will be re-ranked. If a place becomes available in the required year, this will be offered for the child ranked highest on the waiting list at that time. A child's name will be removed from the waiting list if a place is offered and accepted, offered and declined, or the parent requests in writing that the school removes his/her child's name. 1.7 Supplementary information Form (SIF)

A Supplementary Information Form is available on the school website which must be completed if a parent wishes to demonstrate that a child qualifies against oversubscription criterion 3 (see section 4.2 of this document). In the event of oversubscription and the need to rank applications in priority order, the information submitted with the SIF will be taken account of, providing the SIF is completed and submitted along with the required evidence in accordance with the instructions provided. In some cases, a member of the Admission Authority, or an appointed agent, may need to contact the parent to discuss the information provided.

1.8 Misleading or false information

If the Admission Authority becomes aware that a school place has been secured for a child due to the provision of misleading or

false information, it will consider withdrawing the offer, or where a child has already started to attend the school, may remove the child from the school roll. Before doing so, the circumstances of the case will be discussed with the parent and, where required, the application will be considered afresh taking account of any new information.

2.0 Applying to start school in Reception in September 2018

2.1 The Published Admission Number (PAN)

Applications to start school for the first time in September 2018 are administered by local authorities during the 'normal' admissions-round which applies for new entry to school. A statutory Admission Number (PAN) of 60 is published for the year of entry (Reception). The PAN indicates the number of places that can be offered within the resources available and, where appropriate, the need to maintain the size of infant classes within the requirements of Infant Class Size legislation (this limits Reception, Year 1 and Year 2 classes to no more than 30 children per teacher, unless a child qualifies as a 'permitted exception' admission in accordance with section 2.15 of the 2014 School Admissions Code).

If fewer applications are received than the PAN set for the Reception Year, every applicant will be offered a place for their child, without condition. If the total number of applications received exceeds the PAN, the Admission Authority will consider every application against the relevant oversubscription criteria which is set out in section 4.2 of these Admission Arrangements. The Admission Authority will sort the applications into ranked order and identify a priority for the offer of places up to the PAN.

2.2 Submitting an Admission Application Form For a child to start school in September

2018, the parent must complete the Common Application Form (CAF) available from the 'home' local authority. The application will be considered as 'on time' if it is submitted to the home local authority by **23.59 hours on 15 January 2018**

The CAF may be completed and submitted using the local authority 'on line' procedure, or as a paper form. Full details concerning the application process, as well as information about the schools in the local authority area, are explained in the 'Composite Prospectus' document, which each local authority must make available on 12th September annually.

For those families who are resident in Somerset, the 'home' local authority is Bath and North East Somerset Council. School admission enquiries can be made at admissions_transport@bathnes.gov.uk

2.3 Late applications

If the application form is submitted to the home local authority after the deadline stated in section 2.2, it will be considered as 'late' and will not be administered until all on time applications have been processed. By this time, there may no longer be a place available at the preferred school(s). Some local authorities publish specific dates for a second admissions-round within which 'late' applications will be administered. Local authorities must coordinate starting and transferring school applications until 31 August 2018.

2.4 Notifying the application decision

Applicants will receive an admission decision in writing from their home local authority on or about 16 April 2018

The method of informing the decision varies across local authorities but is set out in the Composite Prospectus issued by each authority.

Don't forget the closing date - 15 January 2018

2.5 Education Health and Care Plan (EHCP)

A place will be made available for any child who has an EHCP (formerly a Statement of Special Educational Needs) agreed between the Local authority and the Admission Authority which names St John's C of E Primary School in the EHCP as the education provider. The place will be provided above the PAN if Reception is full to this limit at that time.

2.6 Starting school in Reception on a full-time basis

A child must attend school on a full-time basis from the term following the fifth birthday (compulsory school age). However, a parent may apply for a child to start school for the first time in the September following his/her fourth birthday and, where a place is offered, may choose for him/her to attend on a full-time basis from day one, even though not yet of compulsory school age.

2.7 Deferred entry to Reception and part time attendance

A parent may choose to defer a child's entry to school until later in the same school year, or to agree arrangements for the child to attend on a part time basis until he/she reaches compulsory school age. However, it is not permitted to defer entry beyond the point at which the child reaches compulsory school age, or beyond the start of the last term in the school year. Somerset Local Authority operates a six-term year.

2.8 Starting School - summer born children (born 1 April – 31 August)

A parent of a 'summer born' child who will not reach compulsory school age during the 2018/19 school year can lawfully choose to delay his/her entry to school until September 2019. In these circumstances, the parent must decide whether they would like to apply for their child to have a 'retained' place in the 2019 Reception Year or to join Year 1 (the

relative age year group).

If applying for a 'retained' Reception place in 2019, the following process must be followed:

1. The parent must apply to the 'home' local authority during the 2018 'normal' admissions-round, making it clear on the application form that he/she wishes to delay the child's entry until September 2019 and to apply again at that time for a retained place in the Reception year group. As much information as possible should be submitted by the parent to support the case for a retained Reception place.
2. On receipt of the September 2018 Application Form, the home Local Authority and Admission Authority will formally note the parent(s) instruction and will not process the 2018 Admission Application Form any further. Effectively, the child concerned will no longer be part of the 2018 'normal' admissions-round.
3. The Admission Authority will then consider the parents request that he/she be allowed to apply for a retained Reception place in September 2019, rather than having to make an In-Year application for a place in Year 1. The Admission Authority will make this decision based on the circumstances of the case and 'what is considered by the Admission Authority to be in the best educational interests of the child concerned'. The Admission Authority might choose to involve professional advisors where this is considered necessary to inform this decision. The decision will be issued in writing to the parent as soon as possible after the September 2018 application is received.
4. Where the Admission Authority decision

is to support the parents request for a retained September 2019 Reception application: The parent must then wait and make an application as part of the 2019 'normal' admissions-round in accordance with the application process set out in the 'home' local authority 2019 Composite Prospectus document. This will be made available by the local authority from 12th September 2018. The parent should also take account of the published 2019/20 Admission Arrangements which apply to the school.

5. If the school is undersubscribed with reception applications for September 2019, the applicant will receive the offer of a place (without condition) for his/her child on or around 16th April 2019. If the school is oversubscribed with applications for September 2019, every application (including delayed entry) will be considered against the published oversubscription criteria and placed in ranked order, identifying a priority for the offer of available reception places. There can be no guarantee of a place being available to offer. This will be dependent on the 2019 application ranking exercise.
6. If the September 2019 (retained) reception application is refused, the right of appeal will apply.
7. If a parent chooses to delay his/her child's entry until 2019 and apply for the child to join Year 1 (the relative age group) he/she will need to submit an In-Year application within six school-weeks of the place being required.

3.0 Changing school – The 'In-Year' application process

3.1 The Admission Limit

The governors' Admissions Committee will

set an admission limit for every year group, other than Reception for which a statutory admission number is published. Admission limits are set in accordance with the level of resource available and to ensure that as many places as possible can be offered without prejudicing 'the efficient delivery of education and/or the efficient use of resources' or (where applicable) unlawfully breaching the statutory Infant Class Size Limit. In determining admission limits, the Admissions Committee will take account of factors such as school budget, accommodation, class organisation, the specific needs of the children on roll and the wellbeing of pupils and staff. Consequently, admission limits may be varied from time to time and so the number of places that can be offered will alter accordingly.

3.2 Submitting an in-year application

The In-Year Application Form is available to download from the school website or can be provided as a paper form via the school office. The Application Form may be completed and returned directly to the school at any time, although it only be administered during school term time and within six school weeks of the place being required, unless the application is for a child from a Service family or the parent is a Crown Servant returning from overseas. In these circumstances, an application will be considered further in advance providing an official letter is submitted with the application, which sets out a relocation date and confirms a Unit postal address or quartering area address.

3.3 Applying for a year group other than the child's relative (chronological) age

The In-Year Application Form will usually be submitted for the year group associated with the child's age, although a parent may apply for an alternative year group where he/she considers this would be in the best educational interests of the child concerned.

The application must be accompanied with as much information as possible to support the case for 'retaining' or 'accelerating' the child.

The Admission Authority will decide on a 'case by case' basis whether to support the parent's request, taking account of the information provided and what is considered by the Admission Authority to be in the best educational interests of the child concerned. Where an application for a 'retained' or 'accelerated' placement is refused, the Admission Authority will further consider whether a place can be offered in the child's relative age year group. The applicant will have the right to appeal the decision where a place cannot be offered in the relative age year group.

'Retained' and 'accelerated' placements secured through the In-Year admissions process will be reviewed annually in conjunction with the child's parent.

3.4 Notifying the In-Year admission decision

A decision letter will be issued to the applicant within 10 school days of receipt of the completed application form, unless it is decided that supplementary information is required before a decision can be taken. The applicant will be notified of the admission decision by first class letter post.

Whether a place can be offered in the required year group will depend on the circumstances at the school at the time the application is considered. The application will be refused where a further admission would impact negatively on the school and so prejudice 'the efficient delivery of education or the efficient use of resources' or breach the statutory Infant Class Size Limit.

3.5 Accepting the offer of a place

The School regularly receives applications so, where a place is offered, it is very helpful if the

applicant can confirm acceptance of the offer, by letter or email, as soon as possible after receiving the decision letter. However, the offer will remain available for six school weeks from the date of the decision letter, at which point it is expected that the child concerned will be attending school. If the child is not on roll and regularly attending within this time frame, the Admission Authority will write to the applicant with a view to withdrawing the offer and making the place available for another child.

3.6 Applying the Fair Access Protocol

The Admission Authority is committed to 'Fair Access to school for every child'. Therefore, where an application is refused and the child concerned is not on roll or attending another school, the Admission Authority will consider whether the child satisfies any of the criteria set out in the Bath and North East Somerset Council (BaNES) Fair Access Protocol (FAP), which is published on the council website. Where this is the case, the Admission Authority will inform BaNES and provide a copy of the completed In-Year Application Form. This will enable the council to decide whether to engage with the applicant and help secure a suitable educational placement without undue delay.

3.7 Children who are the subject of an Education Health and Care plan (EHCP)

If a child is the subject of an EHCP (formerly a Statement of Special Educational Needs) which names a specific school, his/her parent should consult the Local Authority that issued the EHCP, before applying for the child to change school. This Local Authority must be involved in the process of agreeing any change of school.

4.0 The Oversubscription Criteria

4.1 Oversubscription

If there are more applications received at any

one time than there are places available within the preferred year group (oversubscription), the Admission Authority will consider every application received at that time against the oversubscription criteria set out in section 4.2 of these Admission Arrangements. This will enable the Admission Authority to sort the applications into ranked order and identify a priority for the offer of available places. The oversubscription criteria will also be applied when it is necessary to rank a waiting list.

4.2 The Oversubscription Criteria

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who, at the time of application, 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 (section 22 (1) of the Children Act 1989 applies).
2. Children who have a sibling attending St John's C of E Primary School at the time of application, who will still be on roll at the time of admission and who lives at the same home address
3. Children eligible to receive a Pupil Premium or Service Premium at the time of application
4. Children of permanent Staff who have been employed at St John's C of E Primary School on a permanent contract for at least two years prior to the submission of an admission application, or children of a newly appointed teacher, appointed to satisfy a demonstrable skills shortage
5. Children not satisfying a higher criterion

Note:

- Refer to section 1.4 of these Admission Arrangements for the definition of 'home address'
- Refer to section 1.5 of these Admission Arrangements for the definition of 'sibling'
- The Supplementary Information Form which is available on the school website or from the school office must be completed and returned to confirm compliance with criterion 3.

4.3 Prioritising applications by distance measurement

In the event of oversubscription, applications are prioritised by ranking them against the oversubscription criteria until the Published Admission Number (PAN) or admission limit is reached. If this limit is reached part way through an oversubscription criterion and there are still some applications left to rank, there will be a need to further refine the order of the applications satisfying this 'cut off' criterion and those which qualify against a lower criterion.

The ranked order of these applications will be determined by calculating the straight-line distance between each child's home and St John's C of E Primary School, with the shorter distance receiving the higher priority. Distances will be calculated electronically using digital mapping software and Ordnance Survey 'National Address Base' coordinates and measurement will be to a minimum of three decimal places accuracy. In the case of a multi-dwelling building such as a block of flats, the same distance will apply for all occupants.

4.4 Applying a tie-breaker

Where two or more distances are exactly equal and it proves necessary to sort the associated applications into ranked order, this will be decided by the drawing of lots. This activity

Don't forget the closing date - 15 January 2018

will take place at the school and be supervised by a person entirely independent of the Ann Harris Academy Trust and the school.

5.0 Lodging an appeal 5.1 The legal right to an appeal hearing

The administration of school admission appeals is subject to a statutory procedure set out in the 2012 School Admission Appeals Code issued by the Department for Education. Any applicant whose admission application is formally refused is lawfully entitled to appeal this decision. The refusal letter issued on behalf of the Admission Authority will explain how an appeal may be lodged using the Appeal Form which is available to download from each school website, or as a paper copy from the school offices.

5.2 The Infant Class Size Appeal

The grounds on which an appeal panel can uphold an appeal are very limited where the decision to refuse admission was taken because the admission of a further child would breach the statutory Infant Class Size Limit. Section 4 of the 2012 School Admission Appeals Code specifies four conditions which an independent appeal panel must 'test' at an Infant Class Size appeal hearing. Appellants are advised to refer to this information when considering lodging an appeal.

5.3 The Appeals Timetable

The Admission Authority publishes an Appeals Timetable on the school website by 28 February every year. This sets out the statutory time frame within which an appeal hearing must take place as well as the administrative timeframe within which the Admission Authority undertakes to process any appeal lodged with the school. 5.4 Complaints about the administration of the appeals process

The decision of an independent appeal panel is binding on all parties. However, where there is concern that the appeal process has not been administered in accordance with the 2012 School Admission Appeals Code, a complaint may be raised with the Ann Harris Academy Trust via the School Office. Where no local resolution is reached, the parent may escalate the matter to the Education Funding Agency for further consideration.

ST MARTIN'S GARDEN PRIMARY

The school complies with the School Admissions Code ("the Code") issued by the Department for Education in December 2014, and with the law relating to admissions. As the school is an academy, the responsibility for admissions falls to the Palladian Academy Trust. The purpose of the Code is to ensure that all school places are allocated and offered in an open and fair way. In drawing up our admission arrangements, we ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective.

The school's admission arrangements will be set annually in collaboration with B&NES and following full consultation.

Students will be admitted to the school according to the following criteria, in order of priority.

PRIORITY A

Children in Public Care (looked after children¹ and previously looked after children.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted² or became subject to a Child Arrangement order³ or special guardianship order).

PRIORITY B

Children in receipt of the mobility component of the

¹ 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) at the time of making an application to a school.

² Under the terms of the Adoption and Children Act 2002.

³ Under the terms of the Children Act 1989. A 'Child Arrangement order' is defined as an order settling the arrangements to be made as to the person with whom the child is to live.

Disability Living Allowance⁴ in

respect of a physical disability and who live within the Greater Bath Consortium (GBC)⁵.

PRIORITY C

Children whose older sibling⁶ will be attending the school on the admission date.⁷

PRIORITY D

Children of staff at the school, in either or both of the following circumstances:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

PRIORITY E

Those children who live nearest to the school, as measured in a direct line between the home address and the school. This rule would still be applied strictly to both children living within Bath and North East Somerset and those from neighbouring authorities.

NOTES

The majority of places are likely to be allocated through priority E.

To be considered under the above criteria parents/carers must have named the school as a preference. Under the above criteria all preferences are considered equally. If a student qualifies for more than one school they will be offered their highest preference as stated on their application form.

Distance from the school

If under all the above criteria any single category resulted in oversubscription, priority would be

given to those children living nearest the school as measured in a straight line from the address point of the child's home address to the address point of the school as defined by the Local Land and Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's Geographic Information System (GIS) computerised mapping system with those living closer to the school receiving higher priority.

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 Geographical Information System (GIS) method. The GIS system used within this LA would not be able to calculate a staircase measurement in the case of multi-level dwellings. If the distance between two children's homes and the school is exactly the same then a random allocation would be used for any such cases.

In the event of the school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births the Governors will breach the admission number to allow these children to be offered places.

If there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants, the B&NES random allocation procedure will be followed.

GENERAL INFORMATION

Notes

Education, Health and Care Plan (EHC Plan)

Children with an EHC Plan are supported through the 2014 SEN & D Code and their placement is determined through the statutory assessment

⁴ To consider applications under Priority B of the admissions criteria documentary evidence confirming receipt of the mobility component of the Disability Living Allowance in respect of a physical disability must be sent to the school by the closing date of 15 January 2018.

⁵ The Greater Bath Consortium is defined as the city of Bath. For further information see A Secondary School for your Child on B&NES website.

⁶ A sibling refers to children who are brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, step brother or sister, the child of the parent/carer's partner and in every case the child should be living in the same family unit at the same address.

⁷ If a child is living with two parents with different addresses and is spending time with each parent, one must be nominated as a main address.

Don't forget the closing date - 15 January 2018

process or an annual review. All schools are consulted before being named on a child's Education, Health and Care Plan (EHC Plan) and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If the school is named on an EHC Plan this will take priority over the Admissions Criteria and the number of places available in the PAN (see below) will reduce correspondingly.

Published Admissions Number (PAN)

The school has a Published Admissions Number of 45. This is the number of children who may be admitted to Year R without causing prejudice to the efficient education of children or the efficient use of resources. All applications for the new Year R intake must be submitted to the child's home Local Authority (LA) by the specified closing date, available on the LA website. Parents can either use their LA's online application facility or can complete their LA's Common Application Form. After the closing date the Academy Trust will be provided with details of all applications received.

Waiting lists and appeals

Under the Bath & North East Somerset LA's primary coordinated scheme, any parents refused a place for the new Year R intake may ask for their child's name to go on the waiting list where the name will remain until 31st December 2018 (after the end of Term 2). During that time, they would be re-considered by the Academy Trust under the admissions criteria for any places that became available within the admission number and alongside any parents who have lodged an appeal or any later applications received. Please note, however, that children who are the subject of a direction by a LA to admit or who are allocated to the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list. Each added child

requires the list to be ranked again in line with the published oversubscription criteria. Priority is not given to children based on the date their application

was received or their name was added to the list.

Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, take precedence over those on a waiting list.

Parents have a right to appeal if their child is refused a place at the school. The school will communicate why admission was refused, information about the right to appeal, the deadline for lodging an appeal and contact details for making an appeal. Parents will be informed that, if they wish to appeal, they must set out their grounds for appeal in writing.

Late applicants

Any late applicants should complete their home LA's common application form as soon as possible. The Academy Trust will be informed of any late applications received.

Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, the Academy Trust will:

- a) allocate a place in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against the oversubscription criteria. This will include accepting a Unit postal address or quartering area address for a service child. The school will not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children;
- b) ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements will be appropriate for the area and as described in the local authority's composite prospectus.

IN YEAR APPLICATIONS (CASUAL ADMISSIONS) Including Transfer into Year 3

Applicants should apply to the school on the application form available on the school and B&NES websites. (www.stmartinsgarden.org.uk or www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools) Any parent can apply for a place for their child at any time to any school outside the normal admissions round. If the relevant year group is above its PAN, applications will be ranked in accordance with our determined arrangements.

Summer Born children

Summer born children (which refers to children born from 1 April to 31 August) are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning year 1. Should the parent wish their child to be admitted to reception, rather than year 1, they may request that the child is admitted out of their normal age group. Please note the following:

- (i) **You must make an application for admission to the School for September 2018 entry but make it clear on the application form that you wish your child to enter the reception class in September 2019.**
- (ii) Discussions with the School are strongly recommended prior to making a decision to decline entry for an entire year and to be admitted to reception in September 2019. Any decision will be on the basis of the circumstances of each case and in the best interests of the child concerned.
- (iii) If the request is agreed the September 2018 application may be withdrawn before a place is offered but a fresh application will need to be made for September 2019 entry which will be processed as a fresh application along with

all other applications and in accordance with the School's admission arrangements. PLEASE NOTE that it is possible even if the request is agreed that the child may not be admitted in September 2019 as there is no guarantee of a school place.

- (iv) If the request is refused the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Deferred entry and part time attendance below statutory school age

A child may start at the School in the academic year in which he/she reaches the age of 5. Where the child has not yet reached statutory school age (5 years old), the child is entitled to a full time place and parents may choose for their child to attend full time. Alternatively parents may choose for their child to attend part time until their child attains compulsory school age. If parents do not consider their child is ready to start school then they may defer entry altogether to later in the school year but not beyond the point at which the child reaches compulsory school age or not beyond the beginning of the final term in the school year (whichever is the sooner).

Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Such requests should be discussed with the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the School sufficient time to make a decision regarding the request before the closing date for applications and national offer day. Decisions to admit a pupil outside their normal age group will be based on the circumstances

Don't forget the closing date - 15 January 2018

of each case and based on what is in the best interests of the child concerned. We may request supporting professional evidence to assist in the decision-making. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional. However, failure to provide this may impede our ability to make an informed decision.

ST MARY'S ROMAN CATHOLIC PRIMARY SCHOOL

Our Mission Statement

We believe that everyone is a child of God. As a Christian community we try to live like Jesus by:

- Being kind and helping each other
- Using our gifts to the very best of our ability
- Celebrating God in everyone and everything

1. INTRODUCTION:

St. Mary's Catholic Primary is a voluntary aided primary school that serves the parish of St. Mary's, Bath and the parish of The Good Shepherd, Bath. The purpose of this policy is to ensure that the Governors acting as the admission authority undertake admissions in a fair and equal manner in line with the school's trust deed and Catholic ethos. This policy has been drawn up according to the School Admissions Code and in consultation with Clifton Diocese and the Bath and North East Somerset Local Authority. However, the Governors are the admissions authority for the school.

2. ADMISSION NUMBER:

The Published Admission Number for Reception Year (2018/19) is 30 and this is also the number of places available in all other year groups.

3. APPLICATION AND ADMISSION FOR RECEPTION:

Applications for a Reception place at the

school for 2018/19 must be submitted to your home Local Authority (LA) and by the closing date of **15th January 2018** to be considered in the first round of allocations. Parents can either use their home LA's online application facility or can complete their home LA's paper common application form. After the closing date and in accordance with the co-ordinated admissions scheme, Bath and North East Somerset LA will provide the Governing Body with details of all preferences received for the school. In the event of oversubscription, the Governing Body will apply its criteria to the applicants and notify the Bath and North East Somerset LA of its decisions. Under co-ordinated admission arrangements a single offer of a place will be made by the home LA for a school on the national offer date, which is **16th April 2018**.

For those applying on faith grounds, the Governors request that parents complete a form available from the school entitled '**Supplementary Information Form**'. This form is helpful (but not compulsory) when the Governing Body has to apply the oversubscription criteria listed under section 7 below. So that it can be considered in the first round of allocations, this form should be sent to the school by **15th January 2018**.

All children **offered** a place are entitled to a full-time place in the September following their fourth birthday. However, they are not required to attend school until the beginning of the term in which they reach compulsory school age. Where a place is **offered**, it may be deferred until later in the school year but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made. If parents/carers offered a place wish a deferment they should indicate so when accepting the offer of a place.

Parents/carers **offered** a place can start their child on a part-time basis but not beyond the point at which they reach compulsory school age. Where a child attends school part-time, this would normally be for five morning sessions or five afternoon sessions each week as agreed with the school.

4. ADMISSIONS OUTSIDE OF THE NORMAL AGE GROUP:

Parents/carers of a child born in the summer (1 April – 31 August) who do not wish their child to start school until the term after his/her 5th birthday will have to make a separate In-Year application for Year 1 for the following school year.

Parents/carers of a child born in the summer (1 April – 31 August) who wish for their child to join the Reception year group a year later than their chronological age group should put their request in writing, along with any supporting evidence, to the school. If such delayed admission is agreed in principle to be in the best interests of the child, a Local Authority common application form will have to be completed for admission to Reception in the next school year and the oversubscription criteria applied, if necessary.

Parents/carers who wish for their child to be admitted to any year group outside of the child's chronological age group should also put their request (along with any supporting evidence) in writing to the school for the consideration of the Governing Body.

5. MULTIPLE BIRTHS:

Where one child of a multiple birth qualifies for a place, the other child(ren) will also be offered a place, even if the school has to exceed the Published Admission Number. This is a permitted exception to Infant Class Limits.

6. CHILDREN WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS OR AN EDUCATION, HEALTH AND CARE PLAN:

There is a different procedure for the admission to school for children with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP): it is administered by the Local Authority (LA) in which the family lives. The LA is responsible for issuing the Statement/EHCP and consulting parents and the Governing Body of St Mary's if a preference has been made for the school, before the school is named in the Statement/EHCP. Such children will be allocated a place before the oversubscription criteria are applied to all other applications, if necessary.

7. IN THE EVENT OF OVERSUBSCRIPTION:

In the event of over-subscription (i.e. more applicants than available places) applications will be ranked in accordance with the following criteria, given in order of priority:

1. Children in public care (looked after children) and children previously in public care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in care, who are baptised Catholic.
2. Baptised Catholic children who live within the parishes of St. Mary's and the Good Shepherd who will have a brother or sister at St. Mary's Catholic Primary School at the time of their admission.
3. Baptised Catholic children who live outside the parishes of St. Mary's and The Good Shepherd who will have a brother or sister at St. Mary's Catholic Primary School at the time of their

Don't forget the closing date - 15 January 2018

admission.

4. Baptised Catholic children who live within the parishes of St. Mary's and the Good Shepherd.
5. Baptised Catholic children who live outside the parishes of St. Mary's and The Good Shepherd.
6. Children in public care (looked after children) and children previously in public care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in care.
7. Children who will have a brother or sister at St Mary's Catholic Primary School at the time of their admission.
8. Children not in the above categories.

For categories 1, 2, 3, 4 and 5 a copy of the baptismal or Holy Communion certificate as appropriate, or equivalent validation, should be sent directly to the school to be considered in the first round of allocations. It must be submitted by 15 January 2018. The Governors may also request sight of the original certificate. Where a certificate is not available, a statement from a member of the clergy confirming that the child has (or in their opinion has) been baptised or received into the Catholic Church must be provided.

Definitions:

- (a) To be considered as a brother or sister, a child must be living at the same address for the majority of the time as a full, half, step or adoptive brother or sister. Full and adoptive brothers/sisters are defined as children who have the same either biological or adoptive parents. A child must be living at an address for at least 50% of the time to be considered as

living there for the majority of the time.

A brother or sister must be attending (or is expected by the school and/or Bath and North East Somerset Council to be attending) the school at the time of admission.

- (b) Looked after children are children who are (a) in the care of a local council or (b) being provided with accommodation by a local council in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of application.

Children previously in care (looked after children) include:

- children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders);
- children with Child Arrangements Orders, defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child Arrangements Orders replaced Residence Orders and any Residence Order in force prior to 22 April 2014 is deemed to be a Child Arrangements Order;
- children with a Special Guardianship Order – in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).

8. Within each category, children who live nearest the school will be given priority. Distance will be measured in a straight

line from the address point of the child's home address to the address point of the school. Measurements will be determined using the Bath and North East Somerset LA's GIS computerised mapping system. If the distance between a child's home and the school is exactly the same as that of another child then random allocation (drawing of lots) supervised by someone independent of the school, will be used.

9. A **map of the parish catchment area** is available for inspection at the school office and on the school website so that parents can ascertain whether they live within its boundaries.
10. Any late applicants for reception places should complete their home LA's common application form and return it to their home LA as soon as possible. Applications submitted after the closing date will be processed in accordance with Coordinated Admission Scheme of the child's home LA. In addition, late applicants are requested to complete the Governor's Supplementary Information Form, which should be sent directly to the school.

A waiting list for Reception will be maintained by the school and Bath and North East Somerset Local Authority for those still seeking a place up until 31 August 2018 and then by the school from 1 September 2018 until the end of the academic year. When a place does become available it will be offered in line with the school's published oversubscription criteria (above) alongside late applicants and those who have lodged an appeal or opted to remain on the waiting list. Each child added to the list will require the list to be ranked again in line with the published oversubscription criteria.

11. An additional waiting list is kept for **In-Year applications**: those outside the normal

admissions process i.e. years 1 to 6. All In-Year applications are considered in line with the school's published oversubscription criteria. Each child added to the list will require the list to be ranked again in line with the published oversubscription criteria. All In-Year admissions will be coordinated by Bath and North East Somerset Local Authority. If you are applying on faith grounds you may choose to complete the school's **Supplementary Information Form**, which should be returned directly to the school.

12. In line with the requirements of the School Admissions Code, a child who is the subject of a direction by a Local Authority for the school to admit him/her or who is allocated to the school in accordance with a Fair Access Protocol will take precedence over any child already on the school's waiting list(s).
13. Information on admissions for the year 2017/18 – including the number of applications received and the allocations under each category – is available from the school and Bath and North East Somerset Local Authority.

14. APPEALS PROCEDURE:

Parents have the right to appeal against a refusal by the Governors to admit their child, and should put their appeal in writing to the **Clerk to the Governors, c/o St Mary's Catholic Primary School or home LA as appropriate.**

ST PHILIP'S CE VC PRIMARY SCHOOL

These Admission Arrangements reflect the statutory requirements of the 2014 Department for Education School Admissions Code and the 2012 School Admissions Appeals Code (www.education.gov.uk).

The following Acts have also been taken into account:

The Sex Discrimination Act,

Don't forget the closing date - 15 January 2018

The Race Relations Act,
The Human Rights Act,
The Disability Discrimination Acts 1995 and 2005
The Equalities Act 2006.

This document was agreed by the Governing Body (the Admissions Authority for the school) and published on the school website following a formal public consultation. The administrative practices described in these arrangements are designed to be fair and reasonable and the information provided is intended to explain clearly:

1. How to apply for a place at St Philip's CE VC Primary School
2. How the Admissions Authority administers admission applications
3. How to appeal against a decision to refuse admission

St Philips Primary School is affiliated to the Palladian Academy Trust which constitutes the statutory Admission Authority for the School. The 'day to day' administration of admission applications and decision making is delegated to an Admissions Committee comprising at least three school governors.

These Admission Arrangements have been compiled in accordance with the requirements of the 2014 School Admissions Code and 2012 School Admission Appeals Code issued by the Department for Education and with the law relating to admissions.

Applications to start in the Reception Year in September 2018

Applications to start in the Reception Year in September 2018 must be submitted using the Common Application Form which is available from all local authorities. Applications can be made electronically by completing the 'on line' version of the CAF before 15th January 2018. Alternatively, an equivalent paper copy can be made available by the 'home' local authority (the local authority

responsible for the area in which the child lives), or the school office. Completed application forms must be submitted to the home Local Authority by 23:59 hours on 15th January 2018. This is the national application closing date.

The home local authority will exchange application details, as may be necessary, with 'maintaining' local authorities (responsible for the area in which the preferred school(s) is located). Bath and North East Somerset (BaNES) Local Authority will forward all applications that indicate a preference for St Philip's Primary School 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 every application against the published oversubscription criteria set out above. A list indicating applications in ranked order will be returned to BaNES Local Authority for coordination purposes. The 'home' Local Authority will then send out decision letters on behalf of the Governing Body by email or second class letter post on the national offer date 16th April 2018.

Any school place application submitted after the national closing date will be recorded as late and will not be administered until all on-time applications have been considered, by which time places may no longer be available within the Published Admission Number.

Admission to any other year group during the 2018/19 school year (in-year admission)

Applications for a place during the school year, may be submitted at any time, but will not be administered more than six calendar weeks in advance of a place being required (except in particular circumstances applying for Crown Servant or Service family children). Applicants must complete the St Philip's Primary School In-year application form and return this directly to the school office. This is available to download from the school website, or a paper copy can be provided upon request.

Be on time - apply on-line

The Admissions Committee will consider applications during term time only and strictly in the order that they are received. Applications that arrive during a school holiday will be held and processed when school resumes. If the Admissions Committee receives more than one application on the same day for the same year group, they may need to apply the published oversubscription criteria in order to determine a priority for admission where insufficient places exist within the PAN or admission limit applying at that time.

The non-statutory admission limit (applying to years 1 – 6) indicates the number of places available in these year groups at any given time. The Admissions Committee is permitted to alter admission limits from time to time in order to best reflect the level of resources available. If the Admissions Committee determines that the admission of a further child would impact on the efficient delivery of education or the efficient use of resources, the application will be refused.

Applicants will be sent a written decision by post within 10 school days of receipt of the In-year application form, or receipt of any subsequent information (submitted to support the application) where this is deemed necessary in order to determine the admission decision. If an application is refused, the decision letter will set out the reasons for refusal and explain how to appeal against the Admissions Committee decision.

The governors support fair access to school for all children. Therefore, subject to the information provided in support of an application and the circumstances at the school, the Admissions Committee may decide to refer a refused application to the home local authority in order that this authority's Fair Access Protocol can be applied. This would normally be where a child is deemed to require a higher level of support than can be provided at the school. The Fair Access Protocol will enable a local authority to engage with a

family directly and so provide suitable support or an alternative educational placement as soon as possible.

Published Admissions Number

The Admission Authority has set a Published Admission Number of 40 for the Reception year.

The admission limit currently applying to other year groups is 40.

Special Educational Needs

The Special Educational Needs Code requires the Admission Authority to admit any child with Education, Health and Care Plan (formerly a Statement of Educational Needs) which names St Philip's Primary School.

Oversubscription Criteria

If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admission Authority will assess every application received at that time against the oversubscription criteria set out below and rank the applications, identifying a priority for the offer of available places. The oversubscription criteria will also be applied to rank children's names on a waiting list.

PRIORITY A - LOOKED AFTER CHILDREN

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who, at the time of application, 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 (section 22 (1) of the Children Act 1989 applies).

PRIORITY B - SIBLINGS

Children for whom there will be a sibling in attendance on the admission date at the preferred school.

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(sibling is defined as sharing at least one parent or legally adopted into the family, and in every case the child should be living in the same family unit at the same address).

PRIORITY C - CHILDREN OF STAFF AT THE SCHOOL.

A member of staff may apply for a Reception place at the school for their child. They must have been employed at the school for at least two full years at the time of application. Members of staff are full time or part time, either teaching or non-teaching staff employed at the school and who are paid through the school's payroll system. Staff parents who apply to the Local Authority for a Reception place must also complete Supplementary Information Form C available from the school website.

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

PRIORITY D - CHILDREN NOT SATISFYING A HIGHER CRITERION (PROXIMITY)

Home to school distance and tie breaker

When applications within any of the above criteria exceed the number of places available with the Published Admission Number, priority will be given to applications for children who live nearest the school. Measurements will be determined using the Local Authority's Geographic Information System (GIS) and computerised mapping system, with those living closer to the school by straight line receiving higher priority. The GIS system used within this LA would not be able to calculate a staircase measurement in the case of multi-level dwellings. If the distance between two or more children's

homes and the school is 'exactly' the same, the applications will be prioritised by the drawing of lots supervised by a person independent of the School and Admission Authority.

Notes:

1. Multiple birth applications (for example twins)

The Published Admission Number will be exceeded to admit multiple birth children where otherwise one or more of these children would be refused admission.

2. Home Address & Families moving into the area

For admission purposes, the Admission Authority will consider the home address to be the address at which the child concerned is living at the time of application, with his/her parent(s) for more than 2.5 school days per week. This address should be clearly stated on the application form.

Where the child will be moving to a new home address and the parent wishes this to be taken into account, one of the following documents (this will vary according to the circumstances of the case) must be made available at the time of application.

Examples of evidence that will be acceptable to determine a child's address are:-

- a. A solicitor's letter confirming exchange of contracts and completion date for a property which is being purchased or a property which is being sold.
- b. A copy of a signed rental agreement or a solicitor's letter if moving to a council or rented property and proof of your sale or Notice to Quit on your current/previous property.
- c. A copy of a council tax bill or utility bill such as water, gas or electricity in your

name for your newly owned or rented property together with proof of your sale or Notice to Quit on your current/previous property.

- d. If you are moving in with a relative a letter from them will be required confirming the date you will be moving in together with a copy utility bill showing their name and address. A solicitor's letter will also be required confirming that completion of contracts has taken place on your sale or Notice to Quit on your current/previous property.
- e. In the case of children of UK Service Personnel or Crown Servants returning from overseas, with a confirmed posting to the area an official letter declaring the relocation date and a Unit postal address or quartering area address should be provided.

3. Admission of children outside their normal age group

The Admissions Committee will administer applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group other than their chronological age group. The reasons for the request must be fully explained and included with the application form.

4. Delayed entry for summer born children (born 1 April – 31 August)

A parent of a 'summer born' child entitled to start school in September 2018, may lawfully choose to delay his/her entry to school until September 2019, where the parent(s) considers this arrangement to be in the best educational interests of the child. The parent(s) may request to apply for reception in September 2019 rather than Year 1. However, there is a risk attached to deciding this approach, which the parent must be clear

about. Although the Admission Authority may agree to a new application being submitted for a Reception place in September 2019, there can be no indication given as to whether a place will be available until the 2019 'normal' admissions round is complete. The following process will apply:

The parent must submit an application to the home local authority during the 2018 'normal' admissions round, making it clear in the text box on the application form that he/she wishes to delay the child's entry until September 2019. Where the intention is for the child to start with the 2019 reception cohort, this must also be clearly stated on the form. The Governing Body will formally note the parent(s) instruction and will consider the request. If a request to delay is approved, parent/carers should withdraw their application and effectively, the child will no longer be part of the 2018 'normal' admissions round. Parents will then need to make a new application as part of the main admission round for the following year's intake in 2019.

5. Right of Appeal

Parents who are unsuccessful in their application for a place at the school have the right to appeal to an Independent Appeal Panel (IAP). Further information concerning how to appeal will be explained in the decision letter. The IAP's decision is binding for all parties concerned. The Appeals Timetable is published on the school website.

Where there is concern that the appeal process has not been properly administered in accordance with the 2012 School Admission Appeals Code, a complaint may be raised with the Academy Trust. Where no local resolution is reached the parent may escalate the matter to the Education Funding Agency for further consideration.

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6. Waiting Lists

If an admission application is refused, the child's name will be entered onto a waiting list for the required year group, which will be maintained until the end of the school year and then shut down. Names on waiting lists are entered, and maintained, in ranked order according to the child's compliance with the oversubscription criteria. Each time a name is added, the waiting list will be re-ranked. If a place becomes available in the required year, this will be offered for the child ranked highest on the waiting list at that time. A child's name will be removed from the waiting list if a place is offered and accepted or offered and declined, or the parent requests in writing, that the school removes his/her child's name.

7. Late applications for Reception places

Any late applicants should complete their 'home' LA's common application form and return it to their home LA as soon as possible. In line with agreed co-ordinated admission procedures the School will be informed of any late applications received.

8. Monitoring and Review

The Admission Authority will review these Admission Arrangements on an annual basis and where changes are proposed to policy or practice will conduct a public consultation in line with statutory requirement.

Any concern relating to the statutory compliance of these admission arrangements or the fairness and equality of local policy/practice should initially be raised with the School Office. If the issue cannot be resolved locally, a complaint may be raised with the Office of the Schools Adjudicator.

ST STEPHEN'S CEVA PRIMARY SCHOOL, BATH

1 GENERAL

These admission arrangements have been drafted with reference to the Department of Education Schools Admissions Code 2014 ("the Code"). In line with the Code, the school's governing body is the Admission Authority for the School. Governors liaise with Bath and North East Somerset (B&NES) Local Authority (LA) who co-ordinate admission applications for all maintained schools in the B&NES area.

These arrangements should be read in conjunction with the documents in the glossary to these arrangements.

2 CATCHMENT AREA

St Stephen's School does not have a defined catchment area - places are allocated in accordance with its Oversubscription Criteria.

3 THE PUBLISHED ADMISSION NUMBER (PAN) AND ADMISSION LIMITS

The PAN for the Reception year group and the admission limit for every other year group is 60. It is the school and the Governors' policy to admit no more than 60 children into the Reception year as part of the normal admission round and to hold to a maximum of 60 in each year group irrespective of the number of children in school overall – other than in the case of additional children added under exceptional circumstances ("excepted pupil or child(ren)") who will remain an "excepted pupil" for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

4 ADMISSION TO THE RECEPTION YEAR GROUP FOR THE FIRST TIME IN SEPTEMBER 2018

Residents of Bath & North East Somerset Local Authority (B&NES) will make applications on a common form available on request from B&NES. Applications for places at schools within B&NES made by people who live outside B&NES will be made on application forms from the LA in which they are resident and submitted to their home LA.

All application forms for first admission in September 2018 must be submitted to B&NES by midnight on 15th January 2018. Any applications submitted after this time will be considered as "late applications".

Applications will be considered under an "equal preference" system where all preferences (1st, 2nd or 3rd) will be considered equally regardless of ranking. B&NES will forward applications to the school (not revealing applicants' orders of preference) and the Governors as its Admission Authority will allocate every child a place if the school is undersubscribed, or rank every application against their Oversubscription Criteria if there are more applications received than places available up to the PAN or admission limit. The resulting list will be sent to B&NES who will inform parents of individual decisions on or about 16th April 2018.

5 ADMISSION DURING 2018/19 ACADEMIC YEAR (IN-YEAR ADMISSION)

Applicants must complete an in-year application form which is available from the school office, or by downloading from the school website, or from B&NES. Completed application forms must be returned directly to the school office for the attention of the school's admission authority, the Governors (see contact details in Appendix).

The Admissions Panel of the Governing body of the school will meet on the first Thursday of the month during each school term to consider the list. If there are more applications than places available, the governors will rank them against the oversubscription criteria in order to determine whether a place can be made available. Decisions will be notified to applicants by email or second class letter post within 10 days of receipt.

In the case of parents/carers being refused a place at their preferred school(s), they will be informed of their right of appeal. Parents/carers will be advised as to who to contact to make an appeal.

Parents/Carers will be expected to respond within 10 school days of the offer of a place otherwise the offer of a school place may be withdrawn. Where a place is withdrawn this will be confirmed in writing. When allocating places it is essential that the parent is clear that any place offered should be taken up within 28 school days or the place may be withdrawn.

Where a place at a preferred school cannot be offered, parents/carers will be able to request that their child's name is placed on a waiting list.

6 LATE APPLICATIONS

Late applicants should complete and return a paper copy of the common application form as the online application facility is not available after the closing date. Any application submitted after the closing date of midnight on 15th January 2018 will be considered to be a late application unless the LA considers there are "extenuating circumstances" for allowing an application to be treated as if it had arrived on time (up to the date of 30th January 2018 only).

For over-subscribed schools late applications

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will be considered together with original applicants refused a preference who have lodged a formal appeal or who have asked to remain on a waiting list. In all cases the Oversubscription Criteria will be used to determine the allocation of any places that may become available within the PAN.

If there are more applications than places available, the Governors will rank them against the Oversubscription Criteria set out below :

7 OVERSUBSCRIPTION CRITERIA

Following the admission of any children with a Special Educational Needs Statement/ Education, Health and Care Plan naming this school, the Governors will consider all other applications. If the number of applications exceeds the 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)

1. Looked After Children and Previously Looked After Children
2. Children who have a sibling attending the school at the time of their admission in September
3. Children living nearest the school using the distance measurements set out in the Glossary.

8 TIE BREAKER

A tie breaker will be applied where the PAN or admission limit is reached part way through any oversubscription criterion and there is a need to decide which children meeting this criterion are to be allocated places and which are to be refused. For this purpose a direct line measurement will be calculated between home and school (as set out above) for each child

falling within the particular criterion. Places will be allocated to those children living nearest to the school. Where there is more than one applicant ranked equally after this exercise, and there are insufficient places to allocate all of the equally ranked applicants, the place(s) will be allocated by random allocation.

9 RIGHT OF APPEAL

Parents whose school place application is turned down have a legal right to appeal to the school's Governors against this decision. Details about how to appeal will be set out in the decision letter. The Admission Authority will establish an independent appeals panel to hear the appeal.

10 WAITING LIST

The waiting list comprises those children refused a place whose parents lodged a formal appeal or asked to go on the waiting list together with any later applications received.

The Admission Authority will maintain its own waiting list from the start of the 2018/19 academic year, and hold that list to the end of the academic year. In all cases the Oversubscription Criteria will be used to determine the allocations of any place that may become available within the PAN. Each added child will require the list to be ranked again in line with the Oversubscription Criteria.

All reasonable effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but when a response to an offer has not been received (by the Admission Authority) within 10 school days from the date of the offer letter, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for an available place.

11 MULTIPLE BIRTH APPLICATIONS

In the case of multiple birth applications, the

Published Admission Number and admission limit for years R, 1 and 2 will be increased at the point of allocation to ensure multiple birth siblings can be allocated places at the same school (sibling definition applies). In the event of a junior year group (3,4,5,6) being oversubscribed, if the applicant for the final qualifying place(s) available within the admission limit is the parent of twins, triplets or other multiple births, the parent will be asked to identify which of their children will be taking up the available place(s).

12 CHILDREN FROM OVERSEAS

Applications will be considered in line with the guidance given in the Admissions Code.

Governors may require evidence of residency – see glossary and definitions. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

13 CHILDREN WITH A SEN OR EDUCATION & HEALTH AND CARE PLAN (EHC)

There is a different procedure for the admission to school for children with Statements of Special Educational Needs/ Education, Health and Care Plans, which is administered by the LA in whose area the family lives. If your child has a SEN/EHC you should contact your current named officer at your LA who will provide you with advice about the necessary procedure to be followed. If the school is named in a SEN/EHC this will take priority over the Oversubscription Criteria although, wherever possible, the place will be offered within the PAN or admission limit for the school. Applications will be dealt with through the SEN Code of Practice.

14 ADMISSION OF CHILDREN BELOW COMPULSORY SCHOOL AGE & DEFERRED ENTRY TO SCHOOL

The Admission Authority provides for the admission of all children in the September following their fourth birthday. Where it has offered a child a place :

- a. That child is entitled to a full time place in the September following their fourth birthday;
- b. The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made;
- c. Where the parents wish, children may attend part time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents who wish to defer admission or wish their child to attend part time should discuss this with the head teacher before submitting their application. The Admission Authority will take decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the views of the head teacher.

15 ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Parents may seek a place for their child outside of the normal age group, for example, if their child is summer born when they may request that their child is not admitted to school until the September following their fifth birthday – to reception rather than year 1.

Any parent considering whether to seek admission outside the normal age group should discuss this with the head teacher

Don't forget the closing date - 15 January 2018

before submitting their application. The Admission Authority will take decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the views of the head teacher. Where a parent decides to delay sending a summer-born child to school until the following year, the Admission Authority will consider the application for the subsequent year as part of the normal admissions round, applying the oversubscription criteria if applicable.

16 FAIR ACCESS PROTOCOL

All Admission Authorities must participate in the Local Authority Fair Access Protocol to ensure unplaced children are allocated a place quickly. Refer to the Admissions code for further details.

17 CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES) AND CROWN SERVANTS RETURNING FROM ABROAD

The school governors will allocate a place in advance for a child of service personnel relocating to the area or crown servants returning from abroad to reside in the UK, providing a school place is available. The school place application form will be considered in line with the governors' published admission arrangements and where necessary the oversubscription criteria. If it is possible to offer a place, then this will be reserved pending the relocation.

GLOSSARY & DEFINITIONS

1. LOOKED AFTER CHILDREN AND PREVIOUSLY LOOKED AFTER CHILDREN

In line with the Code, these children are given the highest priority within the Oversubscription Criteria. The Code defines Looked After Children as children who are in the care of LAs as defined by section 22 of the Children

Act 1989. In relation to school admissions legislation, a Looked After Child is a child in public care at the time of the application to a school.

Previously Looked After Children are defined as children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order special guardianship order).

2. SIBLINGS

Siblings include step siblings, foster siblings, adopted siblings, and other children living permanently at the same home address as the child seeking admission to the school, and who still attend the school at the time of the child's admission.

3. PARENT

A "parent" in education law (for example, the Education Act 1996) includes : natural parents whether they are married or not; a person other than the natural parent(s) who has parental responsibility (section 2 of the Children Act 1989) or care of a child or young person. Having care of a child or young person means that person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child.

4. HOME ADDRESS

A child's normal permanent home address where he or she lives with his or her parents or legal guardians will be used to determine where a child lives. Temporary addresses cannot be used to obtain school places. If residence is shared equally by a child, his or her home address will be the residence of the parent receiving child benefit. We may ask to see documentary evidence.

The LA reserves the right to withdraw an offer of a school place were a parent has given fraudulent or intentionally misleading

information such as a false address.

5. DISTANCE MEASUREMENTS

For the purpose of measuring home to school distance, all distances will be measured in a direct line from the address point of the child's home address to the address point of the school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the LA's Geographic Information System (GIS). The GIS within this LA cannot calculate a staircase measurement in the case of multi-level dwellings. Those living closer to the school will receive higher priority. Where there is more than one applicant ranked equally after this exercise, and there are insufficient places to allocate all of the equally ranked applicants, the place(s) will be allocated by random allocation.

6. WAITING LIST

A list of children held and maintained by the Admission Authority when the school has allocated all of its places on which the children are ranked in priority order against the school's Oversubscription Criteria.

7. RANDOM ALLOCATION

The random allocation process will be supervised by someone independent of the school.

8. EXCEPTED PUPIL

These are children admitted under the limited exceptional circumstances defined by the Code.

9. COMPULSORY SCHOOL AGE

As defined by the Education Act and the Education (Start of Compulsory School Age) Order, a child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

10. SUMMER BORN CHILDREN

The term summer born children relates to all children born from 1 April to 31 August.

These children reach compulsory school age on 31st August following their fifth birthday

TRINITY CHURCH SCHOOL

Introduction

These Admission Arrangements comply with the requirements of the 2014 School Admissions Code and the 2012 School Admission Appeals Code issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998 and are reviewed and published annually by the Academy Trust, the Midsomer Norton Schools Partnership. Should the Trust propose to alter any aspect of policy or practice, a public consultation will be conducted in accordance with the statutory requirements set out in the School Admissions Code. The 'day to day' management of school admissions is delegated to the local School Governing Body whose Admissions Committee takes all admission decisions in connection with the school.

In the interests of clarity, this document is set out under the following headings:

1.0 - General Information

2.0 - Starting School in September 2018 - The 'normal admissions round'

3.0 - Changing School - The 'In-Year' application process

4.0 - The Oversubscription Criteria

5.0 - Lodging an Appeal

If you would like to discuss your particular circumstances or require further help with any aspect of the school admissions process, please contact the School Office - telephone: 01761 438650.

It is recommended that you also visit the school website which provides a lot of useful information

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about the school community and curriculum which will be helpful when choosing a school www.trinitychurchschool.com.

Any concern relating to the statutory compliance of these admission arrangements or the fairness and equality of local policy/practice should initially be raised with the School Office. If the issue cannot be resolved locally, a complaint may be raised with the Office of the Schools Adjudicator.

1.0 General information

1.1 The School

Trinity Church School is an inclusive primary school offering high quality education for all children, within a friendly caring Christian environment. The academy is part of the Midsomer Norton Schools' Partnership (MNSP).

1.2 Who can apply for a school place?

A parent, registered carer, or another person(s) who has an assigned responsibility for the child concerned (referred to throughout this document as 'the parent') may submit a school admission application on behalf of that child for any United Kingdom (UK) state funded school.

1.3 The child

The child must, at the time of application, be a UK citizen, or have European Economic Area Citizenship, or hold an appropriate Home Office Visa entitling him/her to reside in the UK.

1.4 The home address

For admission purposes, the Admission Authority will consider the home address to be:

The address at which the child concerned is living, at the time of application, for more than 2.5 school days per week, with the person(s) who has legal responsibility for this child. This address should be clearly stated on the application form.

Where the child will be moving to a new home address and the parent wishes this to be taken into account, one of the following documents, depending on the circumstances of the case, must be made available at the time of application.

- A legal 'exchange of contract' which confirms the purchase of the property.
- A copy of a formal tenancy agreement (minimum six month term) signed and dated by the applicant and the Landlord for the property.
- Where the child will be living at an address other than the parental family home, for more than 2.5 school days per week (for example; with an extended family member, or in emergency or other public accommodation) - A formal written letter, signed and dated by the person responsible for the address in question. This must explain the living/care arrangements for the child and state how long these arrangements are expected to remain in place.
- For Children of UK service personnel with a confirmed posting to the area or Crown servants returning from overseas, an official letter confirming a relocation date and Unit postal address or quartering area address.

1.5 Siblings

The oversubscription criteria set out in section 4.2 of these admission arrangements includes a priority for children with a sibling attending the school at the time of application who will still be on roll at the time of admission.

If a parent wishes a sibling connection to be taken into account, the sibling's details must be provided on the admission application form and he/she must qualify as a full, half or adoptive brother or sister, or a child living for

the majority of his/her school time (more than 2.5 school days per week) within the same family unit and at the same home address.

The published Admission Number or admission limit will be exceeded, where necessary, in order that multiple birth siblings of the same family (twin, triplet etc.) can all be offered places, where otherwise one or more of these children would be refused.

1.6 Waiting lists

When an admission application is refused, because the year applied for is full, the child's name will be entered onto a waiting list for that year group, which will be maintained until the end of the school year and then shut down. Names on waiting lists are held strictly in ranked order according to the child's compliance with the oversubscription criteria. Each time a name is added, the waiting list concerned will be re-ranked. If a place becomes available in the appropriate year, this will be offered for the child ranked highest on the waiting list at that time. A child's name will be removed from the waiting list if a place is offered and declined, or the parent requests the school, in writing, to remove his/her child's name.

1.7 Misleading or false information

Should the admission authority become aware that a place was secured for a child at the school on the basis of misleading or false information, it will consider withdrawing the offer, or where a child has already started to attend the school may remove the child from the school roll. The circumstances of the case will be fully discussed with the parent and, if the decision is taken to withdraw the offer of a place, the application will be considered afresh, taking account of any new information.

2.0 Starting School in September 2018 (The 'normal' Admissions round)

2.1 The Published Admission Number (PAN)

The PAN for Foundation (reception) is 30. This is the number of places that can be provided according to the resources available and the need to maintain the size of infant classes within the requirements of Infant Class Size legislation (30 children to each qualified teacher unless a child qualifies as a permitted exception in accordance with section 2.15 of the 2014 School Admissions Code). If 30 or fewer reception applications are received for September 2018, every applicant will be offered a place for their child, without condition. If more than 30 applications are received, the Admissions Authority will apply the oversubscription criteria, set out in section 4.2, in order to rank all the applications and identify a priority for the offer of places up to the PAN. 2.2 Submitting an 'on time' application

For a child to start school in September 2018, the parent must complete the Common Application Form (CAF) available from the home local authority. In order for the application to be considered as 'on time' the CAF must be submitted to the home local authority by 23:59 hours on 15 January 2018. The CAF may be completed and submitted using this local authority's 'on line' procedure, or as a paper form. Full details about the application process and information about the schools in the local authority area are explained in the 'Composite Prospectus' document, which each local authority must make available on 12th September annually.

For families living in Bath and North East Somerset, the home local authority is BaNES Local Authority. School admission enquiries can be made at admissions_transport@bathnes.gov.uk

2.3 Late applications

Local authorities must coordinate 'normal

Don't forget the closing date - 15 January 2018

admission round' reception applications until 31 August 2018. If an application form is submitted to the home local authority after the application deadline of 15th January 2018, it will be considered as a 'late' application and will not be administered until all on time applications have been processed, at which point there may no longer be a place available at the preferred school(s). 2.4 Notifying the application decision

Parents will receive an admission decision in writing from the home local authority on or about 16 April 2018, according to the procedure set out in this local authority's Composite Prospectus. 2.5 Education Health and Care plan

A place will automatically be provided for any child who has an Education Health and Care Plan (EHCP) in place at the time of application, which names Trinity Church School as the education provider. This place will be allocated within the Published Admission Number (PAN) before the consideration of any other applications, or above the PAN if places have already been offered up to this limit at that time.

2.6 Starting school on a full or part time basis

A parent may apply for his/her child to start school for the first time in the September following the fourth birthday and, where a place is offered, may choose for the child to start full time from day one, or to attend on a part time basis until statutory school age, is reached which occurs during the term following the child's fifth birthday.

2.7 Deferred entry to school

While a child is below statutory school age, the parent may choose to defer his/her child's entry to school until later in the school year. However, parents cannot defer beyond the point at which the child reaches statutory school age, or beyond the start of the last term

in the school year. The school operates on the basis of a six-term year.

2.8 Applying on behalf of a summer born child (born 1 April – 31 August)

A parent of a 'summer born' child entitled to start school in September 2018, may lawfully choose to delay his/her entry to school until September 2019, where the parent considers this arrangement to be in the best educational interests of the child. The parent may also choose to apply for the reception year in September 2019 rather than year 1. However, there is a risk attached to deciding this approach, which the parent must be clear about. Although the Admission Authority will agree to a new application being submitted for a reception place in September 2019, there can be no indication given as to whether a place will be available until the 2019 'normal admissions round' is complete. The following process will apply:

1. The parent(s) must submit an application to the home local authority during the 2018 'normal admissions round', making it clear in the text box on the application form that he/she wishes to delay the child's entry until September 2018. Where the intention is for the child to start with the 2019 reception cohort, this must also be clearly stated on the form. The Admission Authority will formally note the parent(s) instruction and will not process the 2018 application. Effectively, the child will no longer be part of the 2018 'normal admissions round'.
2. The parent(s) must then wait and make an entirely new application as part of the 2019 'normal admissions round' in accordance with the application process described in the home local authority 2019 Composite Prospectus document. This will be made available by the local

authority on 12th September 2018. The parent should also take account of the 2019/20 Admission Arrangements applying to the school.

3. If the school is undersubscribed with reception applications for September 2019, the applicant will receive the offer of a place, without condition, for his/her child on or around 16th April 2019. If the school is oversubscribed with applications for September 2019, the published oversubscription criteria will be applied in order to rank all the applications received (including delayed entry applications) and identify a priority for the offer of available reception places. Whether a place can be offered will depend on the outcome of the 2019 application ranking exercise.
4. If the September 2019 (retained) reception application is refused, the right of appeal will apply.
5. If a parent delays a child's entry until 2019 and decides that the child should join year 1 rather than reception, he/she will need to make an in-year application within six school weeks of the place being required.

3.0 Changing school – The 'in-year' application process

3.1 The Admission Limit

For each year group other than the year of entry (years 1-6) the Admissions Authority will set a non-statutory admission limit as a guideline to the number of places available. Admission limits will be set in order to ensure the efficient delivery of education and, where applicable, that the statutory Infant Class Size limit is adhered to. The efficient use of resources will also be a factor in terms of available accommodation, class organisation,

the needs of the children and the specific resources required to support the children. Consequently, admission limits may be varied from time to time and so the number of places available may vary.

3.2 Submitting an in-year application

If a parent wishes to apply for a child to join the school during the 2018/19 school year, the In-Year application form (Appendix A) must be completed and submitted directly to the school. This is available to download from the school website or a paper copy can be provided by the School Office. The In-Year application form may be submitted at any time but will only be administered during school term time and within six school weeks of the place being required, unless the application is for a child from a Service family or the parent is a Crown Servant returning from overseas. In these circumstances, an application may be considered further in advance if an official letter is provided with the application, which confirms a relocation date and Unit postal address or quartering area address.

3.3 Applying for a year group other than the child's relative (chronological) age

The In-Year application will usually be submitted for the year group associated with the child's relative age, although a parent may apply for an alternative year if he/she considers this would be in the best educational interests of the child. In these circumstances, the application must be accompanied with as much information as possible to support the case for 'retaining' or 'accelerating' the child. It is for the Admissions Authority to decide whether to support such a request, which will be considered according to the information provided, the circumstances of the case and what is deemed to be in the best educational interests of the child concerned. If an application for a retained or accelerated

year is refused, the Admissions Authority will consider whether a place can be offered in the relative (chronological) age year group. The parent has the right to appeal the decision where a place cannot be offered in the relative year group. Retained and accelerated places secured through the in-year admissions process will be reviewed annually.

3.4 The decision

On receipt of a signed and dated In-Year Application Form, the Admissions Authority will evaluate whether a place can be made available without prejudicing 'the efficient delivery of education or the efficient use of resources' and/or breaching the Government statutory Infant Class Size Limit. The decision will be notified to the applicant in writing within ten school days of receipt of the In-Year Application Form.

3.5 Accepting the offer of a place

Where a place is offered, the parent(s) will be asked to confirm acceptance in writing (by letter or email) within ten school days of receipt of the offer letter, following which the place will remain available for the remainder of six school weeks from the date of the decision letter. If the child concerned is not attending school with this time frame, the Admissions Committee will write to the applicant with a view to withdrawing the offer.

3.6 Applying the Fair Access Protocol

Fair Access to school is very important. Therefore, where it is not possible to offer a place because the required year group is full, or the statutory Infant Class Size limit would be unlawfully breached, the Admissions Committee will further consider the application against the criteria set out in the BaNES Local Authority Fair Access Protocol (FAP), which is published on the authority's website. If the child concerned satisfies any of the FAP criteria, the application will be referred to

BaNES local authority, which may then decide to engage with the family in order to identify a suitable educational placement without undue delay.

3.7 Children issued with an Education Health and Care plan

If a child is the subject of an Education Health and Care Plan (EHCP), which names a particular school, his/her parents should consult the local authority that issued the EHCP before applying for the child to change school.

4.0 The Oversubscription Criteria

4.1 Oversubscription

If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admissions Committee will assess every application received at that time against the oversubscription criteria set out in section 4.2 in order to rank the applications and identify a priority for the offer of any available places. The oversubscription criteria will also be applied, as required, in order to rank children's names on a waiting list.

4.2 The Oversubscription Criteria

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who, at the time of application, 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 (section 22 (1) of the Children Act 1989 applies)
2. Children who have a sibling attending Trinity Church School at the time of application, who will still be on roll at the

time of admission and who lives at the same home address

3. Children eligible to receive a pupil or service premium at the time of application
4. Children of permanent staff .
5. Children not satisfying a higher criterion

Notes:

- Refer to section 1.4 of these Admission Arrangements for the definition of 'home address'
- Refer to section 1.5 of these Admission Arrangements for the definition of 'sibling'
- The Supplementary Information Form must be completed and submitted in conjunction with the school place application, where the applicant wishes the child to be considered against Criterion 4 in the event of oversubscription (refer to section 4.5 of these admission arrangements)

4.3 Prioritising applications by distance measurement

In the event of oversubscription and the consequent need to rank all applications against the oversubscription criteria, the admission number/limit may be reached before all applications have been considered. The ranked order for those applications identifying against the 'cut off' criterion and any applications that fall below this criterion will be determined according to the straight line distance between each child's home and the school. This will determine a priority for the offer of available places.

In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will

be determined using the Local Authority's GIS computerised mapping system. The GIS system used within this LA would not be able to calculate a staircase measurement in the case of multi-level dwellings. If the distance between two children's homes and the school is exactly the same then a random allocation would be used for any such cases.

4.4 Applying a tie-breaker

Where two or more distances are exactly the same and it proves necessary to rank the relevant applications, a priority for admission will be determined by the drawing of lots. This exercise will take place at the school and be supervised by a person entirely independent of the Admissions Authority and the school.

4.5 Supplementary Information Form (SIF) (for admission to Reception Class only)

A Supplementary Information Form (SIF) is provided on the school website (Appendix B). This is used to collect information required in order to evidence that a child qualifies against oversubscription Criterion 4. The SIF must be completed and submitted in accordance with the instructions, for admission to Reception Class only, in order for the oversubscription criterion to be applied to prioritise applications if necessary. In some cases, a member of the Admissions Authority, or an appointed agent, may need to contact the parent to discuss the information submitted on the SIF.

5.0 Lodging an appeal

5.1 The legal right to an appeal hearing

The administration of school admission appeals is subject to statutory procedure set out in the 2012 School Admission Appeals Code issued by the Department for Education. A parent whose child is refused admission to the school is legally entitled to lodge an appeal against this decision. The refusal letter issued by the Admissions Committee will explain how to complete this process and an

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appeal form is available to download from the school website, or can be requested from the School Office

5.2 The basis on which an admission application may be refused

The Admission authority can refuse to admit a child where a further admission would 'prejudice the efficient delivery of education or the efficient use of resources' or where the admission would unlawfully breach the Government's Statutory Infant Class Size (ICS) Limit, resulting in an infant teaching group of more than 30 children to one teacher for part or all of the school day. In the case of an ICS refusal, specific conditions set out in section 4 of the 2012 School Admission Appeals Code are 'tested' at the appeal hearing by an independent appeal panel. The range of circumstances whereby an appeal panel might find in favour of an appellant are limited to the appeal panel's review of these conditions and the reasonableness of the decision.

5.3 The appeal timetable

An appeals timetable will be published on the school website by 28 February each year. This sets out the statutory time frame within which an appeal must be heard as well as the administrative timeframe within which the Admissions Authority undertakes to process any appeal lodged with the school. 5.4 Complaints about the administration of the appeals process

The decision of an independent appeal panel is binding on all parties. However, where there is concern that the appeal process has not been properly administered in accordance with the 2012 School Admission Appeals Code, a complaint may be raised with the Academy Trust. Where no local resolution is reached the parent may escalate the matter to the Education Funding Agency for further consideration.

WELTON PRIMARY SCHOOL PRIORITY A

Children in Public care [Looked after Children] or a child who was previously looked after but immediately after being looked after became subject to an adoption, care arrangement, or special guardianship order.

PRIORITY B

[The 3 categories in this criterion will be given equal consideration].

- Children who live within a 1.5 mile radius* of the school and for whom there will be a sibling in attendance on the admission date at the preferred school.
- Children who live outside a 1.5 mile radius* of the school but their sibling was offered a place prior to September 2013 and will be in attendance at the time of admission.
- Children who live outside a 1.5 mile radius* of the school but it is their closest Community or Voluntary Controlled School and for whom there will be a sibling in attendance on the admission date at the preferred school.

PRIORITY C

Children who live closest to the school as measured in a direct line.

Additional Notes

To be considered under the above criteria parents must have named the school as a preference. Under the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

* The 1.5 mile radius will be measured from the address point of a school as defined by the Local Land & Property Gazetteer (LLPG).

In all cases, distances will be measured in a direct

Be on time - apply on-line

line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system.

If under all the above criteria any single category resulted in oversubscription, those living closer to the preferred school would receive the higher priority. Where there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants the place(s) will be allocated by random allocation.

In the event of the school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births the authority will breach the admission number to allow these children to be offered places. In the case of schools where there would be Infant Class Size issues such children will remain as an 'excepted pupil' to the class size limit for the time they are in an infant class or until the class numbers fall back to the normal class size limit of 30.

Children with an Education Health and Care Plan [EHC] are dealt with separately through the statutory assessment process or a review of their plan. All schools are consulted before being named on a pupil's plan and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school.

Parents/Carers who make a formal appeal against their allocated school will have their child's name kept on a waiting list for any places which may become available at their preferred school. They may also ask for their child to remain on the waiting list without making a formal appeal. Any places which do become available will be reallocated using

the Admissions Criteria, taking into account those parents who have asked to remain on the waiting list or who have lodged a formal appeal together with any late applications received. However children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

The child's home address is defined as the permanent address where he or she generally resides with their parent. Temporary addresses may not be used to obtain school places. A random sample of 10% of all applications received each year will be checked to confirm addresses using the Council Tax Office, Electoral Roll and if appropriate the school currently attended before allocations are made. A copy of a utility bill may also be requested. In certain additional cases proof of residency will also be determined by using the above methods. Once proof is obtained that the parent is resident at the address given, it will be accepted that the child is also resident at this address.

Where parents share parental responsibility for a child but live separately if two applications are received from the child's parents the LA will ask them to determine which application it should consider and which application should be withdrawn. This is because the LA will offer only one school place to a child at any one time. If parents cannot agree they should resolve the issue through the court system for example to obtain a 'Specific Issues Order' which specifies which parent has responsibility to make decisions on school preferences. However in the absence of any Order the application received from the parent who

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receives Child Benefit for the child will be the only one considered. Parents may be asked to provide supporting documentation confirming receipt of child benefit.

WESTON ALL SAINTS PRIMARY

This school is an Academy school. The admissions criteria for the school were consulted on when it was still either a Community or Voluntary Controlled school and therefore, the criteria for 2018/19 admissions will be the same as those published for community and voluntary controlled schools.

WIDCOMBE C OF E JUNIOR SCHOOL

Introduction

These Admission Arrangements comply with the requirements of the 2014 School Admissions Code and the 2012 School Admission Appeals Code issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998 and are reviewed and published annually by the Governing Body in conjunction with the Palladian Academy Trust (The Admission Authority). Should it be proposed to alter any aspect of policy or practice; a public consultation will be conducted in accordance with the statutory requirements set out in the School Admissions Code.

In the interests of clarity, this document is set out under the following headings:

- 1.0 General Information
- 2.0 Transferring to Year 3 in September 2018 - The 'normal' admissions-round
- 3.0 Changing School - The 'In-Year' application process to be followed when joining the school at any time other than Year 3 in September 2018
- 4.0 The Oversubscription Criteria
- 5.0 Lodging an Appeal

If you would like to discuss your circumstances or require further help with any aspect of the school admissions process, please contact the School

Office - telephone: 01225 310139

It is recommended that you also visit the school website which provides a lot of useful information about the school community and curriculum which will be helpful when choosing a school. www.widcombejuniorschool.co.uk

Any concern relating to the statutory compliance of these Admission Arrangements, or the fairness and equality of local policy/practice, should initially be raised with the School. If the concern cannot be resolved locally, a complaint may be lodged with the Office of The Schools Adjudicator.

1.0 General information

1.1 The School

Widcombe Church of England (C of E) Junior School is an 8 class fully inclusive school, part of the Palladian Academy Trust. High quality education is provided for children of all faiths and no faith. The school works closely with Widcombe Infant School and prioritises applications received on behalf of children attending this school. The governors also prioritise applications for siblings, children eligible to receive a Pupil or Service Premium and children living within the Ecclesiastical Parish of Bath, Widcombe, before offering places more widely.

1.2 Who can apply for a school place?

A parent, registered carer, or another person(s) who has an assigned responsibility for the child concerned (referred to throughout this document as 'the parent') may submit a school admission application on behalf of that child for any United Kingdom (UK) state funded school.

1.3 The child

A child of statutory school age who resides within the UK has a right to receive an education.

The child must, at the time of applying for

a school place, be a UK citizen, or have European Economic Area Citizenship, or hold an appropriate Home Office Visa entitling him/her to reside in the UK.

1.4 The home address

For admission purposes, the Admission Authority will consider the home address to be:

The address at which the child concerned is living, at the time of application, for more than 2.5 school days per week, with the person(s) who has legal responsibility for this child. The home address should be clearly stated on the application form.

Where the child will be moving to a new home address and the parent wishes this to be considered, one of the following documents, depending on the circumstances of the case, must be made available at the time of application.

- A legal 'exchange of contract' which confirms the purchase of the property
- A copy of a formal tenancy agreement (minimum six-month term) signed and dated by the applicant and the Landlord for the property.
- Where the child will be living at an address other than the parental family home, for more than 2.5 school days per week (for example; with an extended family member, or in emergency or other public accommodation): A formal written letter, signed and dated by the person responsible for the address in question. This must explain the living/care arrangements for the child and state how long these arrangements are expected to remain in place.
- For Children of UK service personnel with a confirmed posting to the area or Crown Servants returning from overseas, an official letter confirming a relocation date

and Unit postal address or quartering area address.

1.5 Siblings

The oversubscription criteria set out in section 4.2 of these Admission Arrangements prioritise applications for children with a sibling attending Widcombe Junior School or Widcombe Infant School at the time of application who will still be on roll at the time of admission.

If a parent wishes a sibling connection to be taken account of, the sibling's details must be provided on the admission application form and he/she must qualify as a full, half, step or adoptive brother or sister, or a child living for more than 2.5 school days per week within the same family unit and at the same home address.

The Published Admission Number or admission limit will be exceeded, where necessary, in order that multiple birth siblings of the same family (twin, triplet etc.) can all be offered places, where otherwise one or more of these children would be refused.

1.6 Waiting lists

When an admission application is refused, because the year applied for is full, the child's name will be entered onto a waiting list for that year group, which will be maintained until the end of the school year and then shut down. Names on waiting lists are held strictly in ranked order in accordance with the child's compliance with the Oversubscription Criteria. Each time a name is added, the waiting list concerned will be re-ranked. If a place becomes available in the appropriate year, this will be offered for the child ranked highest on the waiting list at that time. A child's name will be removed from the waiting list if a place is offered and accepted, offered and declined, or the parent requests the school, in writing, to remove his/her child's name.

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1.7 Misleading or false information

Should the Admission Authority become aware that a place was secured for a child at the school using misleading or false information, it will consider withdrawing the offer, or where a child has already started to attend the school may remove the child from the school roll.

The circumstances of the case will be fully discussed with the parent and, if the decision is taken to withdraw the offer of a place, the application will be considered afresh, taking account of any new information.

2.0 Transferring to Year 3 in September 2018 (the 'normal' admissions-round)

2.1 The Published Admission Number (PAN)

The PAN for Year 3 is 60. This is the number of places that can be provided within the resources available. If 60 or fewer Year 3 applications are received for September 2018, every applicant will be offered a place for their child, without condition. If more than 60 applications are received, the Admission Authority will apply the oversubscription criteria to rank all the applications and identify a priority for the offer of places up to the PAN. Further places will only be offered where there is sufficient resource available to enable this.

2.2 Ensuring an 'on time' application

For a child to transfer to Year 3 in September 2018, the parent must complete the Common Application Form (CAF) available from the home local authority (the authority in whose area the child concerned lives). For the application to be considered as 'on time' the CAF must be submitted to the home local authority by 23:59 hours on 15 January 2018. The CAF may be completed and submitted using the home local authority's 'on line' procedure, or as a paper form. Full details about the application process and information about the schools in the local authority area

are explained in the 'Composite Prospectus' document, which each local authority must make available on 12 September annually.

For families living in and around Bath, the home local authority is Bath and North East Somerset Council www.bathnes.gov.uk

2.3 Late applications

Local authorities must coordinate new Year 3 applications until 31 August 2018. If an application form is submitted to the home local authority after the application deadline of 15 January 2018, it will be considered as a 'late' application and will not be administered until all on time applications have been processed, at which point there may no longer be a place available at the preferred school(s).

2.4 Notifying the application decision

Parents will receive an admission decision in writing from the home local authority on or about 16 April 2018. The exact date and procedure for notification will be set out in this local authority's Composite

2.5 Education Health and Care Plan (EHCP)

A place will be provided for a child who has an EHCP (formerly a Statement of Special Educational Needs) agreed at the time of application, which names Widcombe C of E Junior School as the education provider. This place will be allocated within the Published Admission Number (PAN) before the consideration of any other applications, or above the PAN if places have already been offered at that time.

3.0 Changing school – The In-Year application process to be followed when joining the school at anytime other than Year 3 in September 2018

3.1 The Admission Limit

For each year-group other than Year 3 (the year of entry), the Admission Authority will set

a non-statutory admission limit as a guideline to the number of places available. Admission limits will be set to ensure 'the efficient delivery of education and the efficient use of resources' taking account of factors such as available budget, accommodation, the needs of the children and the specific resources required to support the children. Consequently, admission limits may be varied from time to time and so the number of places available may vary.

3.2 Submitting an In-Year application

If a parent wishes to apply for his/her child to join the school during the 2018/19 school year, the In-Year Application Form (Appendix B) must be completed and returned directly to the school. This is available to download from the school website, or a paper copy can be provided by the School Office. The In-Year Application Form may be submitted at anytime but will only be administered during school term time and within six school weeks of the place being required, unless the application is for a child from a Service family or the parent is a Crown Servant returning from overseas. In these circumstances, an application may be considered further in advance if an official letter is provided with the application, which confirms a relocation date and Unit postal address or quartering area address.

3.3 Applying for a year group other than the child's relative (chronological) age

The In-Year application will usually be submitted for the year group associated with the child's age, although a parent may apply for an alternative year if he/she considers this would be in the best educational interests of the child. In these circumstances, the application must be accompanied with as much information as possible to support the case for 'retaining' or 'accelerating' the child. It is for the Admission Authority to decide whether to support such a request, which will be considered on the information provided,

the circumstances of the case and what is deemed to be in the best educational interests of the child concerned. If an application for a retained or accelerated year is refused, the Admission Authority will consider whether a place can be offered in the relative (chronological) age year group. The parent has the right to appeal the decision where a place cannot be offered in the relative year group.

Retained and accelerated places secured through the In-Year admissions process will be reviewed periodically.

3.4 The decision

On receipt of a signed and dated In-Year Application Form, the Admission Authority will evaluate whether a place can be made available without prejudicing 'the efficient delivery of education or the efficient use of resources'. The decision will be notified to the applicant in writing within ten school days of receipt of the In-Year Application Form.

3.5 Accepting the offer of a place

Where a place is offered, the parent will be asked to confirm acceptance in writing (by letter or email) within ten school days of receipt of the offer letter, following which the place will remain available for the remainder of six school weeks from the date of this letter. If the child concerned is not attending school within this time frame, the Admission Authority will write to the applicant requesting an update and may, depending on the circumstances, withdraw the offer.

3.6 Applying the Fair Access Protocol

Where it is not possible to offer a place, the Admission Authority will consider the application against the criteria set out in the Bath and North East Somerset Council, Local Authority Fair Access Protocol (FAP), which is published on this authority's website. If the child concerned is without a school place

and satisfies any of the FAP criteria, the In-Year application will be referred to the local authority, which may then decide to engage with the family and help identify a suitable educational placement without undue delay.

3.7 Children issued with an Education Health and Care Plan (EHCP)

If a child is the subject of an EHCP (formerly a Statement of Special Educational Needs), which names a specific school, his/her parents should consult the local authority that issued the EHCP before applying for the child to change school.

4.0 The Oversubscription Criteria

4.1 Oversubscription

If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admission Authority will assess every application against the oversubscription criteria set out in section 4.2 and rank these applications in priority order, before any places are offered. The oversubscription criteria will also be applied to rank children's names on a waiting list.

4.2 The Oversubscription Criteria

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who, at the time of application, 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 (section 22 (1) of the Children Act 1989 applies).
2. Children attending Widcombe Infant School at the time of application who have a sibling attending Widcombe Infant School or Widcombe C of E Junior

School who will still be on roll at the time of admission.

3. Children attending Widcombe Infant School at the time of application who do not have a sibling at either Widcombe Infant School or Widcombe C of E Junior School
4. Children who are not attending Widcombe Infant School but have a sibling at either Widcombe Infant School or Widcombe C of E Junior School who will still be attending either school at the time of admission.
5. Children who, at the time of application, live within the Ecclesiastical Parish of Bath, Widcombe or with a confirmed move to an address within this Parish and are eligible to receive a Pupil Premium.
6. Children who at the time of application, live within the Ecclesiastical Parish of Bath, Widcombe or with a confirmed move to an address within this Parish.
7. Children who at the time of application are eligible to receive a Pupil Premium, or Service Premium.
8. Children not satisfying a higher criterion.

Notes:

- Refer to section 1.4 of these Admission Arrangements for the definition of 'home address'.
- Refer to section 1.5 of these Admission Arrangements for the definition of 'sibling'.
- The Supplementary Information Form applies for criterion 1, 5 or 7 (refer to section 4.5 of these Admission Arrangements)
- A map indicating the Ecclesiastical Parish of Bath, Widcombe is available on

the school website (Appendix D). A copy is also kept at the school and is available to view by appointment

4.3 Applying a distance measurement

In the event of oversubscription (more applications received than places available), the admission application ranking exercise (described in section 4.1) may indicate that the Admission Number/limit is reached part way through a specific criterion. In these circumstances, the ranked order for applications satisfying this 'cut off' criterion and any lower placed criterion will be determined by calculating the straight-line distance between each child's home and the main entrance to the school, on the corner of Archway Street and Pulteney Road. This will determine the priority order for these applications.

Distances will be calculated electronically using digital mapping software and Ordnance Survey 'National Address Base' coordinates for Widcombe C of E Junior School and the child's home address. Measurement will be to a minimum of three decimal places accuracy. In the case of a multi-dwelling building, such as a block of flats, the same distance will apply for all occupants.

4.4 Applying a tie-breaker

Where two or more distances are identical and it proves necessary to rank the relevant applications, a priority for admission will be determined by the drawing of lots. This activity will take place at the school and be supervised by a person entirely independent of the Admissions Authority and the school.

4.5 Supplementary Information Form

A Supplementary Information Form (SIF) is provided on the school website (and at Appendix C). This is used to collect the information required to evidence that a child qualifies against oversubscription criterion

1, 5, or 7. The SIF must be completed and returned directly to the school in accordance with the instructions set out in Part 3 of the SIF if the parent wishes qualifying information to be taken account of. If it proves necessary for the oversubscription criteria to be applied and applications prioritised, this information will be referred to. In some cases, a member of the Admission Authority, or an appointed agent, may need to contact the parent to discuss the information submitted on the SIF.

5.0 Lodging an appeal

5.1 The legal right to an appeal hearing

The administration of school admission appeals is subject to statutory procedure set out in the 2012 School Admission Appeals Code issued by the Department for Education. A parent whose child is refused admission to the school is legally entitled to lodge an appeal against this decision. The refusal letter issued by the Admission Authority will explain how to complete this process using the Appeal Form which is available to download from the school website, or by request from the School Office

5.2 The basis on which an admission application may be refused

The Admission Authority can refuse to admit a child where a further admission would 'prejudice the efficient delivery of education or the efficient use of resources'. At an appeal hearing, the independent Appeal Panel will 'test' the strength of the case for refusing and weigh this against the strength of the parent's case for requiring a place at the school. This will determine whether an appeal is upheld or rejected.

5.3 The appeal timetable

The Appeals Timetable is published on the school website by 28 February each year. This sets out the statutory time frame within which an appeal must be heard as well as

Don't forget the closing date - 15 January 2018

the administrative timeframe within which the Admission Authority will process any appeal lodged with the school.

5.4 Complaints about the administration of the appeal process

The decision of an independent appeal panel is binding on all parties. However, where there is concern that the appeal process has not been properly administered in accordance with the 2012 School Admission Appeals Code; a complaint should be raised via the School. Where no local resolution is agreed, the parent may escalate the matter to the Education Funding Agency.

WIDCOMBE INFANT SCHOOL

Widcombe Infant School is part of the Palladian Academy Trust, and as such the Governing Body is the admissions authority.

Widcombe Infant School is compliant with the School Admissions Code issued by the Department for Education in December 2014, and with the law relating to admissions.

How to make an application

Widcombe Infant School is part of Bath and North East Somerset's Co-ordinated Admissions Scheme. All applications for admission must be submitted to your Local Authority (LA) by the published closing date. The LA will forward all applications to the school and the Governing Body will rank all applications against the admissions criteria. The ranked list will then be returned to the LA under the Co-ordinated scheme and they will make a single offer of a place on the published date.

In Year Admissions (i.e. all applications for existing year groups)

All In Year applications must be made directly to Widcombe Infant School. An application is made by completing an application form which must be forwarded directly to the school. If no form is submitted the Governing Body will not be able to

process the application.

All applications will be considered by the Admissions Committee of the Governing Body. Where there are more applicants at any one time than there are places available, priority will be determined by applying the Admissions criteria set out below.

Published Admissions Number

Widcombe Infant School has a Published Admission Number of 60 which means it will admit 60 children into Reception in two classes of 30.

Special Educational Needs

The Special Educational Needs Code of Practice requires that Governing Bodies admit any children with a Statement of Special Educational Need or an Education, Health and Care Plan (EHCP) naming Widcombe Infant School, before it will consider any other applications.

Following the admission of any children with a Statement of Special Educational Need or an EHCP, the Governing Body will consider all other applications received by the closing date. Where there are fewer applications than places available within the school's Published Admission Number, the Governing Body will admit those children.

Admissions Criteria

To be considered under the following criteria parents must have named the school as a preference. Under the following criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

PRIORITY A

Children in Public Care (Looked After Children) or a child who was previously Looked After but immediately after being Looked After became subject to an adoption, child arrangement order, or special guardianship order.

PRIORITY B

(The 3 categories in this criterion will be given equal consideration).

- Children who live within a 1.5 mile radius* of the school and for whom there will be a sibling in attendance on the admission date at the preferred school.
- Children who live outside a 1.5 mile radius* of the school but their sibling was offered a place prior to September 2013 and will be in attendance at the time of admission.
- Children who live outside a 1.5 mile radius* of the school but it is their closest Community or Voluntary Controlled School and for whom there will be a sibling in attendance on the admission date at the preferred school.

(sibling is defined as sharing at least one parent or legally adopted into the family, and in every case the child should be living in the same family unit at the same address).

PRIORITY C

Children of staff at the school, in either or both of the following circumstances:

- a) Where the member of staff has been employed by the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

(a member of staff is defined as full time and part time, teaching and non-teaching staff employed and paid through the Palladian Academy Trust's payroll).

PRIORITY D

Children who live closest to the school, as measured in a direct line from the child's home address (defined as the permanent address where he or she generally resides with the parent/carer who has parental responsibility, or where responsibility is

shared, the address of the parent/carer who receives Child Benefit) to the school.

Oversubscription Criteria

When applications within the above categories exceed the number of places available, priority will be given to children who live nearest the school.

If it is necessary to use a tie breaker to distinguish between two or more applications, a distance criterion will be used. Priority would be given to those children living nearest the school as measured in a straight line from the address point of the child's home address to the address point of the school as defined by the Local Land and Property Gazetteer (LLPG).

Measurements will be determined using the Local Authority's Geographic Information System (GIS) computerised mapping system with those living closer to the school receiving higher priority. The GIS system used within this LA would not be able to calculate a staircase measurement in the case of multi-level dwellings. If the distance between two children's homes and the school is exactly the same then a random allocation would be used for any such cases.

This will be undertaken in the school building by a person entirely independent of the Admissions Committee and with no current connection to the school.

1. Multiple birth applications (for example twins)

In the event of the school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births the school will breach the admission number to allow these children to be offered places. In the case where there would be Infant Class Size issues such children will remain as an 'excepted pupil' under the Admissions Code for the time they are in an infant class or until the class

numbers fall back to the normal class size limit of 30.

2. Children with a Statement of Special Educational Needs or Education Health and Care Plan (EHC)

Children with an Education, Health and Care Plan [EHC] are dealt with separately through the statutory assessment process or a review of their plan. All schools are consulted before being named on a pupil's plan and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school.

3. Home Address & Families moving into the area

The child's normal permanent home address where he or she lives with his or her parents or legal guardians will be used to decide where the child lives. Temporary addresses cannot be used to obtain school places. If parents or carers plan to move, documentary evidence will be required and in order for address changes to be taken into account in the first round of allocations made on 16 April 2018 the appropriate documentary evidence should be received by the closing date of 15 January 2018. However, if details of a change of address that will occur after the closing date (and before the start of term 1) is received with the appropriate documentary evidence by 30 January 2018 i.e. before the LA has sent details of applications to other councils, it will be considered in the first round of applications.

Examples of evidence that may be acceptable to determine a child's address are:-

- A solicitor's letter confirming exchange of contracts and completion date for a property which is being purchased or a

property which is being sold.

- A copy of a signed rental agreement or a solicitor's letter if moving to a council or rented property and proof of your sale or Notice to Quit on your current/previous property.
- A copy of a council tax bill or utility bill such as water, gas or electricity in your name for your newly owned or rented property together with proof of your sale or Notice to Quit on your current/previous property.
- A child benefit book.
- If you are moving in with a relative a letter from them will be required confirming the date you will be moving in together with a copy utility bill showing their name and address. A solicitor's letter will also be required confirming that completion of contracts has taken place on your sale or Notice to Quit on your current/previous property.
- In the case of children of UK Service Personnel or Crown Servants returning from overseas, with a confirmed posting to the area an official letter declaring the relocation date and a Unit postal address or quartering area address should be provided.

4. Admission of children outside their normal age group

The Governing Body 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 their chronological age group. The reasons for the request must be fully explained and included with the application form.

A parent of a 'summer born' child entitled to start school in September 2018, may choose to delay his/her entry to school until September 2019, where the parent(s) considers this

arrangement to be in the best educational interests of the child. The parent(s) may request to apply for reception in September 2019 rather than Year 1. However, there is a risk attached to deciding this approach, which the parent must be clear about. Although the Governing Body may agree to a new application being submitted for a reception place in September 2019, there can be no indication given as to whether a place will be available until the 2019 'normal' admissions round is complete. The following process will apply:

- The parent must submit an application to the home local authority during the 2018 'normal' admissions round, making it clear in the text box on the application form that he/she wishes to delay the child's entry until September 2019. Where the intention is for the child to start with the 2019 reception cohort, this must also be clearly stated on the form. The Governing Body will formally note the parent(s) instruction and will consider the request. If a request to delay is approved, parent/carers should withdraw their application and effectively, the child will no longer be part of the 2018 'normal' admissions round. Parents will then need to make a new application as part of the main admission round for the following year in September 2019.

5. Right of Appeal

Parents who are unsuccessful in their application for a place at the school have the right to appeal to an Independent Appeal Panel (IAP). Further information concerning how to appeal will be explained in the decision letter. The IAP's decision is binding for all parties concerned.

6. Waiting List

Parents/Carers who make a formal appeal against their allocated school will have their

child's name kept on a waiting list for any places which may become available at their preferred school. They may also ask for their child to remain on the waiting list without making a formal appeal. Any places which do become available will be reallocated using the Admissions Criteria, taking into account those parents who have asked to remain on the waiting list or who have lodged a formal appeal together with any late applications received. However children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

7. Late applications for Reception places

Any late applicants should complete their home LA's common application form and return it to their home LA as soon as possible. In line with agreed co-ordinated admission procedures the School will be informed of any late applications received.

8. Monitoring and Review

The Governing Body will monitor this admissions policy and it will be reviewed annually.

Appendix 2

List of Primary Schools and Admission Numbers for the 2018/2019 Academic Year

School Name Address Tel No. Fax No. / Email Address	Status Age Range Headteacher	Admission No. 2018/2019
*Abbot Alphege School Beckford Drive, Lansdown, Bath BA1 9AU Tel 01225 580281 E mail: office@abbot-alphege.org.uk	Free School 4-11 Dr Anne Bull	30
Bathampton Primary Tyning Road, Bathampton, Bath, BA2 6TQ Telephone Bath 01225 465229 Fax Bath 01225 423637 Email bathampton_pri@bathnes.gov.uk	Community 4-11 Mr Paul Falkus	30
Batheaston C. of E. Primary School Lane, Northend, Bath, BA1 7EP Telephone Bath 01225 858555 Fax Bath 01225 852893 Email batheaston_pri@bathnes.gov.uk	Voluntary Controlled 4-11 Ms Sarah Weber	30
Bathford C. of E. Primary Dovers Park, Bathford, Bath, BA1 7UB Telephone Bath 01225 858776 Email bathford_pri@bathnes.gov.uk	Voluntary Controlled 4-11 Ms Karen Sykes	30
Bathwick St. Mary C. of E. Primary Darlington Road, Bath, BA2 6NN Telephone Bath 01225 465654 Fax Bath 01225 484289 Email bathwickstmary_pri@bathnes.gov.uk www.bathwick-st-mary.bathnes.net	Voluntary Aided 4-11 Mr Kevin Purkiss	30
Bishop Sutton Primary Bishop Sutton, Bristol, BS39 5XD Telephone Chew Magna 01275 33 2817 Fax 01275 332918 Email bishopsutton_pri@bathnes.gov.uk	Community 4-11 Mr Dieter Cook	30

Be on time - apply on-line

School Name Address Tel No. Fax No. / Email Address	Status Age Range Headteacher	Admission No. 2018/2019
Cameley C. of E. Primary Meadway, Temple Cloud, Bristol, BS39 5BD Telephone Mendip 01761 452644 Fax 01761 452796 Email cameley_pri@bathnes.gov.uk	Voluntary Controlled 4-11 Ms Hannah Maggs	20
ØØ Camerton Church Primary * Camerton, Bath, BA2 0PS Telephone Mendip 01761 470759 Email camerton_pri@bathnes.gov.uk	Voluntary Controlled 4-11 Mrs Jane Gascoigne (Leaving December 2017)	15
Castle Primary Newlands Road, Keynsham, Bristol, BS31 2TS Telephone Bristol 0117 986 4489 Fax 0117 986 9831 Email Castle_pri@bathnes.gov.uk	Community 4-11 Ms Nicky Wake	60
Chandag Infant Chandag Road, Keynsham, Bristol, BS31 1PQ Telephone Bristol 0117 986 4129 Email enquires@chandagininfantschool.org.uk	Academy 4-7 Ms Annie Smart	60
Chandag Junior Chandag Road, Keynsham, Bristol, BS31 1PQ Telephone Bristol 0117 986 3614 Fax 0117 986 9616 Email enquires@chandagininfantschool.org.uk	Academy 7-11 Mr Tim Dunning	68
Chew Magna Primary Buthams Lane, Chew Magna, Bristol, BS40 8RQ Telephone Chew Magna: 01275 332409 Fax 01225 332521 Email chewmagna_pri@bathnes.gov.uk Web http://www.cmps.freeseve.co.uk	Community 4-11 Ms Annie Spencer	15

ØØ This school is federated with Camerton Church Primary School and Shoscombe CofE Primary School

*Please note that a consultation exercise is underway regarding a possible closure of Camerton Church Primary from July 2018. A final decision will not be made until April 2018 so you may wish to take this into consideration when selecting your preferred schools.

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School Name Address Tel No. Fax No. / Email Address	Status Age Range Headteacher	Admission No. 2018/2019
Chew Stoke Church Primary School Lane, Chew Stoke, Bristol, BS40 8UY Telephone/Fax No: 01275 332354 Email office@chewstokeacademy.org www.chewstokeacademy.org	Academy 4-11 Mr Ben Hewett	27
Clutton Primary Station Road, Clutton, Bristol, BS39 5RA Telephone Mendip 01761 452510 Email office@cluttonschool.com	Academy 4-11 Ms Liz Ennew	25
Combe Down C. of E. Primary Summer Lane, Combe Down, Bath, BA2 5JX Telephone 01225 840324 Fax 01225 835459 Email office@combedown.com	Academy 4-11 Mr Richard Bullard Retiring December 2017 Mrs Jane Gascoigne from January 2018	60
East Harptree C. of E. Primary Church Lane, East Harptree, Bristol, BS40 6BD Telephone/Fax No Mendip 01761 221492 Email eastharptree_pri@bathnes.gov.uk	Voluntary Controlled 4-11 Ms Jayne Bailey	15
Farmborough C. of E. Primary The Street, Farmborough, Bath, BA2 0FY Telephone Mendip 01761 470714 Fax No: 01761 479115 Email farmborough_pri@bathnes.gov.uk	Voluntary Controlled 4-11 Mr Darren Roberts	25
Farrington Gurney C. of E. Primary Church Lane, Farrington Gurney, Bristol, BS39 6TY Telephone/Fax No Mendip 01761 452419 Email office@farringtongurneyschool.co.uk	Academy 4-11 Mr Dan Turull	15
Freshford C. of E. Primary Freshford, Bath, BA2 7WE Telephone Bath 01225 723331 Fax 01225 722832 Email freshford_pri@bathnes.gov.uk	Voluntary Controlled 4-11 Mr Andrew Wishart	20

Be on time - apply on-line

School Name Address Tel No. Fax No. / Email Address	Status Age Range Headteacher	Admission No. 2018/2019
High Littleton C. of E. Primary Church Hill, High Littleton, Bristol, BS39 5HF Telephone Mendip 01761 470622 Email office@highlittletonschool.com	Academy 4-11 Mr Gareth Griffith	25
Longvernal Primary Clapton Road, Midsomer Norton, Bath, BA3 2LP Telephone/Fax No 01761 412777 Email office@longvernalschool.com	Academy 4-11 Ms Kerrie Courtier	28
Marksbury C. of E. Primary Marksbury, Bath, BA2 9HS Telephone/Fax Mendip 01761 470628 Email enquiries@marksburyschool.org.uk	Academy 4-11 Ms Julie Player	15
▲ Midsomer Norton Primary High Street, Midsomer Norton, Bath, BA3 2DR Telephone Midsomer Norton 01761 412289 Fax 01761 415896 Email midsomernorton_pri@bathnes.gov.uk	Community 4-11 Mr Alun Randell	45
Moorlands Infant Moorfields Road, Bath, BA2 2DQ Telephone Bath 01225 422556 Fax 01225 463056 Email office@moorlands-school.com	Academy 4-7 Mrs Clare Griffin-Felton	60
Moorlands Junior Chantry Mead Road, Bath, BA2 2DE Telephone Bath 01225 421912 Fax 01225 425848 Email office@moorlands-school.com	Academy 7-11 Mrs Clare Griffin-Felton	60
Mulberry Park Educate Together Primary Mulberry Way, Combe Down, Bath, BA2 5BU Telephone: c/o Redfield Educate Together 0117 3790119	Academy	30

▲ *This school has a Local Authority Nursery Class*

Don't forget the closing date - 15 January 2018

School Name Address Tel No. Fax No. / Email Address	Status Age Range Headteacher	Admission No. 2018/2019
Newbridge Primary Charmouth Road, Bath, BA1 3LL Telephone Bath 01225 421675 Fax 01225 339606 Email newbridge_jun@bathnes.gov.uk	Community 4-11 Ms Gill Kennaugh (Interim Headteacher)	60
Oldfield Park Infant Dorset Close, Bath, BA2 3RF Telephone Bath 01225 422903 Email office@oldfieldpark-inf.bathnes.sch.uk	Academy 4-7 Ms Claire McMurty	60
Oldfield Park Junior Lymore Terrace, Twerton, Bath, BA2 2JL Telephone Bath 01225 423477 Email office@oldfieldparkjuniorschool.com	Academy 7-11 Mr David Goucher	60
Paulton Infant Plumtre Close, Paulton, Bristol, BS39 7QY Telephone Midsomer Norton 01761 412354 Email paulton_inf@bathnes.gov.uk	Community 4-7 Ms Julie Hogan	90
Paulton Junior Plumtre Close, Paulton, Bristol, BS39 7QY Telephone Midsomer Norton 01761 418137 Fax 01225 415418 Email paulton_jun@bathnes.gov.uk	Community 7-11 Mr Matt Grosvenor	90
▲ Peasedown St. John Primary Bath Road, Peasedown, Bath, BA2 8DH Telephone Mendip 01761 432311 Email office@psjprimary.org.uk	Academy 4-11 Mr Damian Knollys	60

▲ *This school has a Local Authority Nursery Class*

School Name Address Tel No. Fax No. / Email Address	Status Age Range Headteacher	Admission No. 2018/2019
Pensford Primary Pensford, Bristol, BS39 4AA Telephone/Fax No Mendip 01761 490470 Email pensford_pri@bathnes.gov.uk	Community 4-11 Mr Warrick Barton	15
▲ Roundhill Primary Mount Road, Southdown, Bath, BA2 1LG Telephone Bath 01225 424950 Fax 01225 310051 Email southdown_inf@bathnes.gov.uk	Community 4-7 Ms Sue Adams	60
▲ St. Andrew's C. of E. Primary Northampton Street, Julian Road, Bath, BA1 2SN Telephone Bath 01225 310135 Fax 01225 337051 Email standrews_pri@bathnes.gov.uk www.standrewsprimarybath.com	Voluntary Aided 4-11 Mrs Sue East	30
St. John's C. of E. Primary Charlton Park, Keynsham, Bristol, BS31 2NB Telephone Bristol 0117 986 3824 Fax 0117 986 9943 Email enquiries@stjohnskeynsham.co.uk	Academy 4-11 Dr Matthew Cottrell	30
St. John's C. of E. Primary Redfield Road, Midsomer Norton, Bath BA3 2JN Telephone Midsomer Norton 01761 412019 Fax 01761 414914 Email office@stjohnsmsn.co.uk Web www.stjohnscofe.bathnes.sch.uk	Academy 4-11 Ms Claire Miriams	60
St. John's Catholic Primary Oldfield Lane, Bath, BA2 3NR Telephone Bath 01225 303990 Fax 01225 303998 Email stjohnsbath_pri@bathnes.gov.uk	Voluntary Aided 4-11 Ms Angela Bennett	45

▲ *This school has a Local Authority Nursery Class*

Don't forget the closing date - 15 January 2018

School Name Address Tel No. Fax No. / Email Address	Status Age Range Headteacher	Admission No. 2018/2019
ØØ St. Julian's C. of E. Primary Wellow, Bath, BA2 8QS Telephone Bath 01225 833143 Email stjulians_pri@bathnes.gov.uk	Voluntary Controlled 4-11 Mrs Jane Gascoigne (Leaving December 2017)	16
▲ St. Keyna Primary Monmouth Road, Keynsham, Bristol BS31 2JP Telephone Bristol 0117 986 3852 Fax 0117 986 4980 Email stkeyna_pri@bathnes.gov.uk	Community 4-11 Ms Adrienne Hughes	30
▲ St. Martins Garden Primary Lympham Green, Odd Down, Bath, BA2 2UN Telephone Bath 01225 832112 Fax 01225 833101 Email school@stmartinsgarden.org.uk	Academy 4-11 Mr Matt Stone	45
St. Mary's C. of E. Primary Lansdown View, Timsbury, Bath, BA2 0JR Telephone Mendip 01761 470245 Fax 01761 479044 Email stmarystimsbury_pri@bathnes.gov.uk	Voluntary Controlled 4-11 Ms Alice Brown	30
St. Mary's C. of E. Primary Old Road, Writhlington, Radstock, Bath BA3 3NG Telephone/Fax No Mendip 01761 434548 Email stmaryswrithlington_pri@bathnes.gov.uk	Voluntary Controlled 4-11 Mrs Sue Jones & Ms Cathie Lampert	30
St. Mary's Catholic Primary Penn Hill Road, Weston, Bath, BA1 4EH Telephone Bath 01225 429030 Fax 01225 319012 Email stmarysbath_pri@bathnes.gov.uk Web www.st-marys.bathnes.sch.uk	Voluntary Aided 4-11 Mr Andrew Tarrant	30

▲ *This school has a Local Authority Nursery Class*

ØØ *This school is federated with Camerton Church Primary School and Shoscombe CofE Primary School*

School Name Address Tel No. Fax No. / Email Address	Status Age Range Headteacher	Admission No. 2018/2019
St. Michael's C. of E. Junior Newton Road, Twerton, Bath, BA2 1RW Telephone Bath 01225 421888 Fax 01225 481617 Email stmichaels_pri@bathnes.gov.uk	Voluntary Controlled 7-11 Mr Ben Summers	60
St. Nicholas' C. of E. Primary Kilmersdon Road, Radstock, Bath, BA3 3QG Telephone 01761 432101 Fax 01761 436232 Email stnicholas_pri@bathnes.gov.uk	Voluntary Controlled 4-11 Ms Nicola Smith	40
St. Philip's C. of E. Primary Bloomfield Rise, Bath, BA2 2BN Telephone Bath 01225 837946 Fax 01225 835815 Email mail@stphilips-school.org	Academy 4-11 Mr Andy Joy	40
▲ St. Saviours C. of E. Infant Spring Lane, Larkhall, Bath, BA1 6NY Telephone Bath 01225 313928 Fax 01225 339210 Email stsaviours_inf@bathnes.gov.uk Web www.st-saviours-inf.bathnes.sch.uk	Voluntary Controlled 4-7 Mr Ed Harker	60
St. Saviours C. of E. Junior Brookleaze Place, Larkhall, Bath, BA1 6RB Telephone Bath 01225 310137 Fax 01225 338684 Email stsaviours_jun@bathnes.gov.uk	Voluntary Controlled 7-11 Mr Joe Beament	60
St. Stephen's C. of E. Primary Richmond Place, Lansdown, Bath, BA1 5PZ Telephone/Fax No Bath 01225 311665 Email ststephens_pri@bathnes.gov.uk	Voluntary Aided 4-11 Mr Andrew Bowman	60

▲ *This school has a Local Authority Nursery Class*

Don't forget the closing date - 15 January 2018

School Name Address Tel No. Fax No. / Email Address	Status Age Range Headteacher	Admission No. 2018/2019
Saltford C. of E. Primary Claverton Road, Saltford, Bristol, BS31 3DW Telephone Saltford 01225 872185 Email contactus@saltfordschool.org.uk	Academy 4-11 Ms Dawn Elliott	60
ØØ Shoscombe C. of E. Primary St. Julian's Road, Shoscombe, Bath, BA2 8NB Telephone Mendip 01761 432479 Email shoscombe_pri@bathnes.gov.uk www.shoscombe.bathnes.sch.uk	Voluntary Aided 4-11 Mrs Jane Gascoinge (Leaving December 2017)	20
Somerdale Educate Together Tiberius Road, Keynsham, Bristol, BS31 2FF Telephone: c/o Redfield Educate Together 0117 3790119 email: info@somerdaleet.org.uk	Free School 4-11 Ms Jo Barr	30
Stanton Drew Primary Stanton Drew, Bristol, BS39 4EQ Telephone/Fax No Chew Magna 01275 332820 Email stantondrew_pri@bathnes.gov.uk	Community 4-11 Mr Dieter Cook	10
Swainswick C. of E. Primary Innox Lane, Upper Swainswick, Bath BA1 8DB Telephone Bath 01225 859279 Fax 01225 851204 Email swainswick_pri@bathnes.gov.uk	Voluntary Controlled 4-11 Mr Grant Smallbrook	12
Trinity Church Primary School Woodborough Lane, Radstock, Bath BA3 3DE Telephone Mendip 01761 438650 Fax 01761 438653 Email office@trinitychurchschool.com	Academy 4-11 Ms Michelle Parsons	30

ØØ This school is federated with Camerton Church Primary School and St Julian's CofE Primary School

▲ This school has a Local Authority Nursery Class

School Name Address Tel No. Fax No. / Email Address	Status Age Range Headteacher	Admission No. 2018/2019
▲ Twerton Infant Poolemead Road, Twerton, Bath, BA2 1QR Telephone Bath 01225 423526 Fax 01225 314745 Email twerton_inf@bathnes.gov.uk	Community 4-7 Mr George Samios	60
Ubley C. of E. Primary Ubley, Bristol, BS40 6PJ Telephone Mendip 01761 462654 Fax 01761 463317 Email ubley_pri@bathnes.gov.uk	Voluntary Controlled 4-11 Ms Victoria Reyes	15
Welton Primary Radstock Road, Midsomer Norton, Bath BA3 2AG Telephone Midsomer Norton 01761 413131 Email office@weltonprimaryschool.co.uk	Academy 4-11 Mr John Snell	28
Westfield Primary Longfellow Road, Radstock, Bath, BA3 3XX Telephone Midsomer Norton 01761 413662 Fax 01761 419976 Email westfield_pri@bathnes.gov.uk	Community 4-11 Mr Simon Mills	60
Weston All Saints Primary Broadmoor Lane, Weston, Bath, BA1 4JR Telephone Bath 01225 421786 Fax 01225 447336 Email westonallsaints_pri@wasp-school.org.uk	Academy 4-11 Dr Anne Bull	90
Whitchurch Primary Bristol Road, Whitchurch, Bristol, BS14 0PQ Telephone Whitchurch 01275 833593 Fax 01225 837318 Email whitchurch_pri@bathnes.gov.uk	Community 4-11 Mr Carl Hornsby	30
Widcombe Infant Archway Street, Bath, BA2 4JG Telephone/Fax No Bath 01225 421998 Email office@widcombeinfants.bathnes.sch.uk	Academy 4-7 Miss Alison Watts	60

Don't forget the closing date - 15 January 2018

School Name Address Tel No. Fax No. / Email Address	Status Age Range Headteacher	Admission No. 2018/2019
Widcombe C. of E. Junior Pulteney Road, Bath, BA2 4JG Telephone/Fax No Bath 01225 310139 Email widcombe_jun@bathnes.gov.uk www.office@widcombejuniorschool.com	Academy 7-11 Ms Claire Taylor	60

Appendix 3

Mainstream schools with Resource Bases for Primary Age children Academic Year 2018/2019

School	No. of Places	Age Range
St Martins Primary School, Bath Margaret Coates Centre For pupils with Autism	12	4-11
St Michael's C. of E. Junior School, Bath For pupils with Emotional, Behavioural & Social difficulties	8	7-11
Weston All Saints C. of E. Primary School, Bath For pupils with a Hearing Impairment	6	4-11

Appendix 4

Special Schools for Primary Age Children Academic Year 2018/2019

School Address Tel. No.	Status Age Range Headteacher	No. of Places* (Provisional)
Aspire Academy Frome Road, Odd Down, Bath BA2 5RF Telephone 01225 832212 Email enquiries@aspireacademy.org.uk For pupils with Emotional, Behavioural & Social difficulties	Academy 4-16 years Mr Colin Cattnach	
Fosse Way School Longfellow Road, Midsomer Norton Bath BA3 4BL Telephone 01761 412198 Email office@fossewayschool.com For pupils with complex learning difficulties	Academy 3-19 years Mr Justin Philcox	
Three Ways School, Bath 180 Frome Road, Odd Down, Bath BA2 5RF Telephone 01225 838070 Email enquiries@threeways.co.uk For pupils with complex learning difficulties.	Academy 2-19 years Mrs Julie Dyer	

* The Local Authority commission places in negotiation with the schools on an annual basis

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A Primary School for your Child

QUESTIONNAIRE ON THE BOOKLET ‘A PRIMARY SCHOOL FOR YOU CHILD’

- Was it easy to find the information you needed? Please circle
easy / satisfactory / difficult
- Is the layout easy to read and follow? **Yes / No**
If No please say how it could be improved:
.....
.....
.....
- Is there any additional information you wish to be included in this booklet?
Please state:
.....
.....
.....
- Are there any parts of the booklet you did not understand?
Please state:
.....
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- Are there any words or phrases you did not fully understand?
Please state:
.....
.....
.....
- Are there any other comments you would like to make?
Please state:
.....
.....



Please return with your preference form.

Don't forget the closing date - 15 January 2018

A Primary School for your Child

ADMISSIONS APPLICATIONS DISABILITY MONITORING FROM

We want to ensure that all parents/carers have the same opportunity to participate fully in everything that needs to happen to find a school placement for their child. In order to do this we would be grateful if you would complete this form and return it to the address below.

Please complete this form about **yourself** and not your child.

DEFINITION OF DISABILITY

A person has a disability if he or she has a physical or mental impairment which has a **substantial and long term effect** on his/her ability to carry out normal day to day activities.

Using the definition above, do you consider yourself to be disabled? **Yes () No ()**
Please tick

Do you have a disability which would prevent you:-

- | | | |
|-------------------------------------|----------------|---------------|
| ● Completing forms? | Yes () | No () |
| ● Writing or expressing your views? | Yes () | No () |
| ● Attending meetings? | Yes () | No () |

The information on this form is for monitoring purposes only and there is therefore no need to give your name. **If, however, you feel it would be helpful to us to know that you have a disability, please give us your name and the name of your child as given on the application form and his/her date of birth.**

Your name
Please print

Name of child D.O.B.
as on application form

Thank you for taking the time to complete this form. The answers you have given will be used to help us to monitor our service to you and to make improvements to the service we provide where necessary.

This form should be returned to:

Admissions & Transport Unit, Lewis House, Manvers Street, Bath BA1 1JG

Don't forget the closing date - 15 January 2018

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ADMISSIONS APPLICATIONS ETHNIC GROUP MONITORING FORM

We want to ensure that all parents/carers have the same opportunity to participate fully in everything that needs to happen to find a school placement for their child. In order to do this we would be grateful if you would complete this form and return it to the address below.

Please complete this form about **yourself** and not your child.

This form is not part of the application and will be used for monitoring purposes only after places have been allocated.

What is your ethnic group?

Please choose one section from A to E, then tick as appropriate to indicate your ethnic group.

A White

- British ()
- Irish ()
- Any other White background, please write in

B Mixed / Dual Background

- White and Black British ()
- White and Black Caribbean ()
- White and Black African ()
- White and Asian ()
- Any other Mixed background, please write in

C Asian or Asian British

- Indian ()
- Pakistani ()
- Bangladeshi ()
- Any other Asian background, please write in

D Black or Black British

- Caribbean ()
- African ()
- Any other Black background, please write in

E Chinese

- Chinese ()
- Any other background, please write in

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Hyperlinks

Apply Online

https://capita.bathnes.gov.uk/CitizenPortal_LIVE/Account/Login?ReturnUrl=%2fCitizenPortal_LIVE%2f

Admissions to Schools

<http://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools>

Delayed and Accelerated Policy

<http://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools>

Denominational Transport

<http://www.bathnes.gov.uk/services/schools-colleges-and-learning/home-school-transport/home-school-transport-do-i-qualify#Denominational>

School Transport

<http://www.bathnes.gov.uk/services/schools-colleges-and-learning/home-school-transport>

Admission Policies 2018/19

<http://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools/admissions-criteria-determined-school-1>

Parents/Carers - do you have concerns about your child's education?

Can we help you to work with schools to help your child?

The SEND Partnership Service offers confidential, impartial information, advice and support to children and young people (up to 25 years) with SEND and their parent carers.

For further information about how the SEND Partnership Service can help you or your child, or to become a Volunteer Supporter with the Service, please contact:

SEND Partnership Helpline: 01225 394382

Text: 07530 263401

Email: send_partnershipservice@bathnes.gov.uk

Website: www.bathnes.gov.uk/sps

SEND Partnership Service



www.bathnes1bd.org.uk

Looking for family and childcare information and support for your family?

childcare school activities
family issues benefits parenting support



www.rainbowresource.org.uk

Do you have a child or young person aged 0-25 years, who has or may have a Special Educational Needs, a disability or additional needs?

play support services leisure activities
community groups What's on health SEND



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