

St Mary's C of E Primary School Admissions Policy 2022-23

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 2022 - The 'normal admissions round'
- 3.0 - Changing School - The 'In-Year' application process
- 4.0 - The Oversubscription Criteria
- 5.0 - Lodging an Appeal
- 6.0 - Key contact details

Appendix A: In-Year Application Form

Appendix B: Supplementary Information Form

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 470245.

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

<http://stmarystimsbury.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 Office. If the issue cannot be resolved locally, a complaint may be raised with the Office of the Schools Adjudicator.

See section 6 for contact details.

1.0	General information
1.1	The School
	St Mary's C of E Primary 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
	<p>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.</p> <p>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 <u>at the time of application</u>.</p> <ul style="list-style-type: none"> ● 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
	<p>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.</p> <p>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.</p> <p>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.</p>
1.6	Waiting lists
	<p>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.</p>
1.7	Misleading or false information
	<p>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.</p>

2.0	Starting School in September 2021 (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 2021, 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 2022, the parent must complete the Common Application Form (CAF) available from the <u>home</u> 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 <u>15 January 2022</u> . 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 12 th September annually. For families living in Bath and North East Somerset, the <u>home</u> 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 admission round' reception applications until 31 August 2022. If an application form is submitted to the home local authority after the application deadline of 15 th January 2022, 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 <u>home</u> local authority on or about 16 April 2022, 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 St Mary's 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 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)
	<p>A parent of a ‘summer born’ child entitled to start school in September 2022 may choose to apply for the reception year in September 2023 rather than year 1 if they believe it to be in the best educational interests of the child. Please refer to Government advice on school admission for summer born children: https://www.gov.uk/government/publications/summer-born-children-school-admission</p> <p>However, there is a risk attached to deciding this approach, particularly in relation to transferring to other schools, 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 2023, there can be no indication given as to whether a place will be available until the 2023 ‘normal admissions round’ is complete. The following process will apply:</p> <ol style="list-style-type: none"> 1. The parent(s) must submit an application to the home local authority during the 2022 ‘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 2023. Where the intention is for the child to start with the 2023 <u>reception</u> cohort, this must also be clearly stated on the form. The Admission Authority will formally note the parent(s) instruction and <u>will not</u> process the 2022 application. Effectively, the child will no longer be part of the 2022 ‘normal admissions round’. 2. The parent(s) must then wait and make an entirely new application as part of the <u>2023 ‘normal admissions round’</u> in accordance with the application process described in the home local authority 2023 Composite Prospectus document. This will be made available by the local authority on 12th September 2022. The parent should also take account of the 2023/24 Admission Arrangements applying to the school. 3. If the school is undersubscribed with reception applications for September 2023, the applicant will receive the offer of a place, without condition, for his/her child on or around 16th April 2022. If the school is oversubscribed with applications for September 2023, 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. <u>Whether a place can be offered will depend on the outcome of the 2023 application ranking exercise.</u> 4. If the September 2023 (retained) reception application is refused, the right of appeal will apply. 5. If a parent delays a child’s entry until 2023 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
	<p>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.</p>
3.2	Submitting an in-year application
	<p>If a parent wishes to apply for a child to join the school during the 2022/23 school year, the In-Year application form (Appendix A) must be completed and submitted directly to the</p>

	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 <u>school</u> 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 <u>before</u> 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
	<ol style="list-style-type: none"> 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 Mary'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 of permanent staff. 4. Children eligible to receive a pupil or service premium at the time of application 5. Children not satisfying a higher criterion <p>Notes:</p> <ul style="list-style-type: none"> ● 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
	<p>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.</p> <p>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.</p>
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) <i>(for admission to Reception Class only)</i>
	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 <u>must</u> 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 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 <i>'prejudice the efficient delivery of education or the efficient use of resources'</i> or where the admission would unlawfully breach the Governments 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 <u>process</u> 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.

6.0	Key contact details	
The School	<p>St Mary's C of E Primary School Lansdown View Timsbury Bath BA2 0JR</p> <p>Telephone: 01761 470245</p> <p>School website: http://stmarystimsbury.co.uk/ School Office: Email: office@stmarystimsbury.co.uk</p>	

	<p>Chair of School Governors: Jen Hird Executive Headteacher: Mrs Parsons Head of School: Mr Cox Admissions contact: School Office</p>
<p>For families resident in Bath and North East Somerset, the 'home' local authority is BaNES</p>	<p>Team/Service: Admissions & Transport Email: admissions_transport@bathnes.gov.uk Telephone: 01225 394312 Fax: 01225 394296</p> <p>Postal Address: PO Box 25 Riverside Temple Street Keynsham Bristol BS31 1DN</p>
<p>The Office of the Schools Adjudicator</p>	<p>https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator</p>
<p>The Education Funding Agency</p>	<p>www.gov.uk/government/organisations/education-funding-agency</p>
<p>The Department for Education</p>	<p>The Department for Education Sanctuary Buildings, 20 Great Smith St, London SW1P 3BT Telephone 0370 000 2288 Electronic contact form: form.education.gov.uk Website: www.education.gov.uk</p>
<p>School Admissions Code</p>	<p>https://www.gov.uk/government/publications/school-admissions-code--2</p>
<p>School Admission Appeals Code</p>	<p>https://www.gov.uk/government/publications/school-admissions-appeals-code</p>