Avishayes Primary School & Early Years Centre

Admissions Arrangements 2016/17

These admission arrangements apply to all applications for admissions to the school from 1st September 2016.

Introduction

The Admissions Authority for Avishayes Primary School is the Governing Body. Avishayes Primary School became an Academy School on August 1st 2011 and since that time has been responsible for its own admissions.

An Admissions Committee comprising of governors is responsible for taking all admission decisions for children starting school in Reception, joining school during the academic year and children joining our Early Years’ Centre.

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

The Published Admission Number

The Governing Body has set an Admission Number of 30 for each year group. Places will be allocated up to this number in accordance with the National Equal Preference with Ranking method.

Applying for a school place

In order to be considered for a place at Avishayes Primary School, an appropriate application form must be completed. This can be obtained from Somerset Local Authority (LA). In-year application forms are also available at the school. School application forms must be received by the following closing dates and times;

Applications for the Reception Year in 2016

For entrance to the school in September 2016 the closing date is 15 January 2016. Offers for places will be made on the offer date, 16th April 2016. The application form must be received (electronically or paper) by Somerset Local Authority. Any application received after the deadline will be recorded as late and cannot then be administered until all on time applications have been considered by which time places may no longer be available with the Published Admission Number.

Applications for any child joining within the academic year can be submitted directly to the school office at any time. Applications will not be processed more than 6 weeks or half a term in advance of being required. Applications may be sent via email to office@avishayes.somerset.sch.uk or by post to The School Office, Admissions, Avishayes Primary School, Chard, TA20 1NS. A response will be given within 10 school working days and there is a daily deadline for applications to be received by. If the respective year group total is full, the child will be only offered a
place if there are exceptional circumstances and if the governors decide that the education of pupils in that year group will not be detrimentally affected by the admission of an extra pupil. Parents will have 14 days to accept the offer of a school place in writing (or electronically).

Where there are more applications received at any one time than places available within the Admission Number, then every application will be considered against the oversubscription criteria. Children will be allocated places in priority order to the Admission Number and all other applications will be refused.

Where adhering to the Admission Number would mean splitting twins or multiple birth children, the children will all be admitted. This includes circumstances in which it would be necessary to breach the Infant Class Size Legislation.

A tie breaker will be applied where the Admission Number is reached part way through any oversubscription criteria. For this purpose, a straight line measurement will be calculated between the address point of the school site to the address point for the pupil’s home. Places will be allocated to pupils living nearest to the school according to Geographical Information System (GIS) measurement. Where two or more pupils are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of The Avishayes Primary School).

**Applications decisions**

Decision letters in connection with on-time applications for starting school in September 2016 will be sent directly to applicants from Somerset LA on behalf of the Governing Body on 16 April 2016. Applicants who submit electronic applications will receive an email while those who submitted paper applications will be sent a letter by second class post.

**Waiting lists**

Where an application has been refused, the child will be placed on a waiting list. This will be kept strictly in order of oversubscription criteria by the Governing Body, and will be maintained until the end of the academic year. Where places become available within the Admission Number/Limit they will be allocated to the highest ranked eligible child on the maintained list.

Parents of children who are on the waiting list will be contacted at the start of each half term to establish if they wish to remain on the waiting list.

Children who are the subject of a direction by a Local Authority to admit or who are allocated to the school in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

**Statement of Educational Needs / Education, Health and Care plan.**

Children who have a Statement of Special Educational Need (SEN) or Education, Health and Care plan (EHC) naming Avishayes Primary School, will be allocated a place within the Admission Number before any other children are considered or the oversubscription criteria applied.
Oversubscription Criteria

Places will first be allocated to: (in the following order)

1. Looked After Children – Children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a residence or special guardianship order (see important notes).

2. Children without a statement of Special Educational Needs, identified with a sensory, physical or medical disability (High Needs Pupils), where a multi-agency professional team has identified the schools as the nearest accessible school (see important note 2).

3. Pupils who, at the closing date for applications will have a sibling attending in Reception to Year 5.

4. Pupils who, at the closing date for applications, live within the catchment area or can prove they will be living in the catchment area by the time of admission.

5. Pupils who live outside the catchment area.

Important Notes

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

Criterion 2 enables schools to plan with SEN Officers for the school entry of children with physical, medical or sensory impairments, where significant capital works (eg, accessible toilets, changing space, access to classrooms) are required. The lead time on these projects mean that school place outcome dates are too late for work to be completed in time for school entry in September. However, with the support of this criterion plans can be actioned with certainty early in the year.

Withdrawing an offer of a place

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

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading.
- The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.
- A child has not started at the school within 21 days of an agreed in-year admission start date.
Independent Appeals

Parents have the legal right to an independent appeal in the event that their child is declined admission to the school. Only one appeal can be made per academic year group unless there is a significant and material change in circumstances. Details concerning how to appeal are explained in the decision letters sent out when a place is refused.

Deferred Entry

The Department for Education (DfE) requires all Admission Authorities to offer parents the opportunity to defer their child's entry to school. This means rather than the usual September entry, you can choose for your child to start later in the year, usually in January at the beginning of the Spring Term but you can defer until later in the year if you wish.

A child becomes of compulsory school age when they reach the age of five and, where a parent has elected to register their child at school, they must start school on a full time basis in the term following their fifth birthday.

Please note, if your child is summer born (ie born between 1st April and 31st August) you can choose to defer your child’s entry for the entire school year until the following September. However, your child would be admitted into the Year 1 class, in accordance with their chronological age. This is in line with the DfE requirements.

Retained or Accelerated Entry

The Governing Body will consider applications for retained or accelerated entry in cases where parents would like their child to be admitted to a year group either side of their child’s chronological year group.

Children of UK Service Personnel

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

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

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

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

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

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

Definitions of terms used in these arrangements:

Residence
This is defined as the child's permanent place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least 3 school nights i.e, Sunday, Monday, Tuesday, Wednesday or Thursday will be taken as the place of residence. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week.

Proof of permanent residence (minimum 6 months tenancy agreement in the case of rented accommodation) and other evidence from the court regarding parental responsibilities in these matters may be required. Where a child is resident at two addresses for an equal amount of time, the child's permanent place of residence will be taken as the address shown on the child benefit letter. Places cannot be allocated on the basis of an intended future address, unless the house move can be confirmed through the formal 'exchange of contracts' or the signing of a minimum of a six month tenancy agreement.
Brothers or sisters - sibling connection

For admission purposes Avishayes Primary School considers the following as siblings living at the same address:

A brother or sister who share the same parents;
A half brother or half sister, where two children share one common parent;
A step brother or step sister, where two children are related by a parent's marriage;
Children of the same household.
Adopted or fostered children living in the same household under the terms of a Residence Order.

Avishayes Primary School does not consider these as siblings:

Cousins or other family relationships not included in 1 above;
Siblings who at 1 September 2016 will not be registered pupils at the school.

Parent

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child or a young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

Catchment area

Details of the school's defined catchment area can be found on the school's web site or on the Local Authority website www.somerset.gov.uk/admissions

Distance Measurements

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

Policy revised: November 2014