Avishayes Primary School & Early Years Centre

Admissions Arrangements 2017/18

These admission arrangements apply to all applications for admissions to the school from 1st September 2017.

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 2017. 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 the home 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 2017

For entrance to the school in September 2017 the closing date is 15 January 2017. Offers for places will be made on the offer date, 16 April 2017 (or next working day).

The application form must be received (electronically or paper) by the home 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.

In Year Applications

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. Proof of address may be required
to be submitted with the application. This will be either the formal ‘exchange of contracts’ letter from the solicitor for a house buy, a recent utility bill or the signing of a minimum of a six month tenancy agreement. The Governing Body reserve the right to seek further documentary evidence to support a claim of residence. 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 4pm daily deadline for applications to be received by. Parents will have **14 days** to accept the offer of a school place in writing (or electronically).

Where there are more applications received by the deadline than places available within the Admission Number, then every application will be considered against the oversubscription criteria.

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.

**Applications decisions**

Decision letters in connection with on-time applications for starting school in September 2017 will be sent directly to applicants from Somerset LA on behalf of the Governing Body on 16 April 2017 (or next working day). Applicants who submit electronic applications will receive an email while those who submitted paper applications will be sent a letter by second class post.

**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, subject to a residence/child arrangement order 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.

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).

Waiting lists

Where an application has been refused, the child will be placed on a waiting list. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list 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.

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.
- If a school is offered on the basis of an address that is subsequently found to be different from a child’s permanent home address then that place is liable to be withdrawn.

**Independent Appeals**

Parents have the legal right of appeal 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. Information on the timetable for the appeals process is available on the school website by 28 February each year.

**Deferred entry for infants**

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred until the next academic year.

**Summer Born Children**

Parents of summer born children may request that they are admitted into reception rather than year one when they become of compulsory school age. Applications will be considered as set out below (see admission of children outside their normal age group).

**Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. 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.

The process for requesting such an admission is as follows;
- The parent/carer is required to make an application for their child’s normal age group but can submit a request for admission out of the normal age group at the same time.
- The parent/carer is required to submit a request for admission out of the normal age group and attaching supporting evidence as necessary. The Governing Body have the right to request further evidence that may be required.
- The Governing Body will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.
- The Governing Body will write to the parent with the outcome and set out clearly the reasons for their decision.
• In the case of applications for summer born children to be admitted out of their normal age group the parent will receive the outcome before the primary national offer day.
• If their request is agreed, their application for the normal age group may be withdrawn before a place is offered. If their 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.
• Where a parent’s request is agreed, they must make a new application as part of the main admissions round the following year.
• One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

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 with a confirmed posting to the area and crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided as proof of posting (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting.)

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 with a confirmed posting to the area and crown servants returning from overseas to live in the area. 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 posting, The admissions authority will process the application. 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.

For further information please refer to the DfE explanatory note on Admission of Children of Crown Servants;


Children from Outside the UK

The Governing Body will process 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.
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/](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. 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:**

**Home Address**

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

Documentary evidence of ownership or suitable 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 minimum of a six month formal lease agreement from a letting agency. Please note private letting agreements may not be accepted as proof of residence. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required eg proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice. The Governing Body reserves the right to seek further documentary evidence to support any claim to residence.

**Catchment Map**

The Governing Body prioritise some school places on the basis of living within a designated catchment area. Details of the catchment boundaries can be found at; [http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/check-catchment-school1/](http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/check-catchment-school1/)

**Shared Residency Arrangements**

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 (see home address definition) 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.

**Brothers or sisters - sibling connection**

1. 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.

2. Avishayes Primary School does not consider these as siblings:
   - Cousins or other family relationships not included in 1 above;
   - Siblings who at 1 September 2015 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.

**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).
Objections to Admission Arrangements

Objections to the 2017/18 admission arrangements policies can be made to the schools adjudicator. This must take place in the period between the admission authority determining their admission arrangements for 2017/18 which must take place by 28 February 2016 and the deadline for making objections which is 15 May 2016. Objections may still be considered after this date but this is at the discretion of the adjudicator.

For further information on how to make an objection please visit Office of the Schools Adjudicator website http://www.education.gov.uk/schoolsadjudicator/ or phone the office on 01325 735303.