Part 1 - General information

1.1 About our School
Castle Primary school and Foundation Stage Unit is a co-educational Primary School in the village of Stoke-Sub-Hamdon providing education for 2 to 11 year olds.

1.2 Contact details

School website: www.castleprimaryschool.com  
Admissions contact: Mr Jeremy Handscomb  
Tel: 01935 822342  
School Office: office@castle-pri.somerset.sch.uk  
School Business Manager: Mrs Rachel Hummel  
Somerset Local Authority website: www.somerset.gov.uk/admissions

1.3 The Published Admission Number
A statutory Published Admission Number applies for the Reception year group, which indicates the minimum number of places that will be offered if sufficient applications are received. The governors’ Admission Committee will consider all applications for Reception in accordance with these admission arrangements and places will be offered until the Published Admission Number is reached, at which point the governors will consider whether the resources available at the time will enable additional places to be made available. If not, the decision will be to refuse all applications that would lead to admission of a pupil above the PAN.

The Published Admission Number is currently 25.

A non-statutory admission limit has been set for all other year groups. This may be adjusted from time to time according to the level of resource available at the school and the preferred year group/class organisation.
1.4 **Relevant Documents: Please read this information before applying for a school place**

Important documents published by your Local Authority are relevant to some areas of school admissions procedure. Applicants are strongly advised to contact their ‘home’ Local Authority (the area in which the child lives) or access the Local Authority website and ensure that they read and understand this information before proceeding with an application for a school place. Related documents of particular importance are:

- The Local Authority Coordinated Admissions Scheme (this applies to starting and transferring school for the first time)
- The Local Authority Fair Access Protocol
- The Local Authority School Transport policy
- Free School Meal Entitlement

**Part 2 - Over Subscription Criteria**

2.1 Where there are more applications than there are places available within the requested year group, the governors will consider all applications received on time against the following oversubscription criteria. This will enable the governors to rank applications according to priority and so identify those children for whom a place must be allocated within the Published Admission Number applying to the Reception year group or those who may be offered a place within the admission time applying at the time for any other year group. Applications will be considered for refusal where a place within these limits cannot be provided. Places will be allocated strictly in accordance with the National Equal Preference with Ranking allocation method.

2.2 Before applying the oversubscription criteria, a place will be allocated for any child with a Statement of Special Educational Needs or an Education, Health and Care plan that names Castle Primary School as the school the child must attend (The Special Educational Needs Code requires the Admission Authority to admit any children with a Statement of Special Educational Needs or Education, Health and Care plan naming the school, before the consideration of any other applications).

2.3 **Over Subscription 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, residence/child arrangements, or special guardianship order.
2. Places will be allocated to pupils who have a parent who teaches at the academy and has done so for at least 2 years as of the closing date for applications.

3. Places will then be allocated to pupils who have a sibling attending at the time of admission.

4. Places will then be allocated to other pupils who live within the catchment area.

5. Places will then be allocated to other pupils who live outside the catchment area.

Important Notes

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).

2. The address that will be taken into consideration for the purpose of allocating school places is the address at which the child is resident at the closing date or an address at which the child will be resident at before the start of the new academic year providing the change of address is notified and evidence provided by the exceptional circumstance deadline as outlined in the Local Authority Starting school booklet available on their website.

2.4 Tie Breaker:

In the event of oversubscription within any of the oversubscription criteria listed above, preference will be given to applicants who live closest to the school, as measured in a straight line by a Geographical information System (GIS) method from the address point of the school site to the address point for the pupil’s home. Where two distances are equal and it is therefore not possible to differentiate between them, priority will be determined by independent drawing of lots. This will be undertaken on the school premises and supervised by a person independent of the Admissions Authority.
Part 3 – Starting School in the Reception Year Group for the first time in September 2017

3.1 The following information should be read in conjunction with the 2017/18 Coordinated 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 be available on the home Local Authority’s website or upon request to that Local Authority.

3.2 Parents may apply for their child to start school for the first time in the September following his/her fourth birthday. Application forms and any Supplementary Information Forms relating to starting school in September 2017 must be submitted directly to the home Local Authority, to arrive no later than 23.59 hours on 15th January 2017.

3.3 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 Castle Primary school. The governors Admissions Committee will rank every application received on time according to these published admission arrangements.

3.4 The governors’ provisional allocation decisions will be notified to Somerset Local Authority in accordance with this authority’s Coordinated Admissions Scheme timetable and the home Local Authority will then inform parents of individual decisions on 16th April 2017 (or next working day) by email or second class post.

Part 4 - Admission to any year group during the 2017/18 academic year (in-year admission)

4.1 Applications can be submitted at any time during the academic year, by completing the governors’ in-year application form and returning this directly to the school office. The governors will not consider any applications received during school holiday periods until school resumes. The application form is available to download from the school website, or a copy can be provided upon request to the school office.

4.2 The governors’ Admissions Committee will meet once per week when there are applications to consider. There is a 4pm deadline every Friday for applications to be received. Where the request is for the child’s chronological age year group and there is a place available, the decision will be to admit the child concerned and applicants will be notified of this in
Applications will not be considered more than six weeks or half a term in advance of the place being required.

4.3 Where the governors have more than one application to consider in any week 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 (see Part 2 – Oversubscription Criteria).

4.4 Where the requested chronological age year group is full, the governors will carefully consider whether an additional child might still be admitted to the school without impacting on the available resources or affecting the delivery of education. Where the decision is to refuse admission, applicants will be notified in writing of the reasons for refusal and about how to appeal against the governors’ decision (see Part 5 of these arrangements).

4.5 In-year decision letters are sent out from the School Office within 5 school days of the Admission Committee decision being taken. Applicants will be expected to confirm their acceptance of any place offered within 21 school days (see 6.13 Withdrawing an allocated place).

4.6 The governors Admissions committee may refer some in-year admission applications in accordance with the Somerset Local Authority Fair Access Protocol, where the information provided by an applicant on the school place application form indicates that the child concerned may require additional support or an alternative school provision. Applicants are advised to read the Local Authority Fair Access Protocol document before completing an in-year application form. This document can be downloaded and/or read on the Somerset Local Authority website.

Part 5 - Appeals Procedure

5.1 Parents have the legal right of appeal to an independent appeal panel against the governors’ decision to refuse a place at Castle Primary School for a child in their care, providing a formal application for a school place has been submitted and a decision letter sent out on behalf of the Governing Body explaining the reasons for refusal. Full details explaining the appeal process will be enclosed with this decision letter.

5.2 An appeal timetable will be published on the school website by 28th February every year. This sets out the timeframe for the various stages in the appeal process and includes statutory dates by which appeals must be heard.
5.3 The governors’ appeal form must always be completed and submitted to the School Office. An appeal form can be downloaded from the school website or obtained from the School Office.

Part 6 – Important Information

6.1 Waiting Lists

The governors operate waiting lists for every year group. Where a child is formally refused admission to any year group, parents may request that his/her child’s name is placed on the appropriate waiting list. This is held in ranked order according to the oversubscription criteria. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list. Waiting lists will be maintained until the end of the academic year. If a place becomes available within the Published Admission Number or admission limit this will be offered for the highest ranked child at that time.

6.2 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.

6.3 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)

6.4 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.

6.5 Multiple birth applications (for example twins)

Where the last place within the Published Admission Number is allocated to a multiple birth application, a place(s) will be allocated to any siblings above the Published Admission Number at the point of allocation. This will ensure that multiple birth siblings can be allocated places at the same school (sibling definition still applies).

This includes situations whereby admitting a multiple birth siblings would breach the Infant class size legislation of a statutory limit of 30 infants (key stage 1 children) per qualified teacher.

6.6 Children from Overseas

A school place will not be allocated at Castle Primary School for any child moving into England from abroad prior to their formal residence in the country. The Admissions Committee will require proof of residency – see section 6.7 ‘home address’. The only exceptions are children of UK Service personnel with a confirmed posting, and other Crown servants (including Diplomats) returning to the local area, whose application may be considered ahead of the child’s arrival min the area. All overseas applications will be considered according to European Union Law or Home Office rules for non-European Economic Area nationals.
6.7 **Siblings**

For the purpose of school admission, the governors’ definition of a sibling is “a child living at the same address as a half or full brother or sister, an adoptive brother or sister, or children of the same household at the time of application and remaining so at the time of admission”.

6.8 **Parent**

A ‘parent’ in education law includes natural parents, whether they are married or not and 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 who looks after the child and with whom the child lives, irrespective of what their relationship is with the child.

6.9 **Home Address**

For the purposes of school admission, the governors’ definition of a child’s home address is considered to be where the child spends the majority of their time with the person(s) who legally have care of the child. Documentary evidence of house ownership or a minimum six-month rental agreement may be required, together with proof of the child’s residence at the property concerned. Places will not be allocated on the basis of a future house move unless this can be confirmed through the exchange of contract or the signing of a minimum six month formal lease agreement from a letting agency in place at the time of application. 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. Governing Body reserve the right to seek further documentary evidence to support any claim of residence which could include contacting the estate agent, solicitor landlord or relevant professional. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. The governors may withdraw the offer of a school place if the child’s home address is subsequently found to be fraudulent.

6.10 **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 LA’s 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.

6.11 Children with a Statement of Special Educational Needs/Education, Health and Care plan

Children with Statements of Special Educational Needs or Education, Health and Care plans are admitted to school in accordance with a separate process administered by the Local Authority (LA) in whose area the family lives. The governors must always admit a child whose Statement names Castle Primary School.

6.12 Withdrawing an allocated place

The governors will expect parents to confirm by post or email within 21 school days, their acceptance of any place offered at the school. The child must then be attending school within five weeks of the date of the original offer letter. The governors reserve the right to withdraw the offer of a place if these conditions are not met and to reallocate the place to the highest ranked child on a waiting list, or to a new applicant where no waiting list exists. The governors may also withdraw the offer of a school place if the child’s home address is subsequently found to be fraudulent.

6.13 Catchment map

A copy of the school Catchment map is available to view on the school website and the Local Authority website or a copy can be made available by contacting the school office.

6.14 Children of UK Service Personnel

The Admissions Authority endeavours 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, a 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 proof of 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:


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