Part 1 - General information

1.1 About our School

Kilmersdon C of E VA Primary School caters for children in the 4-11 year age range. The majority of children start with us at the beginning of the year in which they are 5 years old (ie those who are 4 on the first of September). However, it is possible to delay entry until later in the year. It is possible for children to join us at other stages of their primary education. This is most common when children move to the local area but it can also be for other reasons. As a voluntary aided school the governing body is also our school’s admissions authority and as such make decisions about admitting children based on our published admissions number and our admissions criteria. At the age of 11 (at the end of Year 6) the children leave us to go to secondary school. The majority of children transfer to either Writhlington School or to Norton Hill. Each year some children transfer to other schools in the area.

We have a strong ethos in our school based on the belief that all children are individuals and that they all have talents and strengths. We aim to create learning opportunities which enable all children to enjoy coming to school and to make good progress throughout the time they are with us. We recognise the importance of developing excellent basic skills in reading, writing and maths. These are taught as discrete subjects but opportunities are taken throughout the curriculum to develop them. RE is central to our curriculum as a church school and “Spiritual, moral, social and cultural education” helps to underpin the school ethos. Our curriculum is broad and balanced and where possible links between different subject areas are made, in order to make children’s learning more meaningful. Learning in the classroom is enhanced by a wide range of extracurricular activities, including clubs and trips. Music and PE are areas of growing strength in our school. By the time the children leave us we aim for them to be confident independent learners who are well equipped to meet the challenges of secondary school.

We currently have 6 classes in our school. We aim to have a separate reception class and for all our year 6 children to be taught in the same class, although this is dependent on pupil numbers. As a result class structures vary from year to year. The school is housed in two buildings. There are three classrooms, a hall and a therapy suite in the newer building. This is where the youngest children start school. Three classes are taught in the lower building. There is a Special Needs room, a spare classroom which is used for small group teaching and music provision, and a library. We have 2 playgrounds and a large school field.

We aim to create a strong sense of community in our school and this is reflected in the fact that all children wear school uniform. The school day starts at 8:55 and finishes between 3:00 and 3:10. A fruit break, playtime and lunchtime break up the day and allow the children to focus more easily on learning when in their classrooms. Hot meals are available each day. Some children choose to bring a packed lunch each day. Under some circumstances children are entitled to free transport to our school. This is particularly relevant for those living in Holcombe.
1.2 Contact details

School website: www.kilmersdon.somerset.sch.uk/
Admissions contact: School Business Manager
School Office: sch.204@educ.somerset.gov.uk or 01761 432283
Local Authority (Somerset County Council) website: www.somerset.gov.uk/admissions

1.3 The Published Admission Number (PAN)

A statutory PAN applies for the year of entry (Reception year group) and this indicates the maximum number of places available.

The PAN set for the 2017/18 academic year is 24. The governors’ Admissions Committee will consider all applications received for Reception in accordance with these admission arrangements and places will be offered until the PAN is reached.

1.4 Relevant Documents: Please read this information before applying for a school place

Important documents published by every 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 your 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 Composite Prospectus ‘Primary Guide for Parents’
- 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 required year group, the governors will consider all applications received 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 PAN or admission limit and those who should be refused. Places will be allocated using the Equal Preference with Ranking allocation method.

2.2 Following the allocation of places for any children with a Statement of Special Educational Needs (SEN) or Education, Health and Care plan (EHC) naming Kilmersdon C of E Primary School, the governors will consider all other applications received by the relevant published closing date.
2.3 Over Subscription Criteria

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

2. Children with a sibling in the school at the time of admission.

3. Children of families who are practising members of the Church of England, residing within the parishes of Kilmersdon or Holcombe and who can provide the necessary supporting evidence from the church on a supplementary information form.

4. Children of families who are practising members of the Church of England living within 1.5 mile radius of the school and who can provide the necessary supporting evidence from the church on a supplementary information form.

5. Children living in the parishes of Kilmersdon and Holcombe.

6. Children living within a 1.5 mile radius of the school, allocated according to nearest to the school. This will be measured using a straight line distance from the address point of the school to the address point of the home using a GIS mapping system. A map of this area is available from the school. (see 6.17)

7. Children of families who are practising members of the Church of England who live outside the area covered by criteria 3 and 4 and who can provide supporting evidence from the church on a supplementary information form.

8. All other children who live outside the school catchment area, allocated according to nearest to the school. This will be measured using a straight line distance from the address point of the school to the address point of the home using a GIS mapping system.

Important Note

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 (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.

2.4 Tie Breaker:

In the event of oversubscription within any of the 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 or more children are assessed as exactly equal against the published oversubscription criteria and it cannot otherwise be determined which child has the higher priority for a school place or a position on a waiting list, the order of priority will be determined by the drawing of lots. 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.
Part 3 – Starting School in The Reception Year Group for the first time

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 admissions 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 Application forms relating to starting school in the Reception year group for the first time in September 2017 must be submitted directly to the home Local Authority, to arrive no later than 23.59 hours on 15\textsuperscript{th} January 2017. Applications may be made electronically ‘on line’ or by completing a paper application form available from the home Local Authority. Where applicable a separate Supplementary Information Form (SIF) must also be completed in order to provide evidence in connection with the application. The completed SIF must be sent to the Local Authority to arrive by the relevant closing date (see section 6.12).

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 Kilmersdon C of E Primary School. The governors’ Admissions Committee will consider every application received on time according to these published admission arrangements.

3.4 The governors’ 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 16\textsuperscript{th} 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 In-year admissions will be dealt with by the school. All requests for school places should be made directly to the school using the Common Application Form (CAF). This form is available from the school office. Applications will not be considered more than 6 weeks or half a term in advance of the place being required.

4.2 The Governors’ Admissions Committee will consider applications on a weekly basis with a 4pm deadline every Friday. The governors’ admissions committee will meet within 5 school days of an application to consider it. All applications will be considered against the school’s published admission arrangements. A written offer or a refusal of a school place will be sent by post within 3 school days of the committee meeting. The governors do not organize admissions committee meetings during the school holiday periods and any applications received when the school is closed will not be administered until school resumes.
4.3 In the case of an offer being made the place will be held for 21 calendar days from the date of the letter. Once an acceptance of an offer has been received in school it will be acknowledged. If acceptance of the offer is not received within 21 calendar days the place will be withdrawn.

4.4 If a school place is refused there will be a right to appeal.

4.5 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 County Council 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 Kilmersdon C of E 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 application 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 application form must always be completed and submitted to the School Office within 21 school days of the date on the decision refusal letter. An appeal application form is available to download from the school website or can be obtained from the School Office.

Part 6 – Important Information

6.1 Waiting Lists
In accordance with statutory requirement the governors will maintain a waiting list in the order of over-subscription criteria for the Reception year group until the end of the first term following transfer each September (shuts down at the end of December). Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list. Waiting lists are not held for any other year group. Where places become available within the Admission Number they will be allocated to the highest ranked eligible child on the maintained 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.
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 Applications for children to enter a year group other than chronological age
The governors will consider applications on a case by case basis for ‘retained’ or ‘accelerated’ entry in circumstances 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 writing and included with the school place application form. The Governing Body will make decisions on the basis of the circumstances of each case in the best interests of the child concerned. The Governing Body will set out clearly the reasons for their decision.

6.6 **Multiple birth applications (for example twins)**

In the case of multiple birth applications, the Published Admission Number or admission limit for any year group will be exceeded to ensure that multiple birth siblings can be allocated places at the same school (the sibling definition still applies).

6.7 **Children from Overseas**

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. 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.

6.8 **Siblings**

For the purpose of school admission, the governors’ definition of a sibling is “a child who is 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”.

6.9 **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.
6.10 Home Address

For the purposes of school admissions, 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 a minimum six month signed 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. The Local Authority 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.

6.11 Worship and regular attendance

For the purposes of school admissions, the governors define ‘practicing member of the Church of England’ as someone who attends a service of worship at least once per month and has done so for a minimum period of six months prior to submitting a school place application. Evidence of attendance will be required by appropriate completion of the governors Supplementary Information Form (see section 6.12)

6.12 Supplementary Information Form (SIF)

The governors SIF must be completed in order to provide the required evidence in connection with criterion 3, 4 and 7. Applicants must ensure that the vicar, priest, minister, pastor or warden of their Church also completes the relevant sections. A completed SIF must be submitted directly to the Admissions & Entitlements Team by the relevant published application deadline. For In Year admissions, the completed SIF must be submitted directly to the school office alongside the application form.

6.13 Distance Measurements

For the purpose of measuring home to school distance, all calculations will be based on a straight-line measurement between the address point of the school to the address point of the home using a GIS mapping system (as defined in 6.7) using a Geographical Information System (GIS) method.

6.14 Children with a Statement of Special Educational Needs

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 child lives. The governors must always admit a child whose Statement/Plan names Kilmersdon CofE VA Primary School.

6.15 Withdrawing an allocated place

The governors will expect parents to confirm by post or email within 21 school days, their acceptance of any in year 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. For reception place offers, the place may be withdrawn if 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.

6.16 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.

6.17 School Catchment and Parish boundary maps

The governors prioritise some school places on the basis of a designated school catchment area or the Kilmersdon Parish or Holcombe Parish boundary. The catchment maps are available to view on the Local Authority website http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/check-catchment-school1/ or hard copies can be provided on request (see Section 1.2 Contact details). The Parish maps can be found on the following website;

http://www.achurchnearyou.com/parishfinder.php
The map showing the 1.5 mile radius of the school is shown below.
# 2017/18 SUPPLEMENTARY INFORMATION FORM

## Part A – Please ensure that you read before completing

The oversubscription criteria set out in the governors published Admission Arrangements, will be used to prioritise admission to school where there are more applications received than places available. The oversubscription criteria include a priority for:

**Children of families who are practising members of the Church of England**

If you wish your admission application to be prioritised on this basis, you must ensure that this Supplementary Information Form is completed by the vicar, priest, minister, pastor or church warden of the attended Church in order to confirm that the requirements of the above statement have been met.

## Part B – Submitting your Supplementary Information Form

For a child to start in Reception for the first time in September 2017 - your admission application form and your completed Supplementary Information Form must be sent to the Admissions & Entitlements Team, PPC402C, Somerset County Council, County Hall, Taunton, Somerset, TA1 4DY by the published deadline.

For a child to join any year group during the 2017/18 academic year - your completed Supplementary Information Form must be submitted by post with your admission application form directly to the school office.

## Part C – Declaration

I have consulted with the local church leadership team and can confirm that

........................................................................................................

..............................................................................(enter child or parent/s name/s)

attends ........................................................................ Church and has done so for at least once per month for the last six months.

Signed..............................................................

Print name......................................................

Position.........................................................

Date...............................................................

**Note:** The church leadership team includes clergy, church wardens and those responsible for Sunday School.