St John’s CofE Primary School

Admissions Arrangements for 2017/18 Academic Year

These admission arrangements apply to all applications for admissions to St John’s CofE Primary School for reception entry in September 2017 and any in year applications from 1st September 2017.

Introduction

The Admissions Authority for St John’s CofE Primary School is the Governing Body.

An Admissions Committee comprising of Governors is responsible for taking all admission decisions for children starting in reception and for joining the school during the academic year.

Somerset Local Authority is responsible for co-ordinating all applications for children starting school. These admissions arrangements should be read in conjunction with Somerset’s published co-ordinated Admissions Scheme for September 2017.

The published Admission Number

The Governing Body has set an Admission Number of 25 for the year of entry.

Applying for a school place

In order to be considered for a place at St John’s CofE Primary School, an application form must be completed and submitted to the home local authority. If your child lives in Somerset, starting school applications can be made on-line at www.somerset.gov.uk/admissions or paper forms can be obtained from Somerset Local Authority. In-year application forms are available from the School. School place application forms must be received by the following closing dates and times:

Applications for reception year in 2017

The closing date for reception year applications in September 2017 is 15 January 2017. Outcomes will be sent by the Local Authority on behalf of the Governing Body by e-mail or second class post on the published outcome date, 16 April 2017 (or next working day).

Any applications received after the closing date 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 within the Published Admission Number.

Places will be allocated strictly in accordance with the National Equal Preference with Ranking allocation method.

In Year Applications

Applications for a place during the academic year must be made directly to the school office, by completing the in-year application form. Applications will not be processed more than six weeks or half a term in advance of being required. Proof of address is 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.
The Governors’ Admissions Committee will consider applications on a weekly basis with a 4pm deadline every Friday. Where possible, applicants will receive a written response within 10 school days following receipt of the application. Where a school place is offered it will be held open for 14 school days and applicants will need to confirm acceptance within this time.

**Oversubscription Criteria**

Where there are more applications received than places available within the Published Admission Number or Admission Limit the following criteria will be applied to determine how the places will be allocated.

The school will be required to admit any child with a Statement of Special Educational Needs (SEN) or Education, Health and Care plan (EHC), if the school is named, then;

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/child arrangement order or special guardianship order. (See important notes).

2. In accordance with the School’s Trust Deed dated 26th June 1896 priority is to be given to the poor of the parish. This is defined as children living in the parish of St John the Baptist who are entitled to pupil premium funding (eligible for Free School Meals) as of the application closing date. A supplementary Information Form will need to be submitted for an application to be considered under this criterion.

3. Children living in the catchment area, with an older sibling at the school at the time of admission, and who live at the same address.

4. Children living in the catchment area.

5. Children living outside the catchment area, with an older sibling at the school at the time of admission, and who live at the same address.

6. Children who themselves, or whose parent/carer are practising members of St. John’s Church, Wellington, or the Methodist Church, Wellington. A supplementary Information Form will need to be submitted for an application to be considered under this criterion.

7. Children who themselves, or whose parent/carer are practising members of other Anglican or Methodist churches. A supplementary Information Form will need to be submitted for an application to be considered under this criterion.

8. Children living closest to the school using a straight line measurement.

**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. This includes children that are in receipt of Early Years School Action Plus funding at level 3 and/or where significant capital works (eg. accessible toilets, changing space, access to classrooms) are required and/or children that are identified as requiring
a place at a Resource Base attached to a mainstream school. 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.

**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 distances are equal and it is therefore not possible to differentiate between them, priority will be determined by independent drawing of lots.

**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.

**Waiting Lists**

The Governing Body will maintain a waiting list for the reception year. This will be maintained until the end of the first term in the new academic year. The waiting list will hold the names of every child formally refused admission, 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. If a place becomes available within the Published Admission Number, this will be offered to the highest ranked child at that time.

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.

**Withdrawal of places**

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.

**Issues relating to shared residency arrangements**

Where shared residence arrangements are in place and parents/ carers of the child submit two separate applications for different schools, the LA requires parents to resolve matters between themselves, taking legal advice if necessary, and inform the LA which application should be processed. The LA will not become involved in private disputes. If more than one offer of a school place is made, the LA would expect one of the places to be withdrawn by the parent. If this is not the case, when the child starts school, the alternative school place will be withdrawn by the LA.
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; www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/check-catchment=school1/

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.

Supplementary Information Form (SIF)

In order for applications to be considered against criterion 2, 6 or 7 applicants will need to use the appropriate Supplementary Application Form (SIF) to demonstrate their ability to meet the particular criterion. The SIF will need to be completed and submitted along with the school place application.
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.

Appeals

Applicants whose school place application is turned down have the legal right of appeal to an independent appeal panel against the decision to refuse admission. 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.

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 other 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 other 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 on that address. 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. An offer of service family accommodation from the housing department is not sufficient to be accepted as proof of address, the signed tenancy agreement would be required.

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;
Definitions:

Home Address

The home address is very 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 parents or carers.

Documentary evidence of home ownership or suitable rental agreement may be required, together with proof of permanent residence at the property concerned. 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 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 the house sale, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord. The Governing Body reserve the right to seek further documentary evidence to support a 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. Fraudulent claims relating to the home address of a particular child may lead to the withdrawal of any offer of a school place.

The Admissions Authority must be notified of any change of address during the admissions procedure.

Sibling

For the purpose of admissions, a sibling is defined as a child living at the same address permanent home address as a half or full brother or sister or an adoptive brother or sister. Also, children of the same household where the permanent home address is the same for both children.

Parent/Carer

Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).

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).
Practising

Practising is defined as at least once a month for at least six months prior to the application closing date attendance at church by at least one parent and/or child. This must be confirmed by a member of the clergy on a supplementary information form.
Supplementary Information Form for St John’s CofE Primary School - Church Attendance

This form must be completed and submitted to the school if you would like your application for a St John’s CofE Primary School to be considered under criterion 6 or 7 of the over subscription criteria relating to regular church attendance which is:

Children who themselves, or whose parent/carer are practising members of St. John’s Church, Wellington, or the Methodist Church, Wellington. A supplementary Information Form will need to be submitted for an application to be considered under this criterion.

Children who themselves, or whose parent/carer are practising members of other Anglican or Methodist churches. A supplementary Information Form will need to be submitted for an application to be considered under this criterion.

Please ensure that the attached form is completed by you and signed by the relevant church representative (vicar, priest, minister, pastor, church warden). It must be received by the Admissions & Entitlements Team by midnight on 9 February 2017 for primary admissions. For in year admissions it must be submitted directly to the school alongside an in year application form.

Failure to send the correctly completed supplementary information form to the Admissions & Entitlements Team by the closing date will mean that your application cannot be considered under the church attendance criterion.

Please return form to:
The Admissions & Entitlements Team,
PPC402C,
County Hall,
Taunton,
TA1 4DY
Notes for Clergy

Notes for clergy or those responsible and authorised to sign supplementary information forms for those applying to church schools under a church attendance criterion.

The recommendation of the Bath & Wells DBE is that it is best practice to have a sub-committee of at least three members, including clergy, church wardens and those with responsibility for Sunday school to consider these requests and be authorised to sign the form if it is agreed appropriate.

Please also note that if this form is not received by the Admissions & Entitlements Team prior to the published deadline the child cannot be considered eligible under any church attendance criteria.

In order for the application to be considered under any church attendance criteria within the school’s admissions arrangements, the following must be ensured:

1. The DBE does recommend that the child or a parent has attended actual worship and that attendance at toddler groups or other activities that are held at the church does NOT meet the requirements.

2. The completed form must be received by the Admissions & Entitlements Team by midnight on 9th February 2017 for primary admissions. For in year admissions the parent/carer must submit it directly to the school alongside an in year application form.

3. For applicants who have recently, or are about to move to a different area, the supplementary information form should be completed by the clergy at the church where they have been regularly worshipping. It is the responsibility of the applicant to organise this and ensure that the SIF is completed and sent in on time.

Please Note:
The application process is a legal one and every effort MUST be made to ensure that applications and any supplementary forms are completed accurately and on time. If applicants are unsuccessful, they have the right to appeal. Clergy should not be pressured into signing a form if they know that the applicant does not, or are in doubt as to whether the applicant does, meet the criteria laid down by the school. This is one reason why a committee should consider every application. It is also particularly helpful where there is an inter-regnum or where clergy have been in post less than 6 months.
Please complete your child’s details then give this form to your clergy leader (priest/minister/pastor), who will complete the remaining part of the form.

**Details of Child/Children**

Applicants Name:………………………………………………………………………………

Childs Full Name:………………………………………………………………………………

Childs Date Of Birth:……………………………………………………………………………

**Details of Church and Church Representative**

Name and Address of Church:……………………………………………………………………

Name and Position of Church Representative:………………………………………………

Church Denomination (ie Anglican, Methodist etc):……………………………………

Tel:………………………………………………………………………………………………

**Declaration**

I, (insert name)……………………………………………………………………………………

confirm that the child and/or parent(s)/carer(s identified above has attended

(name of church)………………………………………………………………………………

at least once a month for a minimum of 6 months prior to the date of application.

Signed:…………………………………………………………………………………………

Date:……………………………………………………………………………………………

**Please return form to:** The Admissions & Entitlements Team, PPC402C, County Hall, Taunton, TA1 4DY
Supplementary Information Form for St John’s CofE Primary School Pupil Premium Funding (Free School Meal) Entitlement

This form must be completed and submitted to the school if you would like your application for a St John’s CofE Primary School to be considered under criterion 2 of the oversubscription criteria which is:

In accordance with the School’s Trust Deed dated 26th June 1896 priority is to be given to the poor of the parish. This is defined as children living in the parish of St John the Baptist who are entitled to Pupil Premium Funding (eligible for Free School Meals) as of the application closing date. A supplementary Information Form will need to be submitted for an application to be considered under this criterion.

Please ensure that this form is completed by you and proof of the relevant benefits (as listed below) is attached. It must be received by the Admissions & Entitlements Team by midnight on 9 February 2017 for primary admissions. For in year admissions it must be submitted directly to the school alongside an in year application form.

Failure to send the correctly completed supplementary information form and proof of benefits to the Admissions & Entitlements Team by the closing date will mean that your application cannot be considered under this criterion.

Please return form to:
The Admissions & Entitlements Team,
PPC402C,
County Hall,
Taunton,
TA1 4DY

Proof of benefits include the following:

- Income Support (IS)
- Employment and Support Allowance (Income Related) - not Contribution related
- Income-based Job Seekers Allowance (IBJSA) - not Contribution based
- Guaranteed Element of State Pension Credit.
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit with an annual taxable income (as assessed by HMRC) of less than £16,190 as long as the family are not also in receipt of Working Tax Credit.

Full name of child: __________________________________________

Date of birth: ________________________________

Full name of parent/carer: __________________________________________