



Avishayes Primary School & Early Years Centre
Admissions Arrangements 2019/20

Summary of Proposed Changes to 2019/20

Admission Arrangements

There is just one change to the over-subscription criteria for Avishayes Primary School and Early Years Centre. Criteria 3 previously stated;

Pupils with an older sibling at the school at the time of admission, and who live at the same address.

The word older has been removed so this criteria can apply for all siblings at the school.



Avishayes Primary School & Early Years Centre

Admissions Arrangements 2019/20

These admission arrangements apply to all applications for admissions to the school from 1st September 2019.

Introduction

The admissions authority for Avishayes primary school is the Governing Body. Avishayes primary school became an academy on August 1st 2011 and is therefore responsible for its own admissions.

An admissions committee comprising of governors is responsible for taking 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 2018. 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

Avishayes Primary school has an admission number of 30 for entry in the reception year for 2019.

The school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Governing Body will offer places at the school to all those who have applied.

Applications for the reception year in 2019

Applications must be submitted to the home LA. If this is Somerset applications can be made on-line at www.somerset.gov.uk/admissions. Paper applications are available to download from the Somerset County Council website at www.somerset.gov.uk/admissions, or upon request by telephoning Somerset Direct on 0300 123 2224.

Applications must be received by 23:59 hours on 15 January 2019, otherwise the application will be recorded as late. Late applications will be considered after those received on time. Please see the Somerset LA co-ordinated scheme for full details. Outcomes for on time applications will be sent out by email (for on line applicants) or second class post on 16 April 2019 (or next working day if this falls on a weekend or bank holiday).

Admissions during the academic year (in year admissions)

In year applications must be submitted directly to the school using the in-year application form which can be obtained on the school website or by request to the school office.

The governors' admissions committee will consider batches of applications on a weekly basis with a 4pm deadline every Friday (term time only) for receipt of applications. If more applications are received than there are places available, the over-subscription criteria will be applied

A decision will be notified in writing to the applicant within ten school days.

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 purchase, 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.

Where there are more applications than places available within a particular year group, applications will be considered against the published oversubscription criteria and allocated up to the admission number/ limit.

Places will not be allocated more than six school weeks or half a term in advance of being required. The only exceptions are children of UK service personnel and other crown servants (including diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).

Waiting lists

Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Governing Body and any child refused a place will automatically be placed on the waiting 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's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Oversubscription criteria

When the academy/school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority 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 with a sibling at the school at the time of admission, and who live at the same address.
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” means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was “a previously Looked After Child” means a child who after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, a Residence Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989.

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 High Needs funding at level 3 and 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. . .

Tie-break

If in categories 1-5 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured in a straight line by a Geographical information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home.

Random allocation by drawing lots supervised by someone independent of the school, will be used as a tie-break in categories 1-5 above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

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.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Details of how to appeal are included in the outcome email or letter.

Information on the timetable for the appeals process is published on our website by 28 February each year.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer entry, or to take the 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 beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.]

Full-time schooling

Parents have a right to a full-time place at school for their child from the September following their fourth birthday.

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 to a year group outside their normal age range, for instance where the child is summer born or where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the Governing Body 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. If a request is refused, the child will still be considered for admission to their normal age group.

The parent is required to make an on-time application for the child's normal age group (if relevant) but can submit a request for admission out of the normal age group at the same time. The LA will ensure the parent is aware of whether the request for admission out of age group has been agreed before National Offer Day and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

If a request for delayed admission is agreed, the school place application may be withdrawn before a place is offered and a new school place application will need to be made as part of the normal admissions round the following year.

If a request for a child to be admitted to school a year early is agreed, the school place application will be processed and an outcome will be sent on the National Offer Day.

If a request for delayed admission is refused, the parent must decide whether to accept the offer of a school 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.

If a request for a child to be admitted to school a year early is refused, the school place application will not be processed and a new school place application will need to be made as part of the normal admissions round the following year.

There is no right of appeal against the decision not to allow your child to be admitted outside of their normal age group.

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.

For further information and important things you should consider please visit;

<http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/starting-or-transferring-school-early-or-late/>

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 address.)

Usually, an in year place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel 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;

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461481/Admission_of_children_of_crown_servants.pdf

Children from outside the UK

The LA will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

The Governing Body will process applications for children who are citizens of the European Economic Area (EEA) and for UK citizens living abroad. If proof of the Somerset address is not available 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 UK with a confirmed posting to the area (see Children of UK service personnel).

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. In such cases the Governing Body will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition. Applicants who are citizens of countries from outside the EEA should first check that their visas will not be invalidated by taking up a maintained school or academy place before applying. If in doubt, parents should contact the Home Office.

Definitions of terms used in these arrangements:

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 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. The 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.

Where shared residence arrangements are in place and it is necessary to determine the home address, each parent may be required to write to the Governing Body and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Governing Body may ask for additional information including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered.

Brothers or sisters - sibling connection

Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

Please see the information on shared residency arrangements which will apply if necessary in order to determine the sibling's permanent home address.

Parent

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

Catchment area

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

Objections to Admission Arrangements

Objections to the 2019/20 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 2019/20 which must take place by 28 February 2018 and the deadline for making objections which is 15 May 2018. 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.

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