



**Trull Church of England Voluntary Aided Primary School  
School Admission Arrangements for 2019/20 Academic Year**

**Summary of Proposed Changes to 2019/20**

**Admission Arrangements**

There are proposed changes to the over-subscription criteria for Trull CofE Primary School.

Criterion 3 previously stated;

*Children living within the designated school catchment area, with an older sibling on roll at the time of application and still attending the school at the time of admission, and living at the same address.*

Criterion 5 previously stated;

*Children living outside the designated school catchment area, with an older sibling attending the school at the time of admission, and living at the same address.*

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

Criterion 8 has been amended to read;

*Children or their parent/carers who attend a service at a church or place of Christian worship which is a full member of Churches Together in England and/or Evangelical Alliance at least once a month over the period of a calendar year.*



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**School Admission Arrangements for 2019/20 Academic Year**

- Part 1 – General Information
  - Part 2 – Over-subscription Criteria
  - Part 3 - Starting school in the reception year group for the first time in September 2019
  - Part 4 - Admission to any year group during the 2019/20 academic year (in- year admission)
  - Part 5 - Appeals procedure
  - Part 6 - Important information
  - Part 7 – Definitions
- 
- Appendix A – Supplementary Information Form
  - Appendix B – In Year Application Form
  - Appendix C – Catchment area
  - Appendix C – Ecclesiastical Parish of Angersleigh
  - Appendix C - Ecclesiastical Parish of Pitminster
  - Appendix C - Ecclesiastical Parish of Trull

**Part 1 - General information**

**1.1 About our school**

Trull C of E VA Primary School caters for children aged four - eleven years. We seek to help children achieve their full potential and encourage a love of learning and the development of self-esteem. As a Church School, we aim to develop Christian values and foster a kind and caring attitude towards people as well as for their beliefs. The governors prioritise school admission for siblings and children living within a local identified catchment area before places are offered more widely.

## 1.2 Contact details

**School website :** [www.trullprimary.com](http://www.trullprimary.com)

**Tel Number:** 01823 333239

**School Office :** [sch.369@educ.somerset.gov.uk](mailto:sch.369@educ.somerset.gov.uk)

**Somerset Local Authority website:** [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions)

## 1.3 The Published Admission Number

Trull CofE VA Primary School has a published admission number of 38 for entry into the reception year in 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.

## 1.4 Relevant documents: Please refer to this information before applying for a school place

School Admission Arrangements must comply with The School Admissions Code published by the Department for Education [www.education.gov.uk](http://www.education.gov.uk)

Important documents published by your Local Authority are also 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 Primary Admissions Guide
- The Local Authority School Transport Policy

## Part 2 - Over-subscription criteria

**2.1** When the 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. 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. Children or their parent/carers who are practising members of All Saints Church, Trull or St Mary & St Andrew Church, Pitminster and who live within these Church parishes. 'Practising' is defined as 'attendance at least once a month over the period of a calendar year and a supplementary form will be required for consideration under this criterion (see section 6.1).
3. Children living within the designated school catchment area, with a sibling on roll at the time of application and still attending the school at the time of admission, and living at the same address
4. Children living in the parishes of All Saints Church, Trull or St Mary & St Andrew, Pitminster or the designated school catchment area
5. Children living outside the designated school catchment area, with a sibling attending the school at the time of admission, and living at the same address
6. Children or their parent/carers who are practising members of All Saints Church, Trull or St Mary & St Andrew Church, Pitminster, who live outside these Church parishes. 'Practising' is defined as 'attendance at least once a month over the period of a calendar year and a supplementary form will be required for consideration under this criterion (see section 6.1).
7. Children whose parent or guardian is a member of the school staff, employed on a permanent contract for a minimum of two years or where there is a demonstrable skills shortage
8. Children or their parent/carers who attend a service at a church or place of Christian worship which is a full member of Churches Together in England and/or Evangelical Alliance at least once a month over the period of a calendar year. A supplementary form will be required for consideration under this criterion (see section 6.1).
9. Children living closest to the school by straight line measurement and not satisfying a higher criterion

## **2.2 Tie breaker:**

If in categories 1-9 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 1-9 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.

### **Part 3 – Starting school in the reception year group for the first time in September 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](http://www.somerset.gov.uk/admissions). Paper applications are available to download from the Somerset County Council website at [www.somerset.gov.uk/admissions](http://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 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).

### **Part 4 - Admission to any year group during the 2019/20 academic year (in- year admission)**

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.

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.

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. 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.

A decision will be notified in writing to the applicant within ten school days. Where a school place is offered it will be held open for 14 school days from the agreed starting date and applicants will need to confirm acceptance within this time.

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).

## **Part 5 - Appeals procedure**

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.

## **Part 6 – Important information**

### **6.1 Church Attendance**

“Practising” is defined as at least once a month attendance by the child and/or at least one parent or guardian who live at the same address as the child, at a church or place of Christian worship which is a full member of Churches Together in England and/or Evangelical Alliance, for a period of not less than a calendar year (where necessary this must be confirmed with a member of the clergy).

A list of the Churches Together in England can be found here (or a paper copy can be supplied upon request to the school)

[https://www.cte.org.uk/Groups/234772/Home/Contacts/Member\\_Churches\\_list/Member\\_Churches\\_list.aspx](https://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx)

You can search for an Evangelical Alliance church here;  
<http://www.eauk.org/connect/find-a-church.cfm>

In order for applications to be considered against criterion 2, 6 or 8 applicants will need to submit a supplementary information form to demonstrate their ability to meet the particular criterion. The SIF will need to be completed and signed by a member of the clergy and submitted along with the school place application. The SIF can be found under Appendix A in the admissions section of the school website.

<http://www.trullprimary.com/admissions/>

## **6.2 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. 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. Waiting lists will be maintained until the end of the academic year.

## **6.3 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. 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.

#### **6.4 Siblings**

For the purpose of school admission, the governors' definition of a sibling is a child living at the same permanent home 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.

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

#### **6.5 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.]

#### **6.6 Full-time Schooling**

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

#### **6.7 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).

## **6.8 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 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/>

## **6.9 Children from overseas**

The Governing Body 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 LA 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.

## **6.10 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.

### **6.11 Withdrawing an allocated place**

For in year admissions the child must be attending school within 14 days of the expected start date. 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 or intentionally misleading.

### **6.12 Catchment and Parish maps**

Catchment and Parish maps can be found under Appendix C in the admissions section of the school website or copies can be made available by contacting the school office. Catchment maps can also be found on the Local Authority website.

<http://www.trullprimary.com/admissions/>

### **6.13 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;

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/461481/Admission\\_of\\_children\\_of\\_crown\\_servants.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461481/Admission_of_children_of_crown_servants.pdf)

## 6.14 Objections to Admission Arrangements

Objections to the 2019/20 admission arrangements policies can be made to the school's 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 the Office of the Schools Adjudicator website

<http://www.education.gov.uk/schoolsadjudicator/> or phone the office on 01325 735303.

## Part 7 - Definitions

**Admission Authority** – The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, this is the local authority. For foundation or voluntary aided schools this is the Governing Body and for academies this is the Academy Trust.

**Admission Arrangements** – The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.

**Catchment Area** - A geographical area, from which children may be afforded priority for admission to a particular school. A catchment area is part of a school's admission arrangements and must therefore be consulted upon, determined and published in the same way as other admission arrangements.

**Co-ordinated Scheme** - The process by which local authorities co-ordinate the distribution of offers of places for schools in their area. All local authorities are required to co-ordinate the normal admissions round

for primary and secondary schools in their area. Schools can take in-year applications directly from parents, provided they notify their local authority of each application and its outcome.

**Governing Body** - School governing bodies are bodies corporate responsible for conducting schools with a view to promoting high standards of educational achievement. Governing bodies have three key roles: setting strategic direction, ensuring accountability, and monitoring and evaluation. [In church schools this includes ensuring Christian values are rooted in the school ethos.](#)

**Looked After Child** - 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).

**National Offer Day** - The day each year on which local authorities are required to send the offer of a school place to all parents of secondary age pupils in their area. For secondary pupils, offers are sent out by the home local authority on 1 March. For primary pupils on 16 April.

**Oversubscription** - Where a school has a higher number of applicants than the school's published admission number.

**Oversubscription Criteria** - This refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated a place.

**Previously Looked After Child** - Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

**Published Admission Number (PAN)** - The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.