

Chewton Mendip C of E Primary School



School Admission Arrangements – 2018/19

Introduction

These Admission Arrangements comply with the requirements of the 2014 School Admissions Code and the 2012 School Admission Appeals Code issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998 and are reviewed and published annually by the School Governing Body (the Admission Authority). Should the governors propose to alter any aspect of policy or practice, a public consultation will be conducted in accordance with the statutory requirements set out in the School Admissions Code.

In the interests of clarity, this document is set out under the following headings:

- 1.0 - General Information
- 2.0 - Starting School in September 2018 - The 'normal' admissions-round
- 3.0 - Changing School - The 'In-Year' application process
- 4.0 - The Oversubscription Criteria
- 5.0 - Lodging an Appeal
- 6.0 - Key Contact Details

- Appendix A: Glossary and Definitions
- Appendix B: In-Year Application Form
- Appendix C: Supplementary Information Form
- Appendix D: Ecclesiastical Parishes Map

If you would like to discuss your particular circumstances or require further help with any aspect of the school admissions process, please contact the School Office- telephone: 01761 241465
It is recommended that you also visit the school website which provides a lot of useful information about the school community and curriculum which will be helpful when choosing a school www.chewtonmendipschool.org.uk

Any concern relating to the statutory compliance of these admission arrangements or the fairness and equality of local policy/practice should initially be raised with the School Office. If the concern cannot be resolved locally, the matter may be escalated to the Office of the Schools Adjudicator.

1.0	General information
1.1	The School
	Chewton Mendip Church of England (C of E) Primary School was established to serve all within its community, those of all faiths and of none, and strives to offer a high quality education underpinned by a distinctively Christian ethos. Our vision is to equip each child with the knowledge and skills to succeed in a rapidly changing world. We deliver a curriculum which is innovative and meaningful, rich in its opportunities and creative in its approach. Our philosophy is that everyone 'can have a go' and that the best conditions for learning are usually in a relaxed but focused atmosphere where children feel supported.
1.2	Who can apply for a school place?
	A parent, registered carer, or another person(s) who has an assigned responsibility for the child concerned (referred to throughout this document as 'the parent') may submit a school admission application on behalf of that child for any United Kingdom (UK) state funded school.

1.3	The child
	A child who has reached the age of four and resides within the UK has a right to receive a full time education at a UK state funded school. The child must, at the time of applying for a school place, be a UK citizen, or have European Economic Area Citizenship, or hold an appropriate Home Office Visa entitling him/her to reside in the UK.
1.4	The home address
	<p>For admission purposes, the Governing Body will consider the home address to be: The address at which the child concerned is living, at the time of application, for the majority of his/her time (more than 2.5 school days per week) with the person who has legal responsibility for this child. This address should be clearly stated on the application form.</p> <p>Where the child will be moving to a new home address and the parent wishes this to be taken into account, one of the following documents must be made available <u>at the time of application</u> by way of evidencing the new home address (the specific document will vary according to the circumstances of the case):</p> <ul style="list-style-type: none"> • A legal 'exchange of contract' which confirms the purchase of the property • A copy of a formal tenancy agreement (minimum six month term) signed and dated by the Landlord for the property and the applicant • Where the child will be living at an address other than the parental family home, for more than 2.5 school days per week (for example; with an extended family member, or in emergency or other public accommodation) - A formal written letter, signed and dated by the person responsible for the address in question. This must explain the living/care arrangements for the child and state how long these arrangements will be in place • For Children of UK service personnel with a confirmed posting to the area or Crown servants returning from overseas, an official letter confirming a relocation date and Unit postal address or quartering area address.
1.5	Siblings
	<p>The oversubscription criteria set out in section 4.2 of these admission arrangements includes an admission priority for children with a sibling attending Chewton Mendip C of E Primary School at the time of application, who will still be on roll at the time of admission.</p> <p>If a parent wishes a sibling connection to be taken into account, the sibling's details must be provided on the admission application form. The named sibling must be a full, half or adoptive brother or sister, or a child living for the majority of his/her time (more than 2.5 school days per week) within the same family unit and at the same home address.</p> <p>The Published Admission Number or admission limit will be exceeded in order that multiple birth siblings (twin, triplet etc.) can be offered places at the same school</p>
1.6	Waiting lists
	When an admission application is refused, the child's name will be entered onto a waiting list for the required year group, which will be maintained until the end of the school year in question and then shut down. Names are held on waiting lists in strict ranked order according to each child's qualification against the published oversubscription criteria. Each time a name is added, the waiting list will be re-ranked. If a place becomes available in the required year, this will be offered for the child ranked highest on the waiting list at that time. A child's name will be removed from the waiting list if a place is offered and accepted, offered and declined, or the parent

	requests in writing that the school removes his/her child's name.
1.7	Misleading or false information
	If the Admission Authority becomes aware, at any time, that a school place was secured for a child on the basis of misleading or false information, it will consider withdrawing the offer, or where a child has already started to attend the school, may remove the child from the school roll. Before doing so, the circumstances of the case will be discussed with the parent and, where appropriate, the application will be considered afresh taking into account any new information.
2.0	Starting School in September 2018 (The 'normal' admissions round)
2.1	The Published Admission Number (PAN)
	The PAN for the Foundation Year (reception) is 20. This is the number of places that can be provided according to the resources available and the need to maintain the size of infant classes within the requirements of Infant Class Size legislation (30 children per teacher unless a child qualifies as a permitted exception admission in accordance with section 2.15 of the 2014 School Admissions Code). If 20 or fewer reception applications are received for September 2018, every applicant will be offered a place for their child, without condition. If more than 20 applications are received, the Admission Authority will apply the oversubscription criteria set out in section 4.2 of this document, in order to rank all the applications and identify a priority for the offer of places up to the PAN.
2.2	Submitting an 'on time' application
	For a child to start school in September 2018, the parent must complete the Common Application Form (CAF) available from the <u>home</u> local authority. In order for the application to be considered as 'on time' the CAF must be submitted to this local authority by 23:59 hours on <u>15 January 2018</u> . The Common Application Form may be completed and submitted using the home local authority's 'on line' procedure, or as a paper form. Full details about the application process and information about the schools in the local authority area are explained in the 'Composite Prospectus' which each local authority must make available on 12 th September annually. For families living in Somerset, the <u>home</u> local authority is Somerset County Council www.somerset.gov.uk/admissions
2.3	Late applications
	Local authorities must coordinate 'normal' admissions-round reception applications until 31 August 2017. If an application form is submitted to the home local authority after the application deadline of <u>15th January 2018</u> , it will be considered as a 'late' application and will not be administered until all on time applications have been processed, at which point there may no longer be a place available at the preferred school(s).
2.4	Notifying the application decision
	Parents will receive an admission decision in writing from the <u>home</u> local authority on or about 16 April 2018, according to the procedure set out in this local authority's Composite Prospectus.
2.5	Education Health and Care plan (EHCP)
	A place will be made available for any child who has an EHCP (formerly a Statement of Special Educational Needs) agreed prior to application which names Chewton Mendip C of E Primary School as the education provider. This place will be allocated within the Published Admission Number (PAN) before the consideration of any other applications, or above the PAN if places have already been offered at that time
2.6	Starting school on a full or part time basis
	A parent may apply for a child to start school for the first time in the September following his/her fourth birthday. Where a place is offered, the child may attend school

	on a full time basis from day one, or on an arranged part time basis until compulsory school age is reached during the term following the child's fifth birthday. Children must be attending school on a full time basis from compulsory school age onwards.
2.7	Deferred entry to school
	Where a place is offered and accepted for a child who has not yet reached compulsory school age, his/her parent may choose to defer the child's entry to school until later in the school year. However, it is not permitted to defer entry beyond the point at which the child reaches compulsory school age, or beyond the start of the last term in the school year. Somerset Local Authority operates a six-term school year.
2.8	Applying on behalf of a summer born child (born 1 April – 31 August)
	<p>A parent of a 'summer born' child who is old enough to start school in September 2018, has the lawful right to delay his/her entry to school until September 2019, where the parent considers this arrangement to be in the best educational interests of the child concerned. In these circumstances, the parent may request a 'retained' place in the 2019/20 reception year, or choose to submit an In-Year application for a place in year 1, which would (then) be the relevant age year group.</p> <p>It is important to note that, although the Admission Authority will accept a new application for a retained reception place, to be provided in September 2019, there can be no indication given as to whether a place will be available until the 2019 'normal' admissions application- round is complete.</p> <p>The following application process must be followed:</p> <ol style="list-style-type: none"> 1. The parent is required to submit an application to the 'home' local authority during the 2018 'normal' admissions-round, making it clear on the application form that he/she wishes to delay the child's entry until September 2019. Where the intention is for the child to start with the 2019 <u>reception</u> cohort, this must also be clearly stated on the application form. The Admission Authority will formally note the parent(s) instruction and will <u>not</u> process the 2018 Admission Application Form any further. Effectively, the child concerned will no longer be part of the 2018 'normal' admissions-round. 2. The parent must then wait and make an entirely new application as part of the <u>2019</u> 'normal' admissions-round in accordance with the application process set out in the 'home' local authority 2019 Composite Prospectus document. This will be made available by the local authority from 12th September 2018. The parent should also take account of the published 2019/20 Admission Arrangements which apply to the school. 3. If the school is undersubscribed with reception applications for September 2019, the applicant will receive the offer of a place (without condition) for his/her child on or around 16th April 2019. If the school is oversubscribed with applications for September 2019, the published oversubscription criteria will be applied in order to rank all the applications received (including delayed entry applications) and a priority will be identified for the offer of available reception places. <u>Whether a place can be offered will depend on the outcome of the 2019 application ranking exercise.</u> 4. If the September 2019 (retained) reception application is refused, the right of appeal will apply. 5. Where a parent chooses to delay his/her child's entry until 2019 and applies for the child

	to join <u>Year 1</u> (the relative age group) rather than reception, he/she will need to submit an In-Year application within six school-weeks of the place being required.
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3.0	Changing school – The ‘In-Year’ application process (this applies for any year group)
3.1	The Admission Limit
	The Admission Authority will agree an admission limit for each year group other than the year of entry (for years 1-6) as a guideline to the number of places available. Admission limits will be set in order to ensure that as many places as possible can be offered without prejudicing <i>‘the efficient delivery of education and/or the efficient use of resources’</i> and that the statutory Infant Class Size limit is adhered to. In determining a suitable admission limit, the Admission Authority will take into account factors such as; school budget, accommodation, class organisation, the particular needs of the children on roll and the wellbeing of pupils and staff. Consequently, admission limits may be varied from time to time and so the number of places that can be offered will alter accordingly.
3.2	Submitting an in-year application
	A parent may apply for a child to join the school during the 2018/19 school year by completing the In-Year Application Form which is available to download from the school website or upon request to the school office. The completed In-Year Application Form may be returned directly to the school at any time, but applications are only administered during school term time and within six <u>school</u> weeks of the place being required, unless the application is for a child from a Service family or the parent is a Crown Servant returning from overseas. In these circumstances, an application will be considered further in advance providing an official letter is submitted with the application, which sets out a relocation date and confirms a Unit postal address or quartering area address.
3.3	Applying for a year group other than the child’s relative age (chronological)
	The In-Year Application Form will usually be submitted for the year group associated with the child’s age. However, a parent may apply for an alternative year group where he/she considers this would be in the best educational interests of the child concerned. In this case, the application must be accompanied with as much information as possible to support the case for ‘retaining’ or ‘accelerating’ the child. The Admission Authority will then process the application and decide on a ‘case by case’ basis whether to support a request for a year group other than the relative age, taking into account the information provided and what is deemed by the Admission Authority to be in the best educational interests of the child concerned. Where an application for a ‘retained’ or ‘accelerated’ placement is refused, the Admission Authority will further consider whether a place can be offered in the relative age year group. The applicant will have the right to appeal the decision where a place cannot be offered in the relative age year group. ‘Retained’ and ‘accelerated’ placements secured through the In-Year admissions process will be reviewed annually with the child’s parent.
3.4	The decision
	On receipt of a signed and dated in-year application form, the Admission Authority will evaluate whether a place can be made available without prejudicing ‘the efficient delivery of education or the efficient use of resources’ and/or breaching the Government statutory Infant Class Size Limit. The admission decision will be notified to the applicant in writing within ten <u>school</u> days of receipt of the admission application form.
3.5	Accepting the offer of a place
	Where a place is offered, it is very helpful if the applicant can confirm acceptance of

	the offer in writing (by letter or email) within ten school days of receipt of the offer letter although, the school place will remain available for six school weeks from the date of the decision letter. If the child concerned is not attending school with this time frame, the Admission Authority will write to the applicant with a view to withdrawing the offer and making the place available for another child.
3.6	Applying the Fair Access Protocol
	The Admission Authority is committed to 'Fair Access to school for every child'. Therefore, where an application is refused and the child concerned is not on roll or attending another school, the Admission Authority will consider where the child identifies against any of the criteria set out in the Somerset County Council Fair Access Protocol (FAP), which is published on the council website. If the child concerned satisfies any of the FAP criteria, the Admission Authority will make Somerset County Council aware of the position and provide a copy of the completed In-Year Application Form. This will help the authority to decide whether it would be appropriate to engage with the applicant in order to help identify a suitable educational placement without undue delay.
3.7	Children issued with an Education Health and Care plan (EHCP)
	If a child is the subject of an EHCP (formerly a Statement of Special Educational Needs) which names a particular school, his/her parent should consult the local authority that issued the EHCP <u>before</u> applying for the child to change school. This Local Authority must be involved in the process of agreeing any change of school.

4.0	The Oversubscription Criteria
4.1	Oversubscription
	If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admission Authority will consider every application received at that time against the oversubscription criteria set out in section 4.2 of these Admission Arrangements. This will enable the Admission Authority to place the applications in ranked order and identify a priority for the offer of available places. The oversubscription criteria will also be applied, as may be required, in order to identify a child's position on a waiting list (ranking the waiting list).
4.2	The Oversubscription Criteria
	<ol style="list-style-type: none"> 1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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 (section 22 (1) of the Children Act 1989 applies) 2. Children with a sibling attending the school at the time of application, who will still be on roll at the time of admission and who live at the same address 3. Children living within the ecclesiastical parishes of Chewton Mendip, Litton and Ston Easton who, at the time of application, are confirmed as eligible to receive a Pupil Premium or Service premium 4. Children living within the ecclesiastical parishes of Chewton Mendip, Litton and Ston Easton 5. Children who attend a service of Christian worship at a registered Church or place of worship on at least one day per month and have attended consecutively for the six months prior to application

	<p>6. Children not satisfying a higher criterion</p> <p>Notes:</p> <ul style="list-style-type: none"> • Refer to section 1.4 of these Admission Arrangements for the definition of 'home address' • Refer to section 1.5 of these Admission Arrangements for the definition of 'sibling' • The Supplementary Information Form must be completed and submitted in conjunction with the school place application where the applicant wishes the child to be considered against criterion 1, 3 or 5 (refer to section 4.5 of these admission arrangements) • A map indicating the ecclesiastical parishes is available on the school website (appendix B). A copy is also kept at the school and is available to view by appointment.
4.3	Prioritising applications by distance measurement
	<p>In the event of oversubscription, every application will be ranked in priority order according to the oversubscription criteria until the Published Admission Number/admission limit is reached (20 places available). This limit may be reached part way through a particular oversubscription criterion, with some applications still left to rank. Consequently, there will be a need to further refine the order of these applications and any that fall below this 'cut off' criterion. The ranked order of these applications will be determined by calculating the straight line distance between each child's home and the school with the shorter distance receiving the higher priority. Distances will be calculated electronically using digital mapping software and Ordnance Survey 'National Address Base' coordinates for Chewton Mendip C of E Primary school and the child's home address. Measurement will be to a minimum of three decimal places accuracy. In the case of a multi-dwelling building, such as a block of flats, the same distance will apply for all occupants.</p>
4.4	Applying a tie-breaker
	<p>Where two or more distances are exactly the same and it proves necessary to rank the relevant applications, a priority for admission will be determined by the drawing of lots. This exercise will take place at the school and be supervised by a person entirely independent of the Admission Authority and the school.</p>
4.5	Supplementary Information Form (SIF)
	<p>The SIF (appendix C) is used to collect information required in order to evidence that a child qualifies against oversubscription criterion 1, 3 or 5. The SIF <u>must</u> be completed and submitted in conjunction with the admission application form where the parent wishes qualifying information to be taken into account should it prove necessary for the oversubscription to be applied in order to prioritise applications. In some cases, a member of the Admission Authority, or an appointed agent, may need to contact the parent to discuss the information submitted on the SIF.</p>
5.0	Lodging an appeal
5.1	The legal right to an appeal hearing
	<p>The administration of school admission appeals is subject to statutory procedure set out in the 2012 School Admission Appeals Code issued by the Department for Education. A parent whose child is refused admission to the school is legally entitled to lodge an appeal against this decision. The refusal letter issued by the Admission Authority will explain how to complete this process and an appeal form is available to download from the school website, or this can be requested from the School Office</p>
5.2	The basis on which an admission application may be refused
	<p>The Admission authority can refuse to admit a child where a further admission would</p>

	<i>'prejudice the efficient delivery of education or the efficient use of resources'</i> or where the admission would breach the statutory Infant Class Size (ICS) Limit, resulting in an infant teaching group of more than 30 children per teacher for part or all of the school day. In the case of an ICS refusal, specific conditions set out in section 4 of the 2012 School Admission Appeals Code are 'tested' at the appeal hearing by an independent Appeal Panel. The range of circumstances whereby the Appeal Panel might uphold an appeal are limited to a review of these conditions.
5.3	The appeal timetable
	An appeals timetable is published on the school website by 28 February each year. This sets out the statutory time frame within which an appeal must be heard as well as the administrative timeframe within which the Admission Authority undertakes to process any appeal lodged with the school.
5.4	Complaints about the administration of the appeals process
	The decision of an independent appeal panel is binding on all parties. However, where there is concern that the appeal <u>process</u> has not been properly administered in accordance with the 2012 School Admission Appeals Code, a complaint may be raised with the school Governing Body. Where no local resolution is reached the parent may escalate the matter to the Local Government Ombudsman.

6.0	Key contact details	
The School	Chewton Mendip C of E Primary School High Street Chewton Mendip Radstock Somerset BA3 4LL Telephone: 01761 241465 Faximile: 01761 241514 School website: www.chewtonmendipschool.org.uk School Office: Email: office@chewtonmendip.somerset.sch.uk Headteacher Miss Clare Rice	
For those families resident in Somerset, the 'home' local authority is Somerset County Council	Admissions and Entitlements Team County Hall, Taunton, Somerset TA1 4DY Email: schooladmissions@somerset.gov.uk Telephone: 0300 123 2224 Fax: 01823 356113 Opening Hours: Monday to Thursday 8:30am to 5pm, Friday: 8:30am to 4:30pm, Saturday and Sunday closed.	
The Office of the Schools Adjudicator	https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator	
The Local Government Ombudsman	www.lgo.org.uk	
The Department for Education	The Department for Education Sanctuary Buildings, 20 Great Smith St, London SW1P 3BT Telephone 0370 000 2288 Electronic contact form: form.education.gov.uk	

	Website: www.education.gov.uk
School Admissions Code	https://www.gov.uk/government/publications/school-admissions-code--2
School Admission Appeals Code	https://www.gov.uk/government/publications/school-admissions-appeals-code