

Chewton Mendip Voluntary Aided (VA) Primary School

School Admission Arrangements for the 2016/17 Academic Year

Part 1 - General information

1.1 About our School

Chewton Mendip C of E VA Primary School is a Voluntary Aided School and as such the governing body is the admissions authority for the school.

The 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. We have around 140 children on roll aged between 4 - 11 years organised into 5 mixed age classes.

The school is in the centre of Chewton Mendip conservation area next to the beautiful Norman Parish Church. It is set in attractive grounds overlooking the Mendip countryside.

The school consists of two buildings; the infants building, built in 1992, contains two classrooms with immediate access to an enclosed outside patio area, and a large well equipped sports/assembly hall. The original Victorian building, which has been extensively refurbished, contains three junior classrooms, a full computer suite, library, resources area, staffroom and administration offices. Steps around a 'quiet' garden which is used as an outdoor classroom, link the two buildings.

The school offers a range of outdoor sport and recreational facilities comprising of a sports/playing field, a grass area with outdoor apparatus and two hard surfaced areas. We also have a conservation area and heated outdoor swimming pool.

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 Contact details

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1.3 The Published Admission Number

A statutory Published Admission Number applies for the Reception year group, which indicates the minimum number of places that will be offered if sufficient applications are received. The governors' Admissions Committee will consider all applications for Reception in accordance with these admission arrangements and places will be offered until the Published Admission Number is reached, at which point the governors will consider whether the resources available at the time will enable additional places to be made available. If not, the decision will be to refuse all applications that would lead to admission of a pupil above the PAN.

The Published Admission Number is currently **20**.

A non-statutory admission limit has been set for all other year groups. This may be adjusted from time to time according to the level of resource available at the school and the preferred year group/class organisation.

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

Important documents published by your Local Authority are relevant to some areas of school admissions procedure. The ones of key importance are set out below and applicants are strongly advised to contact their 'home' Local Authority (the area in which the child lives) or access the website and ensure that they read and understand this information before proceeding with an application for a school place. Related documents of particular importance are:

- The Local Authority Coordinated Admissions Scheme
- The Composite Prospectus 'Primary Admissions Guide for Parents' (this will include detailed information about how to apply for a child to start school for the very first time in the Reception year group)
- The Local Authority School Transport policy
- Free School Meal Entitlement
- The Local Authority Fair Access Protocol (this document applies only for applications made in connection with a place required during the academic year)

Part 2 - Over Subscription Criteria

2.1 Where there are more applications than there are places available within the requested year group, the Admissions Committee will apply the following oversubscription criteria for every application received. This will rank applications according to priority and so identify those children for whom a place must be offered within the Published Admission Number applying to the Reception year group, or those who may be offered a place within the admission limit applying at the time for any other year group. Applications will be considered for refusal where a place within these limits cannot be provided.

2.2 Before applying the oversubscription criteria, a place will be allocated for any child with a Statement of Special Educational Needs that names Chewton Mendip VA

Primary School as the school the child must attend (The Special Educational Needs Code requires the Admission Authority to admit any children with a Statement of Special Educational Needs naming the school, before the consideration of any other applications).

2.3 Over Subscription Criteria

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, or special guardianship order
2. Children living within the ecclesiastical parishes of Chewton Mendip, Litton and Ston Easton, with an older sibling at the school at the time of application and still on roll at the time of admission, who lives at the same address (see section 6.6 Siblings)
3. Children living within the ecclesiastical parishes of Chewton Mendip, Litton and Ston Easton, who attend a service of Christian worship at a registered Church or place or worship on at least one day per month and have attended consecutively for the previous six months prior to application (see section 6.10 Supplementary Information Forms)
4. Children living within the ecclesiastical parishes of Chewton Mendip, Litton and Ston Easton
5. Children living outside the ecclesiastical parishes of Chewton Mendip, Litton and Ston Easton, with an older sibling at the school at the time of application and still on roll at the time of admission, who lives at the same address (see section 6.6 Siblings)
6. Children living outside the ecclesiastical parishes of Chewton Mendip, Litton and Ston Easton, who attend a service of Christian worship at a registered Church or place or worship on at least one day per month and have attended consecutively for the previous six months prior to application (see section 6.10 Supplementary Information Forms)
7. Children not satisfying a higher criterion

(A copy of the ecclesiastical parish maps can be made available to view by contacting the school office)

2.4 Tie Breaker:

Where the Published Admission Number is reached part way through any criterion, places will be allocated in priority order up to the published admission number, to those children living nearest to the school by straight line measurement between the main gate of the school and the door of the child's permanent home. Where two or more children are assessed as exactly equal and it cannot otherwise be determined which child has the higher priority for a school place or a position on a

waiting list, the order of priority will be determined by the drawing of lots. This will be undertaken on the school premises and supervised by a person entirely independent of the Admissions Committee and with no current connection to the school. The Chair of Governors or nominated governor will observe this process.

Part 3 - Starting School in the Reception Year Group In September 2016

- 3.1 The procedure for applying to start school for the first time in Reception must be coordinated by the home local authority in conjunction with other local authorities and admission authorities as may be necessary. Before applying for a school place, applicants should refer to the 2016 Coordinated Admissions Scheme published by the Local Authority in which area the child subject to the application lives (the home Local Authority). Applicants may also consider referring to information contained in the Local Authority's 'primary admissions guide for parents', which should explain the application process in detail. These documents will be available on the home Local Authority's website or upon request to that Local Authority
- 3.2 Parents may apply for their child to start school for the first time in the September following his/her fourth birthday. An application may be made using a Local Authority 'Common Application Form' which must be submitted directly to the home Local Authority, to arrive no later than 23.59 hours on 15th January 2016.
- 3.3 The home Local Authority will forward applications directly to the Local Authority in which area the preferred school is located. The Admissions Committee of Chewton Mendip VA Primary School will be sent all application forms that indicate a preference for the school and these will be considered according to the information supplied by the applicant. Where there are more applications received than places available, the committee will apply the oversubscription criteria in order to determine a priority for admission. Applications submitted before the 15th January 2016 deadline will be administered and available places provisionally allocated, before the consideration of any later application.
- 3.4 The governors' provisional allocation decisions will be notified to Somerset Local Authority in accordance with the authorities Coordinated Admissions Scheme timetable and the home Local Authority will then inform parents of individual decisions on **16th April 2016** by email or second class post.
- 3.5 The child must be attending school within 5 weeks of the 1st Sept. The Governors reserve the right to withdraw to withdraw the offer of a place if the child is not attending within 5 weeks and to reallocate the place to the highest ranked child on a waiting list, or to a new applicant where no waiting list exists.

Part 4 - Admission to a year group during the 2016/17 academic year (in-year admission)

- 4.1 Applications can be submitted at any time during the academic year, by completing the governors' in-year application form and returning this directly to the school office. The governors will not consider any applications received during school

holiday periods until school resumes. The application form is available to download from the school website, or a copy can be provided upon request.

- 4.2 The governors' Admissions Committee will meet once per week when there are applications to consider, usually every Friday. Applicants will be notified of the Admission Committee's decision in writing.
- 4.3 Where the governors have more than one application to consider in any week for the same year group, they may need to apply the published oversubscription criteria in order to determine a priority for admission where insufficient places exist (see Part 2 - Oversubscription Criteria)
- 4.4 Where the requested chronological age year group is oversubscribed, the governors will carefully consider whether an additional child might still be admitted to the school without impacting on the available resources or affecting the delivery of education. Normally the decision will be to refuse admission if the year group is full and, where this is the case, parents will be notified in writing of the reasons for refusal and about how to appeal against the governors' decision (see Part 5 of these arrangements).
- 4.5 In-year decision letters are sent out from the School Office within five school days of the Admission Committee decision being taken. Applicants will be expected to confirm their acceptance of any place offered within 21 school days (see 6.12 Withdrawing an allocated place)
- 4.6 Applicants will need to complete the governors Supplementary Information Form and submit this in conjunction with their application, if they wish a child to be considered against criteria 3 or 6 of the oversubscription criteria (refer to Section 2).

The governors Admissions committee may refer some in-year admission decisions to Somerset Local Authority in accordance with this authority's Fair Access Protocol, where the information provided by an applicant on the school place application form indicates that the child concerned may require additional support or alternative school provision. Applicants are advised to read the Local Authority Fair Access Protocol document before completing an in-year application form. This document can be downloaded and read on the Somerset Local Authority website

Part 5 - Appeals Procedure

- 5.1 Parents have the legal right to appeal against the governors' decision to refuse a place at Chewton Mendip VA Primary School for a child in their care, providing a formal application for a school place has been submitted and a decision letter sent out on behalf of the governing Body explaining the reasons for refusal. Full details explaining the appeal application process will be enclosed with this decision letter.
- 5.2 An appeal timetable will be published on the school website by 28th February every year. This sets out the timeframe for the various stages in the appeal

process and includes statutory dates by which appeals must be heard. The governors do not conduct appeal hearings during school holiday periods and any applications received when the school is closed will not be administered until school resumes.

- 5.3 The governors appeal application form must always be completed and submitted to the School Office. An appeal application form will be enclosed with the refusal letter or a copy can be downloaded from the school website or obtained from the School Office.

Part 6 - Important Information

6.1 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. This is held in ranked order according to the oversubscription criteria. Waiting lists will be maintained until the end of the academic year. If a place becomes available within the Published Admission Number or other admission limit, this will be offered for the highest ranked child at that time.

6.2 Applications to join a year group other than chronological age

The governors will consider applications on a case by case basis for 'retained' or 'accelerated' entry in cases where parents would like their child to be admitted to a year group either side of the chronological age year group. The reasons for the request must be fully explained in writing and included with the school place application form.

6.3 Deferred Entry

Parents of children who have not yet reached the age of five may defer their child's entry to school. In these circumstances, parents can request that their child start school in the Reception year group at a later stage in the academic year. However, he/she must be in full time education by the start of the term following his/her fifth birthday. Deferred entry children will join school in the class appropriate to their chronological year group, for example a child whose birthday falls in the summer term (1 April to 31 August) of the reception year and is deferred for the full Reception academic year will start school in Year 1.

6.4 Multiple birth applications (for example twins)

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

6.5 Children from Overseas

Governors will not allocate a place to anyone moving into the country from abroad prior to their arrival in the county. Governors will require proof of residency - see 6.8 'home address'. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the local area.

6.6 Siblings

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

6.7 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.

6.8 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 ownership or a minimum, six month, rental agreement may be required, together with proof of actual permanent 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 contracts or the signing of a formal lease agreement in place at the time of application. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. The governors may withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.

6.9 Distance Measurements

For the purpose of measuring home to school distance, all calculations will be based on a straight-line measurement between the main gate of the school and the front door of the child's permanent home, using a Geographical Information System (GIS) method. In the case of multi-level dwellings such as flats, the staircase will be manually measured and included in the distance measurement.

6.10 Supplementary Information Forms (SIFS)

The governors define regular church attendance as 'at least once per month for a minimum period of six months prior to application'. Applicants must complete the governors Supplementary Information Form and ensure that the vicar, priest, minister, pastor or warden of their church also completes the relevant sections. Completed Supplementary Information Forms may be submitted with the school place application form or separately to the school office before the relevant published application deadline

6.11 Children with a Statement of Special Educational Needs

Children with Statements of Special Educational Needs are admitted to school in accordance with a separate process administered by the Local Authority (LA) in whose area the family lives. The school must always admit a child whose Statement names Chewton Mendip VA Primary School.

6.12 Withdrawing an allocated place

Admission to a year group during the academic year 2016 - 2017 ("In year Admission")

The governors will expect parents to confirm by post or email within 21 school days, their acceptance of any place offered at the school. The child must then be attending school within five weeks of the date of the original offer letter. The governors reserve the right to withdraw the offer of a place if either circumstance is 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.