



ASHILL PRIMARY SCHOOL

# Admissions Policy

FEBRUARY 2017

SEPTEMBER 2018



## **ASHILL PRIMARY SCHOOL**

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

These admission arrangements apply to all applications for admissions to Ashill Community Primary School for reception entry in September 2019 and any in year applications from 1<sup>st</sup> September 2019.

#### **Introduction**

Ashill Primary School is a co-educational County Primary School for children aged 2 - 11 serving the village of Ashill and the surrounding district. We provide a happy and caring environment with small classes and a carefully planned, broad, balanced curriculum.

The Admissions Authority for Ashill Primary School is the Board of Governors.

The Board of Governors is responsible for taking all admission decisions for children starting in reception and for joining the school during the academic year.

Somerset Local Authority is responsible for coordinating all applications for children starting school. These admissions arrangements should be read in conjunction with Somerset's Primary Admissions Guide for September 2019.

#### **The Published Admission Number**

Ashill Primary School has a Published Admission Number of 8 for the year of entry.

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

#### **Applications for 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](http://www.somerset.gov.uk/admissions). Paper applications are also available to download or upon request by telephoning Somerset Direct on 0300 123 2224.

The closing date for reception year applications in September 2019 is 15<sup>th</sup> January 2019. Any applications received after the closing date will be recorded as late and will be considered after those received on time. Any supporting information must be received by the closing date for applications. Please see the Somerset Primary Admissions Guide 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).

## **In Year Applications**

Applications for a place during the academic year must be made directly to the school office, by completing the in-year application form. Applications will not be processed more than six weeks or half a term in advance of being required. 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)

Proof of address is required to be submitted with the application. This will be either the formal 'exchange of contracts' letter from the solicitor for a house purchase, a recent utility bill or the signing of a minimum of a six month tenancy agreement. The Board of Governors reserve the right to seek further documentary evidence to support a claim of residence.

The Board of Governors 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 within a particular year group, the over-subscription criteria will be applied. Where possible, applicants will receive a written response within **10** school days following receipt of the application. Where a school place is offered it will be held open for **14** school days and applicants will need to confirm acceptance within this time.

## **Oversubscription Criteria**

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

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

1. Looked After Children – Children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a residence or special guardianship order. (See important notes).
2. Children without a statement of Special Educational Needs or Health and Care plan (EHC), identified with a sensory, physical or medical disability (High Needs Pupils), where a multi-agency professional team has identified the school as the nearest suitable school. (See important notes)
3. Children living in the catchment area, with a sibling at the school at the time of admission, and who live at the same address.
4. Children living in the catchment area.
5. Children living outside the catchment area, with a sibling at the school at the time of admission, and who live at the same address.
6. Children not satisfying a higher criterion

## **Important Notes**

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989). Previously Looked After Children includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

Criterion 2 enables schools to plan with SEN Officers for the school entry of children with physical, medical or sensory impairments, where significant capital works (eg, accessible toilets, changing space and access to classrooms) are required. The lead time on these projects mean that school place outcome dates are too late for work to be completed in time for school entry in September. However, with the support of this criterion plans can be actioned with certainty early in the year.

## **Tie Breaker**

If in categories 1-6 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 1-6 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.

## **Waiting Lists**

The Board of Governors will maintain a waiting list for the reception year. This will be maintained until the end of the first term in the new academic year. The waiting list will hold the names of every child formally refused admission. 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.

## **Catchment Map**

The Board of Governors prioritise some school places on the basis of living within a designated catchment area. Details of the catchment boundaries can be found at;

<http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/check-catchment-school1/>

## **Withdrawal of places**

The Board of Governors 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.

### **Deferred Entry**

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 Board of Governors 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 from outside the UK**

The Board of Governors 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 Board of Governors 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 Board of Governors 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.

## **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.

## **Children of UK Service Personnel**

The Board of Governors endeavor to ensure, that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided as proof of posting (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting.)

Usually, 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)

## **Definitions:**

### **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 home ownership or a minimum six-month rental agreement may be required, together with proof of the child's residence at the

property concerned. Places cannot be allocated on the basis of a future house move unless this can be confirmed through the formal 'exchange of contracts' or the signing of a minimum of a six month formal tenancy agreement from a letting agency. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required eg proof of the house sale, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice. The Board of Governors reserve the right to seek further documentary evidence to support a claim of residence which could include contacting the estate agent, solicitor, landlord or relevant professional.

An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. Fraudulent claims relating to the home address of a particular child may lead to the withdrawal of any offer of a school place.

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 Board of Governors 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 Board of Governors 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.

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

### **Sibling**

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

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

### **Parent/Carer**

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