



**St Margaret's Church of England
Primary School**

**Admission Arrangements for starting school in September
2017 or joining a year group during the 2017/18
academic year**

Introduction

This policy should be taken as part of the overall strategy of the school and operated within the context of our vision, aims and values as a Church of England School.

St Margaret's is a co-educational church of England voluntary Aided Primary School for pupils between 4 - 11 years of age. The school has four classes and its own hall which is used for collective worship, physical education, drama, school plays, celebration assemblies and other activities. We are a small school and each child is known by the Head Teacher and every member of staff. We encourage a caring, family atmosphere in which any problems can be identified and dealt with as quickly and as sensitively as possible.

The Governing Body is responsible for admissions to the School. The admission level for St Margaret's CEVA Primary School, known as the Planned Admission Number (PAN), is 16 and this is the number of places available in each year group.

Applications to start in the Reception year in September 2017

A Common Application Form (CAF) must be completed. The CAF is available from Local Authorities or on request to the school office. Completed application forms must be received by St Margaret's Local Authority by the closing date in **15 January 2017**. The Local Authority will forward all applications that are received on time to the Governing Body who will consider the applications and make their decisions. If there are more applications than places available, the governors will rank them against the published Oversubscription Criteria set out below. A list indicating those children to be allocated places will be returned to Somerset Local Authority and the Local Authority will send out decision letters on behalf of the Governing Body by email or second class post in **16 April 2017**. Application received after the deadline will be recorded as late and cannot then be administered until all on time applications have been considered by which time places may no longer be available with the Published Admission Number.

Parents should be aware that in accordance with the Somerset Co-ordinated Admissions Scheme, the LA, on behalf of the Governors, will only offer one school place at a time. Places will be allocated strictly in accordance with the National Equal Preference with Ranking method.

Applications during 2017/18 academic year (in-year)

Applications must be submitted using the governors, in-year application form which is available from the school office or to download from the school website. Applications may be submitted directly to the school at any time during the academic year by email or by post to The School Office.

The Governors' Admissions Committee will consider applications on a weekly basis and 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

In the event of over-subscription children will be allocated places in the following order of priority up to the PAN. The school will first be required to admit any child with a statement of Special Educational Needs if the statement names the school.

- (a) Looked After Children. Children in the care of a Local Authority or who have been previously and are now formally adopted (see important note).
- (b) Children living within the civil parish of Tintinhull. A copy of this map can be made available for viewing at the school.
- (c) Children whose older sibling will be in attendance at the time of admission.
- (d) Children who themselves, or whose parents regularly attend Churches or places of Christian Worship.
- (e) Children living closest to the school as determined by straight line measurement.

Important Note

This means 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. 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). Adoption is defined under the terms of the Adoption and Children Act 2002.

Tie-Breaker

If the PAN is reached part way through any criterion, priority for places will be determined by a straight line measurement between the child's home and the school, using a Geographical Information System (GIS) method. Those nearest to the school will be allocated places. If two distances are identical, then priority for remaining places will be determined by independent drawing of lots.

Supplementary Information Form (SIF)

In order for applications to be considered against criterion d, applicants will need to complete the Supplementary Information Form (SIF) to demonstrate their ability to meet the criterion. The SIF will need to be completed and signed by a member of the clergy and submitted at the same time as the school place application.

Late applications

Places are not reserved for those who, for whatever reason, apply late. This rule applies even when the parent/carer already has a sibling attending the chosen school.

Withdrawing places

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.
- Where the parent/carer indicates in writing that they no longer require a school place, they will be determined to have withdrawn their application.

Appeals

Applicants whose school place application is turned down have the legal right to appeal to the Governing Body against the decision to refuse admission. Details concerning how to appeal are explained in the decision letter sent out by email or post on the published dates.

Waiting Lists

Where an application has been refused the child will be placed on a waiting list.

This list will be maintained by the Governing Body until the end of the academic year. Children's names will be held in ranked order according to the published oversubscription criteria. If a place becomes available within the Published Admission Number or admission limit, it will be offered to the highest ranked child at that time. Parents will have 14 days to confirm in writing their acceptance of the offer, otherwise the place will be re-offered for the next highest ranked child. Children who are the subject of a direction by a Local Authority to admit or who are allocated to the school in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

Retained or Accelerated application

The governors will consider applications for delayed 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 on the appropriate SIF (available from the school website or office) and included with the school place application form.

Deferred Entry

Parents of children aged four, but who have not yet reached their fifth birthday have the right to apply for a deferred 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, but he/she must be in full time education by the start of the term

following the child's fifth birthday. Please note, if your child is summer born (i.e. born between 1st April and 31st August) you can choose to defer your child's entry for the entire school year until the following September. However, your child would be admitted into the Year 1 class, in accordance with their chronological age. This is in line with the DfE requirements.

Children from Overseas

The Governing Body will only allocate a place to anyone moving into the country from abroad if they have documentary evidence of a home address and copies of the passport and/or visa if required. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

Definitions

The following definitions will apply, unless an alternative definition is described above,

Siblings

For the purposes of Admissions, a sibling is defined as 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.

Multiple birth applications (for example twins)

In the case of multiple birth applications, where it would only normally be possible to admit one child(ren) within Admission Number, a place(s) will be allocated above Admission Number at the point of allocation. This will ensure that multiple birth siblings can be allocated places at the same school (sibling definition still applies).

This includes situations whereby admitting a multiple birth siblings would breach the Infant class size legislation of a statutory limit of 30 infants (key stage 1 children) per qualified teacher.

Parent or 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).

Home Address

The home address is important as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child.

Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be

allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. The Admissions Authority reserves the right to seek further documentary evidence to support your claim to residence. It should be noted that an address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

Issues relating to shared residency arrangements

Legislation and guidance states that only one offer per child is made by the Local Authority. Therefore where separated parents issue separate applications for their child the Local Authority can only offer one place. In this situation the Governing Body requires parents to resolve matters between themselves. If an agreement cannot be reached parents may wish to seek legal advice. The Governing Body will not become involved in private disputes. The Governing Body does recognise that there may be situations where parents cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the Governing Body to take a decision. Where this is the case the Governing Body will try to establish where the child spends the majority of their time and prioritise the application made by the parent living at this address.

Each parent will 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. When the Governing Body has received all the necessary information from both parents a decision will be reached based on the evidence provided.

Distance Measurements

For the purpose of measuring home to school distance, all calculations will be measured using a straight-line measurement from the address point of the home to the address point of the school using a Geographical Information System (GIS) mapping system. In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

Practicing

Practicing is defined as at least once a month attendance at church for the six months previous to application by at least one parent and/or child (where necessary this must be confirmed with a member of the clergy on the appropriate SIF).

Children of UK Service Personnel

The Admissions Authority 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 and other Crown servants where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided (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 and other Crown servants. 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 address, the admissions authority will process the application on that address. 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.

Church of England Voluntary Aided and Foundation Schools in the Diocese of Bath & Wells

School Admission Supplementary Information Forms

Notes for those applying for places at Church of England Voluntary Aided or Foundation Schools

If you wish for your application to be considered under any criteria relating to church attendance, you must ensure the following:

1. That the attached form is completed by you and signed by the relevant church representative (vicar, priest, minister, pastor, church warden)
2. That the information on the form matches and fulfils the requirements set out in the specific admissions arrangements of the school for which you are applying.
3. That the completed form, signed by both you and the clergy, is submitted by the published closing date for applications.
4. That a separate supplementary form be submitted for each church school for which you are applying as each is likely to have differing admissions criteria.
5. If you have recently, or are about to move to a different area, that you ensure that the appropriate church representative of the church where you have been regularly worshipping signs the supplementary information form for your application. **Please ensure that they have seen the admissions requirements for the school/s for which you are applying and are satisfied that you meet the necessary criterion/criteria.**

Please Note:

- Failure to submit the correctly completed supplementary information form by the closing date will mean that your application cannot be considered under any church attendance criterion.
- The need to obtain the signature from a previous member of clergy/church after moving house cannot be considered as a reason for a late application to be accepted.

St Margaret's CofE Primary School

**SUPPLEMENTARY INFORMATION FORM
PART A
Admission in 2017**

To be completed by the parent/guardian

St Margaret's CofE Primary School is a Voluntary Aided school/Church of England Foundation school. The governing body of these categories of school is the admission authority and has responsibility for setting the admission arrangements.

If there are more applications than there are places, the governing body will prioritise applications where evidence can be provided that criterion d has been met. If you wish your child to be considered under the religious grounds of criterion d, please complete this form and return it to the local authority by the closing date. If you do **not** wish your child to be considered under the above criterion, this form is **not** necessary.

For the purposes of assessing eligibility to education transport on faith grounds, information on this form may be used to confirm that your application for a place at the school was on religious grounds.

Once you have completed Part A, please pass the form to your priest, minister, faith leader or church official. It is the responsibility of the parent/carer to return the SIF by the closing date. Only where both parts are returned by the closing date of 15 January 2017 can this information can be considered as on time by the governing body and your application prioritised accordingly. Failure to return this form will result in any application being considered under the "non church" criteria.

It is entirely the responsibility of the applicant to ensure that any Supplementary Information Form is returned on time.

Name of child:

Surname First names

Date of birth Boy Girl

Name of parent/guardian

Address

.....

.....

Post code

Home Telephone Contact number

If you are applying to this school on faith grounds, please complete the following sections:

Place of worship where one of parents / guardians / child regularly attends:

Name of place of worship

Address

.....

Name of vicar / priest / minister / faith leader / church officer:

.....

Address

.....

.....

Post code Telephone

<p>Please place a tick in the box which describes your circumstances</p> <p>criterion d <input type="checkbox"/></p>	<p>Children who themselves, or whose parents regularly attend churches or places of Christian Worship.</p>
--	--

Please take or send this form to your vicar, priest, minister, faith leader or church officer so that they can complete Part B by way of verification of the information you have provided.

St Margaret's CofE Primary School

SUPPLEMENTARY INFORMATION FORM

PART B

Admission in 2017

To be completed by vicar / priest / minister / faith leader / church officer

The parent/guardian whose details appear in Part A of this form has given your name as a reference for his/her commitment to your church/place of worship. We ask that you confirm your knowledge of this child or family in relation to the faith criterion below.

Please place a tick in the box which describes the child's circumstances	Children who themselves, or whose parents regularly attend Churches or places of Christian Worship.
Criterion d <input type="checkbox"/>	

Signed

NameDate:

Position

Church/place of worship

It is entirely the responsibility of the applicant to ensure that this form is returned to the home Local Authority by the closing date below:

Please submit this form by 15 Jan 2017 .

Thank you for your assistance in completing this Supplementary Information Form.

NB: If a family is refused a place at the school and appeals against the governors' decision, this form may be used as evidence at the appeal.

Acceleration Application Form

Please complete this form if you would like your child to be accelerated (educated in a year group ahead of his or her chronological age).

The view of the Department for Education (DfE) is that it is preferential to teach children in their chronological age group and that this should only be deviated from in extreme circumstances. A request for retention will be discussed with the relevant professionals and the Head Teacher and will be ultimately considered by the Governing Body. It is only granted in exceptional circumstances.

Child's Full Name			
Date of Birth			
Current Year Group		Chronological Year Group	
Home Address			
Child's Current School			

Have you already discussed this with your child's current Headteacher or pre-school?

Yes	
No	

Does your child have a Statement of Special Educational Needs?

Yes	
No	

Would you like to receive a copy of the completed form with your outcome letter?

Yes	
No	

Please use the next page to explain your reasons for this request. You may attach any medical information or psychological reports obtained independently or any other information you feel is relevant that you would like us to consider. Please ensure that any supporting evidence is clearly marked with your child's name.

If necessary your child's current school, pre-school or other professionals will be contacted for their views prior to a decision letter being sent to you.

**Please return this form to
Accelerations and Retentions**

**St Margaret's School
School Close,
Tintinhull,
Yeovil
BA22 8PX**

Reasons for Acceleration

I understand that in signing this form I am requesting that my child is accelerated and that if the acceleration is agreed my child will need to remain in education until the statutory school leaving age.

Signed.....Date.....

Please Print Name.....Relationship to child.....

Retention Application Form

Please complete this form if you would like your child to be retained (educated in a year group behind his or her chronological age).

The view of the Department for Education (DfE) is that it is preferential to teach children in their chronological age group and that this should only be deviated from in extreme circumstances. A request for retention will be discussed with the relevant professionals and the Head Teacher and will be ultimately considered by the Governing Body. It is only granted in exceptional circumstances.

Child's Full Name			
Date of Birth			
Current Year Group		Chronological Year Group	
Home Address			
Child's Current School			

Have you already discussed this with your child's current Headteacher or pre-school?

Yes	
No	

Does your child have a Statement of Special Educational Needs?

Yes	
No	

Would you like to receive a copy of the completed form with your outcome letter?

Yes	
No	

Please use the next page to explain your reasons for this request. You may attach any medical information or psychological reports obtained independently or any other information you feel is relevant that you would like us to consider. Please ensure that any supporting evidence is clearly marked with your child's name.

If necessary your child's current school, pre-school or other professionals will be contacted for their views prior to a decision letter being sent to you.

**Please return this form to:
Accelerations and Retentions
St Margaret's School
School Close,
Tintinhull,
Yeovil
BA22 8PX**

Reasons for Retention

I understand that in signing this form I am requesting that my child is retained.

Signed.....Date.....

Please Print Name.....Relationship to child.....