

## **Combe St Nicholas Church of England V.A Primary School**

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

#### **Introduction**

Combe St Nicholas CE 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.

The Published Admission Number for the Reception year group and the admission limit for every other year group is **17**

#### **The Application Process**

All applications for admission to start school in September 2017 must be submitted to your home Local Authority by the closing date of 16<sup>th</sup> January 2017. The Local Authority will forward all September 2017 applications to the Governing Body for decisions. The outcome date for applications is 17<sup>th</sup> April 2017

Decisions will be returned to Somerset Local Authority for co-ordination of the decision letters. If there are more applications than places available, the governors will rank them against the published Oversubscription Criteria set out below. Places will be allocated strictly in accordance with the National Equal Preference with ranking method.

Applications for a place during the academic year must be made directly to the school office, by completing the governors' in-year application form.

Any additional information to support an application must be submitted using the specific Supplementary Information Form (SIF) which must be enclosed with the application.

#### **Over Subscription Criteria**

Following the admission of any children with a Special Educational Needs Statement naming this school, the governors will consider all other applications. If the number of applications for admission exceeds the Published Admission Number (PAN), or admission limit for the year group concerned, the Governors will apply the following Oversubscription Criteria to every application received and rank children in priority order, admitting up to the PAN or admission limit and refusing all other applications.

- 1 Looked After Children – Children who are in the care of a Local Authority or have previously been and are now formally adopted
- 2 Children without a statement of Special Educational Needs, identified with a sensory, physical or medical disability (High Needs Pupils), where a multi-agency professional team has identified the schools as the nearest accessible school.

- 3 Children who will have a brother or sister on roll at the school at the closing date
- 4 Children who themselves, or whose parents are regularly involved in the life and worship of a Christian Church within the parish of Combe St Nicholas or any of its adjoining parishes. (Parish map available to view at the school office)
- 5 Children living within the designated school catchment area. (catchment map available to view at the school office)
- 6 Children who themselves, or whose parents are regularly involved in the life and worship of another Christian Church.
- 7 Children who live more than the statutory walking distance from any other school and Combe St Nicholas CofE VA Primary School is their nearest school. The statutory walking distance for a child eight years or under is two miles or more by the shortest available walking route. It is three miles or more for a child aged over eight.
- 8 Children living nearest to the school by straight line measurement. The distances will be measured using the a Geographical Information System (GIS) mapping system.

### **Tie-Breaker**

If there are not enough places to satisfy all the applications under any one criterion, the following will apply:

In the event of oversubscription within any of the criteria listed above, preference will be given to applicants who live closest to the school, as measured in a straight line by a Geographical information System (GIS) method from the address point of the school site to the address point for the pupil's home. Where two distances are equal and it is therefore not possible to differentiate between them, priority will be determined by independent drawing of lots.

In applying these criteria:

- a) Criterion 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. 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.
- b) 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, 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.
- c) For criterion 3 – A child is a sibling if they are a full or half brother or sister, they are an adoptive brother or sister or they are children of the same household.
- d) For criterion 4 – A parent includes all those people, including carers, who

have parental responsibility for a child as set out in the Childrens act 1989.

- e) For all criteria – The child’s home address will be considered to be the place where the child permanently resides. This would normally be the same address as the person who has parental responsibility for the child as their main carer. Where parents/carers equally share parental responsibility for a child, the governors will consider the place of residence of the parent/carer who receives Child benefit to be the child’s home. The governing body reserves the right to request independent confirmation of the child’s place of residence. Parents may be asked to supply such documentation to support their application as deemed appropriate e.g. Child Benefit Correspondence.
- f) For criteria 4 and 6 – the Governing body follow Diocesan Board of Education guidance which requires all parents seeking admission for their child into the school based on ‘church involvement’ criteria to complete a Supplementary Information Form (SIF) which can be obtained from the school. The questionnaire seeks to elicit the parents/child’s involvement in a Christian Church, and replaces the requirement of parents to present a letter from their clergy in support of their application for a place. **This form should be returned directly to the school.** An admissions group from the PCC and local church will then consider in light of the information supplied on the completed SIF.
- g) For criteria 7 – The distances in category 7 will be the shortest walking route (via roads, public rights of way and estate footpaths) between the front door/main entrance of the pupil’s home and the nearest entrance to the school from the child’s home address.
- h) 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 multiple birth siblings would breach the Infant class size legislation of 30 key stage 1 children per qualified teacher.

### **Appeals Procedure**

If the Governors are unable to offer a place at the school, applicants will have a legal right to appeal against this decision to an independent Appeals Committee. School place decision letters refusing admission will include an appeals application form and full details explaining how to appeal.

### **In Year Decisions**

Parents are encouraged to visit the school prior to applying for a place.

Applications for a place during the academic year must be made directly to the school office, by completing the governors in-year application form. A copy can be downloaded from the school website or collected/sent from the school office, or from Somerset Local Authority offices.

The governors Admissions Committee will consider applications on a weekly basis and will notify applicants of decisions within 10 days of receipt of the application form. 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. Any supporting information must be submitted on the appropriate SIF.

### **Waiting Lists**

Where a child is formally refused admission to the school, his/her name will be held on a waiting list in ranked order according to the oversubscription criteria and will be maintained until the end of the academic year to which the application applies. If a place becomes available within the Published Admission Number or admission limit for the particular year group, this will be offered for the highest ranked child at that time.

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 applications**

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 and included with the school place application form.

### **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 the GIS mapping system. (Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail). In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

### **Deferred Entry**

The Department for Education (DfE) requires all Admission Authorities to offer parents the opportunity to defer their child's entry to school. This means rather than the usual September entry, you can choose for your child to start later in the year, usually in January at the beginning of the Spring Term but you can defer until later in the year if you wish.

A child becomes of compulsory school age when they reach the age of five and, where a parent has elected to register their child at school, they must start school on a full time basis in the term following their fifth birthday.

Please note, if your child is summer born (ie 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.

## **Induction**

The teacher and parents will discuss when it is appropriate for the child to attend full time. In exceptional circumstances for children not of statutory age, this minimum level of attendance may continue and the school will consult with parents, health visitors and other professionals to accommodate children for who continued part-time school attendance might be more beneficial. The current induction programme allows for children to start school at the same time as the rest of the school but mornings only for the first 2 whole weeks. On the 3<sup>rd</sup> whole week the children are able to attend school on a full time basis. Details and dates are issued to all parents of new intake children.

## **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.

## **Withdrawal of 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.
- A child has not started at the school within 21 days of an agreed in-year admission start date.

## **Children from Overseas**

The Governing Body will only allocate a place to anyone moving into the country from overseas 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.

# 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.

<b>Child's Full Name</b>			
<b>Date of Birth</b>			
<b>Current Year Group</b>		<b>Chronological Year Group</b>	
<b>Home Address</b>			
<b>Child's Current School</b>			

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  
**Combe St. Nicholas, Chard TA20 3NG**

## 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.

<b>Child's Full Name</b>			
<b>Date of Birth</b>			
<b>Current Year Group</b>		<b>Chronological Year Group</b>	
<b>Home Address</b>			
<b>Child's Current School</b>			

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**  
**Combe St. Nicholas, Chard TA20 3NG**

**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.....

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

**School Admission Supplementary Information Form 1**

**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 and is submitted by the closing date for applications. This is 16<sup>th</sup> January 2017 for first admission.
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 send the correctly completed supplementary information form by the published 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.

**School Admission Supplementary Information Forms**

**Notes for clergy or those responsible and authorised to sign supplementary information forms for those applying to church schools under a church attendance criterion**

**Please note that the recommendation of the Bath & Wells DBE is that clergy do not work in isolation when looking at school admission supplementary information form requests. The DBE strongly recommends that it is best practice to have a sub-committee of at least three members, including clergy, church wardens and those with responsibility for Sunday school to consider these requests and be authorised to sign the form if it is agreed appropriate.**

**Please also note that the completion of this form and its return in time to meet the admission application deadlines is critical for the applicant, and without it the child cannot be considered eligible under any church attendance criteria, even if they are regular attendees at church.**

**In order for the application to be considered under any church attendance criteria within the school's admissions arrangements, the following must be ensured:**

6. That the attached form is completed by the applicant and signed by the relevant church representative (vicar, priest, minister, pastor, church warden)
7. That the information on the form matches and fulfils the requirements set out in the specific admissions arrangements of the school to which the application is being made. **Clergy must be clear that the specific criterion for each school is being met by the applicant and should see the admissions criteria so that they can check..**
8. The DBE recommends that schools use the criterion that either the child or at least one parent has attended worship at the church at least once a month for a minimum of 6 months prior to the time of the application. **Please note that this does vary from school to school, with some having far more rigorous requirements.**
9. **The DBE does recommend that the child or a parent has attended actual worship and that attendance at toddler groups or other activities that are held at the church does NOT meet the requirements.**
10. That the completed form, signed by both applicant and the clergy, reaches the appropriate admission authority by the closing date for submission of applications. This is 16<sup>th</sup> January 2017 for first admission.

**NB This is clearly the responsibility of the applicant, not the church representative.**

11. That a separate supplementary form be completed for each VA or Foundation church school for which the applicant is applying as each is likely to have differing admissions criteria.
12. For applicants who have recently, or are about to move to a different area, the supplementary information form should be completed by the clergy at the church

where they have been regularly worshipping. It is the responsibility of the applicant to organise this and ensure that the SIF is completed and sent in on time.

**Please Note:**

The application process is a legal one and every effort **MUST** be made to ensure that applications and any supplementary forms are completed accurately and on time. If applicants are unsuccessful, they have the right to appeal, and the information provided by clergy can be critical to the outcome of both the application and appeal, particularly where a school is very popular and oversubscribed. Competition for places at some schools can be fierce and it is vital that information supplied is accurate. **Clergy should not be pressured into signing a form if they know that the applicant does not, or are in doubt as to whether the applicant does, meet the criteria laid down by the school. This is one reason why a committee should consider every application. It is also particularly helpful where there is an inter-regnum or where clergy have been in post less than 6 months.**

**Combe St Nicholas CofE VA Primary School**

**SUPPLEMENTARY INFORMATION FORM 1**

**PART A**

**Admission in 2017**

**To be completed by the parent/guardian**

Combe St Nicholas CofE VA Primary School is a Voluntary Aided 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 criteria 4 or 6 have been met. If you wish your child to be considered under the religious grounds of criteria 4 or 6, please complete this form and return it at the same time as your school place application by the closing date of **16 January 2017**. If you do **not** wish your child to be considered under the above criteria, 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 with your school place application by the closing date. Only where both parts are returned by the closing date of 16th 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 to the home Local Authority.**

**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 .....

Please place a tick in the box which describes your circumstances	Children who themselves, or whose parents are regularly involved in the life and worship of a Christian Church within the parish of Combe St Nicholas or any of its adjoining parishes. (Parish map available to view at the school office)
Criterion 4 <input type="checkbox"/>	
Criterion 6 <input type="checkbox"/>	Children who themselves, or whose parents are regularly involved in the life and worship of another Christian Church.

**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.**

**Combe St Nicholas CofE VA Primary School**

**SUPPLEMENTARY INFORMATION FORM 1**

**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 criteria below.

Please place a tick in the box which describes your circumstances	Children who themselves, or whose parents are regularly involved in the life and worship of a Christian Church within the parish of Combe St Nicholas or any of its adjoining parishes. (Parish map available to view at the school office)
Criterion 4 <input type="checkbox"/>	Children who themselves, or whose parents are regularly involved in the life and worship of another Christian Church.
Criterion 6 <input type="checkbox"/>	

Signed .....

Name .....Date: .....

Position .....

Church/place of worship .....

**It is entirely the responsibility of the applicant to ensure that this form is returned by the submission date below:**

Please return this form at the same time as the school place application by 16 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.