

School Admission Arrangements for 2016/17 Academic Year

CONTENTS	PAGE
<u>Part 1 - General Information</u>	2
<u>Part 2 - Over Subscription Criteria</u>	4
<u>Part 3 - Starting the 2016 Year Group for the first time</u>	5
<u>Part 4 - Admission to any year group during the 2016/17 academic year (in-year admission)</u>	5
<u>Part 5 - Deferred entry and Applications for Retained or Accelerated School Places</u>	6
<u>Part 6 - Waiting List</u>	7
<u>Part 7 - Right of Appeal</u>	7
<u>Part 8 - Multiple birth applications (for example twins)</u>	7
<u>Part 9 - Children from Overseas</u>	7
<u>Part 10 - Glossary and Definitions</u>	8

School Admission Arrangements for 2016/17 Academic Year

Part 1 - General Information

Our Church school is a large village school close to the southern outskirts of Bristol with a privileged position on the edge of the village of Chew Stoke - a truly peaceful spot.

Our vision is to create a happy, challenging, Christian environment in which the child's academic and personal qualities will be developed to the full.

For further information about our school please refer to our website at www.chewstokeacademy.org

Contact Details

Chew Stoke Church School

School Lane
Chew Stoke
Bristol
BS40 8UY

Head Teacher: Mr Ben Hewett

www.chewstokeacademy.org
email: office@chewstokeacademy.org
Telephone: 01275 332354

School Office contact: School Secretary

B&NES Local Authority

Admissions and Transport
Bath & North East Somerset Council
Lewis House,
Manvers Street
Bath
BA1 1JG

Telephone: 01225 394312 www.bathnes.gov.uk

The Published Admission Number

The Admissions Authority has published on the school website an Admission Number for the 2016 year, indicating the maximum number of places available in this year group.

The governors will consider all applications received for the 2016 year group in accordance with these published admission arrangements and places will be offered until the Published Admission Number is reached, at which point all further applications will normally be refused.

The governors may review the Published Admission Number at anytime. If this is altered, the change will be notified on the school website.

Admission limits apply to all other year groups. These may occasionally vary from the Published Admission Number set for the year of entry and are set out on the school website. These may also alter from time to time and applicants are advised to check regularly www.chewstokeacademy.org

Important: Please read this information before proceeding

These published Admission Arrangements comply with the requirements of the School Admissions Code and the School Admission Appeals Code, issued by the Department for Education. The current edition of these codes came into force on 19 December 2014. www.education.gov.uk

The Governing Body undertook a public admission arrangement consultation between January and March 2013 following which the arrangements were formally adopted and published on the school website at www.chewstokeacademy.org. All admission applications received in connection with Chew Stoke Church School will be administered in accordance with the published arrangements.

The Governing Body/Academy Trust will review these admission arrangements during 2017 and if any changes are proposed, a public consultation will be undertaken.

Important documents published by B&NES Local Authority will apply to some areas of the admissions procedure. Where applicable, this is indicated in the relevant section of the governors' admission arrangements. Applicants are strongly advised to ensure that they read and understand the information contained in the relevant documents before proceeding with an application for a school place. www.bathnes.gov.uk

Related documents of particular importance are:

- The Local Authority Coordinated Admission Scheme (this applies to starting and transferring school for the first time)
- The Local Authority Fair Access Protocol
- The Local Authority School Transport Policy
- Free School Meal Entitlement

Part 2 - Over Subscription Criteria

The Special Educational Needs Code requires the governors to admit any children with a Statement of Educational Needs or an Education Health and Care Plan (EHC) naming this school as being able to meet their needs, before the consideration of any other applications.

Following the admission of any children with a Statement naming this school, the governors will consider all other applications received by the relevant closing date and, where there are fewer applications than places available within the Published Admission Number or admission limit set for the required year group, will normally admit the children concerned.

Where there are more applications received than there are places available within the required year group, the governors will consider all applications received on time against the following oversubscription criteria. This will enable the governors to rank children according to priority and identify those children who should be allocated a place within the Published Admission Number or admission limit and those who should be refused.

1. Looked After Children – Children who are in the care of a Local Authority or have previously been and are now formally adopted or became subject to a child arrangement order or special guardianship order
2. Children living in the Ecclesiastical parish of Chew Stoke with Nempnett Thrubwell and are eligible to receive free school meals at the time of admission. A map showing the parish boundaries is kept at the school and is available on the school website. (Supplementary Information Form (SIF) 1 must be completed)
3. Children living in the Ecclesiastical parish of Chew Stoke with Nempnett Thrubwell. A map showing the parish boundaries is kept at the school.
4. Children who have a sibling on the school roll at the time of admission
5. Children who themselves, or whose parent(s) regularly attend a place of Christian worship. Governors expect regular church attendance to be at least once per month over a period of at least six months prior to application (Supplementary Information Form (SIF) 2 must be completed)
6. Children living closest to the school by straight line measurement and not satisfying a higher criterion

Tie Breaker

A tie breaker will be applied where the Admission Number is reached part way through any oversubscription criterion and there is a need to decide which children meeting this criterion are to be allocated places and which are to be refused. For this purpose, a straight line measurement will be calculated between home and school for each child falling within the particular criterion. Places will be allocated to those children living nearest to the school by straight line, according to a Geographic Information System (GIS) measurement. Should any distances be exactly equal, priority will be decided by independent drawing of lots. This will be undertaken in the school building by a person entirely independent of the Admissions Committee and with no current connection to the school. The Chair of Governors will observe this process.

Part 3 - Starting the 2016 Year Group for the first time

Please note: The following information should be read in conjunction with the 2016 Coordinated Admissions Scheme published by the Local Authority in which area the child subject to the application lives (the home Local Authority). Additionally, applicants should read the information contained in the Local Authority's Primary guide for parents, which will explain the admission application process in detail. These documents should be available on the home Local Authority's website or by request to that Local Authority.

Parents may apply for their child to start school for the first time in the September following his/her fourth birthday. Application forms and any Supplementary Information Forms relating to starting school in September 2016 must be submitted to the home Local Authority to arrive no later than **23.59 hours on 15th January 2016**.

The home Local Authority will forward applications directly to the Local Authority in which area the preferred school is located and the school Governing Body will be notified of all applications received for Chew Stoke Church School. The governors Admissions Committee will rank every application received on time against the governors published oversubscription criteria and places will be allocated in strict order up to the Published Admission Number and all other applications refused.

The governors' decision will be notified to B&NES Local Authority in accordance with the authorities Co-ordinated Admissions Scheme and the home Local Authority will then inform parents of individual decisions on **18th April 2016** by email or second class post.

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

Applicants for admission to any year group during the 2016/17 academic year must complete an In-year application form which is available from the school office or by downloading from the school website. Completed application forms must be returned

directly to the school office by hand or post. Additional information required to support a school place application must be provided on the specific Supplementary Information Forms which can be downloaded from the school website or collected from the school office. Applications for retained or accelerated school places must have an accompanying letter (see below). All enquiries regarding admissions to any year group in Chew Stoke Church School must be made directly to the School Office.

Chew Stoke Church School

School Lane
Chew Stoke
Bristol
BS40 8UY
www.chewstokeacademy.org
email: office@chewstokeacademy.org
Telephone: 01275 332354
School Office contact: School Secretary

B&NES Local Authority

Admissions and Transport
Bath & North East Somerset Council
Lewis House,
Manvers Street
Bath
BA1 1JG

Telephone: 01225 394312 www.bathnes.gov.uk

The governors Admissions Committee will consider every application on a weekly basis. All completed application forms with the appropriate Supplementary Information Forms must be received by the School office no later than 12.00 hrs on the Thursday to be considered in the admission assessment process for that week. The Admission Committee will rank all applications received by 12.00 hrs on Thursday against the admission limit for the year group concerned and if necessary apply the oversubscription criteria in order to determine whether a place can be made available. Decisions will be notified to applicants by 2nd class letter post within 14 days of receipt of application.

Part 5 - Deferred entry and Applications for Retained or Accelerated School Places

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:

- a. request that their child start school in the Reception year group at a later stage in the academic year, however, must be in full time education by the start of the term following his/her fifth birthday
- b. request that their child takes up the place part-time until the child reaches compulsory school age

The governors will consider applications 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. These applications must be accompanied with a detailed letter from the parents explaining why they would like their child to be taught out of chronological age year group and this should be included with the school place application form. Where an application for a retained or an accelerated entry has been agreed to by the school the school retains the right to undertake a periodic review and alter the decision.

In all cases the process of application for starting the 2016 year group for the first time or joining a year group during the 2016/17 academic year is as outlined above.

Part 6 - Waiting List

Where a child is formally refused admission to any year group, the parents have the right to request that the child has his/her name placed on the year group waiting list. This is held in ranked order according to the oversubscription criteria. This list will be maintained until 31st August 2017. If a place becomes available within the Published Admission Number or admission limit during this time a place will be offered to the highest ranked child at that time, the list will be re-ranked whenever a name is added to it.

Part 7 - Right of Appeal

Parents whose school place application is turned down have the legal right to appeal to the Governing Body against this decision. Details concerning how to appeal will be explained in the decision letter. The appeals procedure and timeframe can be found on the Local Authority website www.bathnes.gov.uk

Part 8 - 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 to ensure multiple birth siblings can be allocated places at the same school (sibling definition applies - see glossary and definitions below).

Part 9 - Children from Overseas

Governors will not allocate a place to anyone moving into the country from abroad prior to their arrival in the country. Governors will require proof of residency – (see definitions of home address). The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area. In these instances when considering the application against the oversubscription criteria the school will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

Part 10 - Glossary and Definitions

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.

Parent

A 'parent' in education law includes; Natural parents, whether they are married or not. 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 with whom the child lives and who looks after the child, irrespective of what their relationship is with the child).

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. 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.

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) method. (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.

Supplementary Information Forms (SIFs)

For criterion 5, a Supplementary Information Form must be completed by the applicant and the vicar, priest, minister, pastor or warden of the church. The church shall then forward the completed Form(s) to the school. Other Supplementary Information Forms must be returned with the Application form.

Children with a Statement of Special Educational Needs

There is a different procedure for the admission to school for children with Statements of Special Educational Needs: This is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing the Statement and consulting parents and the Governing Body of Chew Stoke Church School, before the school is named in the Statement. If the school is named in the Statement the child will be admitted. Wherever possible the place will be offered within the Admission Number for the School.

Ecclesiastical Parish map

A copy of the Ecclesiastical parish map can be made available to view by contacting the school office and is also available on the school's website.