ST PHILIP'S CE VC PRIMARY SCHOOL

Admissions Policy 2018-19

St Philip's CE VC Primary School is part of the Palladian Academy Trust, and as such the Governing Body is the admissions authority.

St Philip's CEVC Primary School is compliant with the School Admissions Code issued by the Department for Education in December 2014, and with the law relating to admissions.

How to make an application for Reception places

St Philip's CEVC Primary School is part of Bath and North East Somerset's Co-ordinated Admissions Scheme. All applications for admission must be submitted to the Local Authority (LA) by the published closing date. The LA will forward all applications to the school and the Governing Body will rank all applications against the admissions criteria. The ranked list will then be returned to the LA under the co-ordinated scheme and they will make a single offer of a place on the published date.

In Year Admissions (i.e. all applications for existing year groups)

All in year applications must be made directly to St Philip's CEVC Primary School. An application is made by completing an application form which must be forwarded directly to the school. If no form is submitted the Governing Body will not be able to process the application.

All applications will be considered by the Admissions Committee of the Governing Body. Where there are more applicants at any one time than there are places available, priority will be determined by applying the Admissions criteria set out below.

Published Admissions Number

St Philip's CEVC Primary School has a Published Admission Number of 40 which means it will admit 40 children into each year group.

Special Educational Needs

The Special Educational Needs Code of Practice requires that Governing Bodies admit any children with a Statement of Special Educational Need or an Education, Health and Care Plan (EHCP) naming St Philip's CEVC Primary School, before it will consider any other applications.

Following the admission of any children with a Statement of Special Educational Need or an EHCP, the Governing Body will consider all other applications received by the closing date. Where there are fewer applications than places available within the school's Published Admission Number, the Governing Body will admit those children.

Admissions Criteria.

To be considered under the following criteria, parents must have named the school as a preference. Under the following criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

Priority A

Children in Public Care (Looked After Children) or a child who was previously Looked After but immediately after being Looked After became subject to an adoption, child arrangement order, or special guardianship order.

Priority B

Children for whom there will be a sibling in attendance on the admission date at the preferred school.

(sibling is defined as sharing at least one parent or legally adopted into the family, and in every case the child should be living in the same family unit at the same address).

Priority C

Children of staff at the school.

A member of staff may apply for a Reception place at the school for their child. They must have been employed at the school for at least one full year at the time of application. Members of staff are full time and part time, teaching and non-teaching staff employed at the school and who are paid through the school's payroll system. Staff parents who apply to the Local Authority for a Reception place must also complete Supplementary Information Form C that accompanies this Policy and send it to the school by 15 January 2018

Priority D

Children who live within a 1.5mile radius of the school

Priority E

Children who live closest to the school, as measured in a direct line from the child's home address (defined as the permanent address where he or she generally resides with the parent/carer who has parental responsibility, or where responsibility is shared, the address of the parent/carer who receives Child Benefit) to the school.

Oversubscription Criteria

When applications within the above categories exceed the number of places available, priority will be given to children who live nearest to the school;

If it is necessary to use a tie breaker to distinguish between two or more applications, **a distance criterion will be used**. Priority would be given to those children living nearest the school as measured in a straight line from the address point of the child's home address to the address point of the school as defined by the Local Land and Property Gazetteer (LLPG).

Measurements will be determined using the Local Authority's Geographic Information System (GIS) computerised mapping system with those living closer to the school receiving higher priority. The GIS system used within this LA would not be able to calculate a staircase measurement in the case of multi-level dwellings. If the distance between two children's homes and the school is exactly the same then a random allocation would be used for any such cases.

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.

1. Multiple birth applications (for example twins)

In the event of the school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births the school will breach the admission number to allow these children to be offered places. In the case where there would be Infant Class Size issues such children will remain as an 'excepted pupil' under the Admissions Code for the time they are in an infant class or until the class numbers fall back to the normal class size limit of 30.

2. Children with a Statement of Special Educational Needs or Education Health and Care Plan (EHC)

Children with an Education, Health and Care Plan [EHC] are dealt with separately through the statutory assessment process or a review of their plan. All schools are consulted before being named on a pupil's plan and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school.

3. Home Address & Families moving into the area

The child's normal permanent home address where he or she lives with his or her parents or legal guardians will be used to decide where the child lives. Temporary addresses

cannot be used to obtain school places. If parents or carers plan to move, documentary evidence will be required and in order for address changes to be taken into account in the first round of allocations made on **16 April 2018** the appropriate documentary evidence should be received by the closing date of **15 January 2017.** However, if details of a change of address that will occur after the closing date (and before the start of term 1) is received with the appropriate documentary evidence by **30 January 2017** i.e. before the LA has sent details of applications to other councils, it will be considered in the first round of applications.

Examples of evidence that may be acceptable to determine a child's address are:-

- A solicitor's letter confirming exchange of contracts and completion date for a property which is being purchased or a property which is being sold.
- A copy of a signed rental agreement or a solicitor's letter if moving to a council or rented property and proof of your sale or Notice to Quit on your current/previous property.
- A copy of a council tax bill or utility bill such as water, gas or electricity in your name for your newly owned or rented property together with proof of your sale or Notice to Quit on your current/previous property.
- A child benefit book.
- If you are moving in with a relative a letter from them will be required confirming the date you will be moving in together with a copy utility bill showing their name and address. A solicitor's letter will also be required confirming that completion of contracts has taken place on your sale or Notice to Quit on your current/previous property.
- In the case of children of UK Service Personnel or Crown Servants returning from overseas, with a confirmed posting to the area an official letter declaring the relocation date and a Unit postal address or quartering area address should be provided.

4. Admission of children outside their normal age group

The Governing Body 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 their chronological age group. The reasons for the request must be fully explained and included with the application form.

A parent of a 'summer born' child entitled to start school in September 2018, may choose to delay his/her entry to school until September 2019, where the parent(s) considers this arrangement to be in the best educational interests of the child. The parent(s) may request to apply for reception in September 2019 rather than Year 1. However, there is a risk attached to deciding this approach, which the parent must be clear about. Although the Governing Body may agree to a new application being submitted for a reception place in September 2019, there can be no indication given as to whether a place will be available until the 2019 'normal' admissions round is complete. The following process will apply: The parent must submit an application to the home local authority during the 2018 'normal' admissions round, making it clear in the text box on the application form that he/she wishes to delay the child's entry until September 2019. Where the intention is for the child to start with the 2019 reception cohort, this must also be clearly stated on the form.

The Governing Body will formally note the parent(s) instruction and will consider the request. If a request to delay is approved, parent/carers should withdraw their application and effectively, the child will no longer be part of the 2018 'normal' admissions round. Parents will then need to make a new application as part of the main admission round for the following year in September 2019.

5. Right of Appeal

Parents who are unsuccessful in their application for a place at the school have the right to appeal to an Independent Appeal Panel (IAP). Further information concerning how to appeal will be explained in the decision letter. The IAP's decision is binding for all parties concerned.

6. Waiting List

Parents/Carers who make a formal appeal against their allocated school will have their child's name kept on a waiting list for any places which may become available at their preferred school. They may also ask for their child to remain on the waiting list without making a formal appeal. Any places which do become available will be reallocated using the Admissions Criteria, taking into account those parents who have asked to remain on the waiting list or who have lodged a formal appeal together with any late applications received. However children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

7. Late applications for Reception places

Any late applicants should complete their home LA's common application form and return it to their home LA as soon as possible. In line with agreed co-ordinated admission procedures the School will be informed of any late applications received.

8. Monitoring and Review

St Philip's Governing Body will monitor this admissions policy and it will be reviewed every year or sooner if required.