



# Chew Magna Primary School

## Admissions Arrangements

### 2021/22

#### Admission Arrangements for 2021/22 Academic Year

These admission arrangements apply to all applications for admissions to Chew Magna Primary School for reception entry in September 2021 and any in year applications from 1st September 2021.

#### 1. Introduction

The Admission Authority for Chew Magna Primary School is The Bath & Mendip Partnership Trust.

An Admissions Committee comprising of Governors is responsible for taking admission decisions for children starting in reception and for joining the school during the academic year.

Bath & North East Somerset Council (B&NEs) is responsible for coordinating all applications for children starting school. These admissions arrangements should be read in conjunction with B&NEs published coordinated Admissions Scheme for September 2021.

#### 2. The Published Admission Number

Chew Magna Primary School has an admission number of 15 for entry in the reception year for 2021. The school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, The Bath and Mendip Partnership Trust will offer places at the school to all those who have applied.

#### 3. Applications for reception year in 2021

Applications must be submitted to the home LA. If this is B&NEs, applications can be made online at [www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools](http://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools).

Paper applications are available to download from the B&NEs Council website at [www.bathnes.gov.uk/admissions](http://www.bathnes.gov.uk/admissions) or upon request by telephoning 01225 394312. Any supporting information must be received by the closing date for applications.

Applications must be received by 23:59 hours on 15 January 2021, otherwise the application will be recorded as late. Late applications will be considered after those received on time. Please see the B&NEs LA coordinated scheme for full details, outlined below.

Outcomes for on time applications will be sent out by email (for online applicants) or second class post on 16 April 2021 (or next working day if this falls on a weekend or bank holiday).

#### 4. In Year Applications

- Applications for a school place during the academic year must be made by completing the 'Bath and North East Somerset in year application form'. This can be downloaded from the school website or obtained from the school office.

- In year application forms should be handed/sent directly to the Chew Magna Primary School office.
- The date and time the school office receives each application will be noted on the front page of the form.
- The Governors' Admissions Committee will consider applications on a weekly basis in term time only, with a closing date of 4.00pm every Friday.
- Governors will consider applications in the order in which they were received by the school office.
- Applicants will receive a written response within 7 school days following consideration of the application.
- Where a school place is offered it will be held open for 20 school days. The applicant will need to confirm acceptance within this time.
- Where a school place is refused, the applicant will be made aware of the Appeals Process.
- Applications will be considered no more than 5 weeks in advance of the required start date. Applications for school places received more than 5 weeks in advance of the required start date will be held until the 5 week date is reached. Holidays are not included in the 5 week period.
- The Admissions Committee will not ordinarily offer places above the Published Admission Number (PAN) in any year group.
- In cases where the Admissions Committee considers that it will prejudice the education of children already on roll at the school, it will not offer Year 3 to Year 6 places where class sizes exceed 30 pupils.
- Applications for Reception in year places (1st September – 31st December of each academic year) must be supported by proof of address in the form of a copy of a signed tenancy agreement or exchange of contracts for a house purchase. This is to enable in year applications to be ranked alongside applications that might exist on a 'waiting list' formed during the initial admission of Reception children each September.

## **5. 2021/22 Academic year primary Admissions Criteria**

### **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, care arrangement, or special guardianship order.

### **PRIORITY B [The 2 categories in this criterion will be given equal consideration].**

- Children who live within a 1.5 mile radius\* of the school and for whom there will be a sibling in attendance on the admission date at the preferred school.

- Children who live outside a 1.5 mile radius\* of the school but it is their closest School and for whom there will be a sibling in attendance on the admission date at the preferred school.

## **PRIORITY C**

Children who live closest to the school as measured in a direct line.

### **Additional Notes**

To be considered under the above criteria parents must have named the school as a preference. Under the above 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.

\* The 1.5 mile radius will be measured from the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerized mapping system.

## **6. Oversubscription**

If under all the above criteria any single category resulted in oversubscription, those living closer to the preferred school would receive the higher priority. Where there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants the place(s) will be allocated by random allocation.

## **7. Multiple births**

Applications for twins, triplets or other multiple births will be considered as individual applications. In the event of the school being oversubscribed the authority will breach the admission number to allow these children to be offered places where either:

- A child from a multiple birth has qualified for the last available place within the admission number but the other child(ren) from that multiple birth have not qualified for a place.
- A child from a multiple birth has had a place named at that school as part of their Education, Health and Care Plan (EHC) during the normal admissions round but the other child(ren) from that multiple birth have not qualified for a place.

In the case of schools where there would be Infant Class Size issues such children will remain as an 'excepted pupil' to the class size limit for the time they are in an infant class or until the class numbers fall back to the normal class size limit of 30.

## **8. Special Educational Needs**

The Special Educational Needs Code of Practice requires the Admission Authority to admit any children with an Educational Health and Care Plan (EHCP) or with a Statement of Special Educational Needs naming Chew Magna Primary School.

Children with an Educational Health and Care Plan (EHCP) will be dealt with through the SEND Code

of Practice and their placement is determined through the statutory assessment process or an annual review of their EHCP. All schools are consulted before being named on a pupil's EHCP and schools have the opportunity to draw attention to

any difficulties arising from oversubscribed year groups. If a school is named on an EHCP, this will take priority over the Admissions Criteria, although, wherever possible, the place will be offered within the Admission Number for the school. Parents who wish to transfer their child from a setting named in the EHCP must seek approval to do so via the Local Authority which issued the plan before applying for an In-Year transfer.

## **9. Deferred Entry**

While a child is below compulsory school age, the parent may choose to defer his/her child's entry to school until later in the school year. However, s/he cannot defer beyond the point at which the child reaches statutory school age or beyond the start of the last term in the school year (the school operates on the basis of a six term year).

## **10. Admission of children outside their normal age group**

The Admissions Committee 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 2021, may choose to delay his/her entry to school until September 2022, 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 2022 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 2022, there can be no indication given as to whether a place will be available until the 2022 'normal' admissions round is complete. The following process will apply.

The parent must submit an application to the home local authority during the 2021 'normal' admission round, making it clear in the text box on the application form that he/she wishes to request to delay entry until September 2022. Where the intention is for the child to start within the 2022 reception cohort, this must be clearly stated in the form. The Governing Body/Trust will formally note the request and consider it. If a request to delay is approved, parents will have their application withdrawn and effectively, the child will no longer be part of the 2021 round. Parents will then need to make a new application as part of the main admissions round for the following September 2022.

Where a Governing Body/Trust indicates willingness to accept an application from a child placed out of year group, this will not guarantee a place at the preferred school as any application will have to be made with the admissions round for the year in which the child is starting school and considered against the published admission criteria.

## **11. Late Applications for Reception Places**

Local authorities must coordinate 'normal round' reception applications until 31 August 2021, for children starting school in September 2021. However, if an application is submitted to the home local authority after the application deadline of 23.59 hours on 15 January 2021, it will be considered

as a 'late' application and will not be administered until all on time applications have been processed, at which point there may no longer be a place available at the school.

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 coordinated admission procedures the school will be informed of any late applications received.

If a place is offered, the applicant will be asked to confirm acceptance in writing within ten school days of receipt, following which the place will remain available for 28 school days from the date of the decision letter. If the child concerned is not attending school after this time frame, the Admissions Committee will write to the original applicant with a view to withdrawing the offer.

The Governing Body/Trust supports fair access to school for all children. If a suitable place cannot be secured using the normal admission arrangements as the child meets the Council's Fair Access criteria, a school place will be identified for the child by the Area Placement Panel in accordance with Bath and North East Somerset's Fair Access Protocol. The Fair Access Protocol does not override the right of Parents/Carers to state a preference for a school place.

Where there are more applications at any one time than there are places available, priority will be determined by applying the Admissions criteria set out above.

## **12. 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. Further information concerning how to appeal will be explained in the decision letter. The appeal form is also published on the school website and must be completed and returned to the school office within 30 days of the admission decision being issued. The admission authority will make appropriate arrangements for an appeal hearing to take place in accordance with the Appeal Timetable which is also published on the school website. The Independent Appeal Panel's decision is legally binding for all parties concerned.

Where there is concern that the appeal process has not been properly administered in accordance with the 2012 School Admission Appeals Code, a complaint may be raised with the Education and Skills Funding Agency for further consideration. [www.gov.uk/government/organisations/education-funding-agency](http://www.gov.uk/government/organisations/education-funding-agency)

## **13. Waiting Lists**

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.

#### **14. Home address**

The child's home address is defined as the permanent address where he or she generally resides with their parent. Temporary addresses may not be used to obtain school places. A random sample of 10% of all applications received each year will be checked to confirm addresses using the Council Tax Office, Electoral Roll and if appropriate the school currently attended before allocations are made. A copy of a utility bill may also be requested. In certain additional cases proof of residency will also be determined by using the above methods. Once proof is obtained that the parent is resident at the address given, it will be accepted that the child is also resident at this address.

#### **15. Shared Parental Responsibility**

Where parents share parental responsibility for a child but live separately if two applications are received from the child's parents the LA will ask them to determine which application it should consider, and which application should be withdrawn. This is because the LA will offer only one school place to a child at any one time. If parents cannot agree they should resolve the issue through the court system for example to obtain a 'Specific Issues Order' which specifies which parent has responsibility to make decisions on school preferences. However, in the absence of any Order the application received from the parent who receives Child Benefit for the child will be the only one considered. Parents may be asked to provide supporting documentation confirming receipt of child benefit. Where the parents/carers are not entitled to Child Benefit the LA will ask for proof of the child's home address as held by the doctor's surgery at the point of application. Bath & North East Somerset Council cannot become involved in disputes between parents/carers.