



**COMBE DOWN**

Church of England Primary School

**COMBE DOWN CE PRIMARY SCHOOL**  
***Admissions Arrangements 2021-22***



## Introduction

These Admission Arrangements reflect the statutory requirements of the 2014 Department for Education School Admissions Code and the 2012 School Admissions Appeals Code ([www.education.gov.uk](http://www.education.gov.uk)).

The following Acts have also been taken into account:

The Sex Discrimination Act,

The Race Relations Act,

The Human Rights Act,

The Disability Discrimination Acts 1995 and 2005

The Equalities Act 2010.

This document was agreed by the Governing Body (the Admissions Authority for the school) and published on the school website following a formal public consultation. The administrative practices described in these arrangements are designed to be fair and reasonable and the information provided is intended to explain clearly:

1. How to apply for a place at Combe Down CE Primary School
2. How the Admissions Authority administers admission applications
3. How to appeal against a decision to refuse admission

Combe Down CE Primary School is affiliated to the Palladian Academy Trust which constitutes the statutory Admission Authority for the school. The day to day administration of admission applications and decision making is delegated to an Admissions Committee comprising of at least three school governors.

*Combe Down CE Primary School is compliant with the 2014 School Admissions Code and 2012 School Admission Appeal Code issued by the Department for Education, and with the law relating to admissions.*

## How to make an application for a child to start school for the first time in the Reception year

Applications to start in the Reception Year in September 2021 must be submitted using the Common Application Form which is available from all local authorities. Applications can be made electronically by completing the 'on line' version of the Common Application Form before 15th January 2021. Alternatively, an equivalent paper copy can be made available by the 'home' local authority (the local authority responsible for the area in which the child lives), or the school office. Completed application forms must be submitted to the home Local Authority by 23:59 hours on 15th January 2021. This is the national application closing date. The home local authority will exchange application details, as may be necessary, with 'maintaining' local authorities (responsible for

the area in which the preferred school(s) is located). Bath and North East Somerset (B&NES) Local Authority will forward all applications that indicate a preference for Combe Down Primary School 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 every application against the published oversubscription criteria set out below. A list indicating applications in ranked order will be returned to B&NES Local Authority for coordination purposes. The 'home' Local Authority will then send out decision letters on behalf of the Governing Body by email or second class letter post on the national offer date 16th April 2021.

Any school place application submitted after the national closing date will be recorded as late and will not be administered until all on-time applications have been considered, by which time places may no longer be available within the Published Admission Number.

### **In Year Admissions (i.e. all applications for a place required during the school year)**

All In-Year applications must be made directly to Combe Down CE Primary School. An application is made by completing the school's in-year application form, which can be downloaded from the school website or is available as a paper copy from the school office. 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. The Admissions Committee will consider applications during term time only and strictly in the order that they are received. Applications that arrive during a school holiday will be held and processed when school resumes.

Applicants will be sent a written decision by post within 15 school days of receipt of the In-year application form, or receipt of any subsequent information (submitted to support the application) where this is deemed necessary in order to determine the admission decision. If an application is refused, the decision letter will set out the reasons for refusal and explain how to appeal against the Admissions Committee decision.

The governors support fair access to school for all children. Therefore, subject to the information provided in support of an application and the circumstances at the school, the Admissions Committee may decide to refer a refused application to the home local authority in order that this authority's Fair Access Protocol can be applied. This would normally be where a child is deemed to require a higher level of support than can be provided at the school. The Fair Access Protocol will enable a local authority to engage with a family directly and so provide suitable support or an alternative educational placement as soon as possible.

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**

Combe Down CE Primary School has set a Published Admission Number of 60 for the Reception Year. Children are organised in two classes with a maximum of 30 children in each.

### **Special Educational Needs**

The Special Educational Needs Code of Practice requires the Admission Authority to admit any children with an Education, Health and Care Plan (EHC), formerly a Statement of Educational Needs, which names Combe Down CE Primary School.

Following the admission of any children with an EHC, the Admission Authority 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 Admission Authority 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 (a 'Looked After Child') 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.

A Looked After child is a child who, at the time of application, 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 (section 22 (1) of the Children Act 1989 applies).

### **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.

(\*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, in either or both of the following circumstances:

- a) Where the member of staff\* has been employed by the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Staff parents who apply to the Local Authority for a Reception place must also complete Supplementary Information Form C available from the school website.

(\*a member of staff is defined as full time and part time, teaching and non-teaching staff employed and paid through the Palladian Academy Trust's payroll).

### Priority D

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 at which the child concerned lives for the 'majority' of his/her school time i.e. more than 2.5 days of school time.

### Oversubscription Criteria

If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admission Authority will assess every application received at that time against the oversubscription criteria set out above and rank the applications, identifying a priority for the offer of available places. The oversubscription criteria will also be applied to rank children's names on a waiting list.

### Home to school distance and tie breaker

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 or more children's homes and the school is 'exactly' the same, the applications will be prioritised by the drawing of lots undertaken by a person entirely independent of the School and Admission Authority.

## Notes

### **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. 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 the appropriate documentary evidence should be received by the closing date in accordance with the dates published on the school website. 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 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.

## **3. 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.

#### **4. Delayed entry for summer born children (born 1 April – 31 August)**

A parent of a 'summer born' child entitled to start school in September 2021, may lawfully 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' 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 2022. Where the intention is for the child to start with the 2022 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 2021 '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 2022.

#### **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. The Appeals Timetable is published on the school website.

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 Academy Trust. Where no local resolution is reached the parent may escalate the matter to the Education Funding Agency for further consideration.



## **6. Waiting Lists**

If an admission application is refused, the child's name will be entered onto a waiting list for the required year group which will be maintained until the end of the school year and then shut down. A new waiting list will start at the beginning of each academic year. Parents may ask for their child's name to be removed from the waiting list at any time during that school year. 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. Each time a child's name is added the waiting list will be re-ranked and if a place becomes available in the required year it will be offered to the child ranked highest on the waiting list at that time.

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 15 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**

The Governing Body will monitor these Admissions Arrangements and they will be reviewed annually, or sooner if required, and where changes are proposed to policy or practice will conduct a public consultation in line with statutory requirement.

Contact Details	
<b>The School</b>	Combe Down CE Primary School Log Cabin, Church Road, Bath. BA2 5JQ 01225 840324 School admissions: <a href="mailto:admissions@combedown.com">admissions@combedown.com</a> School website: <a href="http://www.combedown.com">www.combedown.com</a>
<b>For families resident in and around Bath the 'home' local authority is Bath and North East Somerset Council</b>	School Admissions and Transport Service Bath and North East Somerset Council Lewis House Manvers Street Bath BA1 1JG Email: <a href="mailto:admissions_transport@bathnes.gov.uk">admissions_transport@bathnes.gov.uk</a> Telephone: 01225 394312
<b>The Office of the Schools Adjudicator</b>	<a href="https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator">https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator</a>
<b>The Local Government Ombudsman</b>	<a href="http://www.lgo.org.uk">www.lgo.org.uk</a>
<b>The Department for Education</b>	The Department for Education Sanctuary Buildings, 20 Great Smith St, London SW1P 3BT Telephone 0370 000 2288 Electronic contact form: <a href="http://form.education.gov.uk">form.education.gov.uk</a> Website: <a href="http://www.education.gov.uk">www.education.gov.uk</a>
<b>School Admissions Code</b>	<a href="https://www.gov.uk/government/publications/school-admissions-code--2">https://www.gov.uk/government/publications/school-admissions-code--2</a>
<b>School Admission Appeals Code</b>	<a href="https://www.gov.uk/government/publications/school-admissionsappeals">https://www.gov.uk/government/publications/school-admissionsappeals</a>

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