

## WIDCOMBE INFANT SCHOOL *Admissions Arrangements 2021-2022*



Widcombe Infant School is affiliated to the Palladian Academy Trust which is the statutory Admission Authority for the school. All admission decisions are delegated to an Admissions Committee comprising of at least three school Governors. These Admission Arrangements comply with the requirements of the 2014 School Admissions Code and 2012 School Admission Appeals Code issued by the Department for Education

[www.gov.uk/government/publications/school-admissions](http://www.gov.uk/government/publications/school-admissions)

**Please note:** The appendix to these admission arrangements sets out important information, definitions and terms to which prospective applicants should refer. However, if you require further help with any aspect of the school admissions process, please contact the **School Office - telephone: 01225 421998** and/or visit the school website which provides information about the Widcombe Infant School community

[www.widcombeinfantschool.co.uk](http://www.widcombeinfantschool.co.uk)

### **Applying for a child to start school for the first time in Reception (the 'normal' admissions cycle)**

A child will reach compulsory school age during the term following their fifth birthday, but may start school in the September following their fourth birthday. Reception applications for children to start at any United Kingdom school for the first time in September 2021 must be submitted by the parent or carer to the local authority in which area the child lives at the time of application (the 'home' local authority) by **15 January 2021**. For applications received by this deadline, the home local authority will issue the admission decision to the applicant on or about **16 April 2021**.

Applications may be submitted to the home local authority after 15 January 2020 and up until 31 August 2020. However, the application will be considered as 'late' and the Reception year at the preferred school(s) may by that time be fully subscribed.

There are **60** Reception places available at Widcombe Infant School (this is the Published Admission Number). Numbers are constrained by the Infant Class Size Limit which limits the size of an infant class to 30 pupils per school teacher.

Each local authority must produce a school admissions guide called a 'Composite Prospectus' which will be available on the local authority website from **12 September 2020**. This explains the admission application process in full detail and prospective applicants should refer to this document before submitting a 'starting school' application. For parents living in and around the Bath area the 'home' local authority is: Bath and North East Somerset

[www.bathnes.gov.uk](http://www.bathnes.gov.uk)

Where a place is offered, this may be taken up on a full time or part time basis until compulsory school age is reached and the start date may be deferred until later in the school year, but not beyond the start of the last full term. However, parents/carers of children born between 1 April and 31 August (summer born) may defer their child starting school until the next school year.

## **Oversubscription**

If there are more applications received at any one time than there are places available within the required year group, the following oversubscription criteria will be used to rank the applications in priority order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order;
2. Children with a sibling attending Widcombe Infant School or Widcombe Junior School at the time the admission application is submitted;
3. Children of staff (full time and part time, teaching and non-teaching staff employed and paid through the Palladian Academy Trust's payroll) who have been employed at Widcombe Infant School on a permanent contract for at least two years prior to the submission of an admission application, or children of a newly recruited member of staff appointed to satisfy a demonstrable skills shortage;
4. Children not satisfying a higher criterion and living closest to Widcombe Infant 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 & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system.

## **Tiebreaker**

If two or more applications qualify against the oversubscription criteria as 'exactly equal' (and the admission number is reached at this point), and cannot be separated by the calculation of a straight-line distance between the school and each child's home address point, the ranked order will be determined by the drawing of lots which will be independently supervised by a person with no connection to the School or Admission Authority.

## **Waiting Lists**

A waiting list will be maintained by the Admissions Committee for each oversubscribed year group until the end of the school year. This will include the name of each child who has been refused admission ranked in accordance with his/her qualification against the published oversubscription criteria and each time a child's name is added, the waiting list will be re-ranked. If a place should become available within the required year group, this will be offered to the child ranked highest on the waiting list at that time.

## **Applying for a place required during the school year (the In-Year admissions process)**

Admission applications must be submitted directly to Widcombe Infant School within six school weeks of the place being required where the application is for a child to join a year group outside of the local authority coordinated 'Starting School' process. The 'In-Year' Application Form which is available on the School website must be completed and returned to the School Office, following which the Admissions Committee will inform the applicant of the admission decision by letter to be sent out within 10 school days of the School receiving the application.

If the In-Year application is submitted for a year group other than the child's relative age, (retained or accelerated placement), the Admissions Committee will consider whether such a placement would be in the best educational interests of the child concerned, based on the circumstances of the case. The parent has the right to appeal the decision where a place cannot be offered in the relevant year group.

## **Lodging an appeal against a decision to refuse admission**

Every applicant whose admission application is refused, has the right to appeal the Admission Committee's decision before an independent Appeal Panel. The Appeal Form which is published on the School website must be completed and returned to the School Office within 30 school days of the admission decision being issued. The Admission Authority will arrange for an appeal hearing to take place in accordance with the Appeals Timetable which is also published on the School website. Complaints regarding the administration of appeal hearings may be lodged with the Education and Skills Funding Agency [www.gov.uk/government/organisations/education-funding-agency](http://www.gov.uk/government/organisations/education-funding-agency)

## **Children with Special Educational Needs**

Children who are the subject of an Education Health and Care Plan which names Widcombe Infant School as the appropriate school setting, will be admitted to the required year group regardless of the admission number/limit that applies at that time. Parents/carers who wish to transfer their child from a setting named in an Education Health and Care Plan must seek approval to do so via the Local Authority that issued the plan before applying for an In-Year transfer.

## **Appendix: Important Information, Definitions and Terms**

### **Reasons for refusing an Admission Application**

The Admission Authority may refuse admission for one of two reasons:

- A further admission would *'prejudice the efficient delivery of education or the efficient use of resources'*
- A further admission would unlawfully breach the statutory Infant Class Size Limit which requires that no more than 30 children are taught by a single teacher. There are eight permitted exceptions set out in section 2.15 of the 2014 School Admissions Code whereby an infant class may exceed this limit. If the Local Authority confirms that one or more criteria apply, the Admissions Committee may choose to lawfully admit the child concerned, otherwise to refuse where a further admission would prejudice the efficient delivery of education or the efficient use of resources.

### **Misleading or false information**

Should the Admission Authority become aware that the information provided on the Admission Application Form was misleading or false, it will consider withdrawing any school place offered, or where a child has already started to attend the school may remove the child from the school roll. The matter will be fully discussed with the applicant and the application will be considered afresh, taking account of any new information.

### **The home address**

The Admissions Committee will take account of the home address when it is necessary to apply the oversubscription criteria. This will be the address at which the child concerned lives, at the time of application, for more than 2.5 school days per week, with a person who has legal responsibility for this child. The home address should be clearly stated on the application form. If this child will be moving to a new home and the applicant wishes the new address to be considered, one of the following documents may be submitted at the time of application.

- A legal 'exchange of contract' which confirms the purchase of the new property by the parent/carer;
- A copy of a formal tenancy agreement (minimum six-month term) signed and dated by the applicant and the Landlord for the property;
- Where the child will be living at an address other than the parental family home for more than 2.5 school days per week (for example; with an extended family member, or in emergency or other public accommodation), a formal letter, signed and dated by the person responsible for the address in question, explaining the residency arrangements for the child and stating how long these arrangements are expected to remain in place;
- For Children of UK service personnel with a confirmed posting to the area or Crown Servants returning from overseas, an official letter confirming a relocation date and Unit postal address or quartering area address.

### **Siblings**

For the purpose of applying the oversubscription criteria, a sibling is defined by the Admission Authority as a *'full, half, step or adoptive brother or sister, or another child living for more than 2.5 school days of every school week within the same family unit and at the same home address'*. The Published Admission Number/limit will be exceeded in order that multiple birth siblings of the same family (twin, triplet etc.) can all be offered places, where otherwise a place for only one might be available.

### **Calculating straight-line distances**

Where required, distances will be 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 & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system.

The GIS system used within this Local Authority is not able to calculate the staircase measurement in the case of multi-level dwellings. If the distance between two children's homes is exactly equal then the ranked order will be determined by the drawing of lots which will be independently supervised by a person with no connection to the School or Admission Authority.

### **In-Year Local Authority Fair Access Protocol**

Every Local Authority must publish and maintain an In-Year Fair Access Protocol (FAP) which sets out criteria designed to support vulnerable and needy children and to ensure that, where a child is without a school place, a suitable education setting is identified without undue delay. If the Admissions Committee refuses an admission application and it is clear from the application that the child concerned satisfies one or more of the Bath and North East Somerset (B&NES) FAP criteria, the Admissions Committee will refer this application to B&NES for appropriate intervention.

### **Reviewing these Admission Arrangements**

School Admission Arrangements must be subject to a public consultation conducted by the Admission Authority at least once every seven years, or sooner if there is a change proposed to policy or practice. The public consultation must take place for a minimum of six calendar weeks sometime between 1 October and the following 31 January in the year preceding intended implementation and parents of children aged 2-18 must be included. The Palladian Academy Trust will review these Admission Arrangements on an annual basis and, where no change is required, will republish the document on the Widcombe Infant School website before the statutory deadline of 28 February in the year preceding implementation (the 2022/2023 Admission Arrangements will be published by 28 February 2021 to apply from 1 September 2022). Objections to the policy or practice set out in these Admission Arrangements may be lodged with the Office of The Schools Adjudicator [www.gov.uk/government/organisations/office-of-the-schools-adjudicator](http://www.gov.uk/government/organisations/office-of-the-schools-adjudicator)

### **Useful Contact Details**

<b>Widcombe Infant School</b>	Widcombe Infant School, Archway Street, Bath BA2 4JG Telephone 01225 421998 School website: <a href="http://www.widcombeinfantschool.co.uk">www.widcombeinfantschool.co.uk</a> Email: <a href="mailto:widcombeinfants@widcombeinfants.bathnes.sch.uk">widcombeinfants@widcombeinfants.bathnes.sch.uk</a>  Headteacher: Alison Watts Chair of Governors: Trevor Dolby
<b>Bath and North East Somerset Local Authority (B&amp;NES)</b>	School Admissions and Transport Service Bath and North East Somerset Council, Lewis House, Manvers Street, Bath BA1 1JG Telephone: 01225 394312 Email: <a href="mailto:admissions_transport@bathnes.gov.uk">admissions_transport@bathnes.gov.uk</a>
<b>The Department for Education (DfE)</b>	The Department for Education Sanctuary Buildings, 20 Great Smith St, London SW1P 3BT Telephone 0370 000 2288 Website: <a href="http://www.education.gov.uk">www.education.gov.uk</a>