

# **Croscombe Church of England Primary School**

## **School Admission Arrangements for 2014/15**

### **Part 1 - General information**

#### **1.1 About our School**

The Governing Body is the Admissions Authority for Croscombe Church of England Primary School and is responsible for all admission decisions in connection with the school. 'Day to day' admission decisions are delegated to an Admissions Committee of at least three governors.

Croscombe is a primary school that takes children from 4 to 11 years of age. It is a small village school and is an integral part of the local community. Croscombe is an historical and friendly village nestling in a pleasant valley between Shepton Mallet and Wells and is easily reached from both towns and the surrounding area. Although situated on the main road, the school has easy access to a large playing field and an exciting forest school, set in Ham Woods, where children can experience supervised 'risky' play.

Croscombe is a Voluntary Aided Church of England School, with strong links to the local church and to the Diocese of Bath and Wells.

We are a caring, nurturing and inclusive school, whose aim is to help every child feel valued and respected for his / her individuality. Our small classes are organized so that groupings are flexible, which enables us to meet the individual needs of every child.

We are part of a thriving community learning partnership of 8 local schools, who work together to provide all children access to high quality learning experiences.

Our aim is to foster feelings of self worth, by encouraging our pupils to learn the skills that will enable them to lead happy and successful lives in the 21<sup>st</sup> century.

#### **1.2 Contact details**

Croscombe Church of England Primary School  
Long Street  
Croscombe  
Wells  
Somerset  
BA5 3QL

**Tel:** 01749 343114

**Fax:** 01749 344826

**School Office email:** [office@croscombe.somerset.sch.uk](mailto:office@croscombe.somerset.sch.uk)

**Headteacher:** Mrs Susan Budden

**School website:** [www.croscombeprimary.co.uk](http://www.croscombeprimary.co.uk)

**Somerset Local Authority website:** [www.somerset.gov.uk](http://www.somerset.gov.uk)

### **1.3 The Published Admission Number**

A Published Admission Number applies to the Reception year group and this indicates the maximum number of places normally available. However, in accordance with the School Admissions Code, the governors may increase this limit from time to time. Any change will be clearly notified on the school website and appended to these admission arrangements. The Published Admission Number is currently **12**.

The governors' Admissions Committee will consider all applications received for the Reception year group in accordance with these admission arrangements and places will be offered until the Published Admission Number is reached, at which point the governors will consider refusing all other applications.

A similar admission limit applies to all other year groups, although this may sometimes vary from the Published Admission Number set for the year of entry.

### **1.4 Relevant Documents: Please read this information before applying for a school place**

Important documents published by your Local Authority are relevant to some areas of school admissions procedure. Applicants are strongly advised to contact their home Local Authority or access the Local Authority website and ensure that they read and understand this information before proceeding with an application for a school place. Related documents of particular importance are:

- The Local Authority Coordinated Admissions Scheme (this applies to starting and transferring school for the first time)
- The Composite Prospectus (primary admissions guide for parents)
- The Local Authority Fair Access Protocol
- The Local Authority School Transport policy
- Free School Meal Entitlement

## **Part 2 - Over Subscription Criteria**

2.1 The School Admissions Code requires the governors to admit any children with a Statement of Special Educational Needs naming Croscombe Church of England Primary School, before the consideration of any other applications.

2.2 Where there are more applications than there are places available within the required year group, the governors will consider all applications received against the oversubscription criteria set out in section 2.3. 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. Where there are fewer applications than places available within the Published Admission Number or admission limit set for the required year group, places will normally be provided for every child.

### **2.3 Over Subscription Criteria**

1. Children in the care of a Local Authority at the time of application, or whose care has ceased because he/she has become adopted or the subject of a residence or special guardianship order
2. Children who, at the time of application, are entitled to receive free school meals. (this criterion supports the school Trust Deed)
3. Children with a sibling attending the school at the time of application and still on roll at the time of admission (see sections 6.6 Siblings and 6.13 Catchment map)
4. Children living within the designated school catchment area at the time of application (see section 6.13 Catchment map)
5. Children who themselves or their parent(s) are practicing members of the Church of England (see section 6.9 Supplementary Information Form)
6. Children who themselves or their parent(s) are practicing members of other Christian Churches: Methodist, Roman Catholic, Baptist, Salvation Army, United reformed and Seventh Day Adventist (see section 6.9 Supplementary Information Form)
7. Children living, at the time of admission, within an Ecclesiastical parish adjoining the designated school catchment area, who themselves, or their parent(s) belong to other faiths (see section 6.9 Supplementary Information Form and 6.13 Catchment map)
8. Children not satisfying a higher criterion

### **2.4 Tie Breaker:**

Where the Published Admission Number is reached part way through any criterion, places will be allocated in priority order up to the published admission number, to those children living nearest to the school by straight line measurement between the main gate of the school and the door of the child's permanent home (see section 6.8). Where two or more children are assessed as exactly equal and it cannot otherwise be determined which child has the higher priority for a school place or a position on a waiting list, the order of priority will be determined by the drawing of lots for these children. This will be undertaken on the school premises, by a person who is entirely independent of the Admissions Committee and the Chair of Governors or a nominated governor will observe this process.

### **Part 3 – Starting School in the Reception Year Group for the first time**

- 3.1 The following information should be read in conjunction with the 2014 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 upon request to that Local Authority
- 3.2 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 2014 must be submitted directly to the home Local Authority, to arrive no later than 23.59 hours on **15<sup>th</sup> January 2014**.
- 3.3 The home Local Authority will forward applications directly to the Local Authority in which area a preferred school is located. Where the application is for Croscombe Church of England Primary School, the school Governing Body will be notified and the governors Admissions Committee will meet and rank every application received according to the oversubscription criteria (see section 2.3). Applications received 'on time' by the published closing date will be processed and places allocated before any late applications are considered. A late application closing date is published in Local Authority Coordinated admissions Schemes.
- 3.4 The governors' allocation decisions will be notified to Somerset Local Authority in accordance with this authority's Coordinated Admissions Scheme timetable and the home Local Authority will then inform parents of individual decisions on **16th April 2014** by email or second class post.

#### **Part 4 - Admission to any year group during the 2014/15 academic year (in-year admission)**

- 4.1 Applications can be submitted at any time during the academic year, by completing the governors' in-year application form and returning this directly to the School Office. The application form is available to download from the school website, or a copy can be provided upon request to the school office. The governors will not consider any applications received during school holiday periods until school resumes.
- 4.2 The governors' Admissions Committee will meet within five school days of the receipt of an application form. Where the request is for the child's chronological age year group and there is a place available, the decision will normally be to admit the child concerned and applicants will be notified of this in writing.
- 4.3 In-year decision letters are sent out from the School Office within five school days of the Admission Committee decision being taken. Applicants will be expected to confirm their acceptance of any place offered within 21 school days (see section 6.12 Withdrawing an allocated place)
- 4.4 Where the governors have more than one application to consider at any one time for the same year group, they may need to apply the published oversubscription criteria in order to determine a priority for admission where insufficient places exist (see Part 2 – Oversubscription Criteria)
- 4.5 Where the requested chronological age year group is oversubscribed, the governors will carefully consider whether an additional child might still be admitted to the school without impacting on the available resources or affecting the delivery of education. Normally the decision will be to refuse admission if the year group is full and, where this is the case, parents will be notified in writing of the reasons for refusal and about how to appeal against the governors' decision (see Part 5 of these arrangements).
- 4.6 The governors Admissions committee may refer some in-year admission applications in accordance with the Somerset Local Authority Fair Access Protocol, where the information provided by an applicant on the school place application form indicates that the child concerned may require additional support or an alternative school provision. Applicants are advised to read the Local Authority Fair Access Protocol document before completing an in-year application form. This document can be downloaded and/or read on the Somerset Local Authority website.

## **Part 5 - Appeals Procedure**

- 5.1 Parents have the legal right to appeal against the governors' decision to refuse a place at Croscombe Church of England Primary School for a child in their care, providing a formal application for a school place has been submitted and a decision letter sent out on behalf of the Governing Body explaining the reasons for refusal. Full details explaining the appeal application process will be enclosed with this decision letter.
- 5.2 An appeal timetable will be published on the school website by 28<sup>th</sup> February every year. This sets out the timeframe for the various stages in the appeal process and includes statutory dates by which appeals must be heard. The governors do not organise appeal hearings during school holiday periods and any appeal applications received when the school is closed will not be administered until school resumes.
- 5.3 The school appeal application form must always be completed and submitted to the School Office within 21 school days of the date on the decision refusal letter. An appeal application form may be downloaded from the school website, obtained from the School Office.

## **Part 6 – Important Information**

### **6.1 Waiting Lists**

The governors operate waiting lists for every year group. Where a child is formally refused admission to any year group, parents may request that his/her child's name is placed on the appropriate waiting list. This is held in ranked order according to the oversubscription criteria. Waiting lists will be maintained until the end of the academic year. If a place becomes available within the Published Admission Number or other admission limit, this will be offered for the highest ranked child at that time.

### **6.2 Applications for children to enter a year group other than chronological age**

The governors will consider applications on a case by case basis for 'retained' or 'accelerated' entry in circumstances where parents would like their child to be admitted to a year group either side of the chronological age year group. Children must be of statutory school age when applications are made. The reasons for the request must be fully explained in writing and included with the school place application form. A child admitted under these circumstances will be subject to an annual review in order to determine whether the retention or acceleration should continue or the child return to their chronological age group.

### 6.3 **Deferred Entry**

Parents of children who have not yet reached the age of five may defer their child's entry to school. In these circumstances, parents can request that their child start school in the Reception year group at a later stage in the academic year. However, he/she must be in full time education by the start of the term following his/her fifth birthday. Deferred entry children will join school in the class appropriate to their chronological year group, for example a child whose birthday falls in the summer term (1 April to 31 August) of the reception year and is deferred for the full Reception academic year will start school in Year 1. Any flexible start arrangements operated for children joining the school in September will also apply for deferred entry children.

### 6.4 **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 or exceeded to ensure that multiple birth siblings can be allocated places at the same school (the sibling definition still applies).

### 6.5 **Children from Overseas**

Governors will not allocate a place to anyone moving into the country from abroad prior to their arrival in the county. Governors will require proof of residency – see 6.8 'home address'. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the local area

### 6.6 **Siblings**

For the purpose of school admission, the governors' definition of a sibling is "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 at the time of application and remaining so at the time of admission".

### 6.7 **Parent**

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

### 6.8 **Home Address**

For the purposes of school admission, the governors' definition of a child's home address is considered to be where the child resides for the majority of their time with the person(s) who legally have care of the child. Documentary evidence of house ownership or a minimum six-month rental agreement may be required, together with proof of the child's residence at the property concerned. Places will not be allocated on the basis of a future house move unless this can be confirmed through the exchange of contract or a signed formal lease agreement in place at the time of application. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. The

governors may withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.

**6.9 Supplementary Information Form (SIF)**

The Governors Supplementary Information Form must be submitted in connection with oversubscription criteria 5, 6, or 7. The governors define 'practicing' as 'attending the place of worship at least once per month for a minimum period of twelve months prior to application'. Applicants must complete the governors Supplementary Information Form and ensure that the vicar, priest, minister, pastor or warden of their Church/place of worship also completes the relevant sections. Completed supplementary Information Forms must be submitted in conjunction with a school place application form and should refer to this and be returned directly to the school office to arrive before the relevant published application closing date.

**6.10 Distance Measurements**

For the purpose of measuring home to school distance, all calculations will be based on a straight-line measurement between the main gate of the school and the front door of the child's home address (as defined in 6.8) using a Geographical Information System (GIS) method. In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

**6.11 Children with a Statement of Special Educational Needs**

Children with a Statement of Special Educational Needs are admitted to school in accordance with a separate process administered by the Local Authority (LA) in whose area the family lives. The governors must always admit a child whose Statement names Croscombe Church of England Primary School.

**6.12 Withdrawing an allocated place**

The governors will expect parents to confirm by post or email within 21 school days, their acceptance of any place offered at the school and the child must be attending school within five weeks of the date of the original offer letter. The governors reserve the right to withdraw the offer of a place if these conditions are not met and to reallocate the place to the highest ranked child on a waiting list, or to a new applicant where no waiting list exists. The governors may also withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.

**6.13 Catchment map**

The governors prioritise some school places on the basis of a designated school catchment area. A map indicating the catchment area boundary is available to view on the school website or a copy can be provided for viewing at the school office (see Section 1.2 Contact details)

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