



ST PHILIP'S CE VC  
PRIMARY  
SCHOOL

**School Admission Arrangements  
For The Academic Year  
2018/19**

Status:	Adopted
Date Adopted by the Full Governing Body on:	1 <sup>st</sup> February 2017

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 2006.

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 St Philip's CE VC Primary School
2. How the Admissions Authority administers admission applications
3. How to appeal against a decision to refuse admission

St Philips 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 at least three school governors.

These Admission Arrangements have been compiled in accordance with the requirements of the 2014 School Admissions Code and 2012 School Admission Appeals Code issued by the Department for Education and with the law relating to admissions.

### **Applications to start in the Reception Year in September 2018**

Applications to start in the Reception Year in September 2018 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 CAF before 15th January 2018. 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 2018. 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 (BaNES) Local Authority will forward all applications that indicate a preference for St Philip's 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 BaNES 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 2016.

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.

### **Admission to any other year group during the 2018/19 school year (in-year admission)**

Applications for a place during the school year, may be submitted at any time, but will not be administered more than six calendar weeks in advance of a place being required (except in particular circumstances applying for Crown Servant or Service family children). Applicants must complete the St Philip's Primary School In-year application form and return this directly to the school office. This is available to download from the school website, or a paper copy can be provided upon request.

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. If the Admissions Committee receives more than one application on the same day 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 within the PAN or admission limit applying at that time.

The non-statutory admission limit (applying to years 1 – 6) indicates the number of places available in these year groups at any given time. The Admissions Committee is permitted to alter admission limits from time to time in order to best reflect the level of resources available. If the Admissions Committee determines that the admission of a further child would impact on the efficient delivery of education or the efficient use of resources, the application will be refused.

Applicants will be sent a written decision by post within 10 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.

### **Published Admissions Number**

The Admission Authority has set a Published Admission Number of 40 for the Reception year.

The admission limit currently applying to other year groups is 40.

### **Special Educational Needs**

The Special Educational Needs Code requires the Admission Authority to admit any child with Education, Health and Care Plan (formerly a Statement of Educational Needs) which names St Philip's Primary School.

## **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 below 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.

### **Priority A - Looked after children**

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. 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 - Siblings**

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 two full years at the time of application. Members of staff are full time or part time, either teaching or 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 available from the school website.

- a) where the member of staff has been employed at 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.

### **Priority D - Children not satisfying a higher criterion (Proximity)**

#### **Home to school distance and tie breaker**

When applications within any of the above criteria exceed the number of places available with the Published Admission Number, priority will be given to applications for children who live nearest the school. Measurements will be determined using the Local Authority's Geographic Information System (GIS) and computerised mapping system, with those living closer to the school by straight line 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 supervised by a person independent of the School and Admission Authority.

## **Notes:**

### **1. Multiple birth applications (for example twins)**

The Published Admission Number will be exceeded to admit multiple birth children where otherwise one or more of these children would be refused admission.

### **2. Home Address & Families moving into the area**

For admission purposes, the Admission Authority will consider the home address to be the address at which the child concerned is living at the time of application, with his/her parent(s) for more than 2.5 school days per week. This address should be clearly stated on the application form.

Where the child will be moving to a new home address and the parent wishes this to be taken into account, one of the following documents (this will vary according to the circumstances of the case) must be made available at the time of application.

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

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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 administer applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group other than 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 2018, may lawfully 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 Admission Authority 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's intake in 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. 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. Names on waiting lists are entered, and maintained, in ranked order according to the child's compliance with the oversubscription criteria. Each time a name is added, the waiting list will be re-ranked. If a place becomes available in the required year, this will be offered for the child ranked highest on the waiting list at that time. A child's name will be removed from the waiting list if a place is offered and accepted or offered and declined, or the parent requests in writing, that the school removes his/her child's name.

## **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 Admission Authority will review these Admission Arrangements on an annual basis and where changes are proposed to policy or practice will conduct a public consultation in line with statutory requirement.

Any concern relating to the statutory compliance of these admission arrangements or the fairness and equality of local policy/practice should initially be raised with the School Office. If the issue cannot be resolved locally, a complaint may be raised with the Office of the Schools Adjudicator.