

# St Aldhelm's VA Church Primary School



*Learning together for Life in all its fullness - John 10:10*

## School Admission Arrangements – 2023/24

### Introduction

These Admission Arrangements comply with the requirements of the 2014 School Admissions Code and the 2012 School Admission Appeals Code issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998 and are reviewed and published annually by the Governing Body (the Admissions Authority). Should the governors propose to alter any aspect of policy or practice, a public consultation will be conducted in accordance with the statutory requirements set out in the School Admissions Code.

In the interests of clarity, this document is set out under the following headings:

- 1.0 - General Information
- 2.0 - Starting School in September **2023** - The 'normal' admissions round
- 3.0 - Changing School - The 'In-Year' application process
- 4.0 - The Oversubscription Criteria
- 5.0 - Lodging an Appeal
- 6.0 - Key Contact Details

- Appendix A: Glossary and Definitions
- Appendix B: In-Year Application Form
- Appendix C: Supplementary Information Form
- Appendix D: Parish Map

If you would like to discuss your particular circumstances or require further help with any aspect of the school admissions process, please contact the School Office - telephone: 01749 880376  
It is recommended that you also visit the school website which provides a lot of useful information about the school community and curriculum which will be helpful when choosing a school  
[www.staldhelms.co.uk](http://www.staldhelms.co.uk)

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.

<b>1.0</b>	<b>General information</b>
1.1	The School
	St Aldhelm's Voluntary Aided (VA) Church Primary School strives to serve its community and to offer a high quality education underpinned by a distinctively Christian ethos. The governors prioritise admission for children living within the parishes of Doultling and Cranmore and siblings, before offering places more widely.

1.2	Who can apply for a school place?
	A parent, registered carer, or another person(s) who has an assigned responsibility for the child concerned (referred to throughout this document as ‘the parent’) may submit a school admission application on behalf of that child for any United Kingdom (UK) state funded school.
1.3	The child
	The child must, at the time of application, be a UK citizen, or have European Economic Area Citizenship, or hold an appropriate Home Office Visa entitling him/her to reside in the UK.
1.4	The home address
	<p>For admission purposes, the Governing Body will consider the home address to be: The address at which the child concerned is living, at the time of application, for more than 2.5 school days per week, with the person(s) who has legal responsibility for this child. This address should be clearly stated on the application form.</p> <p>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, depending on the circumstances of the case, must be made available <u>at the time of application</u>.</p> <ul style="list-style-type: none"> <li>• A legal ‘exchange of contract’ which confirms the purchase of the property</li> <li>• A copy of a formal tenancy agreement (minimum six-month term) signed and dated by the applicant and the Landlord for the property</li> <li>• 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 written letter, signed and dated by the person responsible for the address in question. This must explain the living/care arrangements for the child and state how long these arrangements are expected to remain in place.</li> <li>• 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</li> </ul>
1.5	Siblings
	<p>The oversubscription criteria set out in section 4.2 of these admission arrangements includes an admissions priority for children living within the parishes of Doultling and Cranmore with a sibling attending the school at the time of application who will still be on roll at the time of admission.</p> <p>If a parent wishes a sibling connection to be taken into account, the sibling’s details must be provided on the admission application form and he/she must qualify as a full, half or adoptive brother or sister, or a child living for more than 2.5 school days per week (the majority of his/her school time) within the same family unit and at the same home address.</p> <p>The Published Admission Number or admission limit will be exceeded, where necessary, in order that multiple birth siblings of the same family (twin, triplet etc.) can all be offered places, where otherwise one or more of these children would be refused.</p>
1.6	Waiting lists
	When an admission application is refused, because the year applied for is full, the child’s name will be entered onto a waiting list for that year group, which will be maintained until the end of the school year and then shut down. Names on waiting lists are held strictly in ranked order according to the child’s compliance with the oversubscription criteria. Each time a name

	is added, the waiting list concerned will be re-ranked. If a place becomes available in the appropriate 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 declined, or the parent requests the school, in writing, to remove his/her child's name.
1.7	Misleading or false information
	Should the admission authority become aware that a place was secured for a child at the school on the basis of misleading or false information, it will consider withdrawing the offer, or where a child has already started to attend the school, may remove the child from the school roll. The circumstances of the case will be fully discussed with the parent and if the decision is taken to withdraw the offer of a place, the application will be considered afresh, taking account of any new information.

<b>2.0</b>	<b>Starting School in Reception in September 2023 ('normal' Admissions round application)</b>
2.1	The Published Admission Number (PAN)
	The PAN for Foundation (reception) is 30. This is the number of places that can be provided according to the resources available and the need to maintain the size of infant classes within the requirements of Infant Class Size legislation (30 children per teacher unless a child qualifies as a permitted exception in accordance with section 2.15 of the 2014 School Admissions Code). If 30 or fewer reception applications are received for September 2023, every applicant will be offered a place for their child, without condition. If more than 30 applications are received, the Admissions Authority will apply the oversubscription criteria in order to rank all the applications and identify a priority for the offer of places up to the PAN.
2.2	Submitting an 'on time' application
	For a child to start school in reception in September 2023, the parent must complete the Common Application Form (CAF) available from the <u>home</u> local authority (the authority in whose area the child resides). In order for the application to be considered 'on time' the CAF must be submitted to the home local authority by 23:59 hours on <b>15 January 2023</b> . The CAF may be completed and submitted using the home local authority's 'on line' procedure, or as a paper form. Full details about the application process and information about the schools in the local authority area are set out in the 'Composite Prospectus' (Starting School Guide for Parents), which each local authority must make available on 12th September annually.  For families living in Somerset, the home local authority is Somerset County Council <a href="http://www.somerset.gov.uk/admissions">www.somerset.gov.uk/admissions</a>
2.3	Late applications
	Local authorities will coordinate 'normal' admission round reception applications until 31 August 2023. If an application form is submitted to the home local authority after the application deadline of <u>15th January 2023</u> , 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 preferred school(s).
2.4	Notifying the application decision
	Parents will receive an admission decision in writing from the <u>home</u> local authority on or about 16 April 2023, according to the procedure set out in this local authority's Composite Prospectus.
2.5	Education Health and Care Plan (EHCP)
	A place will be provided for any child who has an EHCP (formerly a Statement of Special Educational Needs) agreed or in place at the time of application, which names St Aldhelm's VA Church Primary School as the education provider. This place will be allocated within the Published Admission Number (PAN) before the consideration of any other applications, or above the PAN if places have already been offered at that time.

2.6	Starting school on a full or part time basis
	A parent may apply, for his/her child to start school for the first time in the September following the fourth birthday. Where a place is offered, the parent may choose for the child to start full time from day one, or to attend on a part time basis until compulsory school age is reached, which will be during the term following the child's fifth birthday.
2.7	Deferred entry to school
	A parent may choose to defer his/her child's entry to a point later in the school year providing the child has not yet reached compulsory school age. Attending school on a full time basis cannot be deferred beyond the start of the last term in the school year. The school operates on the basis of a six-term year.
2.8	Delaying entry to school for a summer born child (born 1 April – 31 August)
	<p>A parent of a 'summer born' child who can start school in September 2023, may choose to delay his/her entry to school until September 2024 if the parent considers this arrangement to be in the best educational interests of the child concerned. In these circumstances, the parent may then apply for a reception place in September 2024 rather than year 1.</p> <p>Please note: <u>Delaying entry to the following year does not guarantee admission</u>. While the parent of a summer born child has a statutory right to delay his/her child's entry to school, it is for the Admission Authority to decide for which year group the application may be submitted. The following process will apply:</p> <ol style="list-style-type: none"> <li>1. The parent will first submit an application to the home local authority during the 2023 'normal' admissions round, making it clear on the application form that he/she wishes to delay the child's entry until September 2024. If the intention is for the child to start with the 2024 <u>reception</u> cohort, this must also be clearly stated on the form. The Admission Authority will then consider the application within the statutory timeframe and decide whether to support a new application in 2024 for the reception year, or to require an InYear application for Year 1. The decision will be communicated in writing, at which point, the parent must decide whether to continue to delay his/her child's entry to school, or to require the 2023 admission application to be processed. If he/she decides to delay entry, the September 2023 admission application form will be removed from the process and the application will not be considered any further.</li> <li>2. The parent must then make an entirely new application as part of the <u>2024 'normal' admissions round</u> in accordance with the application process described in the home local authority 2024 Composite Prospectus. This will be made available by the local authority on 12th September 2023. The parent should also take account of the 2024/25 Admission Arrangements applying for the preferred school.</li> <li>3. If the school is undersubscribed with reception applications for September 2024, the applicant will receive the offer of a place for his/her child, without condition, on or around 16th April 2024. If the school is oversubscribed with applications for September 2024, the published oversubscription criteria will be applied in order to rank all the applications received on time (including delayed entry applications) and identify a <u>priority for the offer of available reception places. Whether a place can be offered will depend on the outcome of the 2024 application ranking exercise.</u></li> <li>4. If the September 2024 reception application is refused, the right of appeal will apply.</li> </ol> <p>If a parent delays a child's entry until 2024 and decides that the child should join year 1 rather than reception, he/she will need to make an in-year application within six school weeks of the place being required.</p>

<b>3.0</b>	<b>Changing school – The ‘in-year’ application process</b>
3.1	The Admission Limit
	For every year group other than the year of entry (years 1-6), the Admission Authority will agree a ‘non-statutory’ admission limit as a guideline to the number of places available. Admission limits will be set in order to ensure the efficient delivery of education and the efficient use of resources, which will take account of the need to maintain infant class sizes within the statutory class size limit, available accommodation, the school budget, the needs of the children and the resources required to support the children. Therefore, admission limits may be varied from time to time and so the number of places available may vary.
3.2	Submitting an in-year application
	If a parent wishes to apply for a child to join the school during the 2023/24 school year, the In-Year Application Form (appendix B) must be completed and submitted directly to the school. This is available to download from the school website or a paper copy can be provided by the School Office. The In-Year Application Form may be submitted at any time but will only be administered during school term time and within six school weeks of the place being required, unless the application is for a child from a Service family or the parent is a Crown Servant returning from overseas. In these circumstances, an application will be considered further in advance providing an official letter is provided with the application, which confirms a relocation date and unit postal address or quartering area address.
3.3	Applying for a year group other than the child’s relative (chronological) age
	In-Year applications will usually be submitted for the year group associated with the child’s relative age, although a parent may apply for an alternative year if he/she considers this would be in the best educational interests of the child concerned. In these circumstances, the application must be accompanied with as much information as possible to support the case for ‘retaining’ or ‘accelerating’ the child. It is for the Admission Authority to decide whether to support such a request, which will be considered according to the information provided, the circumstances of the case and what is deemed to be in the best educational interests of the child. If an application for a retained or accelerated placement is to be refused, the Admission Authority will consider whether a place can be offered in the relative (chronological) age year group. The parent has the right to appeal the decision where a place cannot be offered in the relative age year group. Retained and accelerated places secured through the In-Year admissions process will be reviewed annually.
3.4	The decision
	On receipt of a signed and dated In-Year Application Form, the Admission Authority will evaluate whether a place can be made available without prejudicing ‘the efficient delivery of education or the efficient use of resources’ and/or breaching the Government statutory Infant Class Size Limit. The decision will be notified to the applicant in writing within ten school days of receipt of the In-Year Application Form.
3.5	Accepting the offer of a place
	Where a place is offered, the applicant will be asked to confirm acceptance in writing (by letter or email) within ten school days of receipt of the offer letter, following which the place will remain available for the remainder of six school weeks from the date of this letter. If the child concerned is not attending school within this time frame, the Admission Authority will write to the applicant with a view to withdrawing the offer.
3.6	Applying the Fair Access Protocol
	Where it is not possible to offer a place and the child is not on the roll of a school at the time of application, the Admission Authority will assess the application against the criteria set out in the Somerset County Council Fair Access Protocol (FAP), which is published on the local authority’s website. If the child concerned satisfies any of the FAP criteria, the In-Year application will be referred to the local authority, which may then decide to engage with the family in order to identify a suitable educational placement without undue delay.

3.7	Children issued with an Education Health and Care plan (EHCP)
	If a child is the subject of an EHCP (formerly a Statement of Special Educational Needs) which names a particular school, his/her parents should consult the local authority that issued the EHCP before applying for the child to change school.

4.0	<b>The Oversubscription Criteria</b>
4.1	Oversubscription
	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 against the oversubscription criteria set out in section 4.2 in order to rank these applications and identify a priority for the offer of any available places. The oversubscription criteria will also be applied in order to rank children's names on a waiting list.
4.2	The Oversubscription Criteria
	<ol style="list-style-type: none"> <li>1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted, 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)</li> <li>2. Children living within the parishes of Doultling and Cranmore, or with a confirmed move to an address within these parishes who have a sibling attending the school, at the time of application, who will still be on roll at the time of admission and lives at the same home address</li> <li>3. Children living within the parishes of Doultling and Cranmore or with a confirmed move to an address within these parishes who, at the time of application, are eligible to receive a Pupil Premium or Service Premium</li> <li>4. Children living within the parishes of Doultling and Cranmore</li> <li>5. Children of staff employed on a permanent contract, who have worked at the school for at least two years prior to submitting the admission application</li> <li>6. Children who themselves, or whose parent, attends a service of worship at St Aldhelm's Church, Doultling or St Bartholomew's Church, Cranmore at least once per month and have done so for the twelve months prior to submitting the admission application. <i>'In the event that during the period specified for attendance at worship the church, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship'.</i></li> <li>7. Children living outside the parishes of Doultling and Cranmore with a sibling attending the school at the time of application, who will still be on roll at the time of admission and lives at the same home address</li> <li>8. Children not satisfying a higher criterion</li> </ol> <p><b>Notes:</b></p>

	<ul style="list-style-type: none"> <li>Refer to section 1.4 of these Admission Arrangements for the definition of 'home address'</li> <li>Refer to section 1.5 of these Admission Arrangements for the definition of 'sibling'</li> <li>The Supplementary Information Form <b>must be completed and submitted in conjunction with the school place application</b>, where the applicant wishes the child to be considered against criterion 3 or 6 in the event of oversubscription (refer to section 4.5 of these admission arrangements)</li> <li>A map indicating the parishes of Doultling and Cranmore is available on the school website (Appendix D). A copy is also kept at the school and is available to view by appointment.</li> </ul>
4.3	<b>Prioritising applications by distance measurement</b>
	<p>In the event of oversubscription, it will be necessary for the Admission Authority to rank all applications against the published oversubscription criteria. The admission number/limit may be reached part way through a particular criterion in which case, the ranked order for applications satisfying this 'cut off' criterion and any lower placed applications will be determined according to the straight line distance between each child's home and the school. This will identify a priority for the offer of available places.</p> <p>Distances will be calculated electronically using digital mapping software and Ordnance Survey 'National Address Base' coordinates for St Aldhelm's VA Church Primary School and the child's home address. Measurement will be to a minimum of three decimal places accuracy. In the case of a multi-dwelling building, such as a block of flats, the same distance will apply for all occupants.</p>
4.4	<b>Applying a tie-breaker</b>
	Where two or more distances are exactly the same and it proves necessary to rank the relevant applications, a priority for admission will be determined by the drawing of lots. This exercise will take place at the school and be supervised by a person entirely independent of the Admission Authority and the school.
4.5	<b>Supplementary Information Form (SIF)</b>
	A Supplementary Information Form (SIF) is provided on the school website (appendix C). This is used to collect information required in order to evidence that a child qualifies against oversubscription criterion 3 or 6. The SIF <u>must</u> be completed and submitted in accordance with the instructions set out in Part 3 of the SIF, if the parent wishes qualifying information to be taken into account, should it prove necessary for the oversubscription to be applied in order to prioritise applications. In some cases, a member of the Admission Authority, or an appointed agent, may need to contact the parent to discuss the information submitted on the SIF.
<b>5.0</b>	<b>Lodging an appeal</b>
5.1	<b>The legal right to an appeal hearing</b>
	The administration of school admission appeals is subject to statutory procedure set out in the 2012 School Admission Appeals Code issued by the Department for Education. A parent whose child is refused admission to the school is legally entitled to lodge an appeal against this decision. The refusal letter issued by the Admission Authority will explain how to complete this process. The appeal form is available to download from the school website, or can be requested from the School Office
5.2	<b>The basis on which an admission application may be refused</b>
	The Admission authority can refuse to admit a child where a further admission would ' <i>prejudice the efficient delivery of education or the efficient use of resources</i> ' or where the admission would breach the Governments Statutory Infant Class Size (ICS) Limit, resulting in

	an infant teaching group of more than 30 children to one qualified teacher for part or all of the school day. In the case of an ICS refusal, specific conditions set out in section 4 of the 2012 School Admission Appeals Code are 'tested' at the appeal hearing by an independent appeal panel. The range of circumstances whereby an appeal panel might find in favour of an appellant are limited to the appeal panel's review of these conditions and the reasonableness of the decision.
5.3	<b>The appeal timetable</b>
	The Appeals Timetable is published on the school website by 28 February each year. This sets out the statutory time frame within which an appeal must be heard as well as the administrative timeframe within which the Admission Authority undertakes to process any appeal lodged with the school.
5.4	<b>Complaints about the administration of the appeals process</b>
	The decision of an independent appeal panel is binding on all parties. However, where there is concern that the appeal <u>process</u> has not been properly administered in accordance with the 2012 School Admission Appeals Code, a complaint may be raised with the school Governing Body. Where no local resolution is reached the parent may escalate the matter to the Local Government Ombudsman.

<b>6.0</b>	<b>Key contact details</b>	
<b>The School</b>	<p>St Aldhelm's Voluntary Aided (VA) Church Primary School Chelynych Park Doulting Shepton Mallet Somerset BA4 4PL</p> <p>Telephone: 01749 880376 School website: <a href="http://www.staldhelms.co.uk">www.staldhelms.co.uk</a> School Office: Email: <a href="mailto:staldhelmsoffice@educ.somerset.gov.uk">staldhelmsoffice@educ.somerset.gov.uk</a></p> <p>Headteacher: Mrs P Cohen</p>	
<b>For families resident in Somerset, the 'home' local authority is Somerset County Council</b>	<p>Admissions and Entitlements Team County Hall, Taunton, Somerset TA1 4DY</p> <p>Email: <a href="mailto:schooladmissions@somerset.gov.uk">schooladmissions@somerset.gov.uk</a> Telephone: 0300 123 2224</p> <p>Opening Hours: Monday 8am to 6pm, Tuesday to Friday: 8:30am to 5:30pm, Saturday and Sunday closed.</p>	
<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>	<p>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></p>	

<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>
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