

# Churchfield Church School

## 2017/18 Admission Arrangements

September 2017 - Starting School in Reception 'normal round' Admissions  
2017/18 In-Year Admissions

### Part 1

#### 1.1 Introduction

These Admission Arrangements reflect the statutory requirements of the 2012 Department for Education School Admissions Code and the School Admissions Appeals Code [www.education.gov.uk](http://www.education.gov.uk). The documents were compiled by the school governors in conjunction with the Bath and Wells Multi Academy Trust and published on the school website following a 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 and concisely:

- How to apply for a place at Churchfield Church School
- How the Admissions Authority administers admission applications
- How to appeal against a decision to refuse admission

Please contact the school office if you would like to discuss these admission arrangements or your particular circumstances in more detail:

**Churchfield Church School**  
**Burnham Road**  
**Highbridge**  
**Somerset**  
**TA9 3JF**

**Telephone: 01278 782743/01278 794458**

**Email: [office@churchfieldbwmat.org](mailto:office@churchfieldbwmat.org)**

**Website: [www.churchfield.somerset.sch.uk](http://www.churchfield.somerset.sch.uk)**

**Interim Headteacher: Mrs Jenny Venning**

**Chair of Governors: Mr David Amos**

#### 1.2 About our School

Churchfield Church School is a large, vibrant Church School which is an Academy in the Multi Academy Trust run by the Diocese of Bath and Wells. We are here to serve the community of Highbridge and Burnham-on-Sea. We have been in existence since September 2010, after the amalgamation of the old

infant school and junior school. In September 2012 we moved into our outstanding, brand new state of the art building which provides an exceptional environment for children to learn and play. We are a two form intake with 16 classes.

### **1.3 The Admissions Authority**

The Bath and Wells Multi Academy Trust is the Admissions Authority for the school and as such is responsible for all admission decisions in connection with the school. The 'day to day' management of admissions is delegated to the school Governing Body, Headteacher and the school office.

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

Important information published by local authorities apply to some areas of school admissions procedure. If you are considering submitting an application for your child to start or transfer school, you are advised to refer to your local authority's website. Documents of particular importance include:

- The Local Authority Coordinated Admissions Scheme
- The Composite Prospectus (this will include detailed information about how to apply for a child to start school for the very first time in the Reception year group)
- The Local Authority School Transport policy
- The Local Authority Fair Access Protocol (this document applies only for applications made in connection with a place required during the academic year)

### **1.5 The Published Admission Number (PAN) and Admission limits**

A statutory Published Admission Number applies for the Reception year group, which indicates the minimum number of places that will be offered if sufficient applications are received. The governors' Admissions Committee will consider all applications for Reception 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 whether the resources available at the time will enable further places to be provided. If not, the decision will be to refuse all applications that would lead to admission of a pupil above the PAN.

The Published Admission Number for Foundation (Reception) is set at 60.

A non-statutory admission limit applies for all other year groups. This may be adjusted from time to time according to the level of resource available at the school and the preferred year group/class organisation.

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

- 2.1 Where there are more applications than there are places available within the requested year group, the Admissions Committee will apply the following oversubscription criteria in order to rank every application received. This will identify a priority for admission within the admission number or limit set at that time.
- 2.2 Before applying the oversubscription criteria, a place must be allocated for any child with a Statement of Special Educational Needs or an Education Health & Care Plan that states Churchfield Church School as the school the child must attend.
- 2.3 **The Over Subscription Criteria** (refer to Part 6 of this document for definitions)
1. 'Looked after children' or children who were previously looked after but immediately after being looked after became subject to a child arrangements order or special guardianship order. A looked after child is a child who 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. The definition in Section 22(1) of the Children Act 1989 applies.
  2. Children of school staff employed on a permanent full time basis at the school for a consecutive period of two or more years at the time of application, or where there is demonstrable skills shortage confirmed.
  3. Children whose older sibling lives at the same address and is attending the school at the time of application and still on roll at the time of admission
  4. Children who themselves or whose parents attend a service of Christian worship at a registered Church at least once per month and have attended consecutively for the previous twelve months prior to application.  
A Church is defined as one of the Christian churches recognised by Somerset Churches Together.
  5. Other children, living nearest to the school, measured by straight line distance between the main entrance to the school and the front door of the home address at which the child lives for the majority of his/her time
- 2.4 **Distance measurement and applying a Tie Breaker:**  
Distances between home and school will be measured using a Geographic Information System method, employing the use of OS electronic mapping software. Places will be offered for those children living nearest to the school until all available places have been allocated.

Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two or more children's homes

and the school are exactly the same. This process will involve the drawing of lots, which will be supervised by a person independent of the Admissions Authority.

### **Part 3 – Starting School in Reception in September 2017**

- 3.1 The procedure for applying to start school for the first time in Reception must be coordinated by the home local authority (the local authority responsible for the area in which the child subject to the application lives). Before applying for a school place, applicants should refer to the 2017 Coordinated Admissions Scheme published by the home Local Authority and other information set out in section 1.4
- 3.2 The application form (referred to as ‘the common application form’) is available from the home local authority which must be completed and returned to this authority, to arrive no later than 23.59 hours on 15<sup>th</sup> January 2017.
- 3.3 Parents may apply for their child to start school, for the first time in the September following his/her fourth birthday, either full time, or on a part time basis if preferred. However, a child becomes of compulsory school age when he/she reaches the age of five and, where registered at a school, must be attending on a full time basis in the term following his/her fifth birthday.
- 3.4 Parents may choose to formally defer entry for their child until later in the year if he/she has not yet reached age five, or in the case of children born between 1st April and 31st August (summer born), parents may choose to defer their child's entry to school for the entire year and start school in the following September. In these circumstances, the child would be admitted to Year 1, although parents may choose to submit a new application requesting that he/she is admitted to the Reception year group where they consider this would be in their child's best interests. This must clearly set out the reasons for the request, which the governors will consider when making their decision. The governors will only support a request in those circumstances where a place is legally available and it is clearly in the educational interests of the child concerned.
- 3.5 The home Local Authority will forward details of applications submitted for Somerset schools to Somerset County Council. The Admissions Committee at Churchfield Church School will consider all application forms that indicate a preference for the school and where necessary to do so, the committee will apply the oversubscription criteria in order to determine a priority for admission. Applications submitted before the 15<sup>th</sup> January 2017 deadline will be administered and available places provisionally allocated, before the consideration of any later application.

- 3.6 The governors will notify Somerset Local Authority of their provisional application decisions in accordance with the timetable set out in this authority's published Coordinated Admissions Scheme. Final decisions will be notified to applicants by letter post or email, to be sent out on 16<sup>th</sup> April 2017 by the home Local Authority.

#### **Part 4 - Admission to any year group during the 2017/18 academic year (in-year admission)**

- 4.1 Applications for a place during the academic 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 - see section 6.4. Applicants must complete the governors In-Year application form and return this directly to the school office. This is available to download from the school website, or a copy can be provided upon request.
- 4.2 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 governors receive 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 (see Part 2 – Oversubscription Criteria).
- 4.3 The non-statutory admission limits (applying to years 1 – 6) indicate the number of places available in a particular year group at a particular time. The governors are permitted to adjust these limits whenever deemed necessary in order to reflect the level of resource available to support the year group concerned. 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.
- 4.4 Applicants will receive a written decision by first class letter post within 10 school days of receipt of the In-Year application form or receipt of any supplementary information where this is subsequently submitted to support an application and 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 Admission Authority's decision (see Part 5 of these arrangements).
- 4.5 Any offer of a place during the academic year, will remain open for six calendar weeks from the date of the decision letter. If the child concerned is not on roll and attending before this deadline, the Admissions Committee will consider withdrawing the offer of a place.

- 4.6 The Governing Body supports fair access to school for all children. Therefore, subject to the information provided on the application form and the circumstances at the school, the Admissions Committee may decide to refer an application that has been refused to Somerset Local Authority where one or more of the criteria set out in this authority's Fair Access Protocol is satisfied. A referral would be made where a child is deemed to require a higher level of support than can reasonably be provided at the school. The Fair Access Protocol enables the local authority to engage directly with a family and so help identify a suitable educational placement as soon as possible. Applicants are advised to refer to the Local Authority Fair Access Protocol before submitting an in-year application form.

## **Part 5 - Appeals Procedure**

- 5.1 Whenever an application for a school place is refused, the legal right to appeal against the decision will be offered to the applicant.
- 5.2 An appeal timetable is published annually on the school website by 28<sup>th</sup> February. This sets out the timeframe for the various stages in the appeal process and includes statutory dates by which appeals must be heard. Appeal forms relating to starting school for the first time in Reception at the beginning of September, must be submitted in line with the instructions set out in the home Local Authority Coordinated Admissions Scheme.

An appeal form relating to an in-year application decision may be submitted directly to the school office at any time following the issue of the decision letter.

- 5.3 The governors Appeal Form is available to download from the school website or can be collected or sent out from the School Office. This form must be used for all appeals in connection with decisions issued by the Governing Body on behalf of the Bath and Wells Multi Academy Trust.
- 5.4 The Admissions Committee does not administer appeal hearings during school holidays. Appeal forms received when the school is closed will not be processed until the school resumes.

## **Part 6 – Important Information**

### **6.1 Waiting Lists**

In accordance with statutory requirement the governors will maintain a waiting list for the Reception year group until the end of the Autumn school term each year (the last school day of December) This will hold the names of all children refused admission to this year group, ranked according to the published

oversubscription criteria. Each child added to the waiting list will require the waiting list to be re-ranked. Waiting lists are not held for any other year group. Waiting lists shut down and names are removed at the end of each academic year.

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

Parents may request a place for their child in a year group other than his/her chronological age year group. The Admissions Committee will consider requests on a 'case by case' basis according to the information submitted. This should clearly demonstrate the particular needs of the child. For example that; he/she requires some specific additional support while at school or conversely that there are overwhelming reasons for a gifted and talented child to be taught above his/her age range. If a place cannot be made available in the preferred year group, but can be provided in the chronological age year group, there will be no right of appeal against the Admission Authority's decision. If the request is refused and an alternative place cannot be made available in the chronological age year group, then the applicant will have the legal right to appeal against the decision to refuse.

Placements secured in year groups other than chronological age will be reviewed on a termly basis and, where appropriate, a decision taken in conjunction with the child's parents, teaching staff and other professionals as to whether the arrangement should continue or the child be returned to his/her chronological age year group.

## **6.3 Multiple birth applications (for example twins)**

In the case of multiple birth applications, the Published Admission Number or admission limit will be exceeded, or sometimes increased, to ensure that multiple birth siblings can be allocated places at the same school (the sibling definition set out in section 6.5 applies).

## **6.4 Children from Overseas**

The Governors will process admission applications for children living within the European Economic Area (EEA) or from United Kingdom (UK) citizens living abroad. All other applicants from overseas must hold an appropriate Home Office Visa at the time of application. All overseas applications will be considered according to the child's home address at the time of submission unless proof of the child's future UK address is provided with the application (see 6.7 Home Address). The only exceptions are children of UK Service personnel and other Crown Servants (including Diplomats) returning to the UK with a confirmed posting within the area.

## **6.5 Siblings**

A sibling is defined as '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'.

## **6.6 Parent**

The governors have adopted the definition of a 'parent' as specified in education law. This 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 at the time of admission. 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.

## **6.7 Home Address**

A child's home address is considered to be where the child spends the majority of his/her 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 actual permanent 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 the signing of a formal lease agreement in place at the time of application and no more than six weeks ahead of the place being required. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place.

## **6.8 Distance Measurements**

For the purpose of measuring home to school distance, all calculations will be based on a straight-line measurement between the main school entrance and the front door of the home address at which the child lives for the majority of his/her time, using a Geographical Information System (GIS) method. In the case of multi-level dwellings such as a block of flats, a distance will be calculated between the main school entrance and the main entrance to the building and this distance will apply equally for all households within the building.

## **6.9 Children with a Statement of Special Educational Needs or an Education Health & Care Plan**

A child with a Statement of Special Educational Needs or an Education Health Plan setting out a specific educational placement is admitted to school in accordance with a separate process administered by the Local Authority (LA) in whose area the family lives. The Admissions Authority must always admit a child whose Health Plan names Churchfield Church School.

## **6.10 Withdrawing an allocated place**

The Admissions Committee will consider withdrawing a place that has been formally offered for a child if he/she is not on roll and attending the school within six calendar weeks of the date of the offer letter. The governors may also withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent and where this address was a factor in reaching the admission decision. No place will be withdrawn without written communication with the original applicant and the opportunity provided to explain the family circumstances.

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