



# **Kingshill Church School**

## **2017/18 School Admission Arrangements**

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

#### **1.1 Introduction**

These Admission Arrangements reflect the statutory requirements of the Department for Education 2014 School Admissions Code and the 2012 School Admissions Appeals Code and were compiled by the Governing Body and published on the school website in April 2015 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:

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

If you would like to discuss these admission arrangements in more detail with the headteacher or governors, then please contact the school office.

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#### **1.2 About our School**

Kingshill is a smaller-than-average sized primary school set in a rural area with beautiful surrounding countryside. We have five classes of mixed ages. The school is known for its strong Christian ethos and nurturing environment and, this is a strength on which we continue to build. There is a Children's Centre on site, and both a Pupil Referral Unit and an excellent pre-school immediately adjacent to the building. The size of the premises and opportunities for the external environment are excellent. The school has strong links with the pre-school.

#### **1.3 The Admissions Authority**

On 1<sup>st</sup> April 2013, the school became an academy as part of a Diocesan Multi Academy Trust. The Academy Directors constitute the Admissions Authority for the school while ‘day to day’ administration of admissions is managed by the Headteacher Jan Thomson and the school office.

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

Important documents published by your Local Authority will be relevant to some areas of school admissions procedure. Prospective applicants are strongly advised to contact their home Local Authority (the area in which the child lives) or access this Local Authority website and ensure that they read and understand any relevant information before proceeding with an application for a school place. Documents of particular importance include:

- The Local Authority Coordinated Admissions Scheme
- The Composite Prospectus ‘Primary Admissions Guide for Parents’ (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
- Free School Meal Entitlement
- The Local Authority Fair Access Protocol (this document applies only for applications made in connection with a place required during the academic year)

North Somerset website: [www.n-somerset.gov.uk/admissions](http://www.n-somerset.gov.uk/admissions)

#### 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 additional places to be made available. 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 **30**

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 for every application received. This will rank applications and identify a priority for admission within the published Admission Number or admission limit applying at that time. Applications will be refused where a place within these limits cannot be provided.
- 2.2 Before applying the oversubscription criteria, a place must be allocated for any child with an Education Health and Care Plan or Statement of Special Educational Needs that states Kingshill 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. 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. For admission purposes, 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).
  2. Children who have a sibling attending Kingshill Church School at the time of application and who will still be attending the school at the time of admission
  3. Children who are eligible for the early years pupil premium, the pupil premium or service premium at the time of application (in accordance with section 1.39A of the School Admissions Code).
  4. Children not satisfying a higher criterion

2.4 **Applying a distance Measurement and Tie Breaker**

Where the Published Admission Number is reached part way through any criterion, a straight-line measurement between home and the school will be calculated for every child satisfying that criterion. The distance will be measured using a Geographic Information System method, to calculate on an electronic map, the distance ‘between the front door of the child’s permanent home and the main gate of the school’. 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 latest Coordinated Admissions Scheme published by the home Local Authority. Applicants may also consider referring to information contained in the Local Authority's 'primary admissions guide for parents', which should explain the application process in detail.
- 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 be submitted 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. If offered a place the child may attend either full time or on a part time basis as 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 by the term following his/her 5<sup>th</sup> 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. Where offered a place, the child may start school on this basis, although such deferrals cannot extend beyond compulsory school age and not beyond the start of the final term in the academic year. 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 and offer a place outside the normal age year group, in those circumstances where it is in the best educational interests of the child concerned.
- 3.5 The home Local Authority will forward applications directly to the maintaining Local Authority (the local authority responsible for the area where the preferred school is located). The Admissions Committee of Kingshill Church School will be sent all application forms that indicate a preference for the school and these will be considered according to the information supplied by the applicant. 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 North 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 by letter post or email, to be sent out on 16<sup>th</sup> April 2017 by the home Local Authority on behalf of the Bath and Wells Multi Academy Trust and the school governors. This is in accordance with the School Admissions Code.

#### **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 Kingshill Church School 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 subsequent 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 and, where appropriate, reallocating this for another child. This would be for the child ranked highest on the appropriate

- waiting list at the time, or where no waiting list exists, for a child subject to a more recent application (see Section 6.10 Withdrawing an allocated place).
- 4.6 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. Applicants are advised to refer to the appropriate Local Authority Fair Access Protocol before completing an in-year application form. A protocol can be accessed on every Local Authority website, but may well vary from area to area.

## **Part 5 - Appeals Procedure**

- 5.1 When any 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 and specified submission deadline 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 refusal decision letter.
- 5.3 The Kingshill Church School 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 or on behalf of Kingshill Church School admissions authority.
- 5.4 The Admissions Committee will not arrange for appeal hearings to take place during school holidays. Appeal forms received when the school is closed will not be administered 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 31<sup>st</sup> December each year. 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.
- 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 determine requests according to the circumstances of the case based on the information submitted by way of support. This should clearly demonstrate the particular needs of the child. For example that the parent(s) considers 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. The Admissions Committee will consider requests on the basis of what is considered to be in the best educational interests of the child concerned. 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 overseas providing they have European Economic Area (EEA) citizenship, are United Kingdom (UK) citizens living abroad or can produce 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 6.8 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**

For the purpose of admission to Kingshill Church School, the 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'.

### 6.6 **Parent**

The Admissions Authority has 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. 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**

For the purposes of school admission the Admission Authority's definition of 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 gate of the school and the front door of the child's permanent home, 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 gate of the school and the main entrance to the building and this distance will apply equally for all applicants' children residing in this building. (refer also to Section 2.4 of these arrangements)

**6.9 Children with an Education Health and Care Plan or Statement of Special Educational Needs**

A child with an Education Health and Care Plan or a Statement of Special Educational Needs naming a specific educational placement is admitted to school in accordance with a procedure administered by the Local Authority (LA) in whose area the family lives. The Admissions Authority will always admit a child whose Plan or Statement names Kingshill 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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