

CHURCH VALLEY SCHOOLS FEDERATION
Shoscombe Church of England Voluntary Aided Primary School

Admission Arrangements for starting school in September 2014 or joining any year group during the 2014/15 academic year

'Inspire to believe and achieve'

Part 1 - General Information

(1a) About the School:

Ethos statement: *'Recognising its historic foundation, Shoscombe School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and Diocesan level.*

The school aims to serve the community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes and upholds Christian values through the experience it offers to all its learners.

The aim is to provide a safe environment in which all the children are valued as individuals made in the image of God and in which they can find security, acceptance, reassurance and an opportunity to develop their full potential. The school's intention is to create a caring and happy community.'

Shoscombe Church of England Primary is a Voluntary Aided School and as such the governing body is the admissions authority for the school. The school was established to serve all within its community and strives to offer high quality education underpinned by a distinctively Christian ethos.

The school admits children from 4-11 years of age. Children are taught in four classes; Reception, Year 1/2, Year 3/4 and Year 5/6. The school day begins at 8.45am and ends at 3.20pm. Lunchtime provision includes cooked lunches. Shoscombe school is now part of the Church Valley Federation with St Julian's VC Primary, Wellow and Camerton VC Primary. School uniform with the school emblem is worn by all pupils.

Transport arrangements allow for the transportation of pupils from outlying areas where there is no safe walking route to school because Shoscombe is their local school.

Shoscombe School is proud of its international links and involvement in the Comenius project which has provided opportunities for European visits and exchanges. A wide variety of sporting opportunities are available through lunchtime and after school clubs as well as links with local secondary schools and specialist sports teachers.

(1b) Contact details:

Governors liaise with Bath and North East Somerset (B&NES) Local Authority, who co-ordinate admission applications for all maintained schools in the B&NES area. Therefore, this document should be read in conjunction with B&NES published co-ordinated Admissions Scheme for September 2014 which is available from the B&NES website or upon request to the school office by contact with the headteacher's PA. Telephone 01761 432479 or by e-mail shoscombe_pri@bathnes.gov.uk All information relating to Admissions can also be found on the school website www.shoscombe.bathnes.sch.uk

Shoscombe Church of England Voluntary Aided Primary School
St Julian's Road
Shoscombe
Bath
BA2 8NB

Children's Services
Bath and North East Somerset Council
Admissions & Transport Unit
PO Box 25
Riverside
Temple Street
Keynsham
Bristol BS31 1DN
Tel: 01225 394312

(1c) The Published Admission Number:

The Admissions Authority has published on the school website an Admission Number for the 2014 year, indicating the maximum number of places available in this year group.

The Published Admission Number for the Reception and Year One group is 20 and the Admission limit for all other year groups is 17.

The governors will consider all applications received for the 2014/5 year group in accordance with these published admission arrangements and places will be offered until the Published Admission Number is reached, at which point all further applications will normally be refused.

The governors may review the Published Admission number at anytime. If this is altered, the change will be notified on the school website.

Admissions limits apply to all other year groups. These may occasionally vary from the Published Admission Number set for the year of entry and are set out on the school website. These may also alter from time to time and applicants are advised to check regularly. www.shoscombe.bathnes.sch.uk

(1d) Important: Please read this information before proceeding:

These published Admission Arrangements comply with the requirements of the School Admissions code and the School Admission Appeals Code, issued by the Department for Education. The current edition of these codes came into force on 1st February 2012. www.education.gov.uk

The Governing Body undertook a public admission arrangements consultation between 1st January 2013 and 28th February following which the arrangements were formally adopted and published on the school website on 15th April. All admission applications received in connection with Shoscombe church of England Voluntary Aided Primary School will be administered in accordance with the published arrangements.

The Governing Body will review these admissions arrangements during 2017 and if any changes are proposed, a public consultation will be undertaken.

Important documents published by Bath and North East Somerset (B&NES) Local Authority will apply to some areas of admissions procedure. Where applicable, this is indicated in the relevant section of the governors' admission arrangements. Applicants are strongly advised to ensure that they read and understand the information contained in the relevant documents before proceeding with an application for a school place. www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools

Related documents of particular importance are:

- The Local Authority Coordinated Admissions Scheme (this applies to starting and transferring school for the first time)
- The Local Authority Composite Prospectus (Primary guide for parents)

- The Local Authority Fair Access Protocol
- The Local Authority School Transport policy
- Free School Meal entitlement

Part 2 – Over subscription Criteria:

The School Admissions Code requires the governors to admit any children with a Statement of Special educational Needs naming this school, before the consideration of any other applicant.

Following the admissions of any children with a Statement naming this school, the governors will consider all other applications received by the relevant closing date and where there are fewer applications than places available within the Published Admission Number or admission limit set for the required year group, will normally admit the children concerned.

Where there are more applications received than there are places available within the required year group, the governors will consider all applications received on time against the following oversubscription criteria. 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.

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 entitled to 'Free School Meals'. (supports the requirements of the School's Trust Deed which identifies priority for '*local children only of the labouring, manufacturing and other poorer class*').
3. Children of practicing Christians within the ecclesiastical parish of Shoscombe with Fosote.
4. Children who live within the ecclesiastical parish of Shoscombe with Foxcote.
5. Children who themselves or whose parents are practicing members of the Church of England which is the founding religious body of the school and who live outside the ecclesiastical parish of Shoscombe with Foxcote.
6. Children with an older sibling at the school at the time of application and still on roll at the time of admission, and who live at the same address.
7. Children of other faiths whose parents are supportive of the ethos of a Church of England School.
8. Children not satisfying a higher criterion.

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 address point of the school and the address point of the child's permanent home. 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 entirely independent of the Admissions Committee and with no current connection to the school. The Chair of Governors or nominated governor will observe this process.

Part 3 – Starting the Reception Year Group for the first time:

Please Note: 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 request to that Local Authority.

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 **15th January 2014**.

The home Local Authority will forward applications to the Local Authority in which area the preferred school is located and the school Governing Body will be notified of all applications received for Shoscombe Church of England Voluntary Aided Primary School. The governors' Admissions committee will rank every application received on time against the governors published oversubscription criteria and places will be allocated in strict order up to the Published Admission Number and all other applications refused.

The governors' allocation decisions will be notified the Bath and North East Somerset (B&NES) Local authority in accordance with the authorities Coordinated Admissions Scheme timetable and the home Local Authority will then inform parents of individual decisions on **16th April 2014** by e-mail or second class post.

(3a) Waiting Lists:

Where a child is formally refused admission to start in the Reception year group in September 2014, where requested his/her name will be held on a waiting list in ranked order according to the oversubscription criteria. This list will be maintained until the end of the academic year. If a place becomes available within the Published Admission Number this will be offered for the highest ranked child at that time.

(3b) Deferred Entry:

Parents of children aged four, but who have not yet reached their fifth birthday have the right to apply for a deferred 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. Parents must complete a Supplementary Information Form (SIF) and include it with their school place application form. However, children must be in full time education by the start of the term following his/her fifth birthday.

(3c) Applications for Retained or Accelerated application:

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 year group.

(3d) Multiple birth applications (for example twins):

In the case of multiple birth applications, if the Published Admission Number or admission limit will be breached this number will be increased at the point of allocation to ensure multiple birth siblings can be allocated places at the same school (sibling definition applies).

(3e) Children from Overseas:

The Governors will treat applications for children from overseas in strict accordance with the European Union Law or Home Office rules for non-European Economic Area Nationals. Guidance is available on the Department

for Education website and applicants are advised to ensure an understanding of these requirements before applying for a school place. www.education.gov.uk

Part 4 – Admission to any year group during the 2014/5 academic year (in-year admission).

Applicants must complete an in-year application form which is available from the school office or by downloading from the school website or from B&NES. Completed application forms must be returned directly to the school office. (see details in section 1b).

The Governors' Admissions Committee will consider every application on a weekly basis against the admission limit for the year group requested and if necessary apply the oversubscription criteria in order to determine whether a place can be made available. Decisions will be notified to the applicants by second class letter post within 10 school days of receipt of the application.

If there are more applications than places available, the governors will rank them against the published Oversubscription Criteria set out in **Part 2** above.

The governors Admissions committee may refer some in-year admission applications in accordance with the Bath and North East 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 Bath and North East Somerset Local Authority website.

Part 5 – Appeals Procedure:

Parents have the legal right to appeal against the governors' decision to refuse a place at Shoscombe Church of England Voluntary Aided 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 the decision letter.

An appeal timetable will be published on the school website by 28th 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.

The governors 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, or obtained from the School Office.

Part 6 – Glossary and Definitions:

i. Looked after children and previously looked after children

In line with the school Admissions code these children are given the highest priority within the oversubscription criteria. The code defines a 'Looked After' child as 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 at the time of making an application to a school. Previously looked after children are defined as children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

ii. Siblings

For the purposes of Admissions, 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, a step-brother or sister or children of the same household.

iii. Parent

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

iv. Home Address

The home address is important as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child. Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

v. Distance Measurements

For the purpose of measuring home to school distance, all calculations will be measured using a straight line measurement from the address point of the home to the address point of the school using a Geographical Information System (GIS) method.

vi. Supplementary Information Forms

For categories 2, 3, 5 & 7 a completed supplementary information form (SIF), part A completed by the parent/guardian and part B completed by the vicar/priest/minister/faith leader or church officer must be submitted to the school at the same time as the school place application. Attendance must be evidenced as; at least one parent has attended worship at the church for at least once a month for a minimum of 6 months prior to the time of application.

vii. Children with a Statement of Special Educational Needs

There is a different procedure for the admission to school for children with Statements of Special Educational Needs: This is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing the Statement and consulting parents and the Governing Body of Shoscombe C of E Primary School, before the school is named in the Statement. If the school is named in the Statement the child will be admitted. Wherever possible the place will be offered within the Admission Number for the School.