



# **Admissions Policy**

**2019/20**

## **Admission Arrangements for starting school in September 2019 or joining a year group during the 2019/20 academic year**

### **Introduction**

Long Sutton Church of England Primary School 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, those of all faiths and of none, and strives to offer a high quality education underpinned by a distinctively Christian ethos.

The school complies with the requirements of the LA fair access protocol  
See link

<http://www.somerset.gov.uk/irj/go/km/docs/CouncilDocuments/SCC/Documents/CYP/Somerset%20Fair%20Access%20Protocol%20.pdf>

**Applications for admission to Reception year in September 2019**, and any supplementary information forms, must be received by your home Local Authority by the closing date of **15<sup>th</sup> January 2019** and will be considered under the Equal Preference with Ranking system of allocation. The LA will forward all applications to the school and the governing body will rank them against the oversubscription criteria set out below. This list will then be returned to the LA under the co-ordinated admissions scheme and they will make a single offer of a place on **16<sup>th</sup> April 2019**.

The Admission Number for the Reception point of entry is **17**.

### **Applications to join a year group during 2019/20 school year.**

Applications must be submitted using the governors, in-year application form which is available from the school office or to download from the school website. Applications may be submitted directly to the school at any time during the academic year. The Governors' Admissions Committee will consider applications on a weekly basis and applicants will receive a written response within 10 school days following receipt of the application. Where a school place is offered it will be held open for 20 school days and applicants will need to confirm acceptance within this time.

## **Oversubscription Criteria**

The school will be required to admit a child with a statement of special educational needs if the statement names the school. The oversubscription criteria is as follows, in order of priority:

1. Looked After Children. Children in the care of a Local Authority or who have been and are now formally adopted.
2. Children without a statement of Special Educational Needs, identified with a sensory, physical or medical disability (High Needs Pupils), where a multi-agency professional team has identified the schools as the nearest accessible school.
3. Children who themselves, or whose parent/carers, are practising members of the Church of England or other Christian churches who are members of Somerset Churches together or the Evangelical Alliance, and who attend the local parish churches within the schools catchment area (Long Sutton, Long Load and Muchelney ).
4. Children living within the catchment area of Long Sutton (including Knole and Upton), Long Load, and Muchelney Ecclesiastical Parishes.
5. Children whose older sibling will be in attendance at the school at the time of admission
6. Children, who themselves, or whose parents regularly attend other churches or places of worship of other faiths and whose parents wish their children to attend a school with religious standing.
7. Children who live more than the statutory walking distance from another school and this is the nearest school. The statutory walking distance is up to two miles for children under eight and up to three miles for children over eight.
8. Children living closest to the school. The distance will be measured in a direct line between the address points of the child's home and the address point of the school as measured by a Geographical Information System (GIS) method.

## **Important Notes**

This means a 'looked after' child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence 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 (see the definition in Section 22 (1) of the Children Act 1989). Adoption is defined under the terms of the Adoption and Children Act 2002 which did not come into force until 31 December 2005 and therefore only children adopted after this date qualify as previously looked after children.

Criterion 2 enables schools to plan with SEN Officers for the school entry of children with physical, medical or sensory impairments, where significant capital works (eg, accessible toilets, changing space, access to classrooms) are required. The lead time on these projects mean that school place outcome dates are too late for work to be completed in time for school entry in September. However, with the support of this criterion plans can be actioned with certainty early in the year.

### **Tiebreaker**

In the event of oversubscription within any of the criteria listed above, preference will be given to applicants who live closest to the school, as measured in a straight line by a Geographical information System (GIS) method from the address point of the school site to the address point for the pupil's home. Where two distances are equal and it is therefore not possible to differentiate between them, priority will be determined by independent drawing of lots.

NB: In the case of multiple birth applications, the published admission number for the school will be exceeded at the point of allocation to ensure multiple birth siblings can be allocated places if they would otherwise be split. This includes situations whereby admitting multiple birth siblings would breach the Infant class size legislation of a statutory limit of 30 infants (key stage 1 children) per qualified teacher. (sibling definition applies).

### **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 or children of the same household.

### **Parent or parent/carer**

Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).

### **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. The Admissions Authority reserves the right to seek further documentary evidence to support your claim to residence.

### **Retained or Accelerated application**

The governors will consider applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group either side of the chronological age year group. The reasons for the request must be fully explained on the appropriate SIF and included with the school place application form.

### **Deferred Entry**

The Department for Education (DfE) requires all Admission Authorities to offer parents the opportunity to defer their child's entry to school. This means rather than the usual September entry, you can choose for your child to start later in the year, usually in January at the beginning of the Spring Term but you can defer until later in the year if you wish.

A child becomes of compulsory school age when they reach the age of five and, where a parent has elected to register their child at school, they must start school on a full time basis in the term following their fifth birthday.

Please note, if your child is summer born (ie born between 1st April and 31st August) you can choose to defer your child's entry for the entire school year until the following September. However, your child would be admitted into the Year 1 class, in accordance with their chronological age. This is in line with the DfE requirements.

### **Children from Overseas**

The Governing Body will only allocate a place to anyone moving into the country from abroad if they have documentary evidence of a home address and copies of the passport and/or visa if required. The only

exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

### **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 GIS mapping system. (Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail). In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

### **Supplementary information form (SIF)**

In order for applications to be considered against criteria 3 and 6, applicants will need to use the attached SIF in order to demonstrate their ability to meet the criterion. The SIF will need to be completed and submitted along with the school place application. The appropriate SIF can be downloaded from the school website, or collected from the school office.

### **Waiting list**

Where an application for a school place is unsuccessful, the application will be kept on a waiting (refusal) list kept in order of over-subscription criteria until the end of the academic year to which the application refers (based on a six-term year). Should a place become available, it will be offered to the highest ranked application on the list at that time.

Children who are the subject of a direction by a Local Authority to admit or who are allocated to the school in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

### **Appeals Procedure**

Parents have a right to appeal against the decision to refuse their child admission by the Governing Body. Advice covering how to appeal will be included with decision letters.

### **Practising**

“Practising” or regular attendance is defined as at least once a month for the last twelve months attendance at church by at least one parent and/or child prior to the closing date for applications (where necessary this must

be confirmed with a member of the clergy). This does not include attending church with Toy Box or other pre-school.

### **Withdrawal of places**

The Governing Body will consider withdrawing the offer of a place if;

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading.
- The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.
- A child has not started at the school within 21 days of an agreed in-year admission start date.

**Issues relating to shared residency arrangements** Legislation and guidance states that only one offer per child is made by the Local Authority. Therefore where separated parents issue separate applications for their child the Local Authority can only offer one place. In this situation the Governing Body requires parents to resolve matters between themselves. If an agreement cannot be reached parents may wish to seek legal advice. The Governing Body will not become involved in private disputes. The Governing Body does recognise that there may be situations where parents cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the Governing Body to take a decision. Where this is the case the Governing Body will try to establish where the child spends the majority of their time and prioritise the application made by the parent living at this address.

Each parent will be required to write to the Governing Body and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Governing Body may ask for additional information including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered. When the Governing Body has received all the necessary information from both parents a decision will be reached based on the evidence provided.

### **Children of UK Service Personnel**

The Admissions Authority endeavour to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel and other Crown servants where a place can be made

available up to a year in advance of being required providing the appropriate documentation is provided (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address.)

Usually, an in year place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel and other Crown servants. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address, The admissions authority will process the application on that address. If a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.



**Church of England Voluntary Aided and Foundation Schools in the Diocese of  
Bath & Wells**

**School Admission Supplementary Information Form 1**

**Notes for those applying for places at Church of England Voluntary Aided or  
Foundation Schools**

**If you wish for your application to be considered under any criteria relating to  
church attendance, you must ensure the following:**

1. That the attached form is completed by you and signed by the relevant church representative (vicar, priest, minister, pastor, church warden)
2. That the information on the form matches and fulfils the requirements set out in the specific admissions arrangements of the school for which you are applying.
3. That the completed form, signed by both you and the clergy and is submitted by the closing date for applications. This is **15<sup>th</sup> January 2019** for first admission.
4. That a separate supplementary form be submitted for each church school for which you are applying as each is likely to have differing admissions criteria.
5. If you have recently, or are about to move to a different area, that you ensure that the appropriate church representative of the church where you have been regularly worshipping signs the supplementary information form for your application. **Please ensure that they have seen the admissions requirements for the school/s for which you are applying and are satisfied that you meet the necessary criterion/criteria.**

**Please Note:**

- Failure to send the correctly completed supplementary information form by the published closing date will mean that your application cannot be considered under any church attendance criterion.
- The need to obtain the signature from a previous member of clergy/church after moving house cannot be considered as a reason for a late application to be accepted.

**Church of England Voluntary Aided and Foundation Schools in the Diocese of Bath & Wells**

**School Admission Supplementary Information Forms**

**Notes for clergy or those responsible and authorised to sign supplementary information forms for those applying to church schools under a church attendance criterion**

**Please note that the recommendation of the Bath & Wells DBE is that clergy do not work in isolation when looking at school admission supplementary information form requests. The DBE strongly recommends that it is best practice to have a sub-committee of at least three members, including clergy, church wardens and those with responsibility for Sunday school to consider these requests and be authorised to sign the form if it is agreed appropriate.**

**Please also note that the completion of this form and its return in time to meet the admission application deadlines is critical for the applicant, and without it the child cannot be considered eligible under any church attendance criteria, even if they are regular attendees at church.**

**In order for the application to be considered under any church attendance criteria within the school's admissions arrangements, the following must be ensured:**

6. That the attached form is completed by the applicant and signed by the relevant church representative (vicar, priest, minister, pastor, church warden)
7. That the information on the form matches and fulfils the requirements set out in the specific admissions arrangements of the school to which the application is being made. **Clergy must be clear that the specific criterion for each school is being met by the applicant and should see the admissions criteria so that they can check..**
8. The DBE recommends that schools use the criterion that either the child or at least one parent has attended worship at the church at least once a month for a minimum of 6 months prior to the time of the application. **Please note that this does vary from school to school, with some having far more rigorous requirements.**
9. **The DBE does recommend that the child or a parent has attended actual worship and that attendance at toddler groups or other activities that are held at the church does NOT meet the requirements.**
10. That the completed form, signed by both applicant and the clergy, reaches the appropriate admission authority by the closing date for submission of applications. This is **15<sup>th</sup> January 2019** for first admission.

**NB This is clearly the responsibility of the applicant, not the church representative.**

11. That a separate supplementary form be completed for each VA or Foundation church school for which the applicant is applying as each is likely to have differing admissions criteria.
12. For applicants who have recently, or are about to move to a different area, the supplementary information form should be completed by the clergy at the church where they have been regularly worshipping. It is the responsibility of the applicant to organise this and ensure that the SIF is completed and sent in on time.

**Please Note:**

The application process is a legal one and every effort **MUST** be made to ensure that applications and any supplementary forms are completed accurately and on time. If applicants are unsuccessful, they have the right to appeal, and the information provided by clergy can be critical to the outcome of both the application and appeal, particularly where a school is very popular and oversubscribed. Competition for places at some schools can be fierce and it is vital that information supplied is accurate. **Clergy should not be pressured into signing a form if they know that the applicant does not, or are in doubt as to whether the applicant does, meet the criteria laid down by the school. This is one reason why a committee should consider every application. It is also particularly helpful where there is an inter-regnum or where clergy have been in post less than 6 months.**

**LONG SUTTON C OF E PRIMARY SCHOOL**

**SUPPLEMENTARY INFORMATION FORM 1**

**PART A**

**Admission in 2019**

**To be completed by the parent/guardian**

Long Sutton C of E Primary School is a Voluntary Aided school/Church of England Foundation school. The governing body of these categories of school is the admission authority and has responsibility for setting the admission arrangements.

If there are more applications than there are places, the governing body will prioritise applications where evidence can be provided that criteria 4 or 7 have been met. If you wish your child to be considered under the religious grounds of criteria 4 or 7, please complete this form and return it at the same time as your school place application by the closing date of **15 January 2019**. If you do **not** wish your child to be considered under the above criteria, this form is **not** necessary.

For the purposes of assessing eligibility to education transport on faith grounds, information on this form may be used to confirm that your application for a place at the school was on religious grounds.

Once you have completed Part A, please pass the form to your priest, minister, faith leader or church official. It is the responsibility of the parent/carer to return the SIF with your school place application by the closing date for submissions. Only where both parts are returned by the closing date of **15 January 2019** can this information can be considered as on time by the governing body and your application prioritised accordingly. Failure to return this form will result in any application being considered under the "non church" criteria.

**It is entirely the responsibility of the applicant to ensure that any Supplementary Information Form is returned on time to the home Local Authority.**

**Name of child:**

Surname ..... First names .....

Date of birth ..... Boy  Girl

**Name of parent/guardian** .....

Address .....  
.....  
.....

Post code .....

Home Telephone ..... Contact number .....

**If you are applying to this school on faith grounds, please complete the following sections:**

**Place of worship** where one of parents / guardians / child regularly attends:

Name of place of worship .....

Address .....

.....

**Name of vicar / priest / minister / faith leader / church officer:**

.....

Address .....

.....

.....

Post code ..... Telephone .....

<p>Please place a tick in the box which describes your circumstances</p> <p>Criterion 3 <input type="checkbox"/></p>  <p>Criterion 6 <input type="checkbox"/></p>	<p>Children who themselves, or whose parent/carers, are practising members of the Church of England or other Christian churches who are members of Somerset Churches or the Evangelical Alliance, and who attend the local parish churches within the schools catchment area (Long Sutton, Long Load and Muchelney).</p> <p>Children whose parents regularly attend other churches or places of worship of other faiths and whose parents wish their children to attend with a school with religious standing.</p>
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**Please take or send this form to your vicar, priest, minister, faith leader or church officer so that they can complete Part B by way of verification of the information you have provided.**

**LONG SUTTON C OF E PRIMARY SCHOOL**

**SUPPLEMENTARY INFORMATION FORM 1**

**PART B**

**Admission in 2019**

**To be completed by vicar / priest / minister / faith leader / church officer**

The parent/guardian whose details appear in Part A of this form has given your name as a reference for his/her commitment to your church/place of worship. We ask that you confirm your knowledge of this child or family in relation to the faith criteria below.

<p>Please place a tick in the box which describes your circumstances</p> <p>Criterion 3 <input type="checkbox"/></p>          <p>Criterion 6 <input type="checkbox"/></p>	<p>Children who themselves, or whose parent/carers, are practising members of the Church of England or other Christian churches who are members of Somerset Churches or the Evangelical Alliance, and who attend the local parish churches within the schools catchment area (Long Sutton, Long Load and Muchelney).</p> <p>Children whose parents regularly attend other churches or places of worship of other faiths and whose parents wish their children to attend with a school with religious standing.</p>
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Signed .....

Name ..... Date: .....

Position .....

Church/place of worship .....

**It is entirely the responsibility of the applicant to ensure that this form is returned by the submission date below:**

Please return this form at the same time as the school place application by **15 Jan 2019**.

Thank you for your assistance in completing this Supplementary Information Form.

NB: If a family is refused a place at the school and appeals against the governors' decision, this form may be used as evidence at the appeal.

## Retention Application Form

Please complete this form if you would like your child to be retained (educated in a year group behind his or her chronological age).

The view of the Department for Education (DfE) is that it is preferential to teach children in their chronological age group and that this should only be deviated from in extreme circumstances. A request for retention will be discussed with the relevant professionals and the Head Teacher and will be ultimately considered by the Governing Body. It is only granted in exceptional circumstances.

<b>Child's Full Name</b>			
<b>Date of Birth</b>			
<b>Current Year Group</b>		<b>Chronological Year Group</b>	
<b>Home Address</b>			
<b>Child's Current School</b>			

Have you already discussed this with your child's current Headteacher or pre-school?

Yes	
No	

Does your child have a Statement of Special Educational Needs?

Yes	
No	

Would you like to receive a copy of the completed form with your outcome letter?

Yes	
No	

Please use the next page to explain your reasons for this request. You may attach any medical information or psychological reports obtained independently or any other information you feel is relevant that you would like us to consider. Please ensure that any supporting evidence is clearly marked with your child's name.

If necessary your child's current school, pre-school or other professionals will be contacted for their views prior to a decision letter being sent to you.

**Please return this form to:  
Accelerations and Retentions  
Long Sutton CofE Primary School  
Martock Road  
Long Sutton  
Langport  
TA10 9NT**

**Reasons for Retention**

I understand that in signing this form I am requesting that my child is retained.

Signed.....Date.....

Please Print Name.....

Relationship to child.....



# Acceleration Application Form

Please complete this form if you would like your child to be accelerated (educated in a year group ahead of his or her chronological age).

The view of the Department of Children (DFE) is that it is preferential to teach children in their chronological age group and that this should only be deviated from in extreme circumstances. A request for retention will be discussed with the relevant professionals and the Head Teacher and will be ultimately considered by the Governing Body. It is only granted in exceptional circumstances.

<b>Child's Full Name</b>			
<b>Date of Birth</b>			
<b>Current Year Group</b>		<b>Chronological Year Group</b>	
<b>Home Address</b>			
<b>Child's Current School</b>			

Have you already discussed this with your child's current Headteacher or pre-school?

Yes	
No	

Does your child have a Statement of Special Educational Needs?

Yes	
No	

Would you like to receive a copy of the completed form with your outcome letter?

Yes	
No	

Please use the next page to explain your reasons for this request. You may attach any medical information or psychological reports obtained independently or any other information you feel is relevant that you would like us to consider. Please ensure that any supporting evidence is clearly marked with your child's name.

If necessary your child's current school, pre-school or other professionals will be contacted for their views prior to a decision letter being sent to you.

**Please return this form to**  
**Accelerations and Retentions**  
**Long Sutton CofE Primary School**  
**Martock Road**  
**Long Sutton**  
**Langport**  
**TA10 9NT**

## Reasons for Acceleration

I understand that in signing this form I am requesting that my child is accelerated and that if the acceleration is agreed my child will need to remain in education until the statutory school leaving age.

Signed.....Date.....

Please Print Name.....

Relationship to child.....