



Admissions Policy

2023/24

Agreed at FGB on 17 November 2021

Admission Arrangements for starting school in September 2023 or joining a year group during the 2023/24 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 Local Authority's Fair Access Protocol at

<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 2023

Applications must be submitted to the home Local Authority (LA). If this is Somerset applications can be made on-line at www.somerset.gov.uk/admissions. Paper applications are available to download from the Somerset County Council website at www.somerset.gov.uk/admissions, or upon request by telephoning Somerset Direct on 0300 123 2224.

Applications must be received by 23:59 hours on 13 January 2023, otherwise the application will be recorded as late. Late applications will be considered after those received on time. Please see the Somerset LA co-ordinated scheme for full details.

Outcomes for on time applications will be sent out by email (for on-line applicants) or second class post on 14 April 2023 (or next working day if this falls on a weekend or bank holiday).

The Published Admission Number (PAN)

Long Sutton Primary School has a PAN of 18 for entry in the reception year in 2023.

The school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the PAN for the relevant year group are received, the Governing Body will offer places at the school to all those who have applied.

Applications to join a year group during 2023/24 school year.

In-year applications must be submitted directly to the school using the in-year application form which can be obtained on the school website or by request to the school office.

The Governing Body Admissions Committee will consider batches of applications on a weekly basis with a 4pm deadline every Friday (term time only) for receipt of applications. If more applications are received than there are places available, the over-subscription criteria will be applied.

A decision will be notified in writing to the applicant within ten school days.

Proof of address may be required to be submitted with the application. This will be either the formal 'exchange of contracts' letter from the solicitor for a house purchase, a recent utility bill or the signing of a minimum of a six-month tenancy agreement. **The Governing Body reserves the right to seek further documentary evidence to support a claim of residence.**

Where there are more applications than places available within a particular year group, applications will be considered against the published oversubscription criteria and allocated up to the admission number/ limit.

Places will not be allocated more than six school weeks or half a term in advance of being required. The only exceptions are children of UK service personnel and other Crown servants (including diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked After Children. Children in the care of a Local Authority or who have been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order.
2. Children living within the catchment area of Long Sutton.
3. Children whose sibling will be in attendance at the school at the time of admission.
4. 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 one of the local churches within the school's catchment area.
5. Children, who themselves, or whose parents/carers regularly attend other churches or places of worship of other faiths and whose parents/carers wish their children to attend a school with religious standing.
6. Children living closest to the school.

Important notes

A "Looked After Child" means any child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order* including those who appear (to the school) to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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).

*An adoption order is an order under the Adoption Act 1976 (See Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 47 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 4A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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 geocoded point of the school site to the geocoded point of the pupil's home. Random allocation by drawing lots supervised by someone independent of the school will be used as a tie-break in

any of the criteria listed above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules

Siblings

For the purposes of school 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. Please see the information on shared residency arrangements which will apply if necessary in order to determine the sibling's permanent home address.

Parent or parent/carer

For the purposes of this policy, parent(s) are defined as the natural parents, whether they are married or not, or any person who, although not a natural parent, has parental responsibility for a child or young person. A carer is 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

For the purposes of school admissions, a child's home address is considered to be where the child resides for the majority of their time with the person(s) who legally has/have care of the child. Documentary evidence of house ownership or a minimum six-month rental agreement may be required, together with proof of the child's 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 a signed minimum six-month formal lease agreement in place at the time of application. Please note that private letting agreements may not be accepted as proof of residence. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required eg proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy, a notice to quit from the landlord or a repossession notice. The Governing Body reserves the right to seek further documentary evidence to support any claim of residence which could include contacting the estate agent, solicitor, landlord or relevant professional.

An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. The Governing Body may withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.

Where shared residence arrangements are in place and it is necessary to determine the home address, each parent may 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.

Catchment map

The Governing Body prioritises some school places on the basis of a designated school catchment area. A map indicating this catchment area is available to view at <https://www.somerset.gov.uk/education-and-families/school-catchment/>.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer entry, or to take the place up part-time, until the start of the term beginning immediately after their child

has reached compulsory school age. However, places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Full-time schooling

Parents have a right to a full-time place at school for their child from the September following their fourth birthday.

Summer-born children

Parents of summer-born children may request that they are admitted into reception rather than year one when they become of compulsory school age. Applications will be considered as set out below (see admission of children outside their normal age group).

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is summer-born, where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the Governing Body will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Head Teacher and any supporting evidence provided by the parent. If a request is refused, the child will still be considered for admission to their normal age group.

The parent is required to make an on-time application for the child's normal age group (if relevant) but can submit a request for admission out of the normal age group at the same time. The LA will ensure the parent is aware of whether the request for admission out of age group has been agreed before National Offer Day and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

If a request for delayed admission is agreed, the school place application may be withdrawn before a place is offered and a new school place application will need to be made as part of the normal admissions round the following year.

If a request for a child to be admitted to school a year early is agreed, the school place application will be processed and an outcome will be sent on the National Offer Day.

If a request for delayed admission is refused, the parent must decide whether to accept the offer of a school place for the normal age group, or to refuse it and make an in-year application for admission to year one for the September following the child's fifth birthday.

If a request for a child to be admitted to school a year early is refused, the school place application will not be processed and a new school place application will need to be made as part of the normal admissions round the following year.

There is no right of appeal against the decision not to allow your child to be admitted outside of their normal age group.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

For further information and important things you should consider please visit <http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/starting-or-transferring-school-early-or-late/>.

Children from overseas

The Governing Body will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

The Governing Body will process applications for children who are citizens of the European Economic Area (EEA) and for UK citizens living abroad. If proof of the Somerset address is not available the application will be considered on the current address. The only exceptions are children of UK service personnel and other Crown servants (including diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).

The most recent guidance which takes account of the post-Brexit immigration system is available at www.gov.uk/guidance/schools-admissions-applications-from-overseas-children.

Children of UK Service Personnel

The Governing Body endeavours to ensure that its 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 with a confirmed posting to the area and other Crown servants returning from overseas to live in the area 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 Governing Body will process the application on that address. If a home address is not available at this stage the Governing Body 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.

Supplementary Information Form (SIF)

In order for applications to be considered against criteria 4 and 5, applicants will need to use the attached SIF in order to demonstrate their ability to meet the oversubscription criteria. 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 oversubscription criteria until the end of the academic year to which the application refers. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. Should a place become available, it will be offered to the highest ranked application on the list at that time.

Appeals procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Details of how to appeal are included in the outcome email or letter.

Information on the timetable for the appeals process is published on our website by 28 February each year.

Practising

“Practising” or regular attendance is defined as attending church at least once a month for the last 12 months 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-schools.

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.

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, is submitted by the closing date for applications. This is **13 January 2023** for first admission.
4. That a separate 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 moved, or are about to move, to a different area, that the appropriate church representative of the church where you have been regularly worshipping signs the 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 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.

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 six 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 admissions authority by the closing date for submission of applications. This is **13 January 2023** for first admission. **NB: This is clearly the responsibility of the applicant, not the church representative.**
11. That a separate 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 moved, or are about to move, to a different area, the form is 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 form 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 six months.

LONG SUTTON C OF E PRIMARY SCHOOL

SUPPLEMENTARY INFORMATION FORM

PART A

Admission in 2023

To be completed by the parent/guardian

Long Sutton C of E Primary School is a Voluntary Aided school. The Governing Body of this category of school is the admissions authority and has responsibility for setting the admissions 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 6 have been met. If you wish your child to be considered under the religious grounds of criteria 4 or 6, please complete this form and return it at the same time as your school place application by the closing date of **13 January 2023**. 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 form with your school place application by the closing date for submissions. Only where both parts are returned by the closing date of **13 January 2023** can this information 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:

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Name of place of worship

Address

.....

Name of vicar / priest / minister / pastor / church warden

.....

Address

.....

.....

Post code Telephone

Please place a tick in the box which describes your circumstances

Criterion 4 <input type="checkbox"/>	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 one of the local churches within the school's catchment area.
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Criterion 5 <input type="checkbox"/>	Children, who themselves, or whose parents/carers regularly attend other churches or places of worship of other faiths and whose parents/carers wish their children to attend a school with religious standing.
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Please take or send this form to your vicar, priest, minister, pastor or church warden 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
PART B
Admission in 2023

To be completed by vicar / priest / minister / pastor / church warden

The parent/carer 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.

Please place a tick in the box which describes your circumstances	
Criterion 4 <input type="checkbox"/>	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 one of the local churches within the school's catchment area.
Criterion 5 <input type="checkbox"/>	Children, who themselves, or whose parents/carers regularly attend other churches or places of worship of other faiths and whose parents/carers wish their children to attend a school with religious standing.

Signed

NameDate:

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 **13 January 2023**.

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 Governing Body's decision, this form may be used as evidence at the appeal.