

## **St Benedict's C. of E. VA Junior School**

Benedict Street, Glastonbury, Somerset, BA6 9EX

Tel: 01458 831811, Fax: 01458 832261

Email: sch.164@educ.somerset.gov.uk

Headteacher: Mr S. Gumm

**Dream, Believe, Achieve**



### **Admissions Arrangements 2018-19**

St Benedict's C of E VA Junior is a Voluntary Aided School and as such the Governing Board 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.

All applications for admission, and any supplementary information forms, must be submitted to your home Local Authority by the closing date of **15<sup>th</sup> January 2018**, 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 2018**.

#### **In-Year Admissions**

All in-year admissions will be co-ordinated by the school and as such, all requests for places should be made directly to the school.

All applications for in-year and new intake admissions will be considered against the following over-subscription criteria.

#### **Over-subscription criteria**

In the event of over-subscription, applications will be ranked against the following over-subscription criteria set for the school.

The Admissions Number (AN) for the September point of entry to Year 3 will be 67.

In line with the School Admissions Code the method used for allocating places will be Equal Preference with Ranking (for a full description, please see below).

The school will be required to admit a child with a statement of Special Educational Needs (SEND) and/or Education, Health and Care Plans if the statement or plan names the school before the following criteria are applied:

1. Children in Care (Children in the care of a Local Authority).
2. Children without a Statement of Special Educational Needs/ Educational Health Care Plan whose school placement has been identified by a multi-agency professional team (please also see important note 1).

3. Children living in the catchment area, with an older sibling at the school at the time of admission, and who live at the same address.
4. Children living in the catchment area.
5. Children living outside the catchment area, with an older sibling at the school at the time of admission, and who live at the same address.
6. Children outside the catchment area, but nearest to the school.

### **Important Notes**

**Criterion 1:** 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.

**Criterion 2:** Criterion 2 enables schools to plan with SEND Officers for the school entry of children with Special Educational Needs such as physical, medical or sensory impairments. This includes children who are in receipt of Early Years SEND funding and/or where significant capital works (e.g. accessible toilets, changing space, access to classrooms) are required and/or children who are identified as requiring a place at a Resource Base attached to a mainstream school.

### **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 Governing Board reserves the right to seek further documentary evidence to support your claim to residence.

Please note that the Governing Board is unable to allocate a place to anyone moving into the country from abroad prior to their arrival in the county. We would then require proof of residency as stated above. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats).

It should also be noted that 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.

You must notify The School Admissions Team, County Hall, Taunton of any change of address during the admissions procedure.

### **Issues relating to shared residency arrangements**

Difficulties in the application process can occur where shared residence arrangements are in place and parents/carers of the child submit 2 separate applications for different schools. In this situation the LA would ask parents try to resolve matters between themselves, and then inform the LA which application should be processed. Where possible the LA should not be involved in private disputes.

The LA does recognise however, that there may be situations where parents cannot reach an agreement between themselves and it is necessary for the LA to reach a decision. Where this is the case the LA will try to establish the child's permanent address, as set out above.

Each parent will be required to write to the LA 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 LA may ask for additional information including who is in receipt of child benefit. Once the LA has received all the necessary information from both parents a decision will be reached based on the evidence provided.

### **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 the LA's 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.

### **Tie-Breaker (where school has a designated catchment)**

If there are not enough places to satisfy all the applications under any one criterion, the following will apply:

- For all children whose home is in the catchment area: priority will be given to those who have a longer (straight line measurement) journey, to an alternative school.
- For children whose home is outside the catchment area: priority will be given to those living nearest the school (straight line measurement).

### **Waiting list**

Where an application has been refused, the child will be placed on a waiting list. This will be kept on order of over-subscription criteria by the Governing Body, and will be maintained until the end of the academic year to which the application applies.

### **Admission Number and Infant Class Size Legislation**

An Admission Number (AN) is agreed for each school year, which takes into account the accommodation available at the school, the expected level of applications and the Infant Class Size legislation which limits Reception and Key Stage 1 classes to 30.

## **Central Co-ordination of Admissions**

Governors are the Admission Authority for the school, however they work in conjunction with the Somerset Local Authority (LA), which publishes the admission arrangements and booklet for all parents, which includes Application Forms and a table of relevant dates.

### **Appeal Procedure**

If a place is unable to be offered, parents have a legal right of appeal to an Independent Appeal Panel. The Appeal Panel is provided and conducted as laid out in the Statutory Code of Practice on Admission Appeals 2012. Appeal details are available from the Head Teacher/school office.

### **Admission of pupils to school for the first time**

Statutory School Age - A child has a legal right to be admitted to school full-time at the start of the school term following their fifth birthday.

Date approved by Governing Board: ..... 2<sup>nd</sup> November 2017

Signed: Helen Roper ..... Chair of Governors

Review date: October 2018