

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

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***Dream, Believe, Achieve***



### **Somerset Local Authority address:-**

Admissions & Entitlements Team, County Hall, Taunton, Somerset, TA1 4DY [schooladmissions@somerset.gov.uk](mailto:schooladmissions@somerset.gov.uk)  
0300 123 2224

**Dear Mums, Dads and Carers,**

**The following pages explain how to apply for a place for your child at our school.**

### **Admissions Arrangements 2017/18**

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.

#### **Applying for admission to Year 3 in September 2017 (the 'normal admissions' round)**

All admission applications must be submitted to Somerset Local Authority by the closing time of 23:59 hours on 15<sup>th</sup> January 2017. The Local Authority will consider them and place them in order of preference using a system known as "Equal Preference with Ranking" (see below). The Local Authority will then forward to the school all applications in ranked order.

For September 2017 the school will have 67 places available for entry into Year 3. This is expressed as the 'Admissions Number'.

Where there are more applications than places available, the governors will rank them against the oversubscription criteria set out below. This ranked application list will then be returned to the Local Authority which on 16<sup>th</sup> April 2017 will offer a place in a named school to each applicant.

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

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

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

All applications for in-year and September 2017 new intake admissions will be considered against the following criteria.

In line with legislation, the School Admissions Code and the system of Equal Preference with Ranking the governors have set the following criteria for admission in order of priority:

1. A child with a statement of Special Educational Needs (SEND) or Education, Health and Care Plan where the statement or plan specifically names the school.
2. A 'looked after child' or a child who was previously looked after but had then immediately become subject to an adoption, child arrangements, or special guardianship order.
3. Children without a Statement of Special Educational Needs or Educational Health and Care Plan whose school placement has been identified by a multi-agency professional team.
4. 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.
5. Children living in the catchment area.
6. 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.
7. Children outside the catchment area, but nearest to the school.

### **Explanatory Notes**

**(i) Criterion 2:** 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.

**(ii) Criterion 3:** Criterion 3 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.

**(iii) Criteria 4 and 6:** 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.

**(iv) Parents and Carers:** For all purposes parents and carers include natural parents, whether they are married or not, and any person who, although not a natural parent, has parental responsibility for a child or young person. In education law a person "having care of a child or young person" means a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child. Such a person is considered to be a "parent".

**(v) Home Address:** where a child lives and spends the majority of time is considered to be their home address.

Documentary evidence of ownership or a 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 tenancy or lease agreement. The governors or local authority reserves the right to seek further documentary evidence to support an applicant's claim to residence.

An address used for non residential childcare or for occasional residential care cannot be used as a home address for the purpose of applying for a school place. A false claim to an address may lead to the withdrawal of the offer of a place.

For children from outside the UK the governors will process admission applications for children living overseas providing they have European Economic Area (EEA) citizenship, are United Kingdom (UK) citizens returning to the UK, or they hold 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 above). 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.

Applicants must notify The School Admissions Team, County Hall, Taunton of any change of address during the 'normal round' Year 3 admissions procedure.

**(vi) Shared Residency Arrangements:** Difficulties in the application process can occur where shared residence arrangements are in place and parents/carers of the child submit two separate applications for different schools. In this situation the Local Authority asks parents to resolve matters between themselves, and then inform the Local Authority which one of the two applications should be processed. Where possible, the local authority should not be involved in private disputes.

However, the Local Authority does recognise that there may be situations where parents cannot reach an agreement between themselves and it is then necessary for the local authority to reach a decision. Where this is the case, the local authority will seek to establish the child's home address, as above.

Each parent will be required to write to the Local Authority stating the number of days each week the child spends with them. Where the child spends equal time with each parent the Local Authority may ask for additional information such as the name of the recipient of child benefit. Once the Local Authority has received all the necessary information from both parents a decision will be reached based on the evidence provided.

**(vii) 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 concerned. The governors will purchase a service using a geographic information mapping system (GIS) from the Local Authority to make these measurements. (Address Point is a dataset of uniquely defined and located 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, staircases will be included in the distance measurement.

**(viii) Oversubscription:** Using the method of Equal Preference with Ranking giving priority to the criteria identified above, the local authority will rank all applications to the school in strict order. Where the school is over-subscribed, that is if more than 67 applications are received for Year 3 entry in 2017, places will be allocated in strict order of priority. If more than one school chosen by the applicant is able to offer a place it will be allocated to the highest ranked preference.

**(ix) Tie-Breaker:** If there are more applications than places available it may happen that the limit is reached where more than one application meets the particular criterion (one of 4, 5, 6 or 7 listed above) being applied. In that case a 'tie-breaker' will operate to give ranking order as follows:

- For 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).

- Where two or more straight-line distances are exactly the same, the order of priority will be determined by the drawing of lots. This will be supervised by a person entirely independent of the admissions authority and the school.

The same method will be used to rank in order remaining applications meeting subsequent criteria. This will determine their position on the waiting list.

**(x) Waiting list:** Where an application has been refused, the child will be placed on a waiting list for the year group concerned. This will be kept in order of over-subscription criteria by the Governing Board, and will be maintained until the end of the academic year to which the application applies. Each time a child's name is added it will take its place in the waiting list in accordance with its ranked priority.

**(xi) Admission Number:** A statutory Published Admission Number (PAN) is agreed for the year of entry (Year 3) which takes into account the accommodation available at the school and the expected level of applications. For September 2017 this is 67. A similar admission limit applies for all other years.

**(xii) Central Co-ordination of Admissions:** While governors are the Admission Authority for the school they work in conjunction with Somerset Local Authority which provides advice and a Composite Prospectus booklet for all parents. This includes an Application Form and a table of relevant dates.

**(xiii) Appeal Procedure:** If a place is unable to be offered at the preferred school, parents have a legal right of appeal to an independent appeal panel. The appeal panel is constituted and conducted as laid out in the 2012 School Admission Appeals Code.

Letters which allocate a place in other than the applicant's preferred choice provide information explaining how to lodge an appeal.

**Date approved by the Governing Board:** .....

**Signed:** ..... **Chair of Governors**

**Review date:** .....