



South Marston CE Primary School Admission Arrangements 2019-20

1. Introduction

Bristol Diocese Academies Trust (DBAT) is the admitting authority for South Marston CE Primary School and is responsible for the school's admission policy and arrangements. Swindon Borough Council administers all point of entry admissions for South Marston CE Primary School, on behalf of the School's Governing Body. In-year applications are co-ordinated directly by the school.

Point of entry applications must be made through Swindon Borough Council's Co-ordinated Scheme and all instructions and deadlines in the scheme should be adhered to by applicants. Late applications are dealt with in accordance with the scheme's procedures. Swindon Borough Council is responsible for determining key dates for the admissions round.

In-year applications should be made on the in-year application form available on the school website and submitted directly to the school.

All applicants will be admitted if the school is not oversubscribed.

2. Oversubscription Criteria

If there are more applications than there are places at the school, then the oversubscription criteria will be applied as follows:

A child who has a statement of special educational needs or Education, Health and Care Plan (EHCP) is required to be admitted to the school named on the child's statement (even if this takes the school above its published admission number).

A	A looked after child or previously looked after child. <i>Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).</i>
B	Any child who has a sibling attending South Marston CE Primary School at the same time as he or she is due to be admitted;
C	Any child living within the school's catchment area;
D	Any child not living with the school's catchment area.
E	All other applicants

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Decider

In all cases where the school is oversubscribed, distance will be used as a tiebreaker, and will be determined from the applicant's home address to the school. The distance between the applicant's home address and the school is taken as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school, with those living closest to the school receiving higher priority. If the direct distance measurement does not separate applicants, places will be offered by random allocation.

Definitions and Details

Children with statements of special educational needs or Education, Health and Care Plan

Pupils with a statement of special educational needs or Education, Health and Care Plan at the time of allocation are required to be admitted to the school named on their statement or plan. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of Special Educational Needs Assessment Team (SENAT) at which point this policy ceases to apply.

Looked After Child

A 'Looked After Child' is a child who is:

- (a) in the care of a local authority, or
- (b) is 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) at the time of making an application to a school.

This also applies to a 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. If children have ever been Looked After or Adopted or subject to a residency or special guardianship order evidence would need to be provided and the LA reserve the right to ask the parent to provide this.

A 'previously looked after child' is a child who:

- (a) ceased to be looked after because they were adopted (under the terms of the Adoption and Children Act 2002 Section 46 (adoption orders)), or
- (b) became subject to a child arrangements order (under the terms of the Children and Families Act 2014 - an order settling the arrangements to be made as to the person with whom the child is to live), or
- (c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 - an order appointing one or more individuals to be a child's special guardian (or special guardians)).

Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Catchment area

The catchment area is a geographical zone served by the school. The address that determines a child's catchment area is the place where s/he is ordinarily resident with his/her parent(s) or legal guardian(s). Maps of each catchment area are held by the LA and can be viewed on the council's website and below INSERT MAP

Distance

Where the school is oversubscribed, distance is as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school within each oversubscription criteria. If the direct distance measurement does not separate applicants, places will be offered by random allocation.

3. Other Definitions

Address

Home address

The home address given on the application form must be the address where the child resides for most of the week with his or her parent or carer. The school will not accept more than one address as the child's home address. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order, the school will consider the home address to be with the parent with primary day to day care and control of the child.

In reaching this decision, evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. If the Child Benefit letter is not available, a copy of the most recent bank statement where the Child Benefit is credited may be taken as residency, or the address stated on the NHS Medical Card of the child. Any other evidence provided by parents will also be considered by the Admissions Manager in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement but where they do not, the school will determine the home address.

Application Form

An application for a place at the school for September 2019 must be made using the Local Authority's common application form or the Council's online admission system.

Children of UK Service Personnel

Applications for children of service personnel with a confirmed posting to the area will be considered in advance of the family arriving in the area provided the application is accompanied by an official letter from the commanding officer that declares a relocation date and a Unit postal address or quartering area address. Until a fixed address is provided, the school will accept the Unit Postal Address or Quartering address as the Home Address for allocation purposes. All applications must be included in the normal admissions round if possible. The school will not

refuse a service child a place because the family does not currently live in the area, and will not reserve blocks of places for these children.

In line with the Swindon Borough Council policy, an in-year application will be considered in the normal way and if a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations 2012. In circumstances this would mean admitting above the PAN, the school will take into account the organisational structure of the school to determine whether it is the best interests of the child and children already attending the school.

A reasonable alternative is defined as a school which is within the statutory maximum walking distance of 2 miles for a child who is under 8 years old and 3 miles for a child who is over 8 years old.

Late application

Applications received after the closing date will be treated as late applications. This means that they will be considered after all on-time applications have been considered. This applies to primary applications received after the dates published by Swindon Borough Council.

Multiple births

The school will endeavour to place siblings born at the same time (e.g. twins, triplets etc.) at the same school, if necessary the school will admit over its PAN to accommodate such children. In the case of Infant Class Sizes (Reception, Year 1 and Year 2) class sizes must not contain more than 30 pupils with a single school teacher, however, additional children may only be admitted in limited exceptional circumstances, and in accordance with the School Admissions Code, twins and children from multiple births are classed as 'excepted pupils' to this legislation. Therefore, if one child of a multiple birth is offered the last available space at the school (according to the PAN), then offers will be made to all the children of that particular multiple birth. Those children would remain an exception to infant class size for the entire time they are in an infant class or until the class numbers fall back to the current infant class size limit.

Parent/Carer

This is defined as a person with parental responsibility (PR) or legal residency of the child. This could include a person who is not a parent but who has a Court Order giving parental responsibility to them. An application will only be considered if made by a person who has PR.

Shared Responsibility

Where two adults have shared responsibility for a child they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two applications from the adult with whom the child is living are received, the school will ask parents to agree on the school applied for, or if that is not possible the school will ask the parent to seek a Specific Issues Order through the Courts to gain the authority to make an application.

In the absence of a parental agreement or either of the parents obtaining a Court Order determining the issue, the school will be required to decide which preference(s) to be recorded and this will be done by using the application made by the person who lives at the property where the child is resident at their home address as defined below.

(In reaching a decision on the address to use as the 'home address', evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes.)

Applications outside the Normal Age of Admission

Parents of gifted or talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside of their normal age group. Admission Authorities must make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group of the school.

Evidence will be required in these circumstances from a Senior Medical Consultant, Educational Psychologist and/or other relevant professionals. The school will carefully consider applications for children outside the normal age group, but for all year groups the decision will be made between the parents and the school based on the individual circumstances of each case.

In the instance that the child has not started school (or is not statutory school age), or it is before the child needs to apply for a school place, the school may have discretion to decide whether the child would need to be put back an academic year on the circumstances outlined above. Evidence may be required in these circumstances from a Senior Medical Consultant and/or Educational Psychologist. This discretion would only be used in exceptional circumstances where it would have to be proved that it was in the child's interest to be put back an academic year. This may have already been picked up by the Special Educational Needs Assessment Team (SENAT) through the Early Years Panel.

Summer born children

A parent of a child born between 1st April and 31st August defined as "summer born" may request for the child to be admitted to a year group later than that of their natural cohort. The Admission Authority will take into consideration the individual circumstances of the case to determine whether the request can be granted. This may include but not be limited to include whether they were born prematurely, whether delayed social, emotional or physical development is adversely affecting their readiness for school, the possible impact of attending a year group which is not their natural cohort.

Evidence will be required to be able to assess the individual case from a Senior Medical Consultant, Educational Psychologist and/or other relevant professionals.

Where the request is granted, a place will not be allocated prior to the normal admissions round for the year of entry and the parent will be required to reapply

during the admissions round in order to ensure that they are fairly considered against the admission criteria for the schools they wish to apply for.

Where a parent of a summer born child wishes to admit their child into a year group lower than that of their natural cohort, they should contact the Local Authority and school as soon as possible.

Published Admission Number

A published Admission Number (PAN) is agreed for the school annually and defines the number of places available for the year of entry. The school's PAN for the Reception intake is 15 for admission in 2019-20. All applications must be agreed until the PAN has been reached.

Waiting lists

Waiting lists will be maintained from the initial point of entry until the end of that academic year. For the September 2019 intake this will be from the national offer date until 31st August 2020. For all other year groups (Years 1 - 6) the waiting list will be discarded on 31st August 2019 and new applications will be invited from 1st September 2019.

Placement will be determined by applying the oversubscription criteria published above. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications received.

Placing a child's name on a waiting list does not affect the parents' right of appeal against an unsuccessful application.

Parents may only apply and appeal once per school per academic year. The school may consider a fresh application if there is a significant and material change in circumstances of the parent, child or school since the original application was made. An example of this may be that the family have moved house.

Appeals procedure

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the school as to the school at which education is to be provided for their child. Information about the appeal procedure will be provided where a place has been refused.

Appellants should contact the Swindon Borough Council Admissions Team to obtain an appeal form, which should be returned to Appeals Clerk at Civic Offices, Euclid Street, Swindon, SN1 2JH.

4. In-year applications

If parents/carers decide to transfer their children during the academic year after the normal admissions round, this is referred to as an In Year Transfer. Parents/carers

who wish to transfer their children in year to the school must complete an In Year Transfer Form and send this direct to the school.

Applications will only be considered for children who are resident within the United Kingdom with the exception of UK Service Personnel with a confirmed posting to the area.

The school will consider applications in line with the oversubscription criteria and the school's PAN. The school will determine the outcome of the application in accordance with its admission arrangements and will notify the parent(s) directly in the form of an offer / refusal letter. All places must be offered in order of the date the application form is received. If two forms are received on the same day the oversubscription criteria for the relevant academic year will be applied. Once offered a place at the school, the parent must inform the school if they will be accepting the place offered by returning the reply slip on the letter to the school. Once a child has been offered a place, the parent must accept / refuse the offer within 10 school days. The parent should contact the school to arrange a mutually agreed start date. The child is expected to take up the place within 28 school days.

If a child is refused a place they will be placed on a waiting list. The list is held in order of the oversubscription criteria and therefore may change.

Appendix 1 - LA co-ordinated Dates (proposed dates – to be confirmed)

For children born between	1 st September 2014 and 31 st August 2015
Applications can be made from	1 st September 2018
Deadline for on-time applications	Tuesday 15 th January 2019
Deadline for proof and changes of address to be received	Friday 15 th March 2019
Offers made	Tuesday 16 th April 2019
Deadline for parents to accept place	Tuesday 30 th April 2019

Appendix 2 – Document Control

Document Drafted	September 2017
Agreed by Governors	October 2017