



# Midsomer Norton Schools Partnership

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LST: AWI

## School Admission Arrangements for Bath and North East Somerset based schools within the Midsomer Norton Schools Partnership 2024-25

### Primary School Admissions Policy (BANES)

School	Age Range	Year of intake	Admission number
<a href="#">Farrington Gurney C of E Primary</a>	4-11	Reception	15
<a href="#">High Littleton Primary School</a>	4-11	Reception	28
<a href="#">Norton Hill Primary</a>	4-11	Reception	60
<a href="#">Peasedown St John Primary</a>	4-11	Reception	60
<a href="#">St Mary's Primary</a>	4-11	Reception	30

#### 1. Introduction

The Midsomer Norton Schools Partnership (Trust) is a Multi Academy Trust with schools across the age range providing education to children and young people from Reception to Sixth Form. It is a not-for-profit charity with the key aim of 'advancing education for public benefit'. The Trust includes both non-demoninational and Church of England schools.

The Trust has developed and published these Admission Arrangements to help explain the admission application process clearly and comprehensively, so that parents and children are suitably informed when choosing and applying for a preferred school. The arrangements comply with the requirements of the [School Admissions Code](#) and the [School Admission Appeals Code](#), issued under Section 84 of the [School Standards and Framework Act 1998](#). Any concern regarding statutory compliance, fairness or equality of local policy/practice, should be directed to the Trust via any of its schools. If the matter cannot be resolved locally, a complaint may be raised with the Education Funding Agency. Every admission application received will be administered in a fair and equitable way, in strict accordance with published policy and complies with our funding agreement and articles of association.

In accordance with our schools' academy status, the Board of Trustees is the Admissions Authority. The 'day to day' management of school admissions is delegated to the Local Governing Body Committee established within each school setting. If you would like to discuss your specific requirements or need further help with any aspect of the admissions process, please contact the individual school office.

#### 2. Applying for a place in Reception

All schools within the Trust are part of the Local Authority Co-ordinated Admissions Scheme. The Bath and North East Somerset co-ordinated scheme can be viewed on the Council's website at <https://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools>.

Bath and North East Somerset residents seeking school places should apply using Bath and North East Somerset application form/online system. Residents outside Bath and North East Somerset should apply for places on their home Local Authorities' application form.

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## 2.1 Multiple birth applications.

Applications for twins, triplets or other multiple births will be considered as individual applications. In the event of the school being oversubscribed the authority will breach the admission number to allow these children to be offered places where either:

- A child from a multiple birth has qualified for the last available place within the admission number but the other child(ren) from that multiple birth have not qualified for a place.
- A child from a multiple birth has had a place named at that school as part of their Education, Health and Care Plan (EHC) during the normal admissions round but the other child(ren) from that multiple birth have not qualified for a place.

## 2.2 Application deadlines:

Reception place applications must be received by midnight on **15<sup>th</sup> January 2024** directly to your home local authority. You should express your preference for up to 5 state-funded schools, in rank order.

***Please note, pupils already attending a nursery provision on the school site will not transfer automatically into the main school. A separate application must be made for a place in reception.***

Any applications received after the above deadlines will not be administered until all on time applications have been processed, at which point there may no longer be a place available at the school.

## 2.3 Late applications

Any late applicants should complete their home LA's common application form and return it to their home LA as soon as possible. In line with agreed co-ordinated admission procedures the school will be informed of any late applications received.

## 3 Educational Health and Care Plan (EHCP)

The Special Educational Needs Code of Practice requires the Admission Authority to admit any children with an Educational Health and Care Plan (EHCP) naming the school. Children with an Educational Health and Care Plan will be dealt with through the SEND Code of Practice and their placement is determined through the statutory assessment process or an annual review of their EHCP. All schools are consulted before being named on a pupil's Educational Health and Care Plan and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a school is named on an Educational Health and Care Plan this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school. Parents/Carers who wish to transfer their child from a setting named in the Education Health and Care Plan must seek approval to do so via the Local Authority that issued the plan before applying for an In-Year transfer.

## 4 Home Address & Families moving into the area including from outside of the UK

The child's normal permanent home address where he or she lives with his or her parents or legal guardians for more than 2.5 school days per week will be used to decide where the child lives. Temporary addresses cannot be used to obtain school places. If parents or carers plan to move, documentary evidence will be required and in order for address changes to be taken into account in the first round of allocations made on 16 April (Reception) the appropriate documentary evidence should be sent to the LA and received by the closing date of 15 January (Reception). However, if details of a change of address that will occur after the closing date (and before the start of term 1) is received with the appropriate documentary evidence by 27 January (Reception) i.e. before the LA has sent details of applications to other councils, it will be considered in the first round of applications. **In all cases, it is the responsibility of the applicant to make sure the LA has received the documentary evidence.**

Examples of evidence that may be acceptable to determine a child's address are: -

- A solicitor's letter confirming exchange of contracts and completion date for a property which is being purchased or a property which is being sold.
- A copy of a signed rental agreement or a solicitor's letter if moving to a council or rented property and proof of your sale or Notice to Quit on your current/previous property.
- A copy of a council tax bill or utility bill such as water, gas or electricity in your name for your newly owned or rented property together with proof of your sale or Notice to Quit on your current/previous property.
- Child benefit paperwork if in receipt.
- If you are moving in with a relative a letter from them will be required confirming the date you will be moving in together with a copy utility bill showing their name and address. A solicitor's letter will also be required confirming that completion of contracts has taken place on your sale or Notice to Quit on your current/previous property.
- In the case of children of UK Service Personnel or Crown Servants returning from overseas, with a confirmed posting to the area an official letter declaring the relocation date and a Unit postal address or quartering area address should be provided.
- In the case of overseas children evidence of right of abode and conditions of immigration should be provided\*

The Admissions Authority reserves the right to investigate home addresses and may ask applicants to supply further evidence of the home address. This may include Council Tax, Electoral Roll, Utility Bills, GP registration, and Child Benefit records. An application or place allocated on the basis of fraudulent information may be withdrawn.

*\*Parents who are not UK or Irish nationals should check they, and their children, have a right to reside in the UK before applying for a school place in England. The following DfE process guidance will be followed by the school and Local authority in the case of applications from overseas - <https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children> .*

## 5 Allocation of Places

5.3 Each Primary school has an **agreed admission** number for entry into reception as per the grid on page 1.

### 5.4 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place. In the event of oversubscription (more applications received than places available) each school will refer to their specific oversubscription criteria in order until all places are filled.

All schools will set the highest priority to looked after children and all previously looked after children who apply for a place at the school.

#### **Looked after children:**

Children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

#### **Previously looked after children:**

Children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

*This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.*

Where a policy refers to permanent staff it is expected that the member of staff has been employed by the school for two or more years at the time at which the application is made.

The admission application ranking exercise may indicate that the Admission Number/limit is reached part way through a specific criterion. In these circumstances, the ranked order for applications satisfying this 'cut off' criterion and any lower placed criterion will be determined by calculating the straight-line distance between each child's home and the main entrance to the school. This will determine the priority order for these applications.

In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazeeter (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system. The GIS system used within this LA would not be able to calculate a staircase measurement in the case of multi-level dwellings. If the distance between two children's homes and the school is exactly the same then a random allocation would be used for any such cases.

### 5.5 Applying a tie breaker

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie breaker to decide between applicants. This process will be independently verified.

### 5.6 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans naming the school.

## 5.6 Fair Access Protocol

We participate in the Bath & North East Somerset Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible. Bath and North East Somerset Local Authority Fair Access Protocol can be found [HERE](#)

## 6 Deferred entry to Reception

While a child is below compulsory school age (5), the parent/carer may choose to defer their child's entry to school until later in the school year. However, he/she cannot defer beyond the point at which the child reaches statutory school age or beyond the start of the last term in the school year.

A child that turns 5 between:

- 1 September and 31 December must be in school from the beginning of the spring term.
- 1 January and 31 March must be in school from the start of the summer term.
- 1 April and 31 August (summer-born) must be in school from the start of the autumn term.

A parent of a 'summer born' child entitled to start school in September 2024, may choose to delay his/her entry to school until September 2025, where the parent considers this arrangement to be in the best educational interests of the child. The parent may also choose to apply for the reception year in September 2025 rather than year 1. Please note: Although the Admission Authority may agree to a 'delayed entry' application being submitted for a reception place in September 2025, there can be no indication given as to whether a place will be available until the 2025 'normal admissions round' allocation exercise is complete. The following process will apply:

The parent must submit an application to the home local authority during the 2024 'normal admissions round', making it clear in the text box on the application form that he/she wishes to delay the child's entry until September 2025. Where the intention is for the child to start with the 2025 reception cohort, this must also be clearly stated on the form. The Admission Authority will formally note the parent's instruction and will consider the request. If a request to delay is approved, parent/carers will have their application withdrawn and effectively, the child will no longer be part of the 2024 'normal admissions round'.

The parent(s) must then wait and make an entirely new application as part of the 2025 'normal admissions round' in accordance with the application process described in the home local authority 2024 Composite Prospectus document. This will be made available by the local authority on 12<sup>th</sup> September 2024. The parent should also take account of the 2025/26 Admission Arrangements applying to the school.

If the school is undersubscribed with reception applications for September 2025, the applicant will receive the offer of a place, without condition, for his/her child on or around 16<sup>th</sup> April 2025. If the school is oversubscribed with applications for September 2025, the published oversubscription criteria will be applied in order to rank all the applications received (including delayed entry applications) and identify a priority for the offer of available reception places. Whether a place can be offered will depend on the outcome of the 2025 application ranking exercise.

If the September 2025 reception application is refused, the right of appeal will apply.

If a parent delays a child's entry until 2025 and decides that the child should join Year 1 rather than reception, he/she will need to make an in-year application within six school weeks of the place being required.

## 7 Admission of children outside their normal age group

Parents are entitled to request a place for their child outside of their normal age group. The Schools LGB Committee 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 their chronological age group. The reasons for the request must be fully explained and included with the application form.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 5. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## **8 In Year Admissions (i.e. all applications for existing year groups)**

All In-Year applications must be made directly to the school using the application form which is available to download from the school website or as a paper copy from the School Office. If no form is submitted the Local Governing Body/Trust will not be able to process the application. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the school specific oversubscription criteria listed. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent for the attention of the Admissions Officer at the School where they are applying for a space. Parents will be notified of the outcome within 10 school days of an in-year application and confirm in writing within 15 school days.

If a place is offered, the applicant will be asked to confirm acceptance in writing within ten school days of receipt, following which the place will remain available for 28 school days from the date of the decision letter. If the child concerned is not attending school after this time frame, the Admissions Committee will write to the original applicant with a view to withdrawing the offer.

## **9 Right of Appeal**

Parents who are unsuccessful in their application for a place at the school have the right to appeal to an Independent Appeal Panel. Further information concerning how to appeal will be explained in the decision letter or found on the Local Authority website <https://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools/admissions-appeals>

The Independent Appeal Panel's decision is legally binding for all parties concerned. Appeals should be submitted in writing within 20 school days from the date of notification that their application was unsuccessful.

Where there is concern that the appeal process has not been properly administered in accordance with the [School Admission Appeals Code](#), a complaint may be raised with the Education and Skills Funding Agency for further consideration.

## **10 Waiting List**

Parents/Carers who make a formal appeal will have their child's name kept on a waiting list for any places which may become available at their preferred school. They may also ask for their child to remain on the waiting list without making a formal appeal. Any places which do become available will be reallocated using the specific school Admissions Criteria, taking into account those parents who have asked to remain on the waiting list or who have lodged a formal appeal together with any late applications received. However, children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant. Where a response to an offer has not been received within 10 school days a final attempt will be made giving 5 school days to make contact. If no response is received the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place

## **11 Multiple Applications**

Where parents share parental responsibility for a child but live separately, if two applications are received from the child's parents the LA/Local Governing Body/Trust will ask them to determine which application it should consider, and which application should be withdrawn. This is because the LA/Local Governing Body/Trust will offer only one school place to a child at any one time. If parents cannot agree they should resolve the issue through the court system for example to obtain a 'Specific Issues Order' which specifies which parent has responsibility to make decisions on school preferences. However, in the absence of any Order the application received from the parent who receives Child Benefit for the child will be the only one considered. Parents may be asked to provide supporting documentation confirming receipt of child benefit. Where the parents/carers are not entitled to Child Benefit the LA will ask for proof of the child's home address as held by the doctor's surgery at the point of application. The Trust or Bath & North East Somerset Council cannot become involved in disputes between parents/carers.

## **12 The Local Authority**

The Local Authority's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from the local Education Department, and should be returned by the date stipulated on that form. The authority will notify parents of the decision as soon as all the applications have been considered. Details of the scheme are available on their website [www.bathnes.gov.uk](http://www.bathnes.gov.uk) or by contacting them directly on the details as below:

Team/Service: Admissions & Transport  
Telephone: 01225 394312  
Fax: 01225 394296  
Email: [admissions\\_transport@bathnes.gov.uk](mailto:admissions_transport@bathnes.gov.uk)  
Postal Address: Admissions & Transport  
Bath & North East Somerset Council  
Lewis House  
Manvers Street  
Bath  
BA1 1JG



# Farrington Gurney Church of England Primary School - Admissions 2024/25

Admissions criteria for the school are as follows:

Following the admission of any children with an EHCP, the Governing Body will consider all other applications received by the closing date. Where there are fewer applications than places available within the school's Published Admission Number, the Governing Body will admit those children.

Where there are more applications received than there are places available within the required year group, the Governing Body will consider all **on time** applications against the criteria as set out below.

## PRIORITY A

- 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, in England.
- or
- A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

## PRIORITY B

The 2 categories in this criterion will be given equal consideration.

- Children who live within a 1.5 mile radius\* of the school and for whom there will be a sibling in attendance on the admission date at the preferred school.
- Children who live outside a 1.5 mile radius\* of the school but it is their closest School and for whom there will be a sibling in attendance on the admission date at the preferred school.

## PRIORITY C

Children who live closest to the school as measured in a direct line.

## Additional Notes

To be considered under the above criteria parents must have named the school as a preference. Under the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

\* The 1.5 mile radius will be measured from the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system.

If under all the above criteria any single category resulted in oversubscription, those living closer to the preferred school would receive the higher priority. Where there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants the place(s) will be allocated by random allocation.

## CONTACT DETAILS:

Farrington Cof E Primary School  
Church Lane  
Farrington Gurney  
BS39 6TY  
Telephone: 01761 452519

Executive Headteacher: Dan Turull  
Head of School: Andrew Dix  
Chair of Governors: Adele Ross  
School website: <https://www.farringtongurneyschool.co.uk/>  
Email: [office@farringtongurneyschool.co.uk](mailto:office@farringtongurneyschool.co.uk)



## High Littleton Church of England Primary School - Admissions 2024/25

This is a happy, family school in which we encourage pupils and adults to have a caring and considerate attitude towards one another. There is a strong Christian ethos of acceptance within the school. We recognise and value the uniqueness of every child, helping all to achieve their best within a safe, secure and creative environment.

We aim to enable children to learn skills, knowledge and develop concepts that will help them grown into positive, responsible people who can work and co-operate with others and hopefully be better equipped for life in today's ever changing society. The school enjoys a good reputation for providing a broad, balanced, challenging and creative environment, made possible by our highly committed and hardworking team of teachers, support staff, parents and governors.

Admissions criteria for the school are as follows:

Following the admission of any children with an EHCP, the Governing Body will consider all other applications received by the closing date. Where there are fewer applications than places available within the school's Published Admission Number, the Governing Body will admit those children.

Where there are more applications received than there are places available within the required year group, the Governing Body will consider all **on time** applications against the criteria as set out below.

- **PRIORITY A**
  - 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, in England.
- or
  - A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.
- **PRIORITY B**
  - Children who live within The Parish of High Littleton and Hallatrow and for whom there will be a sibling in attendance on the admission date at the preferred school.
- **PRIORITY C**
  - Children who live within The Parish of High Littleton and Hallatrow.
- **PRIORITY D**
  - Children who live outside the Parish of High Littleton and Hallatrow and for whom there will be a sibling in attendance on the admission date at the preferred school.
- **PRIORITY E**
  - Children who live closest to the school as measured in a direct line.

### Additional Notes

To be considered under the above criteria parents must have named the school as a preference. Under the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

\* The 1.5 mile radius will be measured from the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system.

If under all the above criteria any single category resulted in oversubscription, those living closer to the preferred school would receive the higher priority. Where there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants the place(s) will be allocated by random allocation.

### Monitoring and Review

The Governing Body will monitor this admissions policy and it will be reviewed every year or sooner if required.

### CONTACT DETAILS:

High Littleton Primary School  
Church Hill  
High Littleton  
BS39 6HF  
Telephone: 01761 470622

Headteacher: Gareth Griffith  
Chair of Governors: Alec Bennett  
School website: <https://www.highlittletonschool.com/>  
Email: [office@highlittletonschool.com](mailto:office@highlittletonschool.com)





# Norton Hill Primary School - Admissions 2024/25

## Introductory statement

Norton Hill Primary School initially opened as a one form entry primary school which will grow to three form entry over time. It offers outstanding education across all aspects of the curriculum with a focus on Science, Technology, Engineering and Mathematics and outdoor education. The academy caters for all abilities and backgrounds and focuses on providing educational opportunities in an environment that promotes the highest aspiration and achievement. Parents should apply via their home local authority co-ordinated scheme using the form provided. The home local authority will let you know whether your child has a provisional place at the academy. Government policy means that you may also be offered a place at another school you have chosen on the form. You can then confirm your acceptance of the place with the local authority.

## Oversubscription criteria

The academy will admit any pupils with an Education, Health and Care plan naming the school. If the academy is oversubscribed, priority for admission will then be given to those children who meet the criteria set out below, in priority order:

### PRIORITY A

- 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, in England.

or

- A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

### PRIORITY B

The 2 categories in this criterion will be given equal consideration

- Children who live within a 1.5 mile radius\* of the school and for whom there will be a sibling in attendance on the admission date of the preferred school.
- Children who live outside a 1.5 mile radius\* of the school but it is their closest school and for whom there will be a sibling in attendance on the admission date.

### PRIORITY C

Children who attend Curiosity Corner Nursery, which is a part of Norton Hill Primary School.

### PRIORITY D

Children of permanent staff at the school

### PRIORITY E

Children who live closest to the school as measured in a direct line.

*Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March. The process for this is to contact the school following acceptance of a place by email: [office@nortonhillprimary.com](mailto:office@nortonhillprimary.com)*

## CONTACT DETAILS:

Norton Hill Primary School  
Silver Street  
Midsomer Norton  
BA3 2UD  
Telephone: 01761 205630

Executive Headteacher: Kerrie Courtier  
Head of School: Siobhan Waterhouse  
Chair of Governors: Kelly Antonowicz  
School website: <https://www.nortonhillprimary.com/>  
Email: [office@nortonhillprimary.com](mailto:office@nortonhillprimary.com)



# Peasedown St John Primary School - Admissions 2024/25

## Rationale

The Trust has a responsibility to ensure that admission and leaving procedures are fair, open, clear, precise and managed effectively in the interests of the children and their families.

## Purpose

- To ensure that admission criteria are applied appropriately
- To provide a smooth transfer (whether to or from the school) of any pupil between schools

## Admissions Criteria

The school is compliant with the School Admissions Code issued by the Department for Education, and with the law relating to admissions. As the school is an academy, the responsibility for admissions falls to the Academy Trust, the Midsomer Norton Schools Partnership Trust. The purpose of the Code is to ensure that all school places are allocated and offered in an open and fair way. In drawing up our admission arrangements, we ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. The school's admission arrangements will be set annually in collaboration with B&NES and following full consultation. For further information please see the School Admissions Code on the school website. Students will be admitted to the school according to the following criteria, in order of priority.

## Admissions Criteria for Peasedown St John Primary School - (ref B&NES booklet A Primary School for your Child)

The academy will admit any pupils with an Education, Health and Care plan naming the school. If the academy is oversubscribed, priority for admission will then be given to those children who meet the criteria set out below, in priority order:

- **PRIORITY A**
  - 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, in England.or
  - A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.
- **PRIORITY B [The 2 categories in this criterion will be given equal consideration]**
  - Children who live within a 1.5 mile radius\* of the school and for whom there will be a sibling in attendance on the admission date at the preferred school.
  - Children who live outside a 1.5 mile radius\* of the school but it is their closest school and for whom there will be a sibling in attendance on the admission date at the preferred school.
- **PRIORITY C**
  - Children who live closest to the school, as measured in a direct line

To be considered under the above criteria parents/carers must have named the school as a preference. Under the above criteria all preferences are considered equally. If a pupil qualifies for more than one school they will be offered their highest preference as stated on their application form.

If under all the above criteria any single category resulted in oversubscription, priority would be given to those children who live nearest to the school. Distance will be measured in a straight line from the address point of the child's home address to the address point of the school. Measurements will be determined using the Local Authority's GIS computerised mapping system with those living closer to the school receiving the higher priority.

In the event of the school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births the Governors will breach the admission number to allow these children to be offered places.

After the closing date the Governing Body will be provided with details of all applications received. Late applications are not considered by the Local Authority until all applications received on time have been dealt with.

## Sizes of classes for Early Years and Key Stage 1 children:

We teach Reception and KS1 children (aged four to seven) in classes that have a maximum number of 30 children. This limit is set by the School Admissions Code (1.17) on Infant Class sizes.

## CONTACT DETAILS:

Peasedown St John Primary School  
Bath Road  
Peasedown St John  
Bath  
BA2 8DH Telephone:

Headteacher: Liz Ennew  
Chair of Governors: Claire Mirams  
School website: <https://www.psjprimary.co.uk/>  
Email: [office@psjprimary.co.uk](mailto:office@psjprimary.co.uk)  
01761 432311



Introduction
<p>These Admission Arrangements comply with the requirements of the School Admissions Code and the School Admission Appeals Code issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998 and are reviewed and published annually by the Academy Trust, the Midsomer Norton Schools Partnership. Should the Trust propose to alter any aspect of policy or practice, a public consultation will be conducted in accordance with the statutory requirements set out in the School Admissions Code. The 'day to day' management of school admissions is delegated to the local School Governing Body whose Admissions Committee takes all admission decisions in connection with the school.</p> <p>In the interests of clarity, this document is set out under the following headings:</p> <p>1.0 - General Information            2.0 - Starting School in September 2024 - The 'normal admissions round'            3.0 - Changing School - The 'In-Year' application process            4.0 - The Oversubscription Criteria            5.0 - Lodging an Appeal            6.0 - Key contact details</p> <p>Appendix A: In-Year Application Form Appendix B: Supplementary Information Form</p> <p>If you would like to discuss your particular circumstances or require further help with any aspect of the school admissions process, please contact the School Office - telephone: 01761 470245.            It is recommended that you also visit the school website which provides a lot of useful information about the school community and curriculum which will be helpful when choosing a school</p> <p><a href="http://stmarystimbsbury.co.uk/">http://stmarystimbsbury.co.uk/</a></p> <p>Any concern relating to the statutory compliance of these admission arrangements or the fairness and equality of local policy/practice should initially be raised with the School Office. If the issue cannot be resolved locally, a complaint may be raised with the Office of the Schools Adjudicator.</p> <p>See section 6 for contact details.</p>

1.0	General information
1.1	The School
	St Mary's C of E Primary School is an inclusive primary school offering high quality education for all children, within a friendly caring Christian environment. The academy is part of the Midsomer Norton Schools' Partnership (MNSP).
1.2	Who can apply for a school place?
	A parent, registered carer, or another person(s) who has an assigned responsibility for the child concerned (referred to throughout this document as 'the parent') may submit a school admission application on behalf of that child for any United Kingdom (UK) state funded school.
1.3	The child
	The child must, at the time of application, be a UK citizen, or have European Economic Area Citizenship, or hold an appropriate Home Office Visa entitling him/her to reside in the UK.
1.4	The home address
	<p>For admission purposes, the Admission Authority will consider the home address to be: The address at which the child concerned is living, at the time of application, for more than 2.5 school days per week, with the person(s) who has legal responsibility for this child. This address should be clearly stated on the application form.</p> <p>Where the child will be moving to a new home address and the parent wishes this to be taken into account, one of the following documents, depending on the circumstances of the case, must be made available <u>at the time of application</u>.</p> <ul style="list-style-type: none"> <li>● A legal 'exchange of contract' which confirms the purchase of the property.</li> <li>● A copy of a formal tenancy agreement (minimum six month term) signed and dated by the applicant and the Landlord for the property.</li> <li>● Where the child will be living at an address other than the parental family home, for more than 2.5 school days per week (for example; with an extended family member, or in emergency or other public accommodation) - A formal written letter, signed and dated by the person responsible for the address in question. This must explain the living/care arrangements for the child and state how long these arrangements are expected to remain in place.</li> <li>● For Children of UK service personnel with a confirmed posting to the area or Crown servants returning from overseas, an official letter confirming a relocation date and Unit postal address or quartering area address.</li> </ul>

1.5	Siblings
	<p>The oversubscription criteria set out in section 4.2 of these admission arrangements includes a priority for children with a sibling attending the school at the time of application who will still be on roll at the time of admission.</p> <p>If a parent wishes a sibling connection to be taken into account, the sibling's details must be provided on the admission application form and he/she must qualify as a full, half or adoptive brother or sister, or a child living for the majority of his/her school time (more than 2.5 school days per week) within the same family unit and at the same home address.</p> <p>The published Admission Number or admission limit will be exceeded, where necessary, in order that multiple birth siblings of the same family (twin, triplet etc.) can all be offered places, where otherwise one or more of these children would be refused.</p>
1.6	Waiting lists
	<p>When an admission application is refused, because the year applied for is full, the child's name will be entered onto a waiting list for that year group, which will be maintained until the end of the school year and then shut down. Names on waiting lists are held strictly in ranked order according to the child's compliance with the oversubscription criteria. Each time a name is added, the waiting list concerned will be re-ranked. If a place becomes available in the appropriate year, this will be offered for the child ranked highest on the waiting list at that time. A child's name will be removed from the waiting list if a place is offered and declined, or the parent requests the school, in writing, to remove his/her child's name.</p>
1.7	Misleading or false information
	<p>Should the admission authority become aware that a place was secured for a child at the school on the basis of misleading or false information, it will consider withdrawing the offer, or where a child has already started to attend the school may remove the child from the school roll. The circumstances of the case will be fully discussed with the parent and, if the decision is taken to withdraw the offer of a place, the application will be considered afresh, taking account of any new information.</p>

<b>2.0</b>	<b>Starting School in September 2024 (The 'normal' Admissions round)</b>
2.1	The Published Admission Number (PAN)
	<p>The PAN for Foundation (reception) is 30. This is the number of places that can be provided according to the resources available and the need to maintain the size of infant classes within the requirements of Infant Class Size legislation (30 children to each qualified teacher unless a child qualifies as a permitted exception in accordance with section 2.15 of the 2014 School Admissions Code). If 30 or fewer reception applications are received for September 2024, every applicant will be offered a place for their child, without condition. If more than 30 applications are received, the Admissions Authority will apply the oversubscription criteria, set out in section 4.2, in order to rank all the applications and identify a priority for the offer of places up to the PAN.</p>
2.2	Submitting an 'on time' application
	<p>For a child to start school in September 2024, the parent must complete the Common Application Form (CAF) available from the <a href="#">home</a> local authority. In order for the application to be considered as 'on time' the CAF must be submitted to the home local authority by 23:59 hours on <b>15 January 2024</b>. The CAF may be completed and submitted using this local authority's 'on line' procedure, or as a paper form. Full details about the application process and information about the schools in the local authority area are explained in the 'Composite Prospectus' document, which each local authority must make available on 12<sup>th</sup> September annually.</p> <p>For families living in Bath and North East Somerset, the <a href="#">home</a> local authority is BaNES Local Authority. School admission enquiries can be made at <a href="mailto:admissions_transport@bathnes.gov.uk">admissions_transport@bathnes.gov.uk</a></p>
2.3	Late applications
	<p>Local authorities must coordinate 'normal admission round' reception applications until 31 August 2024. If an application form is submitted to the home local authority after the application deadline of 15<sup>th</sup> January 2024, it will be considered as a 'late' application and will not be administered until all on time applications have been processed, at which point there may no longer be a place available at the preferred school(s).</p>
2.4	Notifying the application decision
	<p>Parents will receive an admission decision in writing from the <a href="#">home</a> local authority on or about 16 April 2024, according to the procedure set out in this local authority's Composite Prospectus.</p>
2.5	Education Health and Care plan
	<p>A place will automatically be provided for any child who has an Education Health and Care Plan (EHCP) in place at the time of application, which names St Mary's C of E Primary School as the education provider. This place will be allocated within the Published Admission Number (PAN) before the consideration of any other applications, or above the PAN if places have already been offered up to this limit at that time.</p>
2.6	Starting school on a full or part time basis
	<p>A parent may apply for his/her child to start school for the first time in the September following the fourth birthday and, where a place is offered, may choose for the child to start full time from day one, or to attend on a part time basis until statutory school age, is reached which occurs during the term following the child's fifth birthday.</p>
2.7	Deferred entry to school

	While a child is below statutory school age, the parent may choose to defer his/her child's entry to school until later in the school year. However, parents cannot defer beyond the point at which the child reaches statutory school age, or beyond the start of the last term in the school year. The school operates on the basis of a six-term year.
2.8	Applying on behalf of a summer born child (born 1 April – 31 August)
	<p>A parent of a 'summer born' child entitled to start school in September 2024, may lawfully choose to delay his/her entry to school until September 2025, where the parent considers this arrangement to be in the best educational interests of the child. The parent may also choose to apply for the reception year in September 2025 rather than year 1. However, there is a risk attached to deciding this approach, which the parent must be clear about. Although the Admission Authority will agree to a new application being submitted for a reception place in September 2025, there can be no indication given as to whether a place will be available until the 2025 'normal admissions round' is complete. The following process will apply:</p> <ol style="list-style-type: none"> <li>1. The parent(s) must submit an application to the home local authority during the 2024 'normal admissions round', making it clear in the text box on the application form that he/she wishes to delay the child's entry until September 2025. Where the intention is for the child to start with the 2025 <u>reception</u> cohort, this must also be clearly stated on the form. The Admission Authority will formally note the parent(s) instruction and <u>will not</u> process the 2024 application. Effectively, the child will no longer be part of the 2024 'normal admissions round'.</li> <li>2. The parent(s) must then wait and make an entirely new application as part of the <u>2025 'normal admissions round'</u> in accordance with the application process described in the home local authority 2025 Composite Prospectus document. This will be made available by the local authority on 12<sup>th</sup> 2024. The parent should also take account of the 2024/25 Admission Arrangements applying to the school.</li> <li>3. If the school is undersubscribed with reception applications for September 2025, the applicant will receive the offer of a place, without condition, for his/her child on or around 16<sup>th</sup> April 2025. If the school is oversubscribed with applications for September 2025, the published oversubscription criteria will be applied in order to rank all the applications received (including delayed entry applications) and identify a priority for the offer of available reception places. <u>Whether a place can be offered will depend on the outcome of the 2025 application ranking exercise.</u></li> <li>4. If the September 2025 (retained) reception application is refused, the right of appeal will apply.</li> <li>5. If a parent delays a child's entry until 2025 and decides that the child should join year 1 rather than reception, he/she will need to make an in-year application within six school weeks of the place being required.</li> </ol>

<b>3.0</b>	<b>Changing school – The 'in-year' application process</b>
3.1	The Admission Limit
	For each year group other than the year of entry (years 1-6) the Admissions Authority will set a non-statutory admission limit as a guideline to the number of places available. Admission limits will be set in order to ensure the efficient delivery of education and, where applicable, that the statutory Infant Class Size limit is adhered to. The efficient use of resources will also be a factor in terms of available accommodation, class organisation, the needs of the children and the specific resources required to support the children. Consequently, admission limits may be varied from time to time and so the number of places available may vary.
3.2	Submitting an in-year application
	If a parent wishes to apply for a child to join the school during the 2024/25 school year, the In-Year application form (Appendix A) must be completed and submitted directly to the school. This is available to download from the school website or a paper copy can be provided by the School Office. The In-Year application form may be submitted at any time but will only be administered during school term time and within six <u>school</u> weeks of the place being required, unless the application is for a child from a Service family or the parent is a Crown Servant returning from overseas. In these circumstances, an application may be considered further in advance if an official letter is provided with the application, which confirms a relocation date and Unit postal address or quartering area address.
3.3	Applying for a year group other than the child's relative (chronological) age
	The In-Year application will usually be submitted for the year group associated with the child's relative age, although a parent may apply for an alternative year if he/she considers this would be in the best educational interests of the child. In these circumstances, the application must be accompanied with as much information as possible to support the case for 'retaining' or 'accelerating' the child. It is for the Admissions Authority to decide whether to support such a request, which will be considered according to the information provided, the circumstances of the case and what is deemed to be in the best educational interests of the child concerned. If an application for a retained or accelerated year is refused, the Admissions Authority will consider whether a place can be offered in the relative (chronological) age year group. The parent has the right to appeal the decision where a place cannot be offered in the relative year group. Retained and accelerated places secured through the in-year admissions process will be reviewed annually.

3.4	The decision
	On receipt of a signed and dated In-Year Application Form, the Admissions Authority will evaluate whether a place can be made available without prejudicing 'the efficient delivery of education or the efficient use of resources' and/or breaching the Government statutory Infant Class Size Limit. The decision will be notified to the applicant in writing within ten school days of receipt of the In-Year Application Form.
3.5	Accepting the offer of a place
	Where a place is offered, the parent(s) will be asked to confirm acceptance in writing (by letter or email) within ten school days of receipt of the offer letter, following which the place will remain available for the remainder of six school weeks from the date of the decision letter. If the child concerned is not attending school with this time frame, the Admissions Committee will write to the applicant with a view to withdrawing the offer.
3.6	Applying the Fair Access Protocol
	Fair Access to school is very important. Therefore, where it is not possible to offer a place because the required year group is full, or the statutory Infant Class Size limit would be unlawfully breached, the Admissions Committee will further consider the application against the criteria set out in the BaNES Local Authority Fair Access Protocol (FAP), which is published on the authority's website. If the child concerned satisfies any of the FAP criteria, the application will be referred to BaNES local authority, which may then decide to engage with the family in order to identify a suitable educational placement without undue delay.
3.7	Children issued with an Education Health and Care plan
	If a child is the subject of an Education Health and Care Plan (EHCP), which names a particular school, his/her parents should consult the local authority that issued the EHCP <u>before</u> applying for the child to change school.

<b>4.0</b>	<b>The Oversubscription Criteria</b>
4.1	Oversubscription
	If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admissions Committee will assess every application received at that time against the oversubscription criteria set out in section 4.2 in order to rank the applications and identify a priority for the offer of any available places. The oversubscription criteria will also be applied, as required, in order to rank children's names on a waiting list.
4.2	The Oversubscription Criteria
	<ol style="list-style-type: none"> <li>1. 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. 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)</li> <li>2. Children who have a sibling attending St Mary's C of E Primary School at the time of application, who will still be on roll at the time of admission and who lives at the same home address</li> <li>3. Children of permanent staff.</li> <li>4. Children who attend the Nursery at St Mary's Primary School at the time of application.</li> <li>5. Children eligible to receive a pupil or service premium at the time of application</li> <li>6. Children not satisfying a higher criterion</li> </ol> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>● Refer to section 1.4 of these Admission Arrangements for the definition of 'home address'</li> <li>● Refer to section 1.5 of these Admission Arrangements for the definition of 'sibling'</li> <li>● The Supplementary Information Form must be completed and submitted in conjunction with the school place application, where the applicant wishes the child to be considered against Criterion 4 in the event of oversubscription (refer to section 4.5 of these admission arrangements)</li> </ul>
4.3	Prioritising applications by distance measurement
	<p>In the event of oversubscription and the consequent need to rank all applications against the oversubscription criteria, the admission number/limit may be reached before all applications have been considered. The ranked order for those applications identifying against the 'cut off' criterion and any applications that fall below this criterion will be determined according to the straight line distance between each child's home and the school. This will determine a priority for the offer of available places.</p> <p>In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land &amp; Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system. The GIS system used within this LA would not be able to calculate a staircase measurement in the case of multi-level dwellings. If the distance between two children's homes and the school is exactly the same then a random allocation would be used for any such cases.</p>
4.4	Applying a tie-breaker

	Where two or more distances are exactly the same and it proves necessary to rank the relevant applications, a priority for admission will be determined by the drawing of lots. This exercise will take place at the school and be supervised by a person entirely independent of the Admissions Authority and the school.
4.5	Supplementary Information Form (SIF) <i>(for admission to Reception Class only)</i>
	A Supplementary Information Form (SIF) is provided on the school website (Appendix B). This is used to collect information required in order to evidence that a child qualifies against oversubscription Criterion 4. The SIF <u>must</u> be completed and submitted in accordance with the instructions, for admission to Reception Class only, in order for the oversubscription criterion to be applied to prioritise applications if necessary. In some cases, a member of the Admissions Authority, or an appointed agent, may need to contact the parent to discuss the information submitted on the SIF.

<b>5.0</b>	<b>Lodging an appeal</b>
5.1	The legal right to an appeal hearing
	The administration of school admission appeals is subject to statutory procedure set out in the 2012 School Admission Appeals Code issued by the Department for Education. A parent whose child is refused admission to the school is legally entitled to lodge an appeal against this decision. The refusal letter issued by the Admissions Committee will explain how to complete this process and an appeal form is available to download from the school website, or can be requested from the School Office
5.2	The basis on which an admission application may be refused
	The Admission authority can refuse to admit a child where a further admission would ‘ <i>prejudice the efficient delivery of education or the efficient use of resources</i> ’ or where the admission would unlawfully breach the Governments Statutory Infant Class Size (ICS) Limit, resulting in an infant teaching group of more than 30 children to one teacher for part or all of the school day. In the case of an ICS refusal, specific conditions set out in section 4 of the 2012 School Admission Appeals Code are ‘tested’ at the appeal hearing by an independent appeal panel. The range of circumstances whereby an appeal panel might find in favour of an appellant are limited to the appeal panel’s review of these conditions and the reasonableness of the decision.
5.3	The appeal timetable
	An appeals timetable will be published on the school website by 28 February each year. This sets out the statutory time frame within which an appeal must be heard as well as the administrative timeframe within which the Admissions Authority undertakes to process any appeal lodged with the school.
5.4	Complaints about the administration of the appeals process
	The decision of an independent appeal panel is binding on all parties. However, where there is concern that the appeal <u>process</u> has not been properly administered in accordance with the 2012 School Admission Appeals Code, a complaint may be raised with the Academy Trust. Where no local resolution is reached the parent may escalate the matter to the Education Funding Agency for further consideration.

<b>6.0</b>	<b>Key contact details</b>
<b>The School</b>	St Mary’s C of E Primary School Lansdown View Timsbury Bath BA2 0JR  Telephone: 01761 470245  School website: <a href="http://stmarystimsbury.co.uk/">http://stmarystimsbury.co.uk/</a> School Office: Email: <a href="mailto:office@stmarystimsbury.co.uk">office@stmarystimsbury.co.uk</a>
	Chair of School Governors: Jen Hird Executive Headteacher: Mrs Parsons Admissions contact: School Office
<b>For families resident in Bath and North East Somerset, the ‘home’ local authority is BaNES</b>	Team/Service: Admissions & Transport Email: <a href="mailto:admissions_transport@bathnes.gov.uk">admissions_transport@bathnes.gov.uk</a> Telephone: 01225 394312 Fax: 01225 394296  Postal Address: PO Box 25 Riverside Temple Street Keynsham Bristol BS31 1DN
<b>The Office of the Schools Adjudicator</b>	<a href="https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator">https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator</a>
<b>The Education Funding Agency</b>	<a href="http://www.gov.uk/government/organisations/education-funding-agency">www.gov.uk/government/organisations/education-funding-agency</a>
<b>The Department for Education</b>	The Department for Education Sanctuary Buildings, 20 Great Smith St, London SW1P 3BT Telephone 0370 000 2288 Electronic contact form: <a href="http://form.education.gov.uk">form.education.gov.uk</a> Website: <a href="http://www.education.gov.uk">www.education.gov.uk</a>
<b>School Admissions Code</b>	<a href="https://www.gov.uk/government/publications/school-admissions-code--2">https://www.gov.uk/government/publications/school-admissions-code--2</a>
<b>School Admission Appeals Code</b>	<a href="https://www.gov.uk/government/publications/school-admissions-appeals-code">https://www.gov.uk/government/publications/school-admissions-appeals-code</a>

