



Midsomer Norton Schools Partnership

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Review: Term 1 annually
LST: AWI

Primary School Admissions Policy

School	Age Range	Year of intake	Admission number
St John's C of E Primary	4-11	Reception	60

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 community 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 2021 [School Admissions Code](#) and the 2012 [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 (EHCP) 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 **15th January 2023** 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.

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 2023, may choose to delay his/her entry to school until September 2024, 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 2024 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 2024, there can be no indication given as to whether a place will be available until the 2024 '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 2023 '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 2024. Where the intention is for the child to start with the 2024 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 2023 'normal admissions round'.

The parent(s) must then wait and make an entirely new application as part of the 2024 'normal admissions round' in accordance with the application process described in the home local authority 2023 Composite Prospectus document. This will be made available by the local authority on 12th September 2023. The parent should also take account of the 2024/25 Admission Arrangements applying to the school.

If the school is undersubscribed with reception applications for September 2024, the applicant will receive the offer of a place, without condition, for his/her child on or around 16th April 2024. If the school is oversubscribed with applications for September 2024, 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 2024 application ranking exercise.

If the September 2024 reception application is refused, the right of appeal will apply.

If a parent delays a child's entry until 2024 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 (*during coronavirus (until 30th September 2022), this is now at least 28 calendar days' written notice*).

Where there is concern that the appeal process has not been properly administered in accordance with the [2012 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, but, where a response to an offer has not been received within 10 school days, 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 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
Postal Address: Admissions & Transport
Bath & North East Somerset Council
Lewis House
Manvers Street
Bath
BA1 1JG



St John's Primary School – Admissions 2023/24

1.0	General information
1.1	The School

	St John's Church of England (CofE) Primary School provides an inclusive high quality education for all children, within a friendly caring Christian environment. The governors and staff promote care, respect and responsibility and expect high standards in all aspects of school life. Admission applications are welcomed on behalf of any child but are prioritised for siblings and children living close to the school before those living further away (see section 2 – The Oversubscription Criteria)
1.2	Who can apply for a school place?
	A parent, registered carer, or other person/organisation that has responsibility for a child (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
	Any child who resides within the United Kingdom (UK) has a right to access education at a UK state funded school from age four onwards. The child must, at the time of applying for a school place, have European Economic Area Citizenship (this includes British citizenship), or hold an appropriate Home Office Visa entitling him/her to reside in the UK.
2.0	The Oversubscription Criteria
2.1	Oversubscription
	If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admission Authority will consider every application received at that time against the oversubscription criteria set out in section 2.2 of these Admission Arrangements. This will enable the Admission Authority to sort the applications into ranked order and identify a priority for the offer of available places. The oversubscription criteria will also be applied when it is necessary to rank a waiting list.
2.2	The Oversubscription Criteria
	<ol style="list-style-type: none"> 1. Looked after child <ol style="list-style-type: none"> 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. <p>or</p> b. 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. <ol style="list-style-type: none"> 2. - Children who have a sibling attending St John'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. - Children eligible to receive a Pupil Premium or Service Premium at the time of application. 3. Children who attend Next Steps Nursery which is part of St John's Primary School. 4. Children of permanent Staff who have been employed at St John's C of E Primary School on a permanent contract for at least two years prior to the submission of an admission application, or children of a newly appointed teacher, appointed to satisfy a demonstrable skills shortage 5. Children who live closest to the school as measured in a direct line. <p>Note: The Supplementary Information Form which is available on the school website or from the school office <u>must</u> be completed and returned to confirm compliance with criterion 2.</p>
3.0	Key contact details
The School	<p>St John's Church of England (C of E) Primary School Redfield Road, Midsomer Norton, Radstock, BA3 2JN</p> <p>Tel: 01761 412019 School Office email: office@stjohnsmsn.co.uk</p> <p>Headteacher: Danielle West-Gaul Chair of Admissions Committee: Mr. Steven Smith School website: https://www.stjohnsmsn.co.uk/</p>



**Supplementary Information Form
Admissions to Reception Class 2023**

It is the parent’s responsibility to ensure that the requirements, detailed in this Supplementary Information Form, are fully met prior to submission.

Please make sure this is completed and returned to the school by 11:59pm 15 January 2023 to be considered in the first round of allocations.

Please complete this form if you believe your child should be included in the following criteria:

2. Children eligible to receive a pupil or service premium at the time of application. You may be asked to provide independent confirmation to show your eligibility. Early Years Pupil Premium and Pupil Premium

To be eligible for Early Years Pupil Premium, the family will receive one or more of the following. Please tick all that apply to your child:

	Please tick
Income support	
Income based Jobseekers Allowance	
Income related Employment and Support Allowance	
Support under part VI of the Immigration and Asylum Act 1999	
Guaranteed element of State Pension Credit	
Child Tax Credit, not receiving Working Tax Credit and annual gross income under £16,190	
Working Tax Credit run-on	
Universal Credit	

Service Premium

This is for children whose parents are serving in the Armed Forces. It is paid to schools for those children who:

- have parent(s) who are currently serving in the UK regular armed forces;
- have parent(s) who served in the UK regular armed forces at any time in the last three years;
- have parent(s) who died serving in the UK regular armed forces and are in receipt of a pension under the Armed Forces Compensation Scheme or War Pension Scheme.

Please tick if your child would be eligible for Service Premium	
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Child’s details	
First name (s)	
Last name	
Date of birth	

Parent's details	
First name (s)	
Last name	
Address	

Declaration	
Signature	
<p>I confirm that the child named in this Supplementary Information Form satisfies the indicated criterion/criteria. I understand that an offer of a school place may be withdrawn where this claim is found to be misleading or false and that by signing this declaration, I grant the Admission Authority permission to seek further confirmation where it is deemed necessary to do so.</p>	

Please return the completed and signed form to:
 St John's CofE Primary School
 Redfield Road
 Midsomer Norton
 BA3 2JN

office@stjohnsmsn.co.uk