



St. John's Church of England Primary School

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2022/23 School Admission Arrangements

Introduction -

These Admission Arrangements comply with the requirements of the 2014 School Admissions Code and the 2012 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 Ann Harris Academy Trust (the Admission Authority). The 'day to day' management of school admissions is delegated to the local School Governing Body whose Admissions Committee processes all admission applications received for St John's Church of England (C of E) Primary School in strict accordance with these Admission arrangements.

This document is set out under the following headings:

- 1.0 - General Information
- 2.0 - Applying to start School in September 2022 - 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

Appendix A: In-Year Application Form
Appendix B: Supplementary Information Form
Appendix C: Glossary and Definitions

If you would like to discuss your circumstances or require further help with any aspect of the school admissions process, please contact the School Office - telephone: 01761 412019

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

www.stjohnscofe.bathnes.sch.uk

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 4 – 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.
1.4	The home address
	<p>For admission purposes, the Admission Authority considers the home address to be: The address at which the child concerned is living at the time of application, with his/her parent(s) for more than 2.5 school days per week. This address should be clearly stated on the application form.</p> <p>If the child will be moving to a new home address and the parent wishes this address to be used for admission purposes, one of the following documents must be made available in conjunction with the Admission Application Form:</p> <ul style="list-style-type: none"> • A legal ‘exchange of contract’ which confirms the purchase of the property • A copy of a formal tenancy agreement (minimum six-month term) signed and dated by the applicant and the Landlord for the property • 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. • 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
1.5	Siblings
	<p>The oversubscription criteria set out in section 4.2 of these admission arrangements includes criteria which relate to children with a sibling attending the preferred school.</p> <p>If a parent would like his/her child to be prioritised against one of these sibling criteria, the sibling’s details must be provided on the admission application form. The named sibling can be a full, half or adopted brother or sister, or another child, who lives 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/Admission Limit will be exceeded 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 if the Admission Number/Limit was adhered to.</p>
1.6	Waiting lists
	When an admission application is refused, the child’s name will be entered onto a waiting list for the required year group, which will be maintained until the end of the school year in question and then shut down. Names are held on waiting lists in strict ranked order, which indicates how he/she qualifies against the published oversubscription criteria. Each time a name is added, the waiting list will be re-ranked. If a place becomes available in the required 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 accepted, offered and declined, or the parent requests in writing that the school removes his/her child’s name.

1.7	Supplementary information Form (SIF)
	A Supplementary Information Form is available on the school website which <u>must</u> be completed if a parent wishes to demonstrate that a child qualifies against oversubscription criterion 3 (see section 4.2 of this document). In the event of oversubscription and the need to rank applications in priority order, the information submitted with the SIF will be taken account of, providing the SIF is completed and submitted along with the required evidence in accordance with the instructions provided. In some cases, a member of the Admission Authority, or an appointed agent, may need to contact the parent to discuss the information provided.
1.8	Misleading or false information
	If the Admission Authority becomes aware that a school place has been secured for a child due to the provision 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. Before doing so, the circumstances of the case will be discussed with the parent and, where required, the application will be considered afresh taking account of any new information.

2.0	Applying to start school in Reception in September 2022
2.1	The Published Admission Number (PAN)
	<p>Applications to start school for the first time in September 2022 are administered by local authorities during the 'normal' admissions- round which applies for new entry to school. A statutory Admission Number (PAN) of 60 is published for the year of entry (Reception). The PAN indicates the number of places that can be offered within the resources available and, where appropriate, the need to maintain the size of infant classes within the requirements of Infant Class Size legislation (this limits Reception, Year 1 and Year 2 classes to no more than 30 children per teacher, unless a child qualifies as a 'permitted exception' admission in accordance with section 2.15 of the 2014 School Admissions Code).</p> <p>If fewer applications are received than the PAN set for the Reception Year, every applicant will be offered a place for their child, without condition. If the total number of applications received exceeds the PAN, the Admission Authority will consider every application against the relevant oversubscription criteria which is set out in section 4.2 of these Admission Arrangements. The Admission Authority will sort the applications into ranked order and identify a priority for the offer of places up to the PAN.</p>
2.2	Submitting an Admission Application Form
	<p>For a child to start school in September 2022, the parent must complete the Common Application Form (CAF) available from the 'home' local authority. The application will be considered as 'on time' if it is submitted to the home local authority by 23.59 hours on 15 January 2022</p> <p>The CAF may be completed and submitted using the local authority 'on line' procedure, or as a paper form. Full details concerning the application process, as well as information about the schools in the local authority area, are explained in the 'Composite Prospectus' document, which each local authority must make available on 12th September annually.</p> <p>For those families who are resident in Somerset, the 'home' local authority is Bath and North East Somerset Council. School admission enquiries can be made at admissions_transport@bathnes.gov.uk</p>
2.3	Late applications
	If the application form is submitted to the home local authority after the deadline stated in section 2.2, it will be considered as 'late' and will <u>not</u> be administered until all on time applications have been processed. By this time, there may no longer be a place available at the preferred school(s). Some local authorities publish specific dates for a second

	admissions-round within which 'late' applications will be administered. Local authorities must coordinate starting and transferring school applications until 31 August 2022.
2.4	Notifying the application decision
	Applicants will receive an admission decision in writing from their <u>home</u> local authority on or about 16 April 2022 The method of informing the decision varies across local authorities but is set out in the Composite Prospectus issued by each authority.
2.5	Education Health and Care Plan (EHCP)
	A place will be made available for any child who has an EHCP agreed between the Local authority and the Admission Authority which names St John's C of E Primary School in the EHCP as the education provider. The place will be provided above the PAN if Reception is full to this limit at that time.
2.6	Starting school in Reception on a full-time basis
	A child must attend school on a full-time basis from the term following the fifth birthday (compulsory school age). However, a parent may apply for a child to start school for the first time in the September following his/her fourth birthday and, where a place is offered, may choose for him/her to attend on a full-time basis from day one, even though not yet of compulsory school age.
2.7	Deferred entry to Reception and part time attendance
	A parent may choose to defer a child's entry to school until later in the same school year, or to agree arrangements for the child to attend on a part time basis until he/she reaches compulsory school age. However, it is not permitted to defer entry beyond the point at which the child reaches compulsory school age, or beyond the start of the last term in the school year. Somerset Local Authority operates a six-term year.
2.8	Starting School - summer born children (born 1 April – 31 August)
	<p>A parent of a 'summer born' child who will not reach compulsory school age during the 2022/23 school year can lawfully choose to delay his/her entry to school until September 2023. In these circumstances, the parent must decide whether they would like to apply for their child to be offered a 'retained' place in the September 2023 Reception Year or to join Year 1 (the relative age year group).</p> <p>If applying for a 'retained' Reception place in 2020, the following process must be followed:</p> <ol style="list-style-type: none"> 1. The parent <u>must</u> apply to the 'home' local authority during the 2022 'normal' admissions-round, making it clear on the application form that he/she wishes to delay the child's entry until September 2023 and to apply again at that time for a retained place in the Reception year group. As much information as possible should be submitted by the parent to support the case for a retained Reception place. 2. On receipt of the September 2022 Application Form, the home Local Authority and Admission Authority will formally note the parent(s) instruction and will <u>not</u> process this Application Form any further. Effectively, the child concerned will no longer be part of the 2022 'normal' admissions-round. 3. The Admission Authority will then consider the parents request that he/she be allowed to apply for a retained Reception place in September 2023, rather than having to make an In-Year application for a place in Year 1. The Admission Authority will make this decision based on the circumstances of the case and 'what is considered by the Admission Authority to be in the best educational interests of the child concerned'. The Admission Authority might choose to involve professional advisors where this is considered necessary to inform this decision. The decision will be issued in writing to the parent as soon as possible after the September 2022 application is received.

	<p>4. Where the Admission Authority decision is to support the parents request for a retained September 2023 Reception application: The parent must then wait and make a new application as part of the <u>2023</u> ‘normal’ admissions-round in accordance with the application process set out in the ‘home’ local authority 2023 Composite Prospectus document. This will be made available by the local authority from 12th September 2022. The parent should also take account of the published 2023/24 Admission Arrangements which apply to the school.</p> <p>5. If the school is undersubscribed with reception applications for September 2023, the applicant will receive the offer of a place (without condition) for his/her child on or around 16th April 2023. If the school is oversubscribed with applications for September 2023, every application (including delayed entry) will be considered against the published oversubscription criteria and placed in ranked order, identifying a priority for the offer of available reception places. <u>There can be no guarantee of a place being available to offer.</u> This will be dependent on the 2023 application ranking exercise.</p> <p>6. If the September 2023 reception application (for a retained place) is refused, the right of appeal will apply.</p> <p>7. If a parent chooses to delay his/her child’s entry until 2023 and apply for the child to join <u>Year 1</u> (the relative age group) he/she will need to submit an In-Year application within six school-weeks of the place being required.</p>
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3.0	Changing school – The ‘In-Year’ application process
3.1	The Admission Limit
	The governors’ Admissions Committee will set an admission limit for every year group, other than Reception for which a statutory admission number is published. Admission limits are set in accordance with the level of resource available and to ensure that as many places as possible can be offered without prejudicing ‘ <i>the efficient delivery of education and/or the efficient use of resources</i> ’ or (where applicable) unlawfully breaching the statutory Infant Class Size Limit. In determining admission limits, the Admissions Committee will take account of factors such as school budget, accommodation, class organisation, the specific needs of the children on roll and the wellbeing of pupils and staff. Consequently, admission limits may be varied from time to time and so the number of places that can be offered will alter accordingly.
3.2	Submitting an in-year application
	The In-Year Application Form is available to download from the school website or can be provided as a paper form via the school office. The Application Form may be completed and returned directly to the school at any time, although it 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 will be considered further in advance providing an official letter is submitted with the application, which sets out a relocation date and confirms a Unit postal address or quartering area address.
3.3	Applying for a year group other than the child’s relative (chronological) age
	<p>The In-Year Application Form will usually be submitted for the year group associated with the child’s age, although a parent may apply for an alternative year group where he/she considers this would be in the best educational interests of the child concerned. The application must be accompanied with as much information as possible to support the case for ‘retaining’ or ‘accelerating’ the child.</p> <p>The Admission Authority will decide on a ‘case by case’ basis whether to support the parent’s request, taking account of the information provided and what is considered by the Admission Authority to be in the best educational interests of the child concerned. Where an application</p>

	<p>for a 'retained' or 'accelerated' placement is refused, the Admission Authority will further consider whether a place can be offered in the child's relative age year group. The applicant will have the right to appeal the decision where a place cannot be offered in the relative age year group.</p> <p>'Retained' and 'accelerated' placements secured through the In-Year admissions process will be reviewed annually in conjunction with the child's parent.</p>
3.4	<p>Notifying the In-Year admission decision</p> <p>A decision letter will be issued to the applicant within 10 <u>school</u> days of receipt of the completed application form, unless it is decided that supplementary information is required before a decision can be taken. The applicant will be notified of the admission decision by first class letter post.</p> <p>Whether a place can be offered in the required year group will depend on the circumstances at the school at the time the application is considered. The application will be refused where a further admission would impact negatively on the school and so prejudice <i>'the efficient delivery of education or the efficient use of resources'</i> or breach the statutory Infant Class Size Limit.</p>
3.5	<p>Accepting the offer of a place</p> <p>The School regularly receives applications so, where a place is offered, it is very helpful if the applicant can confirm acceptance of the offer, by letter or email, as soon as possible after receiving the decision letter. However, the offer will remain available for six school weeks from the date of the decision letter, at which point it is expected that the child concerned will be attending school. If the child is not on roll and regularly attending within this time frame, the Admission Authority will write to the applicant with a view to withdrawing the offer and making the place available for another child.</p>
3.6	<p>Applying the Fair Access Protocol</p> <p>The Admission Authority is committed to 'Fair Access to school for every child'. Therefore, where an application is refused <u>and the child concerned is not on roll or attending another school</u>, the Admission Authority will consider whether the child satisfies any of the criteria set out in the Bath and North East Somerset Council (BaNES) Fair Access Protocol (FAP), which is published on the council website. Where this is the case, the Admission Authority will inform BaNES and provide a copy of the completed In-Year Application Form. This will enable the council to decide whether to engage with the applicant and help secure a suitable educational placement without undue delay.</p>
3.7	<p>Children who are the subject of an Education Health and Care plan (EHCP)</p> <p>If a child is the subject of an EHCP which names a specific school, his/her parent should consult the Local Authority that issued the EHCP, before applying for the child to change school. This Local Authority must be involved in the process of agreeing any change of school.</p>

4.0	The Oversubscription Criteria
4.1	<p>Oversubscription</p> <p>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 4.2 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.</p>
4.2	<p>The Oversubscription Criteria</p> <ol style="list-style-type: none"> 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 <i>'looked after child'</i>

	<p><i>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.</i></p> <p>or</p> <p><i>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 Governing Body 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.</i></p> <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 3. Children eligible to receive a Pupil Premium or Service Premium at the time of application 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 not satisfying a higher criterion <p>Note:</p> <ul style="list-style-type: none"> ● Refer to section 1.4 of these Admission Arrangements for the definition of 'home address' ● Refer to section 1.5 of these Admission Arrangements for the definition of 'sibling' ● 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 3.
4.3	Prioritising applications by distance measurement
	<p>In the event of oversubscription, applications are prioritised by ranking them against the oversubscription criteria until the Published Admission Number (PAN) or admission limit is reached. If this limit is reached part way through an oversubscription criterion and there are still some applications left to rank, there will be a need to further refine the order of the applications satisfying this 'cut off' criterion and those which qualify against a lower criterion.</p> <p>The ranked order of these applications will be determined by calculating the straight-line distance between each child's home and St John's C of E Primary School, with the shorter distance receiving the higher priority. Distances will be calculated electronically using digital mapping software and Ordnance Survey 'National Address Base' coordinates and measurement will be to a minimum of three decimal places accuracy. In the case of a multi-dwelling building such as a block of flats, the same distance will apply for all occupants.</p>
4.4	Applying a tie-breaker
	<p>Where two or more distances are exactly equal and it proves necessary to sort the associated applications into ranked order, this will be decided by the drawing of lots. This activity will take place at the school and be supervised by a person entirely independent of the Ann Harris Academy Trust and the school.</p>
5.0	Lodging an appeal
5.1	The legal right to an appeal hearing

	The administration of school admission appeals is subject to a statutory procedure set out in the 2012 School Admission Appeals Code issued by the Department for Education. Any applicant whose admission application is formally refused is lawfully entitled to appeal this decision. The refusal letter issued on behalf of the Admission Authority will explain how an appeal may be lodged using the Appeal Form which is available to download from each school website, or as a paper copy from the school offices.
5.2	The Infant Class Size Appeal
	The grounds on which an appeal panel can uphold an appeal are very limited where the decision to refuse admission was taken because the admission of a further child would breach the statutory Infant Class Size Limit. Section 4 of the 2012 School Admission Appeals Code specifies four conditions which an independent appeal panel must 'test' at an Infant Class Size appeal hearing. Appellants are advised to refer to this information when considering lodging an appeal.
5.3	The Appeals Timetable
	The Admission Authority publishes an Appeals Timetable on the school website by 28 February every year. This sets out the statutory time frame within which an appeal hearing must take place as well as the administrative timeframe within which the Admission 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 administered in accordance with the 2012 School Admission Appeals Code, a complaint may be raised with the Ann Harris Academy Trust via the School Office. Where no local resolution is reached, the parent may escalate the matter to the Education and Skills Funding Agency for further consideration.

6.0	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 Headteacher: Mrs D West-Gaul Chair of Admissions Committee: Mr Steve Smith School website: www.stjohnscofe.bathnes.sch.uk</p>	
For a family resident in Bath and North East Somerset, the 'home' local authority is BaNES	<p>Admissions & Transport PO Box 25 Riverside Temple Street Keynsham Bristol BS31 1DN</p> <p>Email: admissions_transport@bathnes.gov.uk Telephone: 01225 394312 Fax: 01225 394296</p>	
The Office of The Schools Adjudicator	https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator	

The Education and Skills Funding Agency	www.gov.uk/government/organisations/education-funding-agency
The Department for Education	The Department for Education Sanctuary Buildings, 20 Great Smith St, London SW1P 3BT Telephone 0370 000 2288 Electronic contact form: form.education.gov.uk Website: www.education.gov.uk
School Admissions Code	https://www.gov.uk/government/publications/school-admissions-code--2
School Admission Appeals Code	https://www.gov.uk/government/publications/school-admissions-appeals-code