



Cheddon Fitzpaine Church School

School Admission Arrangements For The 2015/16 Academic Year

Part 1 - General information

1.1 **About our School**

Cheddon Fitzpaine Church School is an inclusive academy affiliated to the Bath and Wells Multi Academy Trust (MAT), whose Directors constitute the admissions Authority responsible for all admission decisions taken in connection with the school. 'Day to day' admission decisions are delegated to an Admissions Committee comprising of a minimum of three of the school governors, acting on behalf of the MAT.

As a Church school, we aim to work with parents, pupils, staff, governors and the Church to provide a safe environment in which each child is valued as an individual made in the image of God, and in which the child can find security, acceptance, reassurance and an opportunity to develop their potential. We aim to create a caring and happy community in which Christian values are upheld.

We are a forward thinking and proactive school that constantly strives to improve our educational offering in order to enrich the children's experience. We focus on the whole child, and are proud of the breadth and depth of our inspiring curriculum. This is reflected throughout these admission arrangements, which are reviewed on an annual basis.

For more information about our school, please have a look around the website and/or contact the school office.

1.2 **Contact details**

Cheddon Fitzpaine Church School
Rowford, Taunton, Somerset, TA2 8JY

Telephone: 01823 451335

Email: office@cheddonfitzpaine.somerset.sch.uk

Website: www.cheddonfitzpaineschool.co.uk

1.3 **Relevant Documents: Please read this information before applying for a school place**

Important documents published by your Local Authority will be relevant to some areas of school admissions procedure. Prospective applicants are strongly advised to contact their home Local Authority (the area in which the child lives) or access this Local Authority website and ensure that they read and understand any relevant information before proceeding with an application for a school place. Documents of particular importance include:

- The Local Authority Coordinated Admissions Scheme
- The Composite Prospectus 'Primary Admissions Guide for Parents' (this will include detailed information about how to apply for a child to start school for the very first time in the Reception year group)
- The Local Authority School Transport policy
- Free School Meal Entitlement
- The Local Authority Fair Access Protocol (this document applies only for applications made in connection with a place required during the academic year)

1.4 **The Published Admission Number (PAN) and Admission limits**

A statutory Published Admission Number applies for the Reception year group, which indicates the minimum number of places that will be offered if sufficient applications are received. The governors' Admissions Committee will consider all applications for Reception in accordance with these admission arrangements and places will be offered until the Published Admission Number is reached, at which point the governors will consider whether the resources available at the time will enable additional places to be made available. If not, the decision will be to refuse all applications that would lead to admission of a pupil above the PAN.

A non-statutory admission limit has been set for all other year groups. This may be adjusted from time to time according to the level of resource available at the school and the preferred year group/class organisation.

The Published Admission Number for Reception is set at **21**
The admission limit applying to years 1 – 6 is: **21**

Part 2 - Over Subscription Criteria

- 2.1 Where there are more applications than there are places available within the requested year group, the Admissions Committee will apply the following oversubscription criteria for every application received. This will rank applications according to priority and so identify those children for whom a place must be offered within the Published Admission Number applying to the Reception year group, or those who may be offered a place within the admission limit applying at the time for any other year group. Applications will be considered for refusal where a place within these limits cannot be provided.
- 2.2 Before applying the oversubscription criteria, a place will be allocated for any child with a Statement of Special Educational Needs that names Cheddon Fitzpaine Church School as the school the child must attend (The Special Educational Needs

Code requires the Admission Authority to admit any children with a Statement of Special Educational Needs naming the school, before the consideration of any other applications).

2.3 **The Over Subscription Criteria** (refer to Part 6 of this document for definitions)

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order
2. Children who have a sibling attending Cheddon Fitzpaine Church School at the time of application and who will still be attending the school at the time of admission
3. Children who themselves, or whose parent/carer, or grandparents are practising member of Anglican or Methodist churches.
4. Children entitled, at the time of application, to receive Pupil Premium funding
5. Children not satisfying a higher criterion

2.4 **Applying a distance Measurement and Tie Breaker:**

Where the Published Admission Number is reached part way through any criterion, a straight-line measurement between home and the school will be calculated for every child satisfying that criterion. The distance will be measured using a Geographic Information System method, to calculate on an electronic map, the distance 'between the front door of the child's permanent home and the main gate of the school'. Places will be offered for those children living nearest to the school until all available places have been allocated.

Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two or more children's homes and the school are exactly the same. This process will involve the drawing of lots which will be supervised by a person independent of the Admissions Authority.

Part 3 – Starting School in Reception in September 2015

- 3.1 The procedure for applying to start school for the first time in Reception must be coordinated by the home local authority in conjunction with other local authorities and admission authorities as may be necessary. Before applying for a school place, applicants should refer to the 2015 Coordinated Admissions Scheme published by the Local Authority in which area the child subject to the application lives (the home Local Authority). Applicants may also consider referring to information contained in the Local Authority's 'primary admissions guide for parents', which should explain the application process in detail. These documents will be available on the home Local Authority's website or upon request to that Local Authority
- 3.2 A suitable application form (referred to as 'the common application form') is available from the local authority in which area the child lives (the home local

authority) which must be completed and submitted directly to this authority, to arrive no later than 23.59 hours on 15th January 2015.

- 3.3 The home Local Authority will forward applications directly to the Local Authority in which area the preferred school is located. The Admissions Committee of Cheddon Fitzpaine Church School will be sent all application forms that indicate a preference for the school and these will be considered according to the information supplied by the applicant. Where necessary to do so, the committee will apply the oversubscription criteria in order to determine a priority for admission. Applications submitted before the 15th January 2015 deadline will be administered and available places provisionally allocated, before the consideration of any later application.
- 3.4 The governors will notify Somerset Local Authority of their provisional application decisions in accordance with the timetable set out in this authority's published Coordinated Admissions Scheme. Final decisions will be notified by letter post or email, to be sent out on 16th April 2015 by the home Local Authority on behalf of the Bath and Wells Multi Academy Trust and the school governors. This is in accordance with the School Admissions Code.

Part 4 - Admission to any year group during the 2015/16 academic year (in-year admission)

- 4.1 Applications for a place during the academic year, may be submitted at any time, but will not be administered more than six calendar weeks in advance of a place being required (except in particular circumstances applying for Crown Servant or Service family children - see section 6.4) Applicants must complete the Cheddon Fitzpaine Church School In-Year application form and return this directly to the school office. This is available to download from the school website, or a copy can be provided upon request.
- 4.2 The Admissions Committee will consider applications during term time only and strictly in the order that they are received. Applications that arrive during a school holiday will be held and processed when school resumes. If the governors receive more than one application on the same day for the same year group, they may need to apply the published oversubscription criteria in order to determine a priority for admission where insufficient places exist within the PAN or admission limit applying at that time (see Part 2 – Oversubscription Criteria).
- 4.3 The non-statutory admission limits (applying to years 1 – 6) indicate the number of places available in a particular year group at a particular time. The governors are permitted to adjust these limits whenever deemed necessary in order to reflect the level of resource available to support the year group concerned. If the Admissions Committee determines that the admission of a further child would impact on the efficient delivery of education or the efficient use of resources, the application will be refused.
- 4.4 Applicants will receive a written decision by first class letter post within 10 school days of receipt of the In-Year application form or receipt of any subsequent information where this is subsequently submitted to support an application and is deemed necessary in order to determine the admission decision. If an application is refused, the decision letter will set out the reasons for refusal and explain how to

appeal against the Admission Authority's decision (see Part 5 of these arrangements).

- 4.5 Any offer of a place during the academic year, will remain open for six calendar weeks from the date of the decision letter. If the child concerned is not on roll and attending before this deadline, the Admissions Committee will consider withdrawing the offer of a place and, where appropriate, reallocating this for another child. This would be for the child ranked highest on the appropriate waiting list at the time, or where no waiting list exists, for a child subject to a more recent application (see Section 6.10 Withdrawing an allocated place)
- 4.6 Subject to the information provided in support of an application and the circumstances at the school, the Admissions Committee may decide to refer a refused application to the home local authority in order that this authority's Fair Access Protocol can be applied. This would normally be where a child is deemed to require a higher level of support than can be provided at the school. The Fair Access Protocol will enable a local authority to engage with a family directly and so provide suitable support or an alternative educational placement as soon as possible. Applicants are advised to refer to the appropriate Local Authority Fair Access Protocol before completing an in-year application form. A protocol can be accessed on every Local Authority website, but may well vary from area to area.

Part 5 - Appeals Procedure

- 5.1 When any application for a school place is refused, the legal right to appeal against the decision will be offered to the applicant.
- 5.2 An appeal timetable is published annually on the school website by 28th February. This sets out the timeframe for the various stages in the appeal process and includes statutory dates by which appeals must be heard. Appeal forms relating to starting school for the first time in Reception at the beginning of September, must be submitted in line with the instructions and specified submission deadline set out in the home Local Authority Coordinated Admissions Scheme. An appeal form relating to an in-year application decision may be submitted directly to the school office at any time following the issue of the refusal decision letter.
- 5.3 The Cheddon Fitzpaine Church School Appeal Form is available to download from the school website or can be collected or sent out from the School Office. This form must be used for all appeals in connection with decisions issued by or on behalf of Cheddon Fitzpaine Church School admissions authority.
- 5.4 The Admissions Committee will not arrange for appeal hearings to take place during school holidays. Appeal forms received when the school is closed will not be administered until the school resumes.

Part 6 – Important Information

6.1 Waiting Lists

The Admissions Authority operates waiting lists for every year group and these are maintained throughout the academic year. Where a child is formally refused admission to any year group, parents may request that their child's name is entered onto the appropriate list. Names are held strictly in ranked order according

to the published oversubscription criteria. If a place becomes available within the Published Admission Number or appropriate admission limit, or resources enable an additional place to be made available, this will be offered for the highest ranked child at that time. Waiting lists shut down and names are removed at the end of each academic year.

6.2 Applications for children to enter a year group other than chronological age

Parents may request a place for their child in a year group other than his/her chronological age year group. The Admissions Committee will consider requests on a 'case by case' basis according to the information submitted by way of support. This should clearly demonstrate the particular needs of the child. For example that; he/she requires some specific additional support while at school or conversely that there are overwhelming reasons for a gifted and talented child to be taught above his/her age range. If a place cannot be made available in the preferred year group, but can be provided in the chronological age year group, there will be no right of appeal against the Admission Authority's decision. If the request is refused and an alternative place cannot be made available in the chronological age year group, then the applicant will have the legal right to appeal against the decision to refuse.

Placements secured in year groups other than chronological age will be reviewed on a termly basis and, where appropriate, a decision taken in conjunction with the child's parents, teaching staff and other professionals as to whether the arrangement should continue or the child be relocated to his/her chronological age year group.

6.3 Multiple birth applications (for example twins)

In the case of multiple birth applications, the Published Admission Number or admission limit will be exceeded, or sometimes increased, to ensure that multiple birth siblings can be allocated places at the same school (the sibling definition set out in section 6.5 applies).

6.4 Children from Overseas

A school place will not be allocated at Cheddon Fitzpaine Church School for any child moving into England from abroad prior to their formal residence in the country. The Admissions Committee will require proof of residency – see section 6.7 'home address'. The only exceptions are children of UK Service personnel with a confirmed posting, and other Crown servants (including Diplomats) returning to the local area, whose application may be considered ahead of the child's arrival in the area. All overseas applications will be considered according to European Union Law or Home Office rules for non-European Economic Area nationals.

6.5 Siblings

For the purpose of admission to Cheddon Fitzpaine Church School, the definition of a sibling is 'a child living at the same address as a half or full brother or sister, an adoptive brother or sister, or children of the same household at the time of application and remaining so at the time of admission'.

6.6 Parent

The Admissions Authority has adopted the definition of a 'parent' as specified in education law. This includes; natural parents, whether they are married or not and a person other than the natural parent(s) who has parental responsibility or care of a child or young person. Having 'care' of a child or young person means that person who looks after the child and with whom the child lives, irrespective of what their relationship is with the child.

6.7 Home Address

For the purposes of school admission the Admission Authority's definition of a child's home address is considered to be where the child spends the majority of his/her time with the person(s) who legally have care of the child. Documentary evidence of house ownership or a minimum six-month rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places will not be allocated on the basis of a future house move unless this can be confirmed through the exchange of contract or the signing of a formal lease agreement in place at the time of application and no more than six weeks ahead of the place being required. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place.

6.8 Distance Measurements

For the purpose of measuring home to school distance, all calculations will be based on a straight-line measurement between the main gate of the school and the front door of the child's permanent home, using a Geographical Information System (GIS) method. In the case of multi-level dwellings such as a block of flats, a distance will be calculated between the main gate of the school and the main entrance to the building and this distance will apply equally for all applicants' children residing in this building. (refer also to Section 2.4 of these arrangements)

6.9 Children with a Statement of Special Educational Needs

A child with a Statement of Special Educational Needs is admitted to school in accordance with a separate process administered by the Local Authority (LA) in whose area the family lives. The governors must always admit a child whose Statement names Cheddton Fitzpaine Church School.

6.10 Withdrawing an allocated place

The Admissions Committee will consider withdrawing a place that has been formally offered for a child if he/she is not on roll and attending the school within six calendar weeks of the date of the offer letter. The governors may also withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent and where this address was a factor in reaching the admission decision. No place will be withdrawn without written communication with the original applicant and the opportunity provided to explain the family circumstances.

6.11 Looked After Child

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. Section 22(1) of the Children Act 1989 applies)

6.12 Practicing member of an Anglican or Methodist church

The child, parent or grandparent attends church once a month for a minimum period of 6 months prior to the admission date. The Admissions Committee will only consider applications under this criterion where a supplemental information form (Appendix A) has been completed and submitted at the same time as the main application form.

APPENDIX A – Supplementary Information Forms and notes attaching

If you wish for your application to be considered under any criteria relating to church attendance, you must ensure the following:

1. That the attached form is completed by you and signed by the relevant church representative (vicar, priest, minister, pastor, church warden)
2. That the information on the form matches and fulfils the requirements set out in the specific admissions arrangements of the school for which you are applying.
3. That the completed form, signed by both you and the clergy, reaches your home Local Authority by the closing date for submission of applications.
4. That a separate supplementary form be submitted for each church school for which you are applying as each is likely to have differing admissions criteria.
5. If you have recently, or are about to move to a different area, that you ensure that the appropriate church representative of the church where you have been regularly worshipping signs the supplementary information form for your application. **Please ensure that they have seen the admissions requirements for the school/s for which you are applying and are satisfied that you meet the necessary criterion/criteria.**

Please Note:

- Failure to send the correctly completed supplementary information form to your home Local Authority by the closing date will mean that your application cannot be considered under any church attendance criterion.
- The need to obtain the signature from a previous member of clergy/church after moving house cannot be considered as a reason for a late application to be accepted.

Supplementary Information Form for Admission to Cheddon Fitzpaine Church School

PART A

In the event of oversubscription, priority will be given in Criterion 3 of the oversubscription criteria (as published) to children who themselves, or whose parent(s)/carer(s) regularly attend (minimum of once a month for at least 6 months before the date of application) the church(es) named within the school's admissions arrangements.

Please only complete this form if you believe that you meet Criterion 3.

Please complete Part A, and give this form to your clergy leader (priest/minister/pastor), who will complete Part B and return it to your home local authority. The relevant clergy must return this form to the Admissions Authority by the deadline for admissions application for the 2015 academic year, which is 15 January 2015.

Details of Child/Children

Surname:

First Name/s:

Address:

Tel:

Details of Church/Clergy

Name of Church:

Name of Clergy:

Address of Clergy:

Tel:

Signed:

Relationship to child/children:

Date:

PART B
To be completed by clergy.

The parent/carer identified in Part A has applied for a place for their child/children at Cheddon Fitzpaine Church School for the academic year 2015/16. We ask that you confirm that either the child or the parent(s)/carer(s) regularly attends your church – at least once per month and has done for a minimum of 6 months prior to the date of application.

Please return this form to the home Admissions Authority by the deadline for admission applications, which is 15 January 2015.

Thank you for your assistance in completing this supplementary form.

Please note

If this form is not completed or does not reach the Admissions Authority by the prescribed date, the applicant cannot be considered as eligible for consideration under any church attendance criterion.

.....

I,.....(insert name of clergy) confirm that the child or parent(s)/carer(s) identified in Part A has attended (name of church) at least once a month for not less than 6 months prior to the date of application.

Signed:

Date:

School Admission Supplementary Information Forms

Notes for clergy or those responsible and authorised to sign supplementary information forms for those applying to church schools under a church attendance criterion

Please note that the recommendation of the Bath & Wells DBE is that clergy do not work in isolation when looking at school admission supplementary information form requests. The DBE strongly recommends that it is best practice to have a sub-committee of at least three members, including clergy, church wardens and those with responsibility for Sunday school to consider these requests and be authorised to sign the form if it is agreed appropriate.

Please also note that the completion of this form and its return in time to meet the admission application deadlines is critical for the applicant, and without it the child cannot be considered eligible under any church attendance criteria, even if they are regular attendees at church.

In order for the application to be considered under any church attendance criteria within the school's admissions arrangements, the following must be ensured:

1. That the attached form is completed by the applicant and signed by the relevant church representative (vicar, priest, minister, pastor, church warden)
2. That the information on the form matches and fulfils the requirements set out in the specific admissions arrangements of the school to which the application is being made. **Clergy must be clear that the specific criterion for each school is being met by the applicant and should see the admissions criteria so that they can check..**
3. The DBE recommends that schools use the criterion that either the child or at least one parent has attended worship at the church at least once a month for a minimum of 6 months prior to the time of the application. **Please note that this does vary from school to school, with some having far more rigorous requirements.**
4. **The DBE does recommend that the child or a parent has attended actual worship and that attendance at toddler groups or other activities that are held at the church does NOT meet the requirements.**
5. That the completed form, signed by both applicant and the clergy, reaches the applicant's home Local Authority by the closing date for submission of applications. This is 15th January 2015 .
6. That a separate supplementary form be completed for each VA or Foundation church school for which the applicant is applying as each is likely to have differing admissions criteria.
7. For applicants who have recently, or are about to move to a different area, the supplementary information form should be completed by the clergy at the church where they have been regularly worshipping. It is the responsibility of the applicant to organise this and ensure that the SIF is completed and sent in on time.

Please Note:

The application process is a legal one and every effort **MUST** be made to ensure that applications and any supplementary forms are completed accurately and on time. If applicants are unsuccessful, they have the right to appeal, and the information provided by clergy can be critical to the outcome of both the application and appeal, particularly where a school is very popular and oversubscribed. Competition for places at some schools can be fierce and it is vital that information supplied is accurate. **Clergy should not be pressured into signing a form if they know that the applicant does not, or are in doubt as to whether the applicant does, meet the criteria laid down by the school. This is one reason why a committee should consider every application. It is also particularly helpful where there is an inter-regnum or where clergy have been in post less than 6 months.**