



ADMISSIONS POLICY

1. INTRODUCTION

- 1.1 All applications for admission, and any supplementary information forms, must be submitted to your home Local Authority by the closing date and will be considered under the Equal Preference with Ranking system of allocation. The LA will forward all applications to the schools and the governing body will rank them against the oversubscription criteria set out below. This list will then be returned to the LA under the co-ordinated admissions scheme and they will make a single offer of a place. The closing date for applications to be received by the LA and the date on which parents will receive notification of the outcome of their application can be obtained from the school office.
- 1.2 Applications for the Little Berries nursery should be made directly to the school.
- 1.3 **Children with an SEN statement or Education, Health and Care Plan (EHCP) naming the school will be admitted automatically. For all other children the following admissions criteria will apply in line with the Admissions Code of Practice:**

2. Admissions Criteria

In the event of oversubscription at the September point of entry, children are allocated places to the school in the following order of priority up to the Admission Number set for the school.

1. Children in Care (children in the care of a Local Authority).
2. Children without a Statement of Special Educational Needs (SEN), or EHCP, whose school placement has been identified by a multi-agency professional team, and can be supported by written evidence at the time of application.
3. Children living in the catchment area, with an older sibling at the school at the time of admission, and who live at the same address. (See notes for definition of 'sibling').
4. Children living in the designated catchment area.
5. Children living outside the catchment area, with an older sibling at the school at the time of admission, and who live at the same address.
6. Children living outside the catchment area but nearest to the school, determined by straight-line measurement using the LA's GIS mapping system.

3. Tie-Break Statement

If there are not enough places to satisfy all the applications under any one criterion, the following will apply:

- ♦ For all children whose home is in the catchment area: priority will be given to those who have a longer (straight line measurement) journey, to an alternative school.
- ♦ For children whose home is outside the catchment area: priority will be given to those living nearest the school (straight line measurement).

4. **Definitions for school admission purposes (as per the LA Composite Prospectus):**
1. **Siblings:** A sibling is defined as 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.
 2. **Address:** The child's home address will be considered to be the place where the child permanently resides. This would normally be the same address as the person who has parental responsibility for their child as the main carer.
 3. **Parent or Parent/carer:** A parent or carer is defined as: natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).
 4. **Distance:** For the purpose of measuring home to school distance, all calculations will be measured using a straight-line measurement from the address point of the home to the address point of the school using the LA's GIS mapping system. (Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail). In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.
 5. **Multiple Births:** The Governors have adopted the Local Authority's policy regarding multiple births: in order to avoid splitting siblings of multiple birth, the school will admit above the admission number except where the infant class size limit would be breached.
 6. **Catchment Area:** The Catchment Area is as defined by the attached Local Authority catchment map:

Exford C of E First School



5. Admission Number and Infant Class Size Legislation

The Admission Number (AN) is set for each year group as it enters each school. This is set to ensure that the number of places offered up to this number, maximises the use of the accommodation available at an individual school whilst enabling a school to achieve Key Stage 1 class sizes of 30 or less.

6. Central Co-ordination of Admissions

The Code of Practice on School Admissions requires admission authorities to coordinate the allocation of places. In Somerset, the LA takes on this role and the School Governors work in partnership with the LA. All admission applications for school places from Reception year on must be sent to the LA and only the LA will send out offers of places. (NB places for the All Saints Nursery are coordinated by All Saints School.)

7. Appeals Procedure

If parents are refused a place, they have the right of appeal to an Appeals Committee.

8. Waiting Lists

The schools will maintain a waiting list for admissions in line with the Admissions Code of Practice. The children will be ranked on this list according to the admissions criteria, regardless of the date they join the list.

9. Admission of pupils to school for the first time

Applications must be made to the Local Authority for reception places by **15th** January of the year of admission.

All requests for school places should be made directly to the LA's School Admissions Team, using the Common Application Form (CAF). The CAF is available on the website at www.somerset.gov.uk or by calling Customer Contact on 0845 4564038 or by writing to:

School Admissions Team
Children and Young People's Directorate
County Hall
Taunton
Somerset
TA1 4DY

Any supplementary forms must also be sent to the LA by the deadline if applicants wish to be considered against that specific criterion.

10. Early Admission to school

Statutory School Age - A child has a legal right to be admitted to school full-time at the start of the school term following their fifth birthday.

- 11. Admission of 4 year olds** - In line with the Somerset LA's policy, our policy is to admit children to school in the academic year they become 5. Also in accordance with the LA Policy, there shall only be one admission in each year, in September, for all children whose fifth birthday falls in the ensuing academic year. It is recognised that there is a parental right to defer entry up to the start of the term following the 5th birthday; however the school recommends that the LA policy is followed.

12. Deferred Entry

It is not the Federation's current policy to reserve places for children whose parents wish to defer

entry to school.

13. Delayed Entry

It is not the Federation's policy to reserve places for summer born children whose parents wish to delay their entry to school until the September after their 5th birthday. If children's entry is delayed until this time, in line with current DfE guidance, these children join their chronological year group, ie Year 1 and not the foundation stage.

14. Starting School

Children attend on a part time basis for the first 4 weeks of the autumn half term. After 4 weeks it is expected that the majority of children will attend school on a full-time basis. However, it is recognised that some children may need to continue on a part-time basis after this time. Arrangements will be made in consultation between parents and the class teacher.

15. In year applications

All in-year admissions will be co-ordinated by the schools and as such, all requests for school places should be made directly to the school

All applications for the school will be considered against the same criteria as new intake admissions.

16. The age of pupils transferring to the next phase of education

- **Normal age of transfer**
Children transfer to the next phase of education at nine years old. Children will transfer to the next school if the appropriate age is reached between 1 September and 31 August (both dates inclusive).
- **Early transfer**
There may be instances when the Head teacher is of the opinion that a child is outstanding in every respect and is sufficiently emotionally, physically and intellectually mature to transfer to the next school a year early and where retention in the present school for a further year would not be in the child's best interest. Any requests for early transfer will be carefully considered and advice taken from the appropriate Educational Psychologist and the Advisory teacher for exceptionally able (gifted and talented) learners.
- **Retentions**
There may be instances when the Head teacher is of the opinion that a child needs to stay at their present school for a further year in order to consolidate basic skills. In this instance individual cases are referred to an Educational Psychologist before any decision is made.
Applications for late transfers/retentions will be made by the Head teacher prior to the December of the academic year in which they would normally transfer.

17. School Charging

The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences that would otherwise be impossible. Parents may be asked for a voluntary contribution to trips and visits. Parents will be expected to contribute as a minimum the costs of board and lodging for residential visits.

18. Contact Details for further Information:

Exford C of E First School:

01643 831365

www.sch.150@educ.somerset.gov.uk

Somerset County Council, County Hall, Taunton, Somerset TA1 4DY
0845 345 9122 somersetdirect@somerset.gov.uk
Common Application Form and online application available at:
<http://www.somerset.gov.uk/somerset/learning/admissions/startingschool>

Date for Review:

September 2020