



## St John & St Francis Church School School Admission Arrangements – 2018/19

### 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 Bath and Wells Multi Academy Trust (The Admission Authority for the School). Should the Trust propose to alter any aspect of policy or practice, a public consultation will be conducted in accordance with the statutory requirements set out in the School Admissions Code. Day to day admission enquiries and decisions in connection with admission applications are managed directly by the School.

In the interests of clarity, this document is set out under the following headings:

- 1.0 - General Information
- 2.0 - Starting School in September 2018 - 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: Glossary and Definitions
- Appendix B: In-Year Application Form
- Appendix C: Supplementary Information Form

If you would like to discuss your particular circumstances or require further help with any aspect of the school admissions process, please contact the School Office - telephone: 01278 456918  
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.stjohnstfrancisbwmat.org](http://www.stjohnstfrancisbwmat.org)

Any concern relating to the statutory compliance of these admission arrangements, or the fairness and equality of local policy/practice, should initially be raised with the School. If the concern cannot be resolved locally, a complaint may be lodged with the Office of The Schools Adjudicator.

<b>1.0</b>	<b>General information</b>
1.1	The School
	St John and St Francis Church School is an inclusive academy, which works in partnership with the Bath and Wells Multi Academy Trust. A forward thinking school, embracing a vibrant mixed culture that enhances the school community. Admissions are prioritised for siblings and children living nearest to the school before offering places more widely.
1.2	Who can apply for a school place?
	A parent, registered carer, or another person(s) who has an assigned responsibility for the child concerned (referred to throughout this document as 'the parent') may submit a school admission application on behalf of that child for any United Kingdom (UK) state funded school.
1.3	The child
	A child of statutory school age who resides within the UK has a right to receive an education. The child must, at the time of applying for a school place, be a UK citizen, or have European Economic Area Citizenship, or hold an appropriate Home Office Visa entitling him/her to reside in the UK.

1.4	The home address
	<p>For admission purposes, the Admission Authority will consider the home address to be: The address at which the child concerned is living, at the time of application, for more than 2.5 school days per week, with the person(s) who has legal responsibility for this child. The home address should be clearly stated on the application form.</p> <p>Where the child will be moving to a new home address and the parent wishes this to be taken into account, one of the following documents, depending on the circumstances of the case, must be made available <u>at the time of application</u>.</p> <ul style="list-style-type: none"> <li>• A legal ‘exchange of contract’ which confirms the purchase of the property</li> <li>• A copy of a formal tenancy agreement (minimum six month term) signed and dated by the applicant and the Landlord for the property</li> <li>• Where the child will be living at an address other than the parental family home, for more than 2.5 school days per week (for example; with an extended family member, or in emergency or other public accommodation): A formal written letter, signed and dated by the person responsible for the address in question. This must explain the living/care arrangements for the child and state how long these arrangements are expected to remain in place.</li> <li>• For Children of UK service personnel with a confirmed posting to the area or Crown servants returning from overseas, an official letter confirming a relocation date and Unit postal address or quartering area address</li> </ul>
1.5	Siblings
	<p>The oversubscription criteria set out in section 4.2 of these admission arrangements prioritise applications for children with a sibling attending the school at the time of application who will still be on roll at the time of admission.</p> <p>If a parent wishes a sibling connection to be taken into account, the sibling’s details must be provided on the admission application form and he/she must qualify as a full, half, step or adoptive brother or sister, or a child living for the majority of his/her school time (more than 2.5 school days per week) within the same family unit and at the same home address.</p> <p>The Published Admission Number or admission limit will be exceeded, where necessary, in order that multiple birth siblings of the same family (twin, triplet etc.) can all be offered places, where otherwise one or more of these children would be refused</p>
1.6	Waiting lists
	<p>When an admission application is refused, because the year applied for is full, the child’s name will be entered onto a waiting list for that year group, which will be maintained by the Admission Authority until the end of the school year and then shut down. Names on waiting lists are held strictly in ranked order according to the child’s compliance with the oversubscription criteria. Each time a name is added, the waiting list concerned will be re-ranked. If a place becomes available in the appropriate year, this will be offered for the child ranked highest on the waiting list at that time. A child’s name will be removed from the waiting list if a place is offered and accepted or offered and declined, or the parent requests the school, in writing, to remove his/her child’s name.</p>
1.7	Misleading or false information
	<p>Should the Admission Authority become aware that a place was secured for a child at the school on the basis of misleading or false information, it will consider withdrawing the offer, or where a child has already started to attend the school may remove the child from the school roll. The circumstances of the case will be fully discussed with the parent and, if the decision is taken to withdraw the offer of a place, the application will be considered afresh, taking account of any new information.</p>

<b>2.0</b>	<b>Starting School in September 2018 (The 'normal' Admissions round)</b>
2.1	The Published Admission Number (PAN)
	The PAN for Foundation (reception) is 60. This is the number of places that can be provided according to the resources available and the need to maintain the size of infant classes within the requirements of Infant Class Size legislation (30 children to each qualified teacher unless a child qualifies as a permitted exception in accordance with section 2.15 of the 2014 School Admissions Code). If 60 or fewer reception applications are received for September 2018, every applicant will be offered a place for their child, without condition. If more than 60 applications are received, the Admission Authority will apply the oversubscription criteria in order to rank all the applications and identify a priority for the offer of places up to the PAN. Further places will only be offered where there is sufficient resource available to enable this.
2.2	Ensuring an 'on time' application
	For a child to start school in September 2018, the parent must complete the Common Application Form (CAF) available from the <u>home</u> local authority (the authority in whose area the child resides). In order for the application to be considered as 'on time' the CAF must be submitted to this local authority by 23:59 hours on <u>15 January 2018</u> . The CAF may be completed and submitted using the home local authority's 'on line' procedure, or as a paper form. Full details about the application process and information about the schools in the local authority area are explained in the 'Composite Prospectus' document, which each local authority must make available on 12 <sup>th</sup> September annually.  For families living in Somerset, the <u>home</u> local authority is Somerset County Council <a href="http://www.somerset.gov.uk/admissions">www.somerset.gov.uk/admissions</a>
2.3	Late applications
	Local authorities must coordinate 'normal admission round' Foundation (reception) applications until 31 August 2018. If an application form is submitted to the home local authority after the application deadline of <u>15<sup>th</sup> January 2018</u> , it will be considered as a 'late' application and will not be administered until all on time applications have been processed, at which point there may no longer be a place available at the preferred school(s).
2.4	Notifying the application decision
	Parents will receive an admission decision in writing from the <u>home</u> local authority, issued on or about 16 April 2018, according to the procedure set out in this local authority's Composite Prospectus.
2.5	Education Health and Care plan
	A place will be provided for a child who has an Education Health and Care Plan (EHCP) agreed at the time of application, which names St John and St Francis Church School as the education provider. This place will be allocated within the Published Admission Number (PAN) before the consideration of any other applications, or above the PAN if places have already been offered at that time
2.6	Starting school on a full or part time basis
	A parent may apply for his/her child to start school for the first time in the September following the fourth birthday and, where a place is offered, may choose for the child to start full time from day one, or to attend on a part time basis until statutory school age, which occurs during the term following the child's fifth birthday.
2.7	Deferred entry to school
	While a child is below statutory school age, the parent may choose to defer his/her child's entry to school until later in the school year. However, parents cannot defer beyond the point at which the child reaches statutory school age, or beyond the start of the last term in the school year. The school operates on the basis of a three-term year.
2.8	Applying for 'delayed entry' on behalf of a summer born child (born 1 April – 31 August)
	A parent of a 'summer born' child entitled to start school in September 2018, may choose to

	<p>delay his/her entry to school until September 2019, 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 2019 rather than year 1. <b>Please note:</b> Although the Admission Authority must agree to a 'delayed entry' application being submitted for a reception place in September 2019, there can be no indication given as to whether a place will be available until the 2019 'normal admissions round' allocation exercise is complete. The following process will apply:</p> <ol style="list-style-type: none"> <li>1. The parent must submit an application to the home local authority during the 2018 '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 2019. Where the intention is for the child to start with the 2019 <u>reception</u> cohort, this must also be clearly stated on the form. The Admission Authority will formally note the parent's instruction and <u>will not</u> process the 2018 application. Effectively, the child will no longer be part of the 2018 'normal admissions round'.</li> <li>2. The parent(s) must then wait and make an entirely new application as part of the <u>2019 'normal admissions round'</u> in accordance with the application process described in the home local authority 2019 Composite Prospectus document. This will be made available by the local authority on 12<sup>th</sup> September 2018. The parent should also take account of the 2019/20 Admission Arrangements applying to the school.</li> <li>3. If the school is undersubscribed with reception applications for September 2019, the applicant will receive the offer of a place, without condition, for his/her child on or around 16<sup>th</sup> April 2019. If the school is oversubscribed with applications for September 2019, the published oversubscription criteria will be applied in order to rank all the applications received (including delayed entry applications) and identify a priority for the offer of available reception places. <u>Whether a place can be offered will depend on the outcome of the 2019 application ranking exercise.</u></li> <li>4. If the September 2019 reception application is refused, the right of appeal will apply.</li> <li>5. If a parent delays a child's entry until 2019 and decides that the child should join <u>year 1</u> rather than reception, he/she will need to make an in-year application within six school weeks of the place being required.</li> </ol>
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<b>3.0</b>	<b>Changing school – The 'In-Year' application process</b>
3.1	The Admission Limit
	For each year group other than the reception year of entry (years 1-6), the Admission Authority will set a non-statutory admission limit as a guideline to the number of places available. Admission limits will be set in order to ensure 'the efficient delivery of education and the efficient use of resources' taking into account factors such as the statutory Infant Class Size limit, available budget, accommodation, the needs of the children and the specific resources required to support the children. Consequently, admission limits may be varied from time to time and so the number of places available may vary.
3.2	Submitting an In-Year application
	If a parent wishes to apply for his/her child to join the school during the 2018/19 school year, the In-Year application form (Appendix B) must be completed and submitted directly to the school. This is available to download from the school website or a paper copy can be provided by the School Office. The In-Year Application Form may be submitted at anytime but will only be administered during school term time and within six <u>school</u> weeks of the place being required, unless the application is for a child from a Service family or the parent is a Crown Servant returning from overseas. In these circumstances, an application may be considered

	further in advance if an official letter is provided with the application, which confirms a relocation date and Unit postal address or quartering area address.
3.3	<b>Applying for a year group other than the child's relative (chronological) age</b>
	The In-Year application will usually be submitted for the year group associated with the child's age, although a parent may apply for an alternative year if he/she considers this would be in the best educational interests of the child. In these circumstances, the application must be accompanied with as much information as possible to support the case for 'retaining' or 'accelerating' the child. It is for the Admission Authority to decide whether to support such a request, which will be considered according to the information provided, the circumstances of the case and what is deemed to be in the best educational interests of the child concerned. If an application for a retained or accelerated year is refused, the Admission Authority will consider whether a place can be offered in the relative (chronological) age year group. The parent has the right to appeal the decision where a place cannot be offered in the relative year group. Retained and accelerated places secured through the in-year admissions process will be reviewed annually.
3.4	<b>The decision</b>
	On receipt of a signed and dated In-Year Application Form, the Admission Authority will evaluate whether a place can be made available without prejudicing 'the efficient delivery of education or the efficient use of resources' or breaching the statutory Infant Class Size Limit. The decision will be notified to the applicant in writing within ten school days of receipt of the In-Year Application Form.
3.5	<b>Accepting the offer of a place</b>
	Where a place is offered, the parent will be asked to confirm acceptance in writing (by letter or email) within ten school days of receipt of the offer letter, following which the place will remain available for the remainder of six school weeks from the date of this letter. If the child concerned is not attending school within this time frame, the Admission Authority will write to the applicant requesting an update and may, depending on the circumstances, withdraw the offer.
3.6	<b>Applying the Fair Access Protocol</b>
	Where it is has not been possible to offer a place, the Admission Authority will consider the application against the criteria set out in the Somerset County Council Local Authority Fair Access Protocol (FAP), which is published on this authority's website. If the child concerned satisfies any of the FAP criteria, the In-Year application will be referred to the local authority, which may then decide to engage with the family in order to identify a suitable educational placement.
3.7	<b>Children issued with an Education Health and Care plan</b>
	If a child is the subject of an Education Health and Care Plan (EHCP), which names a particular school, his/her parents should consult the local authority that issued the EHCP <u>before</u> applying for the child to change school.

<b>4.0</b>	<b>The Oversubscription Criteria</b>
4.1	<b>Oversubscription</b>
	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 assess every application against the oversubscription criteria set out in section 4.2 in order to rank these applications in priority order, before any places are offered. The oversubscription criteria will also be applied in order to rank children's names on a waiting list.
4.2	<b>The Oversubscription Criteria</b>
	<ol style="list-style-type: none"> <li>1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who, at the time of application, is (a) in the care of a local authority, or (b) being provided with accommodation by a local</li> </ol>

	<p>authority in the exercise of their social services functions (section 22 (1) of the Children Act 1989 applies)</p> <ol style="list-style-type: none"> <li>2. Children with a sibling attending the Academy at the time of application who will still be on roll at the time of admission and who lives at the same home address</li> <li>3. Children who themselves, or whose parents, have attended a service of worship at St John’s Church or St Francis Church at least once per month for the twelve months prior to application</li> <li>4. Children who themselves, or whose parents, have attended a service of worship at a Christian Church within the parishes of St John &amp; St Francis at least once per month for the twelve months prior to application</li> <li>5. Children living nearest to the school by straight line distance:</li> </ol> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Refer to section 1.4 of these Admission Arrangements for the definition of ‘home address’</li> <li>• Refer to section 1.5 of these Admission Arrangements for the definition of ‘sibling’</li> <li>• The Supplementary Information Form must be completed and submitted in conjunction with the school place application <b>if</b> the applicant wishes the child to be considered against criterion 1, 3 or 4 (refer to section 4.5 of these admission arrangements)</li> <li>• A map indicating the parishes of St John and St Francis is available to view at <a href="http://www.achurchnearyou.com">www.achurchnearyou.com</a> and a copy is available to view at the School Office by appointment</li> </ul>
4.3	<b>Prioritising applications by distance measurement</b>
	<p>If there are more applications than places available, all applications qualifying against criterion 5, or a higher criterion where this is the ‘cut off’ criterion (the point at which PAN is reached), will be ranked according to the shortest straight-line distance between each child’s home address and the school. This will identify a priority for the offer of available places.</p> <p>Distances will be calculated electronically using digital mapping software and Ordnance Survey ‘National Address Base’ coordinates for St John and St Francis Church School and the child’s home address. 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	<b>Applying a tie-breaker</b>
	<p>Where two or more distances are exactly the same and it proves necessary to rank the relevant applications, a priority for admission will be determined by the drawing of lots. This activity will take place at the school and be supervised by a person entirely independent of the Admissions Authority and the school.</p>
4.5	<b>Supplementary Information Form (SIF)</b>
	<p>A Supplementary Information Form (SIF) is provided on the school website (Appendix C). This is used to collect information required in order to evidence that a child qualifies against oversubscription criterion 1, 3 or 4. The SIF <b>must</b> be completed and submitted in accordance with the instructions set out in Part 3 of the SIF <b>if</b> the parent wishes qualifying information to be taken into account, should it prove necessary for the oversubscription to be applied in order to prioritise applications. In some cases, a member of the Admission Authority, or an appointed agent, may need to contact the parent to discuss the information submitted on the</p>

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

<b>6.0</b>	<b>Key contact details</b>	
<b>The School</b>	St John and St Francis Church School Westonzoyland Road Bridgwater Somerset TA6 5BP  Telephone: 01278 456918 Email: <a href="mailto:naomi.chandler@sjsf.bwmat.org">naomi.chandler@sjsf.bwmat.org</a> Website: <a href="http://www.stjohnstfrancisbwmat.org">www.stjohnstfrancisbwmat.org</a> Headteacher: Mrs Lisa Farley	
<b>For families resident in Somerset the 'home' local authority is Somerset County Council</b>	Admissions and Entitlements Team County Hall, Taunton, Somerset TA1 4DY  Email: <a href="mailto:schooladmissions@somerset.gov.uk">schooladmissions@somerset.gov.uk</a> Telephone: 0300 123 2224 Fax: 01823 356113	

	Opening Hours: Monday to Thursday 8:30am to 5pm, Friday: 8:30am to 4:30pm, Saturday and Sunday closed.
<b>The Office of the Schools Adjudicator</b>	<a href="https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator">https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator</a>
<b>The Local Government Ombudsman</b>	<a href="http://www.lgo.org.uk">www.lgo.org.uk</a>
<b>The Department for Education</b>	The Department for Education Sanctuary Buildings, 20 Great Smith St, London SW1P 3BT Telephone 0370 000 2288 Electronic contact form: <a href="http://form.education.gov.uk">form.education.gov.uk</a> Website: <a href="http://www.education.gov.uk">www.education.gov.uk</a>
<b>School Admissions Code</b>	<a href="https://www.gov.uk/government/publications/school-admissions-code--2">https://www.gov.uk/government/publications/school-admissions-code--2</a>
<b>School Admission Appeals Code</b>	<a href="https://www.gov.uk/government/publications/school-admissions-appeals-code">https://www.gov.uk/government/publications/school-admissions-appeals-code</a>