

# Coombe Bissett CEVA Primary School



*'Within a caring Christian community we enable every child to flourish and inspire a love of learning in all members of our community'*

## **Admissions Policy – Arrangements 2019-20**

**Coombe Bissett CE VA Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment.**

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### **1. Introduction and general information**

This document sets out the 2019-20 admissions arrangements for Coombe Bissett CE VA Primary School. The Governing Body of Coombe Bissett CE VA Primary School is the admission authority responsible for the production of this document and for admission decisions in connection with the school.

The school is designated with a religious character. The school's religious authority is the Diocese of Salisbury. The school must have regard to its religious authority when setting the terms of its admissions arrangements.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level. The school aims to support children and their families by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. However, parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

Every year the governing body will review and publish admissions arrangements. The admissions authority will set a Published Admission Number (PAN), which indicates the number of places available within the year of entry (Reception). This information will explain how places will be allocated until the PAN 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.

The PAN for Reception is set at **15** for the 2019-20 school year. If this is increased at any point in time, the revised PAN will be clearly advised on the school website. Infant Class Size regulations apply to the normal year of entry (and Year 1 and Year 2). These regulations require classes to be no bigger than 30 children. A non-statutory admission limit of 30 has been set for all other year groups. This may be

increased or decreased at any time according to the level of resource available at the school and the preferred year group/class organisation. The school provides places for 105 pupils across four classes. For further information on the school, please refer to the school website:

[www.coombebissett.wilts.sch.uk/admissions](http://www.coombebissett.wilts.sch.uk/admissions)

## **2. Aims**

These arrangements have been designed so as to be simple to use and to assist parents/guardians when deciding on a preferred school for their child/children.

The school aims to maximise parental preference as fully as possible. However, the number of places that can be offered is dependent on the resources available to the school, which will be reflected by the Published Admission Number set for the year of entry.

The policy of Coombe Bissett CE VA Primary School is to always offer a place, where one is available, irrespective of gender, religion, ethnicity or country of origin, disability or academic ability. However where more applications are received than there are places available to offer, the oversubscription criteria set out in Section 5 will be applied for all applications received in order to rank applications and so determine a priority for the offer of available places.

### **2.1. Education Health & Care Plans**

A child who is the subject of an Education Health & Care Plan is admitted to school in accordance with a separate process managed and administered by the local authority in whose area the family lives. The admissions authority must always admit a child to the school named in the plan irrespective of the PAN or any admission limit applying at that time and before the consideration of any other applications.

### **3. Starting school in Reception in September 2019 (normal admissions round)**

The procedure for applying to start school for the first time in Reception must be coordinated by the home local authority (the local authority responsible for the area in which the child subject to the application lives). Before applying for a school place, applicants are advised to refer to the Coordinated Scheme for Primary Admissions 2018/19 and the Composite Prospectus (an admissions guide for parents) published by the home local authority.

The application form (referred to as 'the Common Application Form') is available from the home local authority. The application must be completed and returned to the home local authority, to arrive no later than midnight on 15 January 2019.

Applications are encouraged online: If the applicant lives in Wiltshire go to: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) Alternatively a paper copy is available upon request from your home local authority, or from the school.

#### **3.1. Full time or part time attendance below statutory school age**

Parents may apply for their child to start school, for the first time in the September following his/her fourth birthday and where offered a place, may choose for their child to start school either full time from day one, or on a part time basis as preferred. However, a child becomes of statutory school age during the term following his/her fifth birthday and, where registered at a school, must be accessing full time education from this point onwards. The local authority has determined part time to be five mornings a week or five afternoons a week. If parents wish their child to attend part time from September 2019 this must be arranged directly with the school.

#### **3.2. Deferred entry below statutory school age**

Parents of children who have not yet reached statutory school age may choose to defer entry for their child until later in the school year, but cannot defer beyond statutory school age or the start of the last term in the school year for which the offer was made.

#### **3.3. Applications submitted on behalf of summer born children**

In the case of children born between 1 April and 31 August (summer born), parents may choose to delay their child's entry to school until the following September (2020), but must still apply during the 2019 admissions round making clear on the application form the intention to delay his/her child's entry to school for one year.

Where the parent states a wish for his/her child to be considered within the 2020 Reception cohort rather than to join Year 1 at that time, he/she will be required to formally withdraw the 2019 application and to make an entirely new application as part of the 2020 normal admissions round. The offer of a

place in 2020 will be dependent on the number of applications received at that time and the number of places available to offer.

If the school is oversubscribed, all applications (initially those received on time) will be assessed according to the published oversubscription criteria in order to determine a priority for the offer of available places. The availability of any place will depend entirely on the outcome of the 2020 application ranking exercise.

The home local authority will forward details of any applications submitted for Coombe Bissett CE VA Primary School to Wiltshire Council. The admissions committee at Coombe Bissett CE VA Primary School will meet and consider all application forms that indicate a preference for the school and where oversubscribed with applications, the committee will apply the oversubscription criteria in order to determine a priority for admission. Applications submitted before the **15 January 2019 deadline** will be administered and available places provisionally allocated before the consideration of any later application.

Decisions will be notified to applicants by the home local authority. A letter and/or email will be sent on behalf of the admissions authority on 16 April 2019.

### **3.4. Waiting lists**

During the normal admissions round it is always necessary to complete a local authority Common Application Form to apply for a school place. Registering interest with the school before the admissions round guarantees neither a place nor priority on any subsequent waiting list.

If the school is oversubscribed for children due to start in Reception in 2019-20 a waiting list will be maintained until the end of the school year and then the list will be shut down. Waiting lists will also be maintained for all other year groups (1 to 6) until the end of the school year when they will be shut down. The position on the waiting list will be determined by applying the published oversubscription criteria and not by date of receipt. Each name added will require the list to be re-ranked. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the waiting list ahead of the waiting list formally shutting down if a written request is received or if the offer of a place that becomes available is declined. Looked after children and previously looked after children, as defined within these admissions arrangements, or children who are the subject of a local authority direction, or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over any child on the waiting list.

### **4. Applications outside the normal admissions round (in year admissions)**

Applications for a place required during the academic year, or to join a year other than Reception, may be submitted to the local authority at any time, but will not be administered more than one term in advance of a place being required, except in particular circumstances applying for Crown Servant or Service Family children. The In Year Application Form is available from the local authority, or a paper copy can be provided upon request.

The admissions authority will consider applications during term time only and strictly in the order (by day) that they are received. Applications that arrive during a school holiday will be held and processed when school resumes. If more than one application is received on the same day for the same year group, the published oversubscription criteria will be applied in order to determine a priority for admission where insufficient places exist within the PAN or admission limit applying at that time.

The non-statutory admission limits (applying to years 1 to 6) indicate the number of places available in a particular year group at a particular time. The admissions committee is permitted to adjust these limits according to the level of resource available to support the year group concerned. If the admissions committee determines that admission of a further child would impact on the efficient delivery of education or the efficient use of resources, the application will be refused.

Applicants will receive a decision letter within 20 school days of receipt of the In Year Application Form or receipt of any supplementary information where this is subsequently provided in support of 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.

The applicant must confirm his/her acceptance of an in year offer within 10 school days of the offer being made. The child must be attending school within six school weeks of the date of the original offer letter. The admissions authority reserves the right to withdraw the offer of a place if this condition is not met and to reallocate the place as necessary.

#### **4.1. Fair Access Protocol**

Subject to the information provided on the application form and the circumstances at the school, the admissions committee may decide to refer a refused application to Wiltshire Council, the maintaining local authority, in order that the Fair Access Protocol may be applied. This would be where that child satisfies one or more of the criteria set out in the local authority Fair Access Protocol and is deemed to require a higher level of support than can be provided at the school. The Fair Access Protocol enables the local authority to engage, where necessary, directly with a family in order to help identify a suitable educational placement as soon as possible.

#### **5. Oversubscription criteria**

Where more applications have been received than there are places available within the required year group, the following priorities shall apply in order and after the application of any Education Health & Care Plans (as detailed in Section 2.1):

##### **5.1. LOOKED AFTER CHILDREN/PREVIOUSLY LOOKED AFTER CHILDREN**

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. For admission purposes, 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 authority in the exercise of their social services functions (section 22(1) of the Children Act 1989 applies).

##### **5.2. CHILDREN LIVING WITHIN CATCHMENT AREA WITH A SIBLING AT THE SCHOOL**

Children with a sibling (see Section 5.7.) living within catchment area (see Section 9.6.) at the time of application who will still be on roll at the time of admission and who lives at the same address.

##### **5.3. CHILDREN LIVING WITHIN CATCHMENT AREA**

Children living within catchment area (see Section 9.6.).

##### **5.4. CHILDREN LIVING OUTSIDE CATCHMENT AREA WITH A SIBLING AT THE SCHOOL**

Children living outside catchment area (see Section 9.6.) with a sibling (see Section 5.7.) on roll at the time of application who will still be on roll at the time of admission and who lives at the same address.

##### **5.5. CHILDREN LIVING OUTSIDE CATCHMENT AREA WHO MEET THE FAITH CRITERION**

Children living outside catchment area (see Section 9.6.) who are regular (attending at least once a month for 12 months prior to application) practising Christians, at a recognised church or religious group. (A recognised church or religious group is one that is the same denomination as (or is in fellowship with or partnership with) a member of: Churches Together in Britain and Ireland (see [ctbi.org.uk](http://ctbi.org.uk)); the Evangelical Alliance (see [eauk.org](http://eauk.org)); the Fellowship of Independent Evangelical Churches (see [www.fiec.org.uk](http://www.fiec.org.uk)); Affinity Fellowship of Churches (see [www.affinity.org.uk](http://www.affinity.org.uk))). See Section 5.8. for completion of a Supplementary Information Form.

##### **5.6. ALL OTHER CHILDREN**

Children living outside catchment area (see Section 9.6.) who do not satisfy a higher criterion.

##### **5.7. Siblings**

A child is considered in this category if an older sibling is attending the school at the deadline date, and will still be attending at the time of admission, and lives at the same address as the older sibling. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living permanently in the same family unit at the same address as that sibling.

## **5.8. Supplementary Information Form**

Where a parent wishes their application to be prioritised on the grounds of complying with a faith criteria (see Section 5.5.), they must submit the school's Supplementary Information Form (SIF) which is available on the school website or from the school office. This form must be completed and returned to the school **by 15 January 2019**, at the same time as the application is made, otherwise it will not be considered during the admissions process. Confirmation of status will be requested from the relevant priest/pastor.

## **5.9. Tie breaker**

If the school is oversubscribed within any criterion above, the straight line distance from the front door of the child's home address to the main pedestrian entrance gate of the closest of the two school sites to the child's home address will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address to the school site. If two or more children with the same priority for admission live an indistinguishable distance from the school but cannot all be admitted, then the available places will be decided by the casting of lots (random allocation) supervised by someone independent of the school or local authority.

## **6. Accepting places offered via the normal admissions round or secured on appeal**

Parents must accept the offer of a place by 2 May 2019, the date set out in the Local Authority Co-ordinated Primary School Admission Scheme. Parents will be asked to reply to the local authority and confirm acceptance by this date.

Where the parent has not responded to the offer, the admissions authority will give the parent a further opportunity to respond and will explain that the offer will be withdrawn if they do not.

If the place is accepted, or if a place is secured on appeal, the child must then be attending the school within six school weeks of the date of admission specified in the original offer letter.

## **7. Withdrawing the offer of a school place**

Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances which include: where a place has been offered in error; where an offer of place is based upon a fraudulent or misleading application; or where a parent has not responded to an offer of a place within the specified timescales. Where an offer of place is withdrawn, the application will be considered afresh and a right of appeal offered if an offer of place is refused.

The admissions authority reserves the right to withdraw the offer of a place if the conditions detailed in section 6 above are not met, and to reallocate the place to the highest ranked child on the waiting list, or to a new applicant where no waiting list exists.

## **8. Appeals procedure**

Applicants whose school place application has been turned down will have the legal right to appeal against the decision of the admissions authority, providing a formal application for a school place was submitted and a decision letter received. Full details explaining the appeal process will be set out in the decision letter.

An appeal timetable is published on the school website by 28 February every year. This sets out the time frame for the various stages in the appeal process and includes statutory dates by which appeals must be heard by an independent appeals panel. The admissions authority does not organise appeal hearings during school holiday periods and any appeal received when the school is closed will not be administered until school resumes.

An appeal form can be downloaded from the school website or obtained from the school office. This must be completed and submitted directly to the school office.

## **9. Further information**

### **9.1. Applications for children to enter a year group other than chronological age**

The admissions authority will consider applications on a case by case basis for retained or accelerated entry in cases where parents would like their child to be admitted to a year group either side of the chronological age year group. The reasons for the request must be fully explained in writing and included with the school place application form.

All applications for children requesting admission outside their normal age group will be processed as outlined in the Wiltshire Council's Co-ordinated Admissions Scheme, which has been drafted in line with the School Admissions Code.

### **9.2. Multiple birth applications**

In the case of multiple birth applications the PAN or admission limit will be exceeded, or increased, at the point of allocation in order to ensure that multiple birth siblings (applying the definition of siblings in Section 5.7.) can be allocated places at the same school provided it is practicable.

### **9.3. Children from overseas**

The admissions authority will process admission applications for children living overseas providing they have European Economic Area (EEA) citizenship, are United Kingdom (UK) citizens returning to the UK, or they hold an appropriate Home Office Visa at the time of application. All overseas applications will be considered according to the child's home address at the time of submission unless proof of the child's future UK address is provided with the application (see section 9.5. Home address). The only exceptions are children of UK Service personnel and other Crown Servants (including Diplomats) returning to the UK with a confirmed posting within the area.

### **9.4. Parent**

A parent in education law 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 the person who looks after the child and with whom the child lives irrespective of what their relationship is with the child.

### **9.5. Home address**

For the purposes of school admissions, the governors' definition of a child's home address is considered to be where the child resides for the majority of their 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 the child's residency 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 a signed formal lease agreement in place at the time of application. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place.

### **9.6. Catchment area map**

The catchment area comprises the civil parishes of Bishopstone, Stratford Tony, Coombe Bissett and Homington in line with the schools' original founding Trust Deeds. A map indicating the catchment area for Coombe Bissett CE VA Primary School is held in the school offices and can be accessed upon request.

### **9.7. Relevant documents**

Important information published by local authorities applies to some areas of school admissions procedure. If you are considering submitting an application for your child to start or transfer school, you are advised to refer to your local authority's website. 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
- The Local Authority Fair Access Protocol (this document applies only for applications made in connection with a place required during the academic year)

A full glossary of terms can be found in the Department for Education 2014 School Admissions Code, available online at [www.gov.uk](http://www.gov.uk)

### **10. Enquiries about these arrangements**

These admissions arrangements reflect the statutory requirements of the Department for Education 2014 School Admissions Code and the 2012 School Admissions Appeals Code. The school will handle all personal data in accordance with the requirements of the Data Protection Act 1998. Please contact the school office if you have any concerns about the content of these admissions arrangements, or would like to discuss your particular circumstances in more detail. Where matters concerning the admissions

arrangements cannot be resolved locally, you may raise a complaint with the Office of the Schools Adjudicator.

**11. Key contact details**

Coombe Bissett CE VA Primary School

Telephone: 01722 718380

Email: [admin@coombebissett.wilts.sch.uk](mailto:admin@coombebissett.wilts.sch.uk)

School website: [www.coombebissett.wilts.sch.uk](http://www.coombebissett.wilts.sch.uk)

Wiltshire Local Authority: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

Office of the Schools Adjudicator: [www.gov.uk/government/organisations/office-of-the-schools-adjudicator](http://www.gov.uk/government/organisations/office-of-the-schools-adjudicator)

Department for Education: [www.gov.uk/government/organisations/department-for-education](http://www.gov.uk/government/organisations/department-for-education)

Ratified at FGB: