Shoscombe Church of England VA Primary School
Admission Arrangements 2019/20

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 Schools Standards and Framework Act 1998 and are reviewed and published annually by the Governing Body of the Church Valley Federation (The Admission Authority). Should it be proposed 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. In the interests of clarity, this document is set out under the following headings: 1.0 General Information 2.0 Starting School in September 2019 - 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 Appendix D: Ecclesiastical Parish Map 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 432479. 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.shoscombe_pri@bathnes.gov.uk Any concern relating to the statutory compliance of the 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.

1.0	**General information**
1.1	The School
	Shoscombe Church of England Primary is a Voluntary Aided School. The school was established to serve all within its community and strives to offer a high quality education underpinned by a distinctively Christian ethos. The school is part of the Church Valley Federation with St Julian's VC Primary, Wellow and Camerton VC Primary. Transport arrangements allow for the transportation of pupils from outlying areas where there is no safe walking route to school because Shoscombe is their local school.

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 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
	For admissions 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. Where the child will be moving to a new home address and the parent wishes this to be considered, one of the following documents, depending on the circumstances of the case, must be made available <u>at the time of application</u>. • 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 • For children of UK service personnel with a confirmed posting to the area of Crown Servants returning from overseas, an official letter confirming a relocation date and Unit postal address or quartering area address.
1.5	Siblings
	The oversubscription criteria set out in section 4.1 of these Admission Arrangements prioritise applications for children with an older sibling attending Shoscombe Primary School at the time of application who will still be on roll at the time of admission. If a parent wishes a sibling connection to be taken account of, 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 more than 2.5 school days per week within the same family unit and at the same home address. 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.
1.6	Waiting lists
	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 until the end of the school year and then shut down. Names on

	waiting lists are held strictly in ranked order in accordance with 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, offered and declined, or the parent requests the school, in writing, to remove his/her child's name.
1.7	Misleading or false information
	Should the Admission Authority become aware that a place was secured for a child at the school using 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.

2.0	**Starting School in September 2019 (The 'Normal' Admissions round)**
2.1	The Published Admission Number (PAN)
	The PAN for foundation (reception) is 17. This is the number of places that can be provided according to the resources available and the need to maintain the size of the 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 17 or fewer reception applicants are received for September 2019, every applicant will be offered a place for their child, without condition. If more than 17 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 2019, the parent must complete the Common Application Form (CAF) available from the home local authority (the authority in whose area the child concerned lives). For the application to be considered as 'on-time' the CAF must be submitted to the home local authority by 23:59 hours on 15th January 2019. 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 12th September annually. For families living in and around Shoscombe, the home local authority is Bath and North East Somerset Council: www.bathnes.gov.uk
2.3	Late applications
	Local authorities must coordinate 'normal admission round' foundation (reception) applications until August 31st August 2019. If an application form is submitted to the home local authority after the application deadline of 15th January 2019, 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 home local authority on or about 16th April 2019, according to the procedure set out in this local authority's Composite Prospectus.
2.5	Education Health and Care Plan (EHCP)
	A place will be provided for a child who has an EHCP (formerly a Statement of Special Educational Needs) agreed at the time of application, which names Shoscombe C of E Primary 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
	When 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 1st April - 31st August
	A parent of a 'summer born' child entitled to start school in September 2019, may choose to 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 2020 rather than year 1. Please note: 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 2020 'normal admissions round' allocation exercise is complete. The following process will apply: 1. The parent must submit an application to the home local authority during the 2019'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 2020. Where the intention is for the child to start with the 2020 reception cohort, this must also be clearly stated on the form. The Admission Authority will formally note the parent's instruction and will not process the 2019 application. Effectively, the child will no longer be part of the 2019 'normal admissions round'. 2. The parent(s) must then wait and make an entirely new application as part of the 2020 'normal admissions round' in accordance with the application process described in the home local authority 2020

	Composite Prospectus document. This will be made available by the local authority on 12th September 2019. The parent should also take account of the 2020/21 Admission Arrangements applying to the school. 3. If the school is undersubscribed with reception applications for September 2020, the applicant will receive the offer of a place, without condition, for his/her child on or around 16th April 2020. If the school is oversubscribed with applications for September 2020, 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. Whether a place can be offered will depend on the outcome of the 2020 application ranking exercise. 4. If the September 2020 reception application is refused, the right of appeal will apply. 5. If a parent delays a child's entry until 2020 and decides that the child should join Year 1 rather than reception, he/she will need to make an in-year application within six school weeks of the place being required.

3.0	**Changing school - the 'In-Year' application process**
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 2019/20 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 school 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 Unity postal address or quartering area address.
3.3	Applying for a year group other than the child's relative (chronological) age
	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 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	The decision
	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	Accepting the offer of a place
	Where a place is offered, it 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	Applying the Fair Access Protocol
	Where it has not been possible to offer a place, the Admission Authority will consider the application against the criteria set out in the Bath and North East Somerset Council, Local Authority Fair Access Protocol (FAP), which is published on this authority's website. If the child concerned is without a school place and 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 and help identify a suitable educational placement without undue delay.
3.7	Children issued with an Education Health and Care Plan (EHCP)
	If a child is the subject of an EHCP (formerly a Statement of Special Educational Needs), which names a specific school, his/her parents should consult the local authority that issued the EHCP before applying for the child to change school.

4.0	**The Oversubscription Criteria**
4.1	Oversubscription
	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 4.1 and rank these applications in priority order, before any places are offered. The oversubscription criteria will also be applied to rank children's names on a waiting list.
	1. A 'looked after child' or a child who was previously looked after by a local authority, 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 authority in the exercise of their social services functions (section 22 (1) of the Children Act 1989 applies). 2. Children who themselves and/or whose parent(s) are practising members of a Church in the Ten Lamps Group Ministry or any other place of Christian worship and has done so for at least once per month for the last twelve months and who live in the Ecclesiastical Parish of Foxcote with Shoscombe. 3. Children who at the time of application, live within the Ecclesiastical Parish of Foxcote with Shoscombe or with a confirmed move to an address within this Parish. 4. Children who themselves and/or whose parent(s) are practising members of the Church of England and has done so for at least once per month for the last twelve months and who live outside of the Ecclesiastical Parish of the Foxcote with Shoscombe. 5. Children who at the time of application have an older sibling at Shoscombe C of E VA Primary School who will still be on roll at the time of admission and who live at the same address. 6. Children who at the time of application are eligible to receive a Pupil Premium or a Service Premium. 7. Children not satisfying a higher criterion. Notes: • 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 applies for criterion 1, 2, 4 or 6 (refer to section 4.5 of these Admission Arrangements) • A map indicating the Ecclesiastical Parish of Shoscombe with Foxcote is available on the school website (Appendix D). A copy is also kept at the school and is available to view by appointment
4.3	Applying a distance measurement
	In the event of oversubscription (more applications received than places available), the admission application ranking exercise (described in section 4.1) may indicate that the Admission Number/limit is reached part way through a specific criterion. In these circumstances, the ranked order for applications satisfying this 'cut off' criterion and any lower placed criterion will be determined by calculating the straight-line distance between each child's home and the main entrance to the school. This will determine the priority order for

	these applications. Distances will be calculated electronically using digital mapping software and Ordnance Survey 'National Address Base' coordinates for Shoscombe C of E VA Primary 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.
4.4	Applying a tie-breaker
	Where two or more distances are identical and it proves necessary to rank the relevant applications, a priority for admission will be determined by a person entirely independent of the Admission Authority and the school.
4.5	Supplementary Information Form
	A Supplementary Information Form (SIF) is provided on the school website (and at Appendix C). This is used to collect the information required to evidence that a child qualifies against oversubscription criterion 1, 2, 4 or 6. The SIF must be completed and returned directly to the school in accordance with the instructions set out in Part 3 of the SIF **if** the parent wishes qualifying information to be taken account of. If it proves necessary for the oversubscription criteria to be applied and applications prioritised, this information will be referred to. 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 SIF.

5.0	**Lodging an appeal**
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 'prejudice the efficient delivery of education or the efficient use of resources' 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 appeal timetable
	An appeals timetable is published on the school website by 28th February each year. This sets out the statutory time frame within which the Admission Authority will process any appeal lodged with the school.
5.4	Complaints about the administration of the appeal process

	The decision of an independent appeal panel is binding on all parties. However, where there is a concern that the appeal process has not been properly administered in accordance with the 2012 School Admission Appeals Code, a complaint should be raised with the Chair of Governors. Where no local resolution is reached the parent may escalate the matter to the Local Government Ombudsman.

6.0	**Key contact details**
The School	Shoscombe C of E VA Primary School St Julian's Road Shoscombe Bath BA2 8NB Telephone: 01761 432479 School website: www.shoscombe.bathnes.sch.uk Email: shoscombe_pri@bathnes.gov.uk Headteacher: Ruth Noall Chair of Governors: Sandra Coles
For Families resident in and around Bath the 'home' local authority is Bath and North East Somerset Council	School Admissions and Transport Service Bath and North East Somerset Council Lewis House Manvers Street Bath BA1 1LG Email: admissions_transport@bathnes.gov.uk Telephone: 01225 394312
The Office of the Schools Adjudicator	www.gov.uk/government/education/office-of-the-schools-adjudicator
The Education Funding Agency	www.gov.uk/government/organisations/education-funding-agency
School Admissions Code	www.gov.uk/government/publications/school-admissions-code--2
School Admissions Appeals Code	www.gov.uk/government/publications/school-admissions-appeals-code

Appendix A	Glossary and Definitions
Admission Authority	The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, this body is the local authority unless it has agreed to delegate responsibility to the governing body. For foundation or voluntary aided schools, this body is the governing body of the school. For academies, this body is the Academy Trust
Admission Arrangements	The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.
Published Admission Number (PAN)	The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's Admission Arrangements.
Admission Limit	A non statutory limit applying to year groups other than the year(s) of entry which indicates the number of places to be offered, usually determined according to the level of resource available.
Common Application Form (CAF)	The form parents complete, listing their preferred choices of schools, and then submit to local authorities when applying for a school place for their child as part of the local coordination scheme, during the normal admissions round. Parents must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow parents to express a higher number of preferences if they wish.
Composite prospectus	The prospectus that a local authority is required to publish by 12th September in the offer year. This prospectus must include detailed admission arrangements of all maintained schools in the area (including admission numbers and catchment areas).
Coordinated Scheme	All local authorities are required to coordinate the normal admissions round for primary and secondary schools in their area. Schools can take in-year applications directly from parents, provided they notify their local authority of each application and its outcome. Each local authority must produce and publish a Coordinated Admissions Scheme.
Home Local Authority	A child's home local authority is the local authority in whose area the child resides.
In-year admission application	A school admission application submitted in connection with a place required at any time during the academic year. In most cases and where the local authority has chosen not to coordinate in-year applications, the application form will be submitted directly to the school concerned.
Maintaining Local Authority	The area in which a school is located is referred to as the maintaining local authority
National Offer Day	The day each year on which local authorities are required to send the offer of a school place to all parents of secondary age pupils in

	their area. **For primary pupils, offers are sent out on or about 16th April** and secondary on or about 1st March. The specific date will be published in the home local authority Composite Prospectus.
Offer Year	The school year immediately preceding the school year in which pupils are to be admitted to schools under the Admission Arrangements in question. This is the school year in which the offers of school places are communicated.
Oversubscription Criteria	This refers to the published criteria that an Admission Authority applies when a school has more applications than places available in order to decide which school has more applications than places available in order to decide which children will be allocated a place.
Reception Class	Defined by Section 142 of the SSFA 1998 as a class in which education is provided which is suitable for children aged five and any children who are under or over five years old whom it is expedient to educate with pupils of that age.
Relevant Age Group	The age group to which children are normally admitted. Each relevant age group must have admission arrangements, including an admission number. Some schools (for example schools with sixth form which admit children into the sixth form) may have more than one relevant age group.
School Year	The period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July, as defined by Section 579 of the Education Act 1996.
The 'normal admissions round'	The period during which parents are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus on 12th September, with the deadlines for parental applications of **15th January for primary places** and 31st October for secondary places, and subsequent offers made to parents on National Offer Day.

Appendix B

In-Year Application Form

(To be used when applying to change school and the place is required during the school year)

This form must be completed and submitted directly to the School Office
Shoscombe C of E VA Primary School, St Julian's Road, Shoscombe, Bath, BA2 8NB

- **Please provide all the required information**
- **Applicants are advised to refer to the published School Admission Arrangements before completing this application form**
- **The applicant will be notified of the admission decision in writing within 10 school days of the Admission Authority receiving the completed application form**

Section 1: Your requirements

In which Year Group is the place required?	
When is the place required? (dd/mm/yyyy)	
School use only: Insert the date on which this application was received at the school	

Section 2: Your Child's details (the child who is the subject of this application)

Please enter the required detail or circle 'Yes' or 'No' throughout

Last Name		**First Name**	**Middle Name(s)**
Male	**Female**	**Date of Birth (dd/mm/yyyy)**	**Registered Nationality**

Please enter the home address at which your child lives for the majority of his/her time			
	Years	**Months**	**Weeks**
How long has he/she lived at this address?			
Are there any formal shared residency arrangements in place for your child?		**Yes**	**No**

Please note: If your family is currently moving house and you would like this application to be considered on the basis of your child's future home address, you must enclose with this application a copy of the legal 'Exchange of Contract' document or a Tenancy Agreement (minimum six months) signed by the landlord.

Is he/she currently on the roll of a United Kingdom school?	**Yes**	**No**
If NO, when did he/she last attend school (Enter month/year)		
Does he/she have European Economic Area Citizenship?	**Yes**	**No**
Is he/she currently a 'Looked After Child' - a child in the care of a Local Authority?	**Yes**	**No**
Is there an adoption, child arrangements or special guardianship order in place?	**Yes**	**No**
Is he/she designated as a registered carer for another person?	**Yes**	**No**
Is he/she eligible to receive a Pupil Premium or Service Premium?	**Yes**	**No**
Does he/she have an Education Health and Care Plan (EHCP)?	**Yes**	**No**
Does he/she have any special educational need, disability or medical condition that the school should be aware of?	**Yes**	**No**
Does he/she have a registered support worker?	**Yes**	**No**

Does your child have a sibling currently attending Shoscombe C of E VA Primary School? (The sibling definition set out in section 1.5 of the School Admission Arrangements applies)	**Yes**	**No**

If 'Yes' enter the details of <u>any one</u> sibling who is currently registered on the roll of this school

Last Name	First Name	DOB: dd/mm/yyyy	Relationship

<u>Section 3: Applicant Details</u> (the applicant is the person completing this form)

Please enter the required detail or circle 'Yes' or 'No'

Last Name	First Name	Title

Your relationship to this child	**Parent**	**Carer**	**Other**

Do you live at the same address as the child you are applying for	**Yes**	**No**

If 'No' then please provide your full address (include postcode) for communication purposes

Land line telephone number	Mobile number	Email address

Section 4: Declaration and Signature

This application will not be processed unless signed and dated by the applicant. By signing, the applicant confirms that:

The information provided on this application form (and any other information that may be provided in support of this application) is accurate to the best of the applicant's knowledge and not intended to mislead in any way.
Any offer of a school place may be withdrawn if any of the information provided in support of the application is subsequently found to be intentionally misleading or false.
The information provided may be discussed with the applicant and / or shared by the Admission Authority to the extent that is required in order to determine the school admission decision, subject to the requirements of the Data Protection Act 1988.
If the parent chooses to submit this Application Form as an email attachment, he/she is fully aware of data protection requirements and takes responsibility for submitting the child's details by non-encrypted email. Submitting this application by email will constitute signing the application form and agreeing to these terms.
The applicant is legally responsible for the child concerned or that he/she has appropriate consent from the legally responsible party to submit this school place application.
He/she is aware of the In-Year admission application process set out in Section 3 of the published school Admission Arrangements

Signature of Applicant:	Date:

Appendix C Shoscombe C of E VA Primary School - Supplementary Information Form

Part 1	The purposes of this Supplementary Information Form
	This form must be completed if a parent wishes to provide supplementary information in order to confirm that his/her child satisfies Criterion 1,2,4 or 6 of the oversubscription criteria applying for Shoscombe C of E VA Primary School. In the event that there are more admission applications received than places available within the required year group (oversubscription), it will be necessary for the Admissions Authority to rank every application according to the oversubscription criteria published in section 4.1 of the school's Admission Arrangements. This will determine a priority for the offer of available places.
Part 2	**Completing this Supplementary Information Form**
	The oversubscription criteria, which will require qualifying information, are set out on page two of this Supplementary Information Form (part 6). A child will only be prioritised against a particular criterion if a completed Supplementary Information Form is submitted in conjunction with the school admission application and in accordance with the procedure set out in part 3 below. The required evidence must be provided to back up this claim.
Part 3	**Submitting this Supplementary Information Form**
	The completed Supplementary Information Form must be submitted in accordance with the following requirement: • For admission applications made as part of the 'normal' admissions round, which is coordinated by the home local authority (starting or transferring school in September 2018): - The admission application form must be submitted to the home local authority by **23:59 hours on 15th January 2019** and the Supplementary Information Form must be submitted directly to the school by the same date. • For the applications in connection with a place required in any year group during the school year (In-Year Application) this Supplementary Information Form must be submitted directly to the school office with the Admission Application Form.
Part 4	**Declaration**
	I confirm that the child named in Part 5 of this Supplementary Information Form satisfies the indicated criterion/criteria. I understand that any offer of a school place may be withdrawn where this claim is found to be misleading or false and that signing this declaration, I grant the Admission Authority permission to seek further confirmation where it is deemed necessary to do so.

Applicant to print his/her name below and sign below	Date

Part 5	The Child who is the subject of this Supplementary Information	
Last name	**First name**	**Middle name(s)**
Date of Birth: dd/mm/yyyy		
Home address		

Part 6	The oversubscription criterion	Tick if applicable
Criterion 1	A 'looked after child' or a child who was previously looked after by a local authority, but, immediately after being looked after, became subject to an adoption, child arrangements, or special guardianship order	
The required evidence to be attached to this Supplementary Information Form: Written confirmation issued by a local authority that the child is officially in the care of that authority at the time of application, or a copy of an adoption certificate, or qualifying order issued by the local authority previously responsible for the child.		
Criterion 2	Children who themselves and/or whose parent(s) are practising members of a Church in the Ten Lamps Group Ministry or any other place of Christian worship and has done so for at least once per month for the last twelve months and who live in the Ecclesiastical Parish of Foxcote with Shoscombe.	
Criterion 4	Children who themselves and/or whose parent(s) are practising members of the Church of England and has done so for at least once per month for the last twelve months and who live outside of the Ecclesiastical Parish of the Foxcote with Shoscombe	
The required evidence to be attached to this Supplementary Information Form in connection with criterion 2 or 4: The declaration below must be completed and signed by the Vicar, Priest in Charge or Church official to confirm that the child named on this SIF fully satisfies the requirements of criterion 2 or criterion 4.		
I have consulted the Church leadership team and can confirm that: …… (enter the child's name) Attends…… Church, or place of Christian worship and has done so for at least once per month for the last twelve months. Signed…….		

Print Name……. Position……. Date…… Telephone / email contact details…….		
Criterion 6	Children who at the time of application are eligible to receive a Pupil Premium or a Service Premium.	
The required evidence to be attached to this Supplementary Information Form in connection with criterion 6: A copy of a Local Authority statement of entitlement to a Pupil Premium or Service Premium, or other official authorising letter, which is signed and dated.		