



# ST STEPHEN'S CEVA PRIMARY SCHOOL, BATH

## ADMISSIONS SEPTEMBER 2018

Note: Includes the following:

Admissions arrangements for starting school in September 2018

Admissions arrangements for joining any year group during the 2018/19 academic year

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## **1 GENERAL**

These admission arrangements have been drafted with reference to the Department of Education Schools Admissions Code 2014 (“the Code”). In line with the Code, the school’s governing body is the Admission Authority for the School. Governors liaise with Bath and North East Somerset (B&NES) Local Authority (LA) who co-ordinate admission applications for all maintained schools in the B&NES area.

These arrangements should be read in conjunction with the documents in the glossary to these arrangements.

## **2 CATCHMENT AREA**

St Stephen’s School does not have a defined catchment area - places are allocated in accordance with its Oversubscription Criteria.

## **3 THE PUBLISHED ADMISSION NUMBER (PAN) AND ADMISSION LIMITS**

The PAN for the Reception year group and the admission limit for every other year group is 60. It is the school and the Governors’ policy to admit no more than 60 children into the Reception year as part of the normal admission round and to hold to a maximum of 60 in each year group irrespective of the number of children in school overall – other than in the case of additional children added under exceptional circumstances (“excepted pupil or child(ren)”) who will remain an “excepted pupil” for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

## **4 ADMISSION TO THE RECEPTION YEAR GROUP FOR THE FIRST TIME IN SEPTEMBER 2018**

Residents of Bath & North East Somerset Local Authority (B&NES) will make applications on a common form available on request from B&NES. Applications for places at schools within B&NES made by people who live outside B&NES will be made on application forms from the LA in which they are resident and submitted to their home LA.

All application forms for first admission in September 2018 must be submitted to B&NES by midnight on 15<sup>th</sup> January 2018. Any applications submitted after this time will be considered as “late applications”.

Applications will be considered under an “equal preference” system where all preferences (1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>) will be considered equally regardless of ranking. B&NES will forward applications to the school (not revealing applicants’ orders of preference) and the Governors as its Admission Authority will allocate every child a place if the school is undersubscribed, or rank every application against their Oversubscription Criteria if there are more applications received than places available up to the PAN or admission limit. The resulting list will be sent to B&NES who will inform parents of individual decisions on or about 18<sup>th</sup> April 2018.

## **5 ADMISSION DURING 2018/19 ACADEMIC YEAR (IN-YEAR ADMISSION)**

Applicants must complete an in-year application form which is available from the school office, or by downloading from the school website, or from B&NES. Completed application forms must be returned directly to the school office for the attention of the school’s admission authority, the Governors (see contact details in Appendix).



The Admissions Panel of the Governing body of the school will meet on the first Thursday of the month during each school term to consider the list. If there are more applications than places available, the governors will rank them against the oversubscription criteria in order to determine whether a place can be made available. Decisions will be notified to applicants by email or second class letter post within 10 days of receipt

In the case of parents/carers being refused a place at their preferred school(s), they will be informed of their right of appeal. Parents/carers will be advised as to who to contact to make an appeal.

Parents/Carers will be expected to respond within 10 school days of the offer of a place otherwise the offer of a school place may be withdrawn. Where a place is withdrawn this will be confirmed in writing. When allocating places it is essential that the parent is clear that any place offered should be taken up within 28 school days or the place may be withdrawn.

Where a place at a preferred school cannot be offered, parents/carers will be able to request that their child's name is placed on a waiting list.

## **6 LATE APPLICATIONS**

Late applicants should complete and return a paper copy of the common application form as the online application facility is not available after the closing date. Any application submitted after the closing date of midnight on 15<sup>th</sup> January 2018 will be considered to be a late application unless the LA considers there are "extenuating circumstances" for allowing an application to be treated as if it had arrived on time (up to the date of 29<sup>th</sup> January 2018 only).

For over-subscribed schools late applications will be considered together with original applicants refused a preference who have lodged a formal appeal or who have asked to remain on a waiting list. In all cases the Oversubscription Criteria will be used to determine the allocation of any places that may become available within the PAN.

If there are more applications than places available, the Governors will rank them against the Oversubscription Criteria set out below :

## **7 OVERSUBSCRIPTION CRITERIA**

Following the admission of any children with a Special Educational Needs Statement/Education, Health and Care Plan naming this school, the Governors will consider all other applications. If the number of applications exceeds the PAN, or admission limit for the year group concerned, the Governors will apply the following oversubscription criteria to every application received and rank children in priority order (admitting up to the PAN or admission limit and refusing all other applications)

1. Looked After Children and Previously Looked After Children
2. Children who have a sibling attending the school at the time of their admission in September
3. Children living nearest the school using the distance measurements set out in the Glossary.



## **8 TIE BREAKER**

A tie breaker will be applied where the PAN or admission limit is reached part way through any oversubscription criterion and there is a need to decide which children meeting this criterion are to be allocated places and which are to be refused. For this purpose a direct line measurement will be calculated between home and school (as set out above) for each child falling within the particular criterion. Places will be allocated to those children living nearest to the school. Where there is more than one applicant ranked equally after this exercise, and there are insufficient places to allocate all of the equally ranked applicants, the place(s) will be allocated by random allocation.

## **9 RIGHT OF APPEAL**

Parents whose school place application is turned down have a legal right to appeal to the school's Governors against this decision. Details about how to appeal will be set out in the decision letter. The Admission Authority will establish an independent appeals panel to hear the appeal.

## **10 WAITING LIST**

The waiting list comprises those children refused a place whose parents lodged a formal appeal or asked to go on the waiting list together with any later applications received. The Admission Authority will maintain its own waiting list from the start of the 2018/19 academic year, and hold that list to the end of the academic year. In all cases the Oversubscription Criteria will be used to determine the allocations of any place that may become available within the PAN. Each added child will require the list to be ranked again in line with the Oversubscription Criteria.

All reasonable effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but when a response to an offer has not been received (by the Admission Authority) within 10 school days from the date of the offer letter, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for an available place.

## **11 MULTIPLE BIRTH APPLICATIONS**

In the case of multiple birth applications, the Published Admission Number and admission limit for years R, 1 and 2 will be increased at the point of allocation to ensure multiple birth siblings can be allocated places at the same school (sibling definition applies). In the event of a junior year group (3,4,5,6) being oversubscribed, if the applicant for the final qualifying place(s) available within the admission limit is the parent of twins, triplets or other multiple births, the parent will be asked to identify which of their children will be taking up the available place(s).

## **12 CHILDREN FROM OVERSEAS**

Applications will be considered in line with the guidance given in the Admissions Code. Governors may require evidence of residency – see glossary and definitions. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.



### **13 CHILDREN WITH A SEN OR EDUCATION & HEALTH AND CARE PLAN (EHC)**

There is a different procedure for the admission to school for children with Statements of Special Educational Needs/ Education, Health and Care Plans, which is administered by the LA in whose area the family lives. If your child has a SEN/EHC you should contact your current named officer at your LA who will provide you with advice about the necessary procedure to be followed. If the school is named in a SEN/EHC this will take priority over the Oversubscription Criteria although, wherever possible, the place will be offered within the PAN or admission limit for the school. Applications will be dealt with through the SEN Code of Practice.

### **14 ADMISSION OF CHILDREN BELOW COMPULSORY SCHOOL AGE & DEFERRED ENTRY TO SCHOOL**

The Admission Authority provides for the admission of all children in the September following their fourth birthday. Where it has offered a child a place :

- a. That child is entitled to a full time place in the September following their fourth birthday;
- b. The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made;
- c. Where the parents wish, children may attend part time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents who wish to defer admission or wish their child to attend part time should discuss this with the head teacher before submitting their application. The Admission Authority will take decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the views of the head teacher.

### **15 ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

Parents may seek a place for their child outside of the normal age group, for example, if their child is summer born when they may request that their child is not admitted to school until the September following their fifth birthday – to reception rather than year 1.

Any parent considering whether to seek admission outside the normal age group should discuss this with the head teacher before submitting their application. The Admission Authority will take decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the views of the head teacher. Where a parent decides to delay sending a summer-born child to school until the following year, the Admission Authority will consider the application for the subsequent year as part of the normal admissions round, applying the oversubscription criteria if applicable.

### **16 FAIR ACCESS PROTOCOL**

All Admission Authorities must participate in the Local Authority Fair Access Protocol to ensure unplaced children are allocated a place quickly. Refer to the Admissions code for further details.



**17 CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES) AND CROWN SERVANTS RETURNING FROM ABROAD**

The school governors will allocate a place in advance for a child of service personnel relocating to the area or crown servants returning from abroad to reside in the UK, providing a school place is available. The school place application form will be considered in line with the governors' published admission arrangements and where necessary the oversubscription criteria. If it is possible to offer a place, then this will be reserved pending the relocation.



## APPENDIX

### GLOSSARY & DEFINITIONS

#### 1. **LOOKED AFTER CHILDREN AND PREVIOUSLY LOOKED AFTER CHILDREN**

In line with the Code, these children are given the highest priority within the Oversubscription Criteria. The Code defines Looked After Children as children who are in the care of LAs as defined by section 22 of the Children Act 1989. In relation to school admissions legislation, a Looked After Child is a child in public care at the time of the application to a school.

Previously Looked After Children are defined as children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order special guardianship order).

#### 2. **SIBLINGS**

Siblings include step siblings, foster siblings, adopted siblings, and other children living permanently at the same home address as the child seeking admission to the school, and who still attend the school at the time of the child's admission.

#### 3. **PARENT**

A "parent" in education law (for example, the Education Act 1996) includes : natural parents whether they are married or not; a person other than the natural parent(s) who has parental responsibility ( section 2 of the Children Act 1989) or care of a child or young person. Having care of a child or young person means that person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child.

#### 4. **HOME ADDRESS**

A child's normal permanent home address where he or she lives with his or her parents or legal guardians will be used to determine where a child lives. Temporary addresses cannot be used to obtain school places. If residence is shared equally by a child, his or her home address will be the residence of the parent receiving child benefit. We may ask to see documentary evidence.

The LA reserves the right to withdraw an offer of a school place were a parent has given fraudulent or intentionally misleading information such as a false address.

#### 5. **DISTANCE MEASUREMENTS**

For the purpose of measuring home to school distance, all distances will be measured in a direct line from the address point of the child's home address to the address point of the school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the LA's Geographic Information System (GIS). The GIS within this LA cannot calculate a staircase measurement in the case of multi- level dwellings. Those living closer to the school will receive higher priority. Where there is more than one applicant ranked equally after this exercise, and there are insufficient places to allocate all of the equally ranked applicants, the place(s) will be allocated by random allocation.



**6. WAITING LIST**

A list of children held and maintained by the Admission Authority when the school has allocated all of its places on which the children are ranked in priority order against the school's Oversubscription Criteria.

**7. RANDOM ALLOCATION**

The random allocation process will be supervised by someone independent of the school.

**8. EXCEPTED PUPIL**

These are children admitted under the limited exceptional circumstances defined by the Code.

**9. COMPULSORY SCHOOL AGE**

As defined by the Education Act and the Education (Start of Compulsory School Age) Order, a child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

**10. SUMMER BORN CHILDREN**

The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31<sup>st</sup> August following their fifth birthday

**CONTACT DETAILS**

1. The Admissions Authority – The Governors,  
St Stephen's CEVA Primary School, Richmond Place, Lansdown, Bath BA1 5PZ  
Tel : 01225 311 665  
Email : [ststephens\\_pri@bathnes.gov.uk](mailto:ststephens_pri@bathnes.gov.uk)  
[www.st-stephens.bathnes.sch.uk](http://www.st-stephens.bathnes.sch.uk)
2. Bath & North East Somerset Local Authority  
Admissions & Transport Unit, Lewis House, Manvers St, Bath BA1 1JG.  
Tel : 01225 394 312  
Email : [admissions\\_transport@bathnes.gov.uk](mailto:admissions_transport@bathnes.gov.uk)  
[www.bathnes.gov.uk](http://www.bathnes.gov.uk)

**REFERENCES**

The Department for Education's School's Admissions Code 2014  
B&NES Co-ordinated Primary Admissions Scheme  
School Admission Appeal Code  
B&NES Primary Admissions Booklet  
B&NES Co-ordinated Primary Admissions Scheme  
B&NES In-year Admissions Scheme  
Other guidance and law that affects admissions and admission appeals in England