



SWAINSWICK CHURCH SCHOOL

Admission arrangements 2021-22

1.0 Introduction

Swainswick Church School is part of the Bath & Wells Multi-Academy Trust (BWMAT) which is the statutory Admission Authority for the school. All admission decisions are delegated to an Admissions Committee comprising of at least three school Governors. These Admission Arrangements comply with the requirements of the 2014 School Admissions Code and 2012 School Admission Appeals Code issued by the Department for Education.

www.gov.uk/government/publications/school-admissions

Please note:

The appendix to these admission arrangements sets out important information, definitions and terms to which prospective applicants should refer. However, if you require further help with any aspect of the school admissions process, please contact the School Office - telephone: 01225 859279 and/or visit the school website <http://www.swainswickschool.co.uk>. Objections concerning the compliance, fairness or reasonableness of published individual Admission Arrangements may be lodged with the Office of the Schools Adjudicator <https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>

1.1 Applying for a child to start school for the first time in Reception (the 'normal' admissions cycle)

A child will reach compulsory school age during the term following their fifth birthday, but may start school in the September following their fourth birthday. Reception applications for children to start at any United Kingdom school for the first time in September 2021 must be submitted by the parent or carer to the local authority in which area the child lives at the time of application (the 'home' local authority) by midnight on 15th January 2021 using the "Common Application Form" (CAF) either using the home Local Authority's online system or a paper application form. For applications received by this deadline, the home local authority will issue the admission decision to the applicant on or about 16 April 2021.

1.2 Late Applications

Applications may be submitted to the home local authority after 15th January and up until 31 August 2021. However, the application will be considered as 'late' and the Reception year at the preferred school(s) may by that time be fully subscribed.

1.3 Published Admission Number

There are 12 Reception places available at Swainswick Church School. Numbers are constrained by the Infant Class Size Limit which limits the size of an infant class to 30 pupils per school teacher unless a statutory 'permitted exception' applies for the child subject to the admission application (section 2.15 of the 2014 School Admissions Code applies).

1.4 Key documentation

The following document can be found on the local authority website, explaining the admission application process in full detail and prospective applicants should refer to these documents before submitting a 'starting school' application.

- The Local Authority Coordinated Admissions Scheme(s)
- The Composite Prospectus (Starting School Guide for Parents)
- The Local Authority School Transport policy

- The Local Authority Fair Access Protocol (this document only applies for In-Year applications to join the school during the academic year)

For parents living in and around the Bath area the 'home' local authority is Bath and North East Somerset and these documents can be found here:

<http://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools>

1.5 Compulsory School Age

Where a place is offered, this may be taken up on a full time or part time basis until compulsory school age is reached and the start date may be deferred until later in the school year, but not beyond the start of the last full term. However, parents/carers of children born between 1 April and 31 August (summer born) may defer their child starting school until the next school year.

2.0 Oversubscription

Following the admission of any children with an 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 over-subscription criteria to every application received and rank children in priority order (admitting up to the PAN or agreed admission limit and refusing all other applications):

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;
2. Children with a sibling attending Swainswick Church School at the time the admission application is submitted;
3. Children of paid school staff, employed at the school at the time of the child's admission date;
4. Children not satisfying a higher criterion and living closest to Swainswick Church School by straight line measurement between the Ordnance survey 'address point' for the school and the child's home.

2.1 Tiebreaker

If two or more applications qualify against the oversubscription criteria as 'exactly equal' (and the admission number is reached at this point), and cannot be separated by the calculation of a straight-line distance between the school and each child's home address point, the ranked order will be determined by the drawing of lots which will be independently supervised by a person with no connection to the school or Admission Authority.

2.2 Waiting Lists

A waiting list will be maintained by the Admissions Committee for each oversubscribed year group until the end of the school year. This will include the name of each child who has been refused admission ranked in accordance with his/her qualification against the published oversubscription criteria and each time a child's name is added, the waiting list will be re-ranked. If a place should become available within the required year group, this will be offered to the child ranked highest on the waiting list at that time.

3.0 Applying for a place required during the school year (the In-Year admissions process)

Admission applications must be submitted directly to Swainswick Church School within six school weeks of the place being required where the application is for a child to join a year group outside of the local authority coordinated 'Starting School' process. The 'In-Year' Application Form which is available on the School website must be completed and returned to the School Office, following which the Admissions Committee will inform the applicant of the admission decision by letter to be sent out within 10 school days of the School receiving the application.

3.1 Retained or accelerated placement

If the In-Year application is submitted for a year group other than the child's relative age, the Admissions Committee will consider whether such a placement would be in the best educational interests of the child concerned, based on the circumstances of the case. The parent has the right to appeal the decision where a place cannot be offered in the relevant year group.

3.2 Lodging an appeal against a decision to refuse admission

Every applicant, whose admission application is refused, has the right to appeal the Admission Committee's decision before an independent Appeal Panel. The Appeal Form which is published on the School website must be completed and returned to the School Office within 30 school days of the admission decision being issued. The Admission Authority will arrange for an appeal hearing to take place in accordance with the Appeals Timetable which is also published on the School website. Complaints regarding the administration of appeal hearings may be lodged with the Education and Skills Funding Agency www.gov.uk/government/organisations/education-funding-agency

4.0 Children with Special Educational Needs

Children, who are the subject of an Education Health and Care Plan which names Swainswick Church School as the appropriate school setting, will be admitted to the required year group regardless of the admission number/limit that applies at that time. Parents/carers who wish to transfer their child from a setting named in an Education Health and Care Plan must seek approval to do so via the Local Authority that issued the plan before applying for an In-Year transfer.

5.0 Reviewing these Admission Arrangements

School Admission Arrangements must be subject to a public consultation conducted by the Admission Authority at least once every seven years or sooner if there is a change proposed to policy or practice. The public consultation must take place for a minimum of six calendar weeks sometime between 1 October and the following 31 January in the year preceding intended implementation and parents of children aged 2-18 must be included.

The BWMAT will review these Admission Arrangements on an annual basis and, where no change is required, will republish the document on the Swainswick Church School website before the statutory deadline of 28 February in the year preceding implementation (the 2021/2022 Admission Arrangements will be published by 28 February 2020 to apply from 1 September 2021).

Appendix: Important Information, Definitions and Terms

A.1 Reasons for refusing an Admission Application

The Admission Authority may refuse admission for one of two reasons:

1. A further admission would 'prejudice the efficient delivery of education or the efficient use of resources'
2. A further admission would unlawfully breach the statutory Infant Class Size Limit which requires that no more than 30 children are taught by a single teacher. There are eight permitted exceptions set out in section 2.15 of the 2014 School Admissions Code whereby an infant class may exceed this limit. If the Local Authority confirms that one or more criteria apply, the Admissions Committee may choose to lawfully admit the child concerned, otherwise to refuse where a further admission would prejudice the efficient delivery of education or the efficient use of resources.

A.2 Misleading or false information

Should the Admission Authority become aware that the information provided on the Admission Application Form was misleading or false, it will consider withdrawing any school place offered, or where a child has already started to attend the school may remove the child from the school roll. The matter will be fully discussed with the applicant and the application will be considered afresh, taking account of any new information.

A.3 The home address

The Admissions Committee will take account of the home address when it is necessary to apply the oversubscription criteria. This will be the address at which the child concerned lives, at the time of application, for more than 2.5 school days per week, with a person who has legal responsibility for this child.

The home address should be clearly stated on the application form. If this child will be moving to a new home and the applicant wishes the new address to be considered, one of the following documents may be submitted at the time of application.

- A solicitor's letter confirming exchange of contracts and completion date for a property which is being purchased or a property which is being sold
- A copy of a signed rental agreement or a solicitor's letter if moving to a council or rented property and proof of your sale or Notice to Quit on your current/previous property.
- A child benefit book.
- A copy of a council tax bill or utility bill such as water, gas or electricity in your name for your newly owned or rented property together with proof of your sale or Notice to Quit on your current/previous property.
- 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.
- 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

A.4 Siblings

The oversubscription criteria set out in these Admission Arrangements prioritise applications for children with a sibling attending Swainswick Church School at the time of application. If a parent wishes a sibling connection to be taken into account, a 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.

The PAN 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

A.5 Calculating straight-line distances

Where required, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Bath and North East Somerset Local Authority's computerised Geographical Information System (GIS) mapping. In the case of a multi-dwelling building, such as a block of flats, the same distance will apply for all occupants.

A.6 In-Year Local Authority Fair Access Protocol

Every Local Authority must publish and maintain an In-Year Fair Access Protocol (FAP) which sets out criteria designed to support vulnerable and needy children and to ensure that, where a child is without a school place, a suitable education setting is identified without undue delay. If the Admissions Committee refuses an admission application and it is clear from the application that the child concerned satisfies one or more of the Bath and North East Somerset (BaNES) FAP criteria, the Admissions Committee will refer this application to BaNES for appropriate intervention.