Deciding on a school preference for my child.

What do I need to do to apply for a school place for my child?

1. Decide which schools you would like to consider to make an application for your child to attend.

2. Read the information about those schools in this booklet. You may also want to read other information about those schools from their Ofsted reports etc. You can read this information on line at the Ofsted website www.ofsted.gov.uk or the school may be able to give you a summary of the report.

3. Visit the schools you prefer and ask any questions about things you may wish to know.

4. Check the admissions criteria in the booklet for each school you prefer. You need to check to see if you are likely to gain a place. This is very important as some schools decide their own admissions criteria.

5. When you have all the information you want, decide the order in which to place the schools you prefer. Please consider your preferences carefully as after the closing date any changes made will be dealt with as a late application and your original application will be withdrawn. Your child would then not be considered for a school place in the first round of allocations made in April. You do not have to express a preference for more than one school but you are recommended to do so as this will increase your chances of being offered a place at one of the schools you prefer. Stating up to three preferences will in no way reduce the chance of being offered your 1st preference school.

6. Make your application and submit it by the closing date.

This information is given in far more detail in the booklet. Please take time to read it as it will help you to make your application.

The information contained throughout this booklet refers to policies for Bath & North East Somerset LA only.

Parents/Carers - does your child have additional educational needs?

Can we help you to work with schools to help your child?

The Parent Partnership service offers information, advice and support to parents of children with Special Educational Needs.

For further information, about how the Parent Partnership Service can help you, or to become a volunteer Independent Parental Supporter, please contact Parent Partnership Service Helpline 01225 394382
Email: parent_partnershipservice@bathnes.gov.uk
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About the information in this booklet
The information contained throughout this booklet refers to policies for Bath & North East Somerset LA only.

This document can be made available in a range of Languages, Large Print, on tape, electronic and accessible formats. Please contact the Admissions & Transport Section on telephone number 01225 394312 for further information.
A Primary School for your Child 2015-2016

Don’t forget the closing date - 15 January 2015

BE ON TIME
APPLY ON LINE

In September 2014 you can apply on-line for:-

- A Reception place in an Infant or Primary school for September 2015
- A Y3 place in a Junior school for September 2015

If you are a resident of Bath and North East Somerset and wish to apply for a reception place or a year 3 place in a Junior School within this authority or any other authority, you can do so by applying on-line as follows.

Visit the following web site to make your application on-line

www.bathnes.gov.uk and click on the Schools, Colleges and Learning Link, on the left hand side of the screen, followed by Admissions to schools.

The closing date for Reception & Y3 applications is:-

- 15 January 2015

Why apply on-line?

Some benefits of applying on-line are:-

- It’s quick and easy to use
- You can apply from home 24 hours a day, seven days a week
- There is no risk that your application will be lost in the post
- You will receive email confirmation that your application has been received
- You can change your application up to the published closing date
- Following the published offer date, unless you have indicated otherwise, you will receive by email details of the school allocated
- You can log into the online system (with your password) on the published offer date to view the result of your application and you can accept your place online

For further information contact the Admissions & Transport Unit on 01225 394312 or email admissions_transport@bathnes.gov.uk

Admissions & Transport Unit, PO Box 25, Riverside, Temple Street, Keynsham, Bristol BS31 1DN

Remember to apply by the closing date of 15 January 2015

Prepared by Bath & North East Somerset Council’s Education Service and published by Bath & North East Somerset Council’s Print Services, Dartmouth Avenue, Oldfield Park, Bath BA2 1AS

DP 501   09/13   JM
Dear Parent

This booklet is designed to give you information about the schools in your area and how you should apply for a school place. Starting school is a big step for both children and parents and for this reason we want to make the whole process of locating and applying for a primary school as simple as possible.

You are advised to contact the schools you would prefer your child to attend. They will give you a lot more advice and information.

The Local Authority works in partnership with schools and parents to provide high quality education for children. Parents are encouraged to play an active role in what is one of the most formative parts of children’s lives.

I hope that you will find this booklet useful in finding a suitable school for your child and that together we can give our children the best possible start to education.

Yours sincerely

Ashley Ayre

Ashley Ayre
Strategic Director for People & Communities
August 2014
Bath & North East Somerset Council Children’s Services Department

- Ashley Ayre
  Strategic Director for People & Communities
  Tel: 01225 394200
  Fax: 01225 394011

- Admissions & Transport Unit
  Tel: 01225 394312
  Fax: 01225 394296

- Parent Partnership Service
  Tel: 01225 394294 / 394382
  Fax: 01225 394294

- Children Missing Education Service
  Tel: 01225 394241
  Fax: 01225 394296

- Children’s Services Finance Section
  Tel: 01225 394317

- Education Psychology Service
  Tel: 01225 394901

- Special Educational Needs Section
  Tel: 01225 394306
  Fax: 01225 394251

  The above can be contacted at:
  Bath & North East Somerset Council, People & Communities Department, PO Box 25, Riverside, Temple Street, Keynsham, Bristol BS31 1DN

- Family Information Service
  Early Years Childcare & Play Team
  Tel: 0800 073 1214
  Email: Fis@bathnes.gov.uk
  Website: www.bathnes.gov.uk

Bath Families Education Support Group
South Vaults, Green Park Station, Bath, BA1 1JB
Tel: 01225 787924

Bath Racial Equality Council
5 Pierrepont Place
Bath, BA1 1JX
Tel: 01225 442352

The Secretary of State for Education
Sanctuary Buildings, Great Smith Street, Westminster, London, SW1P 3BT
Tel: 0171 925 5000

Mr Jerry White,
Local Government Ombudsman,
The Oaks, No 2 Westwood Way, Westwood Business Park, Coventry, CV4 8JB
Tel: 024 7682 5999
Fax: 024 7682 0001

Director of Education, (Church of England)
Diocese of Bath & Wells, Diocesan Education Office, The Old Deanery, Wells BA5 2UG
Tel: 01749 670777

Education Director / Advisor (Catholic)
Diocese of Clifton Schools Commission
Alexander House, 160 Pennywell Road, Bristol BS5 0TX
Tel: 0117 902 5593
Fax: 0117 902 5520

If you have any difficulty in understanding any aspect of this booklet, please telephone the Admissions & Transport Unit on 01225 394312 who will do their best to help.
Do’s & Don’ts of applying for a school place
and an explanation of equal preferences

**DO**
- Complete a common application form on line at www.bathnes.gov.uk/admissions or a paper form and submit by **15 January 2015**. If applying on line do make a note of your log in details and password as you will need this any time you use the on line facility.
- Express a preference for 3 schools. This means you are increasing your chances of being offered a place at a school you like. All preferences are considered equally* (*see further notes below about equal preferences*)
- Put the school names down on your application in the order you like them.
- Consider how you will get your child to school.
- Consider the admissions criteria that will be applied if the school is oversubscribed. Section 7 of this booklet provides details of the admissions criteria for schools and academies in this area.
- Consider naming your local school as one of your preferences. If you do not express a preference for your local school you will not be considered for a place. This could lead to you receiving an offer of a place some distance from your home address and transport arrangements could prove difficult.
- Consider visiting schools and look at copies of the school prospectus for further information to help you decide which schools you want to apply for.
- Mention Sibling links. If you expect to have more than one child on roll at a school, name the youngest sibling as opposed to the eldest. Read the definition of a sibling in the booklet.
- Check whether any school you are interested in asks you to complete a supplementary information form (SIF). This is generally a requirement of Voluntary Aided Schools and Academies. Details can be found in their admission policies, copies of which are provided in Section 7 of this booklet.
- Return SIFs direct to the individual Voluntary Aided School or Academy by the requested date which is usually the same as the closing date but remember that you must still complete a common application form as well. If you only complete a SIF you have not made an application for a school place.
- Use the address where you are living as at **15 January 2015** and tell us if you know your address is going to change before 15 January 2015. (see the booklet for more details about address changes)
- Tell us if your circumstances change.
- Do fill out all parts of the application form carefully and read any explanatory notes.
- Be honest. You need to make sure the information you give us is accurate. We may withdraw the offer of a school place where the application was fraudulent or intentionally misleading.

**DON’T**
- Miss the deadline for submitting your application form. If you miss the deadline your preferences will not be considered until places have been offered to all children for whom we received an application by the submission date of **15 January 2015**.
- Name the same school three times: this will be considered as one preference. Naming only one school does not increase your chance of being offered a place at that particular school.
- Name a school if you don’t want a place there.
- Assume that you do not need to apply for the school where you already have other children in attendance – you must complete an application form.
- Assume that Bath & North East Somerset offers automatic priority to siblings. The Council offers priority to local siblings only. You will need to check the admissions criteria in Section 7 to see whether or not you are likely to be considered under the local sibling criterion.
× Assume that if one child in the family is offered a place that other children in the family (either older or younger) will also be able to gain a place at the same school.

× Assume that you do not need to apply for your local school. You must complete an application form. Even if you have spoken to your local school to inform them that you wish to be considered for a place, this does not constitute an application and is not part of the application process.

× Assume that just because your child attends nursery or pre-school at a particular school that you will automatically be offered a place. You will need to apply for a place in reception regardless.

× Assume that a nursery or pre-school establishment that your child attends will make an application for a school place on your behalf.

× Assume that the Local Authority or a school know that you want your child to attend a particular school without your making an application to be considered for a place.

An explanation about equal preferences

Every year we receive lots of questions from parents who want to know what equal preference actually means and how it works in practice if they put more than one school name down on their application form. Hopefully the following explanation will help in your understanding.

We recommend you name 3 school preferences on your application as this means that your child can be considered for a place at each of the schools you name.

We publish an admission number for each school. After the closing date we will then know how many preferences have been received for all of the schools and academies in our area. At this stage we know whether the individual schools are either under or over their admission number with the preferences that have been received for them.

If the school is undersubscribed then it is clear that any of the children whose parents expressed a preference for the school would initially qualify for a place. However the preferences could be a combination of 1st, 2nd or 3rd preferences.

If the school is oversubscribed then the admissions criteria has to be applied to all the preferences that have been made and the children are initially listed or ranked against the admissions criteria. When ranking the children, all 1st, 2nd and 3rd preferences are considered equal.

In this way the Local Authority will initially see that some children fall within the admission number for more than one of the schools that were named as preferences on the application. A child can only be offered one school place so in these cases we look at the order you named the schools on your application form and of the schools you are initially qualifying for we keep the highest preference school as the offer.

This is why it is important to list the schools in your priority order.

The other lower preference school place that your child initially qualified for is then released for another child and the Local Authority continue to use the ranked list to establish who next qualifies for the place if the school is oversubscribed.

It must be acknowledged that the Local Authority cannot always meet parental preferences even if more than one school has been named on the application form. However by naming more than one preference you are maximising your chances of being offered a place at a school you like and it does not decrease your chance of qualifying for a place at your 1st preference school.

If you decide to only name one school as a preference you can only be considered for a place at that school and this action will not increase your chance of being offered a place.

Where parental preference of a school or schools cannot be met then the Local Authority has to offer an alternative school place if you live in its area. The school place offered may not necessarily be close to your home address.
Important dates for your diary

The on line application form will be available for completion at www.bathnes.gov.uk/admissions from 12 September 2014.

Closing date for all applications is 15 January 2015 (if you miss this date your application will be ‘late’ and you will reduce the likelihood of receiving an offer at one of your preferred schools). Please note the on line application facility will not be available to use after this date.

Offers of a school place made to parent/carers resident in Bath & North East Somerset, including offers on behalf of other admission authorities, will be made available on 16 April 2015. On line applicants will receive email notification and parents/carers who made paper applications will have their letters posted out on this same date. This date only covers applicants who applied for a place by the closing date.

Parents/Carers must reply to offers made by 30 April 2015. Applicants who applied on line will be asked to respond on line.
Primary Admissions

For admissions to all infant, junior and primary schools, all Local Authorities (LAs) must have a co-ordinated admissions scheme which includes Academy, Foundation and Voluntary Aided schools. Each LA has to publish information about their scheme and arrangements for dealing with applications for school places but under all schemes residents of a LA must apply for school places through their home LA regardless of whether or not the school(s) they wish to apply for is situated within the LA in which they live. All application details for schools in other LAs will be passed on to the LA/Admission Authority concerned by the LA in which the applicant lives.

Further details about Bath & North East Somerset’s co-ordinated scheme can be found in this booklet but you should be aware that other LAs may have different timescales for dealing with the applications.

If you are a resident of Bath and North East Somerset you need to submit your application to Bath & North East Somerset by the national closing date of 15 January 2015 to be considered for a place as an on time applicant. Remember the schools applied for can be located in or outside of Bath and North East Somerset. From 12th September until the closing date you can apply online, or alternatively the application form can be downloaded from our website www.bathnes.gov.uk or you can complete and return the application form in this booklet.

If you are a resident of another LA but want to apply for a school within Bath and North East Somerset you will need to obtain an application form from your home LA and return it to them by the closing date.

The chart below gives brief details of the relevant timescales for both this LA and some nearby LAs together with contact details for your information. More detailed information will be found in the individual LA guides.

<table>
<thead>
<tr>
<th>LA</th>
<th>Date information guides available</th>
<th>National Closing date for applications</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bath &amp; North East Somerset</td>
<td>September 2014</td>
<td>15 January 2015</td>
<td>Admissions &amp; Transport Unit Tel: 01225 394312 Fax: 01225 394296 Email: <a href="mailto:admissions_transport@bathnes.gov.uk">admissions_transport@bathnes.gov.uk</a> <a href="http://www.bathnes.gov.uk">www.bathnes.gov.uk</a></td>
</tr>
<tr>
<td>Bristol</td>
<td>September 2014</td>
<td>15 January 2015</td>
<td>School Admissions Team Tel: 0117 903 7694 Fax: 0117 903 7710 Email: <a href="mailto:school.admissions@bristol.gov.uk">school.admissions@bristol.gov.uk</a></td>
</tr>
<tr>
<td>North Somerset</td>
<td>September 2014</td>
<td>15 January 2015</td>
<td>School Admissions Team Tel: 01275 884078 Fax: 01275 882747 Email: <a href="mailto:cyps.schooladmissionsandtransport@n-somerset.gov.uk">cyps.schooladmissionsandtransport@n-somerset.gov.uk</a></td>
</tr>
</tbody>
</table>

Continued on next page
**Continued from previous page**

<table>
<thead>
<tr>
<th>LA</th>
<th>Date information guides available</th>
<th>Closing date for applications</th>
<th>Contact details</th>
</tr>
</thead>
</table>
| Somerset            | August 2014                        | 15 January 2015               | Somerset Direct
                      |                                   |                               | Tel: 0845 4564038
                      |                                   |                               | Email: schooladmissions@somerset.gov.uk |
| South Gloucestershire | September 2014                     | 15 January 2015               | Children & Young People Information Service
                      |                                   |                               | Tel: 01454 868008
                      |                                   |                               | Fax: 01454 863330
                      |                                   |                               | Email: cis@southglos.gov.uk |
| Wiltshire           | September 2014                      | 15 January 2015               | School Admissions
                      |                                   |                               | Tel: 01225 713010
                      |                                   |                               | Fax: 01225 713775
                      |                                   |                               | Email: admissions@wiltshire.gov.uk |
Admission Criteria
These describe the way in which the Admission Authority gives priority to children when it allocates places at individual schools. The criteria are outlined on pages 32-77.

Admission Number
The Admission Number is the number of children which a school is normally required to admit in each year group. All schools would normally offer places up to the Admission Number and, once that is reached, any further admissions would normally be by appeal to an Independent Appeals Panel. The Admission Number for each school can be found in Appendix 3 pages 88-97.

Academy Schools
In these schools the Academy Trust is responsible for admissions and set their own criteria. The criteria for all Academy Schools within Bath and North East Somerset are outlined in Section 7 of this booklet.

Community Schools
In these schools the Local Authority (LA) is responsible for admissions and sets the criteria which is shown in Section 7 of this booklet starting on page 32.

Denominational Schools
The denominational schools in Bath and North East Somerset are run either by the Church of England or the Catholic Church in partnership with the LA. The Governors in Voluntary Aided (VA) schools are responsible for admissions and set their own criteria. The criteria for all VA schools are outlined in Section 7 of this booklet.

Direct Line Distance*
Distance will be measured in a straight line from the address point of the child’s home address to the address point of the school as defined by the Local Land and Property Gazetteer (LLPG). Measurements will be determined using the Local Authority’s GIS computerised mapping system with those living closer to the school receiving the higher priority.

Home Address
This is the child’s permanent address where he or she generally resides with their parents. Temporary addresses may not be used to obtain school places.

Looked after Children (see also Previously looked After Children)
As defined in Section 22 of the 1989 Childrens Act. These children, however are often referred to as children in care. 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.

National Curriculum Year Groups

<table>
<thead>
<tr>
<th>Year</th>
<th>Group</th>
<th>Age of Pupil</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Infant</td>
<td>4-5 years</td>
</tr>
<tr>
<td>Y1</td>
<td>Years</td>
<td>5-6 years</td>
</tr>
<tr>
<td>Y2</td>
<td>(Keystage 1)</td>
<td>6-7 years</td>
</tr>
<tr>
<td>Y3</td>
<td>Junior</td>
<td>7-8 years</td>
</tr>
<tr>
<td>Y4</td>
<td>Years</td>
<td>8-9 years</td>
</tr>
<tr>
<td>Y5</td>
<td>(Keystage 2)</td>
<td>9-10 years</td>
</tr>
<tr>
<td>Y6</td>
<td></td>
<td>10-11 years</td>
</tr>
</tbody>
</table>

Oversubscribed Schools
These are schools where the number of applications is more than the admission number, which is the minimum number the school must admit.

Parent
This includes all of those people who have parental responsibility for a child as set out in the Children Act 1989.

* Unless otherwise stated in individual schools admissions criteria these definitions apply.
Previously looked After Children
As defined in Section 46 of the Adoption and Children Act 2002 and Section 8 and 14A of the 1989 Children Act. Previously Looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

**Siblings***
A sibling refers to children who are:

- brother or sister or half brother or sister;
- adopted brother or sister;
- step brother or sister;
- the child of the parent/carer’s partner, and in every case the child should be living in the same family unit at the same address.

Undersubscribed Schools
These are schools where the number of applications is less than the admission number.

Voluntary Aided Schools (VA)
In a VA school the church, through the school governors, has a greater say in the running of the school, and is responsible for admissions to the school. Please refer to Section 7 for details of VA Schools Admission Criteria.

Voluntary Controlled Schools (VC)
A VC school is one in which responsibility for its management is shared between the LA and the church but the LA is responsible for admissions and sets the criteria which is shown in Section 7 of this booklet.

* Unless otherwise stated in individual schools admissions criteria these definitions apply.
How do I know which school will suit my child?

You are able to exercise a preference when deciding on a school for your child, **a preference that is limited only by the number of places available at any school.** To help you make your decision, it is important you obtain as much information as possible about the schools you are considering. You should visit local schools and obtain as much information as possible. All schools publish a school prospectus in which you will find an outline of:-

- the school’s aims and objectives
- details of the curriculum offered
- National Curriculum Assessment results at the ages of 7 and 11
- attendance figures
- out of school activities
- details of policies such as behaviour and discipline.

Governing Bodies also publish a report to Parents each year and this summarises the school’s achievements.

The Office for Standards in Education (OFSTED), now inspects all schools. Reports are available as is a copy of the school’s action plan for development that is written after the inspection report is published. These reports can be seen in your local library or in the schools themselves.

Research has consistently shown that a number of factors are good indicators in helping you decide whether or not a school will suit your child. You may wish to consider these when you visit schools before making your decision. Some of the more important factors are:-

- the school places importance on working with parents
- there is a welcoming atmosphere
Don't forget the closing date - 15 January 2015
Be on time - apply on-line

- staff have high expectations of the children and there is an emphasis on each child's achievements
- the school supports children particularly where there are additional needs
- a wide range of out of school activities is available for all ages and abilities
- other parents are involved in the work of the school and speak highly of it
- the school is well led by the headteacher and governors
- there is a plan showing how the school hopes to develop over the next few years
- the children’s work is displayed with care
- governors are fully involved in the life of the school and parents have easy access to them
- the school makes good use of the LA and its support services.

This list is by no means complete and you will be able to judge a great deal from the atmosphere of the school during your visit. All children and all schools are different and it is helpful if you can visit a number of schools before deciding which school is most likely to meet your child’s needs.

You will have heard much about ‘parental choice’ and it is important for you to consider:-

- the admissions criteria -
  are you likely to get a place in your preferred school?
- transport -
  if your preferred school is not the closest to your home, will you be able to organise transport?

This booklet will help you make these important decisions.

Summary
You have the right to express a preference for the school(s) you prefer but do not have a guaranteed choice as we may not be able to meet your preference. We will do all we can to offer your child a place in the school you prefer but remember that some schools become full, and we can only offer places up to the school’s Admission Number.

See also page 8 for an explanation about equal preferences.
There are a total of 58 maintained infant, junior or primary schools within the Bath and North East Somerset area together with three special schools covering the primary age range. The full list is set out in Appendix 3 on pages 88-97.

**Primary Education**

Primary education is normally provided in primary schools although, in some areas, there are separate infant and junior schools. Children whose fifth birthday falls before 1 September, 1 January or 1 April become of compulsory school age on whichever of these dates follows their fifth birthday. Children can attend school provided they reach the age of four years on or before 31 August 2015 so that all children can benefit from three full years of infant education. *(Children born between 1 September 2010 and 31 August 2011 can start school in September 2015).*

Admissions can be phased in up to the end of the 1st term either on a part-time or full-time basis at the discretion of the headteacher. Parents may request a deferred entry until later in the same school year but the offered place will not be reserved beyond the term after the child’s fifth birthday nor beyond the academic year for which the original application was made.

If parent/carers do not take up the reserved place during the school year and by the start of Term 5 at the latest they will need to reapply for a Year 1 place for the following academic year. It cannot then be guaranteed that a place will then be available at the preferred school.

You are advised to carefully consider the implications of deferring your child’s start date to school. Most parent/carers consider that it is better for their child to start school at the same time as other children in their age group i.e. from the beginning of the academic year (September) to help their child settle in and adjust to school life.

Children born in the summer and whose parents/carers do not wish them to start school until the term after their fifth birthday will have to make a separate in – year application for Year 1 for the following academic year unless there is a professional *agreement that joining a lower year group is in the best interests of the child, in which case a common application form will have to be completed for admission to reception in the academic year 2016/17. *(as considered under the delayed accelerated admission policy)*

Parents can request that their child takes up the place part time until the child reaches compulsory school age.

Parents of children who are born outside of the date ranges shown above but who wish to seek a 2015/16 reception place will be considered under the delayed accelerated admission policy.

Schools will always assess the learning needs of children so that the curriculum they provide is relevant. It is important that children make appropriate progress so they can maximise their achievement.

Admissions to a school normally occur at the beginning of a school term but there may be special circumstances, such as a house move, which mean that admissions may be at other times.

No infant class can now have more than 30 pupils in it. The class size limit does mean that independent Appeals Panels will not, in normal circumstances, be able to allow an appeal if that would cause the relevant class to exceed 30 pupils (see Section 8 for further details about appeals). This will have some impact on parental preference. Parents may need to take this factor into account when expressing a preference for a school.

Schools will be able to provide you with more information, as to how the reduction of infant class sizes affects them and possibly your child.

**Academy and Denominational Schools**

*(See page 12 for explanation).*

Admission to these schools is the responsibility of the Academy Trust or the governors of Denominational schools. Information about
admission can be obtained either from the schools themselves or from the Children’s Services Department.

**Special Schools and Special Units**

There are three special schools and three primary schools with Resource Bases within the area, for children who have particular special education needs. Admission to these schools is restricted to children with a statement of special educational needs and a separate leaflet is available on this. If you have an enquiry about admission to special schools please telephone 01225 394306.

**Accessible Schools**

Bath & North East Somerset Council is aware that some of our older schools in particular, are not easily accessible for physically disabled children or parents. We are working towards making all schools more accessible, but we also need to meet the immediate needs of disabled children now. The Strategy agreed by the Council is that we will first concentrate on making at least one Primary school fully accessible in each area, so that every child will have an accessible local school. One Secondary school in each of the three main urban areas, Bath, Keynsham and Norton Radstock will similarly be made fully accessible.

Seventeen Primary schools have therefore been designated “Accessible Schools” and while not all of these are fully accessible yet, they can generally meet a limited range of disabilities. A further 4 brand new primary schools are fully accessible. Every effort will be made to meet a disabled child’s particular needs by the time that they start school, if they wish to attend one of these. The priorities for any available funding will be to meet the needs of children already attending a designated school or who are about to join it.

Parents are still free to express preference for a non-designated school for their disabled child, but only “reasonable” adjustments can be made to accommodate them at these schools. This will not include major building alterations such as installing a lift, but could include limited adaptations such as fitting an essential handrail or small ramp. This is to enable us to concentrate the limited funding to making improvements that will benefit the maximum number of physically disabled children.

In addition to the schools named below there is extra support for those with a hearing impairment at Weston All Saints Primary.

<table>
<thead>
<tr>
<th>The 18 designated accessible schools are:</th>
<th>Primary School</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Area</strong></td>
<td></td>
</tr>
<tr>
<td>North &amp; Central Bath</td>
<td>St Andrews CE VA Primary</td>
</tr>
<tr>
<td>North West Bath</td>
<td>Widcombe Infant and Widcombe Junior</td>
</tr>
<tr>
<td>South East Bath</td>
<td>St Mary’s Catholic Primary</td>
</tr>
<tr>
<td>Central Bath &amp; North East Somerset</td>
<td>St Martin’s Garden Primary School</td>
</tr>
<tr>
<td>North Bath &amp; North East Somerset</td>
<td>Freshford Primary</td>
</tr>
<tr>
<td>West Bath &amp; North East Somerset</td>
<td>Paulton Infant and Paulton Junior</td>
</tr>
<tr>
<td>Bathavon</td>
<td>Castle Primary</td>
</tr>
<tr>
<td>Midsomer Norton</td>
<td>Chew Stoke Primary</td>
</tr>
<tr>
<td>Peasedown</td>
<td>Batheaston Primary</td>
</tr>
<tr>
<td>Radstock</td>
<td>Midsomer Norton Primary</td>
</tr>
<tr>
<td>The 4 new fully accessible Primary Schools are:</td>
<td>Shoscombe Primary</td>
</tr>
<tr>
<td></td>
<td>St Mary’s Primary, Writhlington</td>
</tr>
</tbody>
</table>

**Academy of Trinity Primary, St John’s Catholic Primary, St Keyna Primary and St Nicholas Primary**
1. **Participants in scheme**

All Infant, Junior and Primary Schools and Academies within Bath & North East Somerset and all Local Authorities in England.

The Relevant Area for all Bath and North East Somerset schools is the Bath and North East Somerset LA administrative area.

2. **Applications**

2.1 **Reception Applications.** Residents of Bath & North East Somerset will make applications on a common application form. This application form will be available on line or paper copies will be issued on request to the parents of all pupils resident in Bath & North East Somerset who are due to start infant or primary school in September 2015. The application form can be used to apply for any school within any authority including Academy, Foundation or Voluntary Aided schools. Bath & North East Somerset will inform the other LAs of any applications made for schools within their area.

Parents of children attending any nursery or early years provision must make a reception application for their child to be considered for a reception place. There is no automatic transfer into any school.

2.2 **Applications for Year 3 places at Junior Schools** will be made on a separate common application form. These common application forms will be available on line or paper copies will be issued on request to the parents of pupils resident in Bath & North East Somerset currently on roll in an infant school who wish their child to transfer to a junior school setting. The common application forms will also be available on request to parents of pupils resident in Bath & North East Somerset currently on roll in a primary school who wish their child to transfer for KS2 to a junior school setting. The application form can be used to apply for any school within any authority including Academy, Foundation or Voluntary Aided schools. Bath & North East Somerset will inform the other LAs of any applications made for schools within their area.

Parents of children attending an Infant School must make an application for their child to be considered for a Year 3 place. There is no automatic transfer into any school.

2.3 Applications for places at schools within Bath & North East Somerset made by people who live outside the LA will be made on application forms from the LA in which they are resident and submitted to their home LA. This can be sent by paper copy or application can be made on line through the appropriate authority.

2.4 All applications for primary, infant or junior schools must be submitted by midnight on the closing date of **15 January 2015**. Any applications submitted after this time will be considered as ‘late applications’ and will be dealt with at a later stage when all ‘on-time’ applications have been processed.

2.5 All applications will be made on the common application forms which can be paper copies or on-line applications. Voluntary Aided, Foundation Schools and Academies who may need additional information in order to apply their over-subscription criteria, may issue a separate form in addition to the common application form. The common application forms will mention this requirement and parents will be advised to obtain a copy of the relevant additional information form direct from the school. Applications for a place will only be considered if the common application form has been completed and submitted to the LA by midnight on the closing date of **15 January 2015**.

2.6 All parents will be strongly advised to give 3 preferences in ranked order. The preferences can be for schools in any LA and can include Academy, Foundation or Voluntary Aided Schools.

2.7 Any parents wishing to apply for a Y3 place in a Primary school will be informed that this is a separate process which is dealt with under the In Year Admissions Scheme and applications will not be considered until **June 2015**.
2.8 If an application for a school within Bath & North East Somerset is received from a resident living in the boundaries of another LA on a Bath & North East Somerset common application form, the applicant will be advised of the need to make application through their home LA using the common application form for that LA.

2.9 Should any parents include on their application form a preference for an independent school the independent school preference will be disregarded and remaining preferences for schools will be given a higher preference than that shown on the original application form.

2.10 In fairness to all parents, the Council reserves the right to require documentary evidence of the genuineness of a family address and if this is not produced the Council reserves the right to make its own enquiries with, for example, the Council Tax Office.

2.11 The child’s normal permanent home address where he or she lives with his or her parents or legal guardians will be used to decide where the child lives. Temporary addresses cannot be used to obtain school places. If parents or carers plan to move documentary evidence will be required and in order for address changes to be taken into account in the first round of allocations made on 16 April 2015 the appropriate documentary evidence should be received by the closing date of 15 January 2015. However, if details of a change of address that will occur after the closing date (and before the start of term 1) is received with the appropriate documentary evidence by 30 January 2015 ie before the LA has sent details of applications to other councils, it will be considered in the first round of applications.

Examples of evidence that may be acceptable to determine a child’s address are:-

- 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 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.
- A child benefit book.
- If you are moving in with a relative a letter from them will be required confirming the date you will be moving in together with a copy utility bill showing their name and address. A solicitor’s letter will also be required confirming that completion of contracts has taken place on your sale or Notice to Quit on your current/previous property.
- In the case of children of UK Service Personnel with a confirmed posting to the area or Crown Servants returning from overseas, an official letter declaring the relocation date and a Unit postal address or quartering area address should be provided.

2.12 A random sample of all applications received each year will be checked to confirm addresses using for example the electoral roll, council tax offices and if appropriate the school currently attended before allocations are made. A copy of a recent utility bill may also be requested. In certain additional cases proof of residency will also be determined by using the above methods. Once proof is obtained to the LA’s satisfaction that the parent is resident at the address given it will be accepted that the child is also resident at the same address.

2.13 The LA reserves the right to withdraw an offer of a school place in certain limited circumstances. Examples include:

- Where a parent has given fraudulent or intentionally misleading information such as a false address.
- Where a parent has not responded to an offer within the deadline set by the LA.
- Where a higher preference school has been offered or where the highest preference school
on the latest application has been able to be met.

- Where the offer was made as a result of an administrative error.

2.14 If false information is provided on an application form before an offer of a school place is made then the application will be void. Parents could submit a further application if they so wished. If this application is received after the closing date it will then be regarded as a late application. If it is found that a sibling currently at the school was offered a place on the basis of false information then for any further application received the LA will discount the sibling connection.

3. The process of allocation

3.1 Applications for all schools will be considered under an ‘equal preference’ system. All preferences (1st, 2nd or 3rd) will initially be considered equally regardless of ranking. The LA will produce a report of all applications for Reception and Year 3 places for all schools including Academy and Voluntary Aided schools. This report will not reveal the order of the applicant’s preferences and will be sent to other LAs as appropriate on the 30 January 2015. Bath & North East Somerset will also receive details of applications from other LAs as appropriate on this date. These application reports will not reveal the order of the applicant’s preferences and will be sent to the appropriate Infant, Junior and Primary Schools within Bath & North East Somerset on 6 February 2015.

3.2 In the case of applications for Reception places and for Year 3 places in Junior schools, the Academy and Voluntary Aided admissions authorities within Bath & North East Somerset will then apply their admissions criteria to all applications and produce a list explaining the ranking of each applicant against the admissions criteria. This list will then be sent to the LA by 6 March 2015.

3.3 Bath and North East Somerset to inform other Local Authorities of the initial outcome of applications made by their residents for schools within Bath and North East Somerset by the 27 March 2015. By the same date other LAs will also inform Bath & North East Somerset LA of the initial outcome of applications made for other LA schools by our residents.

3.4 Using all the available information the LA will determine the highest preference which can be met for each applicant. If no preferences can be met the LA will determine the nearest school with an available space.

3.5 On 10 April 2015 Bath & North East Somerset will send details of final offers to be made to other LAs as appropriate for their residents.

3.6 On 13 April 2015 all infant and primary schools within Bath & North East Somerset will be informed of all final offers for Reception places which will be made up to the Admissions Number for each school. All Junior schools within Bath & North East Somerset will also be informed of all final offers for Year 3 places. The LA will also include details of any children being refused a place at their preferred school(s). All information provided to schools at this stage will be confidential.

3.7 Where a child qualifies for a place at more than one school the final offer will be the highest stated preference of the places available.

4. Offers of a school place

4.1 On 16 April 2015 the LA will make the offer of one place at a primary or infant school to parents resident within the authority who have applied for a reception place. Parents who applied on line will receive details of the offer via an email notification. Parents who made a paper application will receive a notification letter, posted 2nd class.

4.2 On 16 April 2015 the LA will make the offer of one place at a junior school to parents resident within the authority who have applied for a Year 3 place at a junior school. Parents who applied on line will receive details of the offer via an email notification. Parents who made a paper application will receive a notification letter, posted 2nd class.
Parents who are resident in Bath & North East Somerset not offered a place at their preferred school(s) will be offered a place at the nearest suitable school with a place available. Parents who applied on line will receive brief details of the school place offer via an email notification but all parents (both on line and paper applicants) refused a place at any preferred school will receive a notification letter, posted 2nd class. This letter will provide full details of their options at that stage including their right to appeal.

Parents will be asked to make an initial response to the offer direct to the LA by 30 April 2015. Parents who applied on line will be asked to respond on line. If parents are refused their preferred school[s] they then have until 18 May 2015 to prepare and submit their written appeal.

**Late applications**

Late applicants should complete and return a paper copy of the common application form as the on line application facility is not available after the closing date. Any applications submitted after the closing date of midnight on the 15 January 2015 will be regarded as a ‘late application’. This includes any change of preference which is received after the closing date even if the original application was an ‘on time’ application unless the local authority considers that there are extenuating reasons for allowing the application to be treated as if it had arrived on time. This will only apply to late applications received before 30 January 2015.

Examples of extenuating circumstances might include a close family bereavement or a serious illness for which documentary evidence would be required.

After the closing date of midnight on the 15 January 2015 parents/carers may make a change of school preference or change of school preference order on the understanding that their previous application will be withdrawn and their child will not be considered for a school place in the first round of allocations even if the original application was received before the closing date. The change of preference or school preference order will be considered as a completely new late application.

For over-subscribed schools ‘late applications’ received after 15 January 2015 will be considered together with original applicants refused a preference who have lodged a formal appeal or have asked to remain on a waiting list. In all cases the admissions criteria will be used to determine the allocation of any places that may become available within the schools admission number. Any late applicants refused a preference will then be informed that they can lodge a formal appeal and remain on a waiting list or, alternatively, just go on the waiting list.

For both over-subscribed and under-subscribed schools late applications will not be considered until the second round of allocations takes place week commencing 18 May 2015.

In the case of under-subscribed schools all late applications received since the closing date and up until the 8 May 2015 will be considered together in the second round of allocations. If the school is then oversubscribed all late applications will be considered under the admissions criteria. If the school is still under-subscribed all applicants will be offered places and any further late applicants dealt with on a first come, first served basis.

If any under-subscribed school becomes full, any places, which subsequently become available, will be offered to any late applicants by applying the admissions criteria.

Details of late applications, on time applicants still seeking a place at their preferred schools and of places not accepted following the initial allocations made, to be exchanged with Voluntary Aided Schools, Academies and other LAs as relevant as far as possible between 16 January 2015 and 8 May 2015, to enable a second round of allocations to be made for all schools week commencing 18 May 2015.
5.7 The co-ordinated admissions process will continue to be operated, with application data being exchanged with Voluntary Aided Schools, Academies and other LAs as necessary, for all applications received up to 31 August 2015.

5.8 Waiting Lists. The waiting list comprises of 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 waiting lists will be held until the end of the 2015/16 academic year for Community and Voluntary Controlled schools. The admission authority for Academy and Voluntary Aided Schools will maintain their own waiting lists from the start of the 2015/16 academic year. They must operate their waiting list for a minimum period of one term but each school may decide to hold their waiting list for a longer period. In all cases the admissions criteria will be used to determine the allocations of any place that may become available within the school’s admission number. However children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.
1. **Participants in scheme**

Applications for a school place in an existing year group at a Bath & North East Somerset School or Academy are made direct to the admission authority of the particular school/academy.

The Local Authority (LA) is the Admissions Authority for all Community and Voluntary Controlled Schools.

The Governing Body is the Admissions Authority for Foundation and Voluntary Aided (VA) Schools. (Own Admission Authority Schools)

The Academy Trust is the Admissions Authority for Academy Schools. (Own Admission Authority Schools)

2. **Making Applications**

2.1 Parents/Carers must complete an in year application form to apply for a school place in Bath and North East Somerset. A common application form is available to download from the Council’s website www.bathnes.gov.uk then click on Schools, Colleges and Learning followed by Admissions to Schools. Alternatively contact the Admissions & Transport Unit Tel 01225 394312. Schools which are their own admission authority should also have an application form available on their school website.

2.2 *The application form should be returned to the relevant admission authority of the school for which you are applying.* The LA address for Community & VC School applications is shown on the form. Applications for Academy, Foundation or VA Schools (Own Admission Authority Schools) should be sent directly to the Academy or School.

2.3 Own Admission Authority Schools may also require parent/carers to complete a supplementary information form to enable the school to collect additional information in order to apply their oversubscription criteria.

3. **Offers of a school place**

3.1 The **Local Authority** will notify parents of the result of their application for a **Community or Voluntary Controlled school**. Parents will be expected to respond within 10 school days of the offer of a place otherwise the offer of a place may be withdrawn.

3.2 Own Admission Authority Schools will inform the parents of the result of their application and will also notify the LA of the receipt and outcome of the application. Parents will be expected to respond within the stated period as stipulated in the offer letter.

3.3 In the case of parents/carers being refused a place at their preferred school(s), the Admission Authority for the school concerned will advise you:

- of the reason they cannot offer a place
- of the appeals process
- of any opportunity to remain on a waiting list for a place

3.4 Parents/Carers still needing a place for their child at an alternative school should contact the Admissions & Transport Team who can advise on available places.

3.5 If a suitable place cannot be secured using the normal admission arrangements as the child meets the Council’s Fair Access criteria, a school place will be identified for the child by the Area Placement Panel in accordance with Bath and North East Somerset’s Fair Access Protocol. The Fair Access Protocol does not override the right of Parents/Carers to state a preference for a school place.
4 Waiting Lists

4.1 In the case of Community and Voluntary Controlled Schools the Local Authority will operate a waiting list for the remainder of the academic year. If a place becomes available at a school, the place will be offered in accordance with the published oversubscription criteria and not the length of time a child’s name has been on a waiting list. Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant. Where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

4.2 Own Admission Authority Schools may also hold a waiting list. Details of their individual waiting list arrangements will be provided by the school’s admission authority.

4.3 Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

5 General Information

5.1 Own Admission Authority Schools will be asked to provide information about the availability of school places to the Local Authority on request.

5.2 Proof of an applicant’s address may be required by an individual Admission Authority.

5.3 In the case of Community and Voluntary Controlled Schools the Council reserves the right to require documentary evidence of the genuineness of a family address and if this is not produced the Council reserves the right to make its own enquiries with, for example, the Council Tax Office.

5.4 In the case of applications for Community and Voluntary Controlled Schools the child’s normal permanent home address where he or she lives with his or her parents or legal guardians will be used to decide where the child lives. Temporary addresses cannot be used to obtain school places. If parents or guardians plan to move documentary evidence will be required.

5.5 Examples of evidence that may be acceptable to determine a child's address are:

- 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 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.
- Receipt of child benefit.
- If you are moving in with a relative a letter from them will be required confirming the date you will be moving in together with a copy utility bill showing their name and address. A solicitor’s letter will also be required confirming that completion of contracts has taken place on your sale or Notice to Quit on your current/previous property.

5.6 An offer of a school place may be withdrawn by an admission authority in certain limited circumstances. Examples include:

- Where a parent has given fraudulent or intentionally misleading information such as a false address.
5.7 Children with a Statement of Special Educational Needs [SEN] are dealt with through the SEN Code of Practice and their placement is determined through the statutory assessment process or an annual review of their statement. All schools are consulted before being named on a pupil’s Statement and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named on a Statement this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school.
Considering your school preferences

As the co-ordinated scheme states you are strongly advised to provide 3 preferences in priority order. The preferences can be for any school within this LA including Academy or VA Schools. **You will not be penalised if you state more than one preference when you complete the form** (See page 8 for an explanation about equal preferences). All preferences will be considered equally under the admissions criteria and you will be offered a place at the highest preference for which you qualify. If you do not qualify for any of your preferences you will be offered the nearest school with a place available.

Please note that **after the closing date if you decide to change your school preference (or preference order) your original application will be withdrawn and your child will not be considered even if the original application was received before the closing date. Your school preference change will be processed as a late application.**

Details on the admissions criteria for the individual schools can be found under Section 7 of this booklet. Appendix 1 also gives information about allocations made in previous years which you may find helpful, but it is important to note that all preferences were considered equally for places under the Admissions Criteria.

Independent School Preferences

If you wish to apply for an independent school you should apply directly to the school concerned. **Please do not include a preference for an independent school when you complete the form.** Any such preferences will be disregarded and remaining preferences for schools will be given a higher preference than that shown on the original application form.

School Allocations

Initial allocations will be made based on the information provided on the application form and any changes confirmed to the LA together with any necessary documentary evidence by the closing date of **15 January 2015.** On time applicants moving house will be considered from their proposed new address in the first round of allocations providing they have been able to submit appropriate documentary evidence by no later than **30 January 2015** which confirms the new address details. Changes of address that are confirmed **after 30 January 2015** will not be taken into account when considering the applicants preferences in the first round of allocations.

If a school is oversubscribed the Admission Authority for the school concerned will consider the applications received using the published admissions criteria to determine the allocation of school places. The outcome of all ‘on time’ applications for admission in September 2013 to Reception age groups in Infant and Primary Schools and Year 3 year age groups in Junior Schools including those made for undersubscribed schools will be sent out to parents on the published offer date of **16 April 2015.**

If you are not offered a place at your preferred school you will receive an alternative school offer if you live within Bath and North East Somerset. This alternative school will either be your second or third preference school as given on your preference form or the nearest school to your home address which has a place available.

The letter offering an alternative school place will explain how to appeal for a place at your preferred

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Early Years Provision

Please note that attendance at any early years provision run by a school does not guarantee a place in the reception age group. If a school is oversubscribed places will be determined using the schools’s admissions criteria. (see pages 29-71 for details). Parents must still apply by the closing date for a reception place in an infant or primary school.

Children attending Infant Schools

Parents of children attending infant school must make an application for their child to transfer to junior school. There is no automatic transfer to a junior school and the junior schools admission criteria will be applied if the school is over subscribed. Parents must apply by the closing date for a junior school place.
school(s). You will then need to decide whether to accept the alternative place offered or formally appeal for a place at your preferred school(s). For Community and Voluntary Controlled schools you will also have the option of having your child’s name held on a waiting list for your preferred schools. Individual VA Schools would notify parents if they also operate a waiting list. Before you decide on your options it is a good idea to visit the school which has been offered to determine whether you feel it would be suitable for your child. We do recommend that you do this.

Please note that if you live outside the LA you may not be offered an alternative school but your right of appeal would still be fully explained. You should contact your home LA for the offer of a place.

If you do decide to appeal you will need to complete and return a form notifying of your intention to appeal but you will have at least 20 school days from the date of the outcome letter within which to write your appeal letter giving your reasons for your appeal.

In the case of Community or Voluntary Controlled Schools if you make a formal appeal your child’s name will be kept on a waiting list for any places which may become available at your preferred school. You may also ask to go on a waiting list without making a formal appeal. Any places which do become available will be reallocated using the Admissions Criteria, taking into account those parents who have asked to remain on the waiting list or who have lodged a formal appeal together with any late applications received. For VA Schools, the individual schools will be able to provide information about their arrangements regarding waiting lists etc.

**Waiting Lists**

For the Reception and Year 3 age groups being admitted in September 2015, the waiting lists for all schools including VA schools will be maintained until the end of the academic year. The waiting list comprises of those children refused a place whose parents lodged a formal appeal or asked to go on the waiting list only together with any later preferences received. In all cases the admissions criteria will be used to determine the allocation of any places that may become available within the school’s admission number. However children who are the subject of a direction by a Local Authority to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

**Children with a statement of special educational needs (SEN)**

If your child has a statement and you have moved or are moving into the area you should contact your current named officer who will provide advice to you about the necessary procedures to be followed. Parents of children due to be admitted to the reception year group or due to transfer to junior stage education in September 2015 living in Bath and North East Somerset should submit their application by the closing date of **15 January 2015**. The applications for children with a SEN are dealt with through the SEN Code of practice and their placement is determined through the statutory assessment process or an annual review of their statement. All schools are consulted before being named on a pupil’s statement and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named on a statement this will take priority over the Admissions Criteria although wherever possible the place will be offered within the Admission Number for the school.

Please note that for children with a Statement of SEN the admissions criteria listed under Section 7 of this booklet do not apply.

**Addresses**

In fairness to all parents, the Council reserves the right to require documentary evidence of the genuineness of a family address and if this is not produced the Council reserves the right to make its own enquiries with, for example, the Council Tax Office.

It is the child’s normal permanent home address where he or she lives with his or her parents or legal guardians that is used to decide where the child lives. **Temporary addresses cannot be used to**
obtain school places. If parents or carers plan to move documentary evidence will be required such as proof of exchange of contracts and completion date or a tenancy agreement.

Examples of evidence that may be acceptable are:

- A solicitor’s letter confirming exchange of contract and completion date for the property which is being purchased or a property which is being sold.
- A copy of a signed rental agreement or solicitor’s letter if moving to a council or rented property.
- A copy of a council tax bill or utility bill such as water, gas or electricity.
- A Child Benefit Book.
- An official letter declaring the relocation date and Unit postal address or quartering area address for UK Service Personnel or Crown Servants returning from overseas.

A random sample of 10% of all applications received each year will be checked to confirm addresses using for example the Electoral Roll, Council Tax Offices and if appropriate the school currently attended before allocations are made. A copy of a recent utility bill may also be requested. In certain additional cases proof of residency will also be determined by using the above methods. Once proof is obtained to the LA’s satisfaction that the parent is resident at the address given it will be accepted that the child is also resident at this address.

Who should apply for a school place?
Applications should be made by the person who has parental responsibility as the main carer as defined in the Children Act 1989. Parents are asked to confirm this on the application form. Where Parents share parental responsibility for a child but live separately if two applications are received from the child’s parents the LA will ask them to determine which application it should consider and which application should be withdrawn. This is because the LA will offer only one school place to a child at any one time. If parents cannot agree they should resolve the issue through the court system for example, to obtain a ‘Specific Issuer Order’ which specifies which parent has responsibility to make decisions on school preferences. However, in the absence of any order the application received from the parent who
Withdrawal of an offer of a school place

The LA reserves the right to withdraw an offer of a school place in certain limited circumstances. Examples include:

- Where a parent has given fraudulent or intentionally misleading information such as a false address.
- Where a parent has not responded to an offer within the deadline set by the LA.
- Where a higher preference school has been offered or where the highest preference school on the latest application has been able to be met.
- Where the offer was made as a result of an administrative error.

Who has parental responsibility?

In England and Wales, if the parents of a child are married to each other at the time of the birth, or if they have jointly adopted a child, then they both have parental responsibility. Parents do not lose parental responsibility if they divorce, and this applies to both the resident and the non-resident parent.

This is not automatically the case for unmarried parents. According to current law, a mother always has parental responsibility for her child. A father, however, has this responsibility if he is married to the mother when the child is born or has acquired legal responsibility for his child through one of these four routes:

- (from 1 December 2003) by jointly registering the birth of the child with the mother
- by a parental responsibility agreement with the mother
- by a parental responsibility order, made by a court
- by marrying the child’s mother after the child is born.

Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

All parents (including adoptive parents) have a legal duty to financially support their child, whether they have parental responsibility or not.

Parental responsibility would also apply to a child’s guardian (appointed under a will), any person granted a Residence Order for the child, or the Local Authority if a Care Order is in force in respect of the child.

Please note

You should note that the offer of a school place can be withdrawn by the LA even after your child has started school if, at a later date, it is established that the place was offered on a basis of false information. If you knowingly give false or misleading information in order to obtain a particular school place you could be prosecuted for the offence of fraud by false representation under the Fraud Act 2006 or any other appropriate act. The Council takes such conduct very seriously, especially as a misleading application form has effectively denied a place to a child with a stronger claim to a place at the school.

If false information is provided your application will be void and you will be required to submit a further application. If this is received after the published closing date it will then be regarded as a later application. If it is found that a sibling currently at the school was also offered a place on the basis of false information then for any further applications received the authority will discount the sibling’s connection.

In fairness to all parents the Council reserves the right to require documentary evidence of the genuineness of the family address and, if this is not produced, the Council reserves the right to make...
Change of Circumstances
For reception or Year 3 applications, before the closing date, changes may be made to the application details submitted providing that the change details are received in writing from the original applicant. For the changes to be taken into account at the first round of allocations which are made on 16 April 2015, the information will need to be received by the closing date and time of 15 January 2015. However on-time applicants moving house will be considered from their proposed new address in the first round of allocations if they are able to provide appropriate documentary evidence by no later than 30 January 2015 which confirms the new address details.

After the 30 January 2015, any changes of address and/or any documentary evidence received in respect of a previously notified change of address will not be taken into account for community or VC school applications until after 16 April 2015. VA schools will be informed of changes received by the LA and may operate differently.

Change of school preferences or school preference order
After the closing date, parents can make a change of school preference or a change to their school preference order but they do so on the understanding that their previous application will be withdrawn. If parents decide to change then their child will not be considered for a school place in the first round of allocations even if the original application was received before the closing date. The change of preference or preference order will be considered as a completely new late application.

Changes for children of existing primary school age
Parents moving into the LA or wishing to change their child’s school for any other reason can apply for places within this LA at any time. Please see the information given under in year admissions which explains how to apply and how your application will be processed.

The Education and Skills Act 2008 strengthened the statutory admissions framework to ensure that all schools adopt fair and lawful admissions practices. Below are a list of points which schools must not do:-

- The interviewing of parents and/or children as a method for deciding whether a child is to be offered a place at a school is prohibited. Interviews must not form part of the admissions process and admission authorities must not use either face-to-face interviews or interviews by telephone or other means.

- Staff and governors can meet parents at open evenings and on other occasions, but information gained in this way must not play a part in the admission decision-making process. Admission authorities must ensure that information about the school and how to apply including application forms are readily available to all potential applicants. Schools must not require parents to attend the school in person in order to collect an application form and must not require parents to return the completed application form to the school. Attendance at an open evening or other meeting at the school must not be a condition for the allocation of a place.

- Admission authorities must not use supplementary application or information forms that ask:
  a) for any personal details about parents and families, such as maiden names, criminal convictions, marital, occupational or financial status (including marriage certificates);
  b) for any financial contribution, voluntary or otherwise;
c) for details about parents’ achievements, educational background or whether either the parent or the child's first language is English;

d) for details about parents’ or children's disabilities, special educational needs or medical conditions, unless this is in support of positive action;

e) about parents’ or children’s interests, hobbies or membership of societies (this does not apply to membership or participation in activities as part of religious observance or practice at schools designated as having a religious character);

f) parents to agree to support the ethos of the school in a practical way; and

g) both parents to sign the form.

- Photographs of children may be used only by schools that use tests and then only as a security measure to verify that the child presenting for the test is the child named on the application. Otherwise, photographs of children and families must not be required with applications for school places.

- Schools must not ask for any form of payment or for voluntary contributions, donations or deposits (even if refundable) as part of the admissions process.

- School visits are an important part of school life and can contribute to the ethos of the school. However, some parents may not want their children to go away from home or to take part in school visits. Schools must not imply that such visits are compulsory and as a result discourage some parents from applying for a place at the school.
When schools are oversubscribed the admission authority for the school has to apply criteria for determining which children receive priority for admission. For Academy schools, these criteria are determined by the Academy Trust and in the case of Voluntary Aided Schools, these criteria are determined by the governors.

The Local Authority is the admission authority for Community and Voluntary Controlled schools in Bath and North East Somerset. The criteria used for these types of school is listed below together with general information which applies to the admission criteria.

The criteria will be applied by the appropriate admission authority to all applications received by the published closing date of 15 January 2015. The criteria will also be applied to late applications received after the closing date, if any places become available. These applications will be considered together with any applicants who have lodged a formal appeal or asked to remain on the waiting list. Late applications are not considered until all applications received on time have been dealt with.

**COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS**

**PRIORITY A**
Children in Public care (Looked after Children) or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.

**PRIORITY B**
(The 3 categories in this criterion will be given equal consideration).

- Children who live within a 1.5 mile radius* of the school and for whom there will be a sibling in attendance on the admission date at the preferred school.
- Children who live outside a 1.5 mile radius* of the school but their sibling was offered a place prior to September 2013 and will be in attendance at the time of admission.
- Children who live outside a 1.5 mile radius* of the school but it is their closest Community or Voluntary Controlled School and for whom there will be a sibling in attendance on the admission date at the preferred school.

**PRIORITY C**
Children who live closest to the school as measured in a direct line.

**Additional Notes**
To be considered under the above criteria parents must have named the school as a preference. Under the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

* The 1.5 mile radius will be measured from the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). In the case of paired Infant and Junior Schools the 1.5 mile radius will apply from the address point of both schools with the exception of Oldfield Park Infant School, Oldfield Park Junior School, St Michael’s Junior School and Twerton Infant School. For these particular schools the 1.5 mile radius will be measured from a midpoint between the paired schools. For Oldfield Park Infant and Oldfield Park Junior Schools the midpoint is 29 Maybrick Road, BA2 3PU and for St Michael’s Junior and Twerton Infant Schools the midpoint is 29 Cleeve Green BA2 1SD.

In all cases, 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 Local Authority’s GIS computerised mapping system.

If under all the above criteria any single category resulted in oversubscription, those living closer to the preferred school would receive the higher priority.

In the event of the school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births the authority will breach the admission number to allow these children to be offered...
places. In the case of schools where there would be Infant Class Size issues such children will remain as an ‘excepted pupil’ to the class size limit for the time they are in an infant class or until the class numbers fall back to the normal class size limit of 30.

For the purposes of Criterion B, a paired infant and junior school will be treated as one school. The paired schools are:
Chandag Infant and Junior Schools,
Moorlands Infant and Junior Schools,
Oldfield Park Infant and Junior Schools,
Paulton Infant and Junior Schools,
St Saviour’s Infant and Junior Schools,
Southdown Infant and Junior Schools,
Twerton Infant and St Michael’s Junior Schools,
Widcombe Infant and Junior Schools.

Please note this applies to applications for Widcombe Infant School only. Widcombe C of E Junior School is a Voluntary Aided School and has its own individual admissions criteria details of which are published separately.

Children with a Statement of Special Educational Needs (SEN) are dealt with through the SEN Code of Practice and their placement is determined through the statutory assessment process or an annual review of their statement. All schools are consulted before being named on a pupil’s Statement and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named on a Statement this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school.

Parents/Carers who make a formal appeal against their allocated school will have their child’s name kept on a waiting list for any places which may become available at their preferred school. They may also ask for their child to remain on the waiting list without making a formal appeal. Any places which do become available will be reallocated using the Admissions Criteria, taking into account those parents who have asked to remain on the waiting list or who have lodged a formal appeal together with any late applications received. However children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

The child’s home address is defined as the permanent address where he or she generally resides with their parent. Temporary addresses may not be used to obtain school places. A random sample of 10% of all applications received each year will be checked to confirm addresses using the Council Tax Office, Electoral Roll and if appropriate the school currently attended before allocations are made. A copy of a utility bill may also be requested. In certain additional cases proof of residency will also be determined by using the above methods. Once proof is obtained that the parent is resident at the address given it will be accepted that the child is also resident at this address.

Where parents share parental responsibility for a child but live separately if two applications are received from the child’s parents the LA will ask them to determine which application it should consider and which application should be withdrawn. This is because the LA will offer only one school place to a child at any one time. If parents cannot agree they should resolve the issue through the court system for example to obtain a ‘Specific Issues Order’ which specifies which parent has responsibility to make decisions on school preferences. However in the absence of any Order the application received from the parent who receives Child Benefit for the child will be the only one considered. Parents may be asked to provide supporting documentation confirming receipt of child benefit.
ACADEMY OF TRINITY CHURCH OF ENGLAND PRIMARY

1. Introduction
1.1 The Trinity Church of England Primary School is an Academy and as such the Governing Body is the admissions authority.
1.2 The school was established to serve all within its community, those of all faiths and of none, and strives to offer a high quality education underpinned by a distinctively Christian ethos.
1.3 Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2005, Education and Inspections Act 2006 and Education and Skills Act 2008. Our Admissions policy conforms to the regulations that are set out in these Acts and are further explained in the statutory School Admissions Code of Practice (2010) and the statutory Appeals Code of Practice (2009).

2. Aims
2.1 We seek to be an inclusive school, welcoming children from all backgrounds and abilities.
2.2 All applications will be treated on merit, and in a sensitive manner.
2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.
2.4 A child’s level of ability is irrelevant to this school’s admissions policy, as are any special needs the child may have.

3. How parents can apply for their child to be admitted to our school
3.1.1 The Academy of Trinity C of E Primary School is part of Bath & North East Somerset’s Co-ordinated Admissions Scheme. All applications for admission must be submitted to your home Local Authority (LA) by the published closing date. The Governors also request that prospective parents complete a supplementary information form (SIF) available either from the school or the LA which needs to returned directly to the school by the published closing date of 15 January 2015.
The LA will forward all applications to the school and the Governing Body will use this together with the SIF to rank them against the oversubscription criteria set out below. This list will then be returned to the LA under the coordinated admissions scheme and they will make a single offer of a place on the published date.
3.1.2 Admission Criteria for the Academy is as follows;

PRIORIT Y A
Children in Public care [Looked after Children] and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

PRIORIT Y B
Children of Staff Members employed by the Academy for more than two years or who meet a skills shortage.

PRIORIT Y C
Children for whom there will be a sibling in attendance on the admission date at the Academy.

PRIORIT Y D
Children for whom the Academy is closer than any Community or Voluntary Controlled School as measured in a direct line.

PRIORIT Y E
Children who are eligible for the pupil premium.
PRIORITY F
Children who live closer to a Community or Voluntary Controlled School as measured in a direct line.

To be considered under the above criteria parents/carers must have named the academy as a preference. Under the above criteria all preferences are considered equally. If a pupil qualifies for more than one school/academy they will be offered their highest preference as stated on their application form.

In all cases, distances will be measured in a straight line from the address point of the child’s home address to the address point of the academy as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority’s GIS computerised mapping system.

If under all the above criteria any single category resulted in oversubscription, those living closer to the academy would receive the higher priority.

In the event of the academy being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births and it was not possible to admit both. The Academy Trust would offer the place(s) up to the admission number and the parent would be asked to identify which of their children would be taking up the available places.

General Information
Children with a Statement of Special Educational Needs (SEN) are dealt with through the SEN Code of Practice and their placement is determined through the statutory assessment process or an annual review of their statement. The Academy will be consulted before being named on a pupil’s Statement and the Academy Trust will have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If the Academy is named on a Statement this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school.

A sibling refers to children, who are brother or sister, half brother or sister, adopted brother or sister, step-brother or sister, the child of the parent/carer’s partner and in every case the child should be living in the same family unit at the same address.

3.2 The Local Authority’s annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from the local Education Department, and should be returned by the date stipulated on that form. The authority will notify parents of the decision as soon as all the applications have been considered. Details of the scheme are available on their website www.bathnes.gov.uk or by contacting them directly at Admissions & Transport, PO Box 25, Riverside, Temple Street, Keynsham, Bristol BS31 1DN Telephone: 01225 394312 Fax: 01225 394296 or email: admissions_transport@bathnes.gov.uk

3.3 In this area, children enter school in the September following their fourth birthday. Parents can request that the date their child is admitted to school is deferred until later in the year or until they reach compulsory school age. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age. Parents who would like their child to be admitted to this school during the year their child is five should ensure that they return the necessary application form by the published closing date.

4. Admission appeals
4.1 If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

4.2 Parents whose school place application is turned down by the Governing Body/
Academy Trust have the legal right of appeal to an Independent Appeals Panel. Details concerning how to appeal will be explained in the decision letter. An independent appeals panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details on appeal arrangements are set out in the School Admission Appeals Code).

5. **The published admission number**

5.1 The ‘published admission number’ is the number of children the Academy considers the school can accommodate. The published admission number for our school is 30. We keep this number under review, and the governors will apply to change the number if circumstances change.

6. **Sizes of classes for infants**

6.1 We teach infant children (aged five to seven) in classes that have a maximum number of 30 children. This limit is set by the School Admissions Code (1.17) on Infant Class sizes.

7. **Monitoring and review**

7.1 This policy will be monitored by the governing body and reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area. The policy will always take due note of guidance provided by the local Admissions Forum.

**BATHWICK ST. MARY CHURCH OF ENGLAND PRIMARY SCHOOL**

1. **Introduction**

Bathwick St Mary Church of England Primary School is a Voluntary Aided School and as such the Governing Body is the Admissions Authority. The school was established to serve those who want their children to have an education according to the principles and practice of the established church (which we interpret as the Church of England). These admission arrangements should be taken as part of the overall strategy of the school and operated within the context of our vision, aims and values as a Church of England School. They have been written in accordance with and having due regard to our school’s vision & values and all other school policies which impact across all curriculum areas.

Governors liaise with Bath and North East Somerset (B&NES) Local Authority, who co-ordinate admission applications for Reception for all maintained schools in the B&NES area. Therefore, this document should be read in conjunction with B&NES published co-ordinated Admissions Scheme for September 2015 which is available from the B&NES website. (See contact details at end of this document). The School is responsible for In-Year Applications.

As a school we promote equality of opportunity and are committed to ensuring that there will be no discrimination on the grounds of race, gender, disability or background.

In accordance with present policies for Race Equality and Equal Opportunities; and to take into account the promotion of community cohesion and the recent Equality’s Act 2010; our Gender Equality Scheme and our Disability Equality Scheme (and Access Plan), we will do everything possible to ensure that the admissions process is fair and equitable to pupils. We also take account of our Disability Access plan and note that this information will be available in other formats if requested.

**Contact Details**

See Appendix 3 for further details.

See pages 6 & 7 for Admissions & Transport Unit Contact details.

2. **The Published Admission Number and Admission Limits**

The Published Admission Number for the Reception year group and the admission limit for Years 1 and 2 is 30. The admission limit for
3. **Admission to the Reception year group for the first time in September 2015**

All application forms for first admission in September 2015 must be submitted to your home Local Authority by 23.59 hours on 15th January 2015. Any Supplementary Information Forms must be submitted to the chosen school by the same date. All applications will be subject to the national Equal Preference with Ranking system of allocation. In accordance with the coordinated admissions scheme, Bath & North East Somerset LA will forward applications to the school and the Governing Body will allocate every child a place if the school is undersubscribed, or rank every application against the governors’ published oversubscription criteria if there are more applications received than places available. Places will be allocated in strict order up to the Published Admission Number and all other applications refused. The governors’ decision will be notified to B&NES LA and as per the coordinated admissions scheme your home LA will inform parents of the outcome of their application on 16 April 2015.

4. **Admission during the 2015/16 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 or B&NES website. Completed application forms must be returned directly to the school office. (See contact details at the end of these arrangements).

The governors Admissions Committee will consider every application against the admission limit for the year group concerned and if necessary apply the oversubscription criteria in order to determine whether a place can be made available. Decisions will be notified by the school office to applicants within ten days and B&NES also will be notified.

If the response to an offer is not received by the school within ten days the offer may be withdrawn.

Additional information required to support a school place under category 3 must be provided only on the specific Supplementary Information Form (SIF C) and additional information required to support a school place application under categories 4, 5, 7, 8 or 9 must be provided only on the specific Supplementary Information Form (SIF A& B) which is available from the school office or to download from the school website. If a SIF is completed it must be sent direct to the school.

If there are more applications than places available, the governors will rank them against the published Oversubscription Criteria set out below.

5. **Over Subscription Criteria**

Following the admission of any children with a Special Educational Needs Statement naming this school, the governors will consider all other applications. If the number of applications for admission exceeds the Published Admission Number (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 (see definition).

2. Children with a sibling who lives within the Bathwick parishes and will be attending school at the time of admission or children who live outside the Bathwick parishes with a sibling who was offered a place prior to September 2014 and who is attending the school at the time of admission.

3. Children of School Staff (see definition).
4. Children living within the Bathwick Parishes who are or whose parent(s) are practising members of the Bathwick churches (Supplementary Information Form must be completed).

5. Children living within the Bathwick parishes, who are or whose parent(s) are practising members of another Christian church (Supplementary Information Form must be completed).


7. Children who live outside the Bathwick parishes and are, or whose parent(s) are, practising members of another Christian church (Supplementary Information Form must be completed).

8. Children who live outside the Bathwick parishes, who are, or whose parent(s) are practising members of another Christian church (Supplementary Information Form must be completed).

9. Children who live outside the Bathwick parishes and belong or their parent(s) belong to a faith community (Supplementary Information Form must be completed).

10. Children not in any of the above categories.

6. **Tie Breaker**

A tie breaker will be applied where the Admission Number 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 straight line measurement will be calculated between home and school for each child falling within the particular criterion. Places will be allocated to those children living nearest to the school by straight line, according to a Geographic Information System (GIS) measurement. Where two distances are exactly identical, the place will be decided by the drawing of lots. This will be undertaken by a person entirely independent of the Admission Authority and the draw will be held on the school site, with at least one independent witness present.

7. **Right of Appeal**

Parents whose school place application is turned down by the Governing Body have the legal right to appeal to an Independent Appeals Panel. Details concerning how to appeal will be explained in the decision letter.

8. **Waiting Lists**

Where a child is formally refused admission to start in the Reception year group in September 2015, if requested in writing, his/her name will be held on a waiting list in ranked order according to the oversubscription criteria. If a place becomes available within the Published Admission Number this will be offered to the highest ranked child at that time.

In year applicants will be offered a place if available, otherwise the name can be held on a waiting list in ranked order according to the oversubscription criteria if the parents so wish.

At the end of each academic year parents need to contact the school in writing if they wish their child to remain on the list.

9. **Applications for Retained or Accelerated application**

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

10. **Multiple birth applications (for example twins)**

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).

11. **Children from Overseas**

Applications will be considered in line with
the guidance given in the Admissions Code.
Governors will require proof 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.

12. **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.

13. **Glossary and Definitions**

**Looked After Children and
Previously Looked After Children**

In line with the School Admissions Code
these children are given the highest priority
within the oversubscription criteria. The Code
defines a Looked After Child as a child who
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 at the time of making an application
to the 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 residence
order or special guardianship order).

**Siblings**

For the purposes of Admissions, a sibling is
defined as a child living at the same address
as a half or full brother or sister, step brother or
sister, foster brother or sister or the child of the
parent/carer’s partner.

Children in attendance will also include those
that have accepted an offered place but may
not have been admitted to the relevant year
group.

**Children of School Staff**

In line with the DfE Admissions Code 2011 a
member of staff may apply for a Reception
place at the school for their child. They must
have been employed at the school for at
least two consecutive years at the time of
application. Members of staff are full time
and part time, teaching and non teaching
staff employed at the school and who are
paid through the school’s payroll system.
Staff parents who apply to the Local Authority
for a Reception place must also complete
Supplementary Information Form C that
accompanies this Policy and send it to the
school by 15 January 2015

**Parent**

A ‘parent’ in education law includes; natural
parents, whether they are married or not. 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 that person with whom
the child lives and who looks after the child,
irrespective of what their relationship is with
the child.)

**Home Address**

For school admission purposes the child’s
home address will be considered to be
where the child permanently resides. If the
residence is shared the ‘home’ address
will be that residence where the parent/carer
receives Child Benefit. Documentary
evidence of ownership or rental agreement
may be required, together with proof of
actual permanent residence at the property
concerned. Places cannot be allocated on the
basis of intended future changes of address
unless house moves have been confirmed
through the exchange of contracts or the
signing of a formal lease agreement. An
address used for childcare arrangements
Distance Measurements
For the purpose of measuring home to school distance, all calculations will be measured using the Local Authority’s straight line measurement from the address point of the home to the address point of the school using a Geographical Information System (GIS) method.

Supplementary Information Forms
For category 3 a Supplementary Information Form (SIF C) which is separate but forms part of this Policy must be read and completed by the applicant and completed by the Head Teacher

For categories 4, 5, 7, 8 and 9 Supplementary Information Forms (SIF A&B) which are separate but form part of this Policy must be read and where appropriate completed by the applicant and the vicar, priest, minister pastor or warden of the church. The church shall then forward the completed Form A and B to the school. There are four forms: Notes for clergy, Notes for applicants and School Admission Form parts A and B. Practising is defined as attendance at church for a minimum of once a month for a minimum of six months immediately prior to the application.

Children with a Statement of Special Educational Needs
There is a different procedure for the admission to school for children with Statements of Special Educational Needs. This is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing the Statement and consulting parents and the Governing Body of Bathwick St Mary Primary School, before the school is named in the Statement. If the school is named in the Statement the child will be admitted. Wherever possible the place will be offered within the Admission Number for the School.

Parishes map
For categories 2, 4, 5, 6, 7, 8 and 9 a map of the Bathwick parishes can be obtained from the school office.

CHEW STOKE CHURCH PRIMARY SCHOOL

1. General Information
Our Church school is a large village school close to the southern outskirts of Bristol with a privileged position on the edge of the village of Chew Stoke - a truly peaceful spot.

Our vision is to create a happy, challenging, Christian environment in which the child’s academic and personal qualities will be developed to the full.

For further information about our school please refer to our website at www.chewstokeacademy.org

Contact Details
See Appendix 3 for further details.
See pages 6 & 7 for Admissions & Transport Unit Contact details.

The Published Admission Number
The Admissions Authority has published on the school website an Admission Number for the 2015 year, indicating the maximum number of places available in this year group.

The governors will consider all applications received for the 2015 year group in accordance with these published admission arrangements and places will be offered until the Published Admission Number is reached, at which point all further applications will normally be refused.

The governors may review the Published Admission Number at anytime. If this is altered, the change will be notified on the school website.
Admission limits apply to all other year groups. These may occasionally vary from the Published Admission Number set for the year of entry and are set out on the school website. These may also alter from time to time and applicants are advised to check regularly www.chewstokeacademy.org

**Important: Please read this information before proceeding**

These published Admission Arrangements comply with the requirements of the School Admissions Code and the School Admission Appeals Code, issued by the Department for Education. The current edition of these codes came into force on 1 February 2012. www.education.gov.uk

The Governing Body undertook a public admission arrangement consultation between January and March 2013 following which the arrangements were formally adopted and published on the school website at www.chewstokeacademy.org. All admission applications received in connection with Chew Stoke Church School will be administered in accordance with the published arrangements.

The Governing Body/Academy Trust will review these admission arrangements during 2017 and if any changes are proposed, a public consultation will be undertaken.

Important documents published by B&NES Local Authority will apply to some areas of the admissions procedure. Where applicable, this is indicated in the relevant section of the governors’ admission arrangements. Applicants are strongly advised to ensure that they read and understand the information contained in the relevant documents before proceeding with an application for a school place. www.bathnes.gov.uk

**Related documents of particular importance are:**

- The Local Authority Coordinated Admission Scheme (this applies to starting and transferring school for the first time)
- The Local Authority Fair Access Protocol
- The Local Authority School Transport Policy
- Free School Meal Entitlement

**2. Over Subscription Criteria**

The Special Educational Needs Code requires the governors to admit any children with a Statement of Educational Needs naming this school as being able to meet their needs, before the consideration of any other applications.

Following the admission of any children with a Statement naming this school, the governors will consider all other applications received by the relevant closing date and, where there are fewer applications than places available within the Published Admission Number or admission limit set for the required year group, will normally admit the children concerned.

Where there are more applications received than there are places available within the required year group, the governors will consider all applications received on time against the following oversubscription criteria. This will enable the governors to rank children according to priority and identify those children who should be allocated a place within the Published Admission Number or admission limit and those who should be refused.

1. Looked After Children – Children who are in the care of a Local Authority or have previously been and are now formally adopted

2. Children living in the Ecclesiastical parish of Chew Stoke with Nempnett Thrubwell and assessed as eligible to receive free school meals at the time of admission. A map showing the parish boundaries is kept at the school. (Supplementary Information Form (SIF) 1 must be completed)

3. Children living in the Ecclesiastical parish of Chew Stoke with Nempnett Thrubwell. A map showing the parish boundaries is kept at the school.
4. Children who have a sibling on the school roll at the time of admission

5. Children who themselves, or whose parent(s) regularly attend a place of Christian worship. Governors expect regular church attendance to be at least once per month over a period of at least six months prior to application (Supplementary Information Form (SIF) 2 must be completed)

6. Children living closest to the school by straight line measurement and not satisfying a higher criterion

**Tie Breaker**

A tie breaker will be applied where the Admission Number 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 straight line measurement will be calculated between home and school for each child falling within the particular criterion. Places will be allocated to those children living nearest to the school by straight line, according to a Geographic Information System (GIS) measurement. Should any distances be exactly equal, priority will be decided by independent drawing of lots. This will be undertaken in the school building by a person entirely independent of the Admissions Committee and with no current connection to the school. The Chair of Governors will observe this process.

3. **Starting the 2015 Year Group for the first time**

   Please note: The following information should be read in conjunction with the 2015 Coordinated Admissions Scheme published by the Local Authority in which area the child subject to the application lives (the home Local Authority). Additionally, applicants should read the information contained in the Local Authority’s Primary guide for parents, which will explain the admission application process in detail. These documents should be available on the home Local Authority’s website or by request to that Local Authority.

   Parents may apply for their child to start school for the first time in the September following his/her fourth birthday. Application forms and any Supplementary Information Forms relating to starting school in September 2015 must be submitted to the home Local Authority to arrive no later than 23.59 hours on **15th January 2015**.

   The home Local Authority will forward applications directly to the Local Authority in which area the preferred school is located and the school Governing Body will be notified of all applications received for Chew Stoke Church School. The governors Admissions Committee will rank every application received on time against the governors published oversubscription criteria and places will be allocated in strict order up to the Published Admission Number and all other applications refused.

   The governors’ decision will be notified to B&NES Local Authority in accordance with the authorities Co-ordinated Admissions Scheme and the home Local Authority will then inform parents of individual decisions on **16th April 2015** by email or second class post.

4. **Admission to any year group during the 2015/16 academic year (in-year admission)**

   Applicants for admission to any year group during the 2015/16 academic year must complete an In-year application form which is available from the school office or by downloading from the school website. Completed application forms must be returned directly to the school office by hand or post. Additional information required to support a school place application must be provided on the specific Supplementary Information Form which can be downloaded from the school website or collected from the school office. Applications for retained or accelerated school places must have an accompanying letter (See Below). All enquiries regarding admissions to any year group in Chew Stoke Church School must be made directly to the School Office.
See appendix 3 for further contact details.

The governors Admissions Committee will consider every application on a weekly basis. All completed application forms with the appropriate Supplementary Information Forms must be received by the School office no later than 12.00 hrs on the Thursday to be considered in the admission assessment process for that week. The Admission Committee will rank all applications received by 12.00 hrs on Thursday against the admission limit for the year group concerned and if necessary apply the oversubscription criteria in order to determine whether a place can be made available. Decisions will be notified to applicants by 2nd class letter post within 14 days of receipt of application.

5. Deferred entry and Applications for Retained or Accelerated School Places

Parents of children aged four, but who have not yet reached their fifth birthday have the right to apply for a deferred entry to school. In these circumstances parents can:

a. request that their child start school in the Reception year group at a later stage in the academic year, however, must be in full time education by the start of the term following his/her fifth birthday

b. request that their child takes up the place part-time until the child reaches compulsory school age

The governors will consider applications 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. These applications must be accompanied with a detailed letter from the parents explaining why they would like their child to be taught out of chronological age year group and this should be included with the school place application form.

In all cases the process of application for starting the 2015 year group for the first time or joining a year group during the 2015/16 academic year is as outlined above.

6. Waiting List

Where a child is formally refused admission to any year group, the parents have the right to request that the child has his/her name placed on a waiting list. This is held in ranked order according to the oversubscription criteria. This list will be maintained until 31st August 2016. If a place becomes available within the Published Admission Number or admission limit during this time a place will be offered to the highest ranked child at that time.

7. Right of Appeal

Parents whose school place application is turned down have the legal right to appeal to the Governing Body against this decision. Details concerning how to appeal will be explained in the decision letter. The appeals procedure and timeframe can be found on the Local Authority website www.bathnes.gov.uk

8. Multiple birth applications (for example twins)

In the case of multiple birth applications, the Published Admission Number or admission limit will be increased at the point of allocation to ensure multiple birth siblings can be allocated places at the same school (sibling definition applies - see glossary and definitions below).

9. Children from Overseas

Governors will not allocate a place to anyone moving into the country from abroad prior to their arrival in the country. Governors will require proof of residency – (see definitions of home address). The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area. In these instances when considering the application against the oversubscription criteria the school will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.
10. Glossary and Definitions

**Siblings**
For the purposes of Admissions, a sibling is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister, or children of the same household.

**Parent**
A ‘parent’ in education law includes; Natural parents, whether they are married or not. 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 that person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child).

**Home Address**
The home address is important as school places are allocated on the basis of the home address of each child. A child’s home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child. Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

**Distance Measurements**
For the purpose of measuring home to school distance, all calculations will be measured using a straight line measurement from the address point of the home to the address point of the school using a Geographical Information System (GIS) method. (Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail). In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

**Supplementary Information Forms (SIFs)**
For criterion 5, a Supplementary Information Form must be completed by the applicant and the vicar, priest, minister, pastor or warden of the church. The church shall then forward the completed Form(s) to the school. Other Supplementary Information Forms must be returned with the Application form.

**Children with a Statement of Special Educational Needs**
There is a different procedure for the admission to school for children with Statements of Special Educational Needs: This is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing the Statement and consulting parents and the Governing Body of Chew Stoke Church School, before the school is named in the Statement. If the school is named in the Statement the child will be admitted. Wherever possible the place will be offered within the Admission Number for the School.

**Ecclesiastical Parish map**
A copy of the Ecclesiastical parish map can be made available to view by contacting the school office.

**HIGH LITTLETON CHURCH OF ENGLAND ACADEMY PRIMARY SCHOOL**
This school has recently converted to an Academy. The admissions criteria for the school were consulted upon when it was still a voluntary controlled school and therefore the criteria for 2015/16 admissions will be the same as those published for community and voluntary controlled schools as detailed on pages 32 and 33.
ST ANDREWS CHURCH OF ENGLAND V.A. PRIMARY SCHOOL, BATH

1. General Information

1.1 St Andrew’s Church of England Primary School is a Voluntary Aided School for children aged 3 to 11. The school’s Governing Body is the Admissions Authority.

1.2 We strive to offer a high quality education underpinned by a distinctively Christian ethos. We have been on our present site in Julian Road since 1991, but the school’s origins can be traced back to the late 18th Century, when St Swithin’s Church set up schools for the children of Walcot Parish. Today we continue to work in close partnership with St Swithin’s, seeking to serve all within our community, of all faiths and none. The school aims to instil in the children a love of learning and a love of life itself - ‘life in all its fullness’. We encourage them to take a lead in their own learning, recognising that their curiosities will often take them further than the boundaries of a fixed curriculum.

1.3 Our main school buildings date from 1991 and comprise eight classrooms, supplemented by a lovely new Library completed in 2010. In addition we have a spacious Hall which is used for Assemblies, PE and before- and after-school Sports Clubs. Our Breakfast Club and the Percy After School Club use the Sanctuary Room (the former St Andrew’s Church) which adjoins the Hall. Outside, our main playground adjoins Northampton Buildings, with a Nature Garden across the road. Our Foundation Stage children have their own playground adjacent to their classrooms.

1.4 We seek to make the most of our city centre location in the heart of the World Heritage Site. We work in partnership with our local museums and art galleries, the egg theatre, Bath Abbey’s choir school and others to ensure that the children take part in a wide range of cultural, artistic and musical activities. Whenever possible we walk to off-site activities, so that the children grow to know and love our beautiful city. We make full use of Royal Victoria Park to supplement our outdoor spaces, and we are very grateful to the Royal Crescent Lawn Society who allow us to hold our Sports Days on their private lawn. Sport plays an important part in the life of St Andrew’s, both within the curriculum and through a wide range of before- and after-school clubs.

1.5 As a relatively small school we pride ourselves on our inclusive ‘family’ feel. Recent inspections have highlighted the positive relationships between pupils and teachers, the good behaviour in classrooms and in the playground, and the close attention paid to the pastoral needs of each pupil.

1.6 Our admissions arrangements are designed to reflect the ethos of the school. We are keen to encourage as many of our pupils as possible to walk or cycle safely to school.

Contact Details
To arrange to visit the school please contact the school office.
See Appendix 3 for further details.
See pages 6 & 7 for Admissions & Transport Unit Contact details.

1.2 The Published Admission Number

1.2.1 The Admissions Authority has published on the school website an Admission Number for the Reception year, indicating the maximum number of places available in this year group. For admission in September 2015 the Published Admission Number is 30.

1.2.2 The governors will consider all applications received for the Reception year group in accordance with these published admission arrangements and places will be offered until the Published Admission Number is reached, at which point all further applications will normally be refused.

1.2.3 The governors may review the Published Admission Number at any time. If this is altered the change will be notified on the school website.
1.2.4 Admission limits apply to all other year groups. These may occasionally vary from the Published Admission Number set for the year of entry and are set out on the school website. These may also alter from time to time and applicants are advised to check regularly. www.standrewsprimarybath.com

1.3 IMPORTANT: please read this information before proceeding

1.3.1 These published Admission Arrangements comply with the requirements of the School Admissions Code and the School Admission Appeals Code issued by the Department for Education. The current edition of these codes came into force on 1 February 2012. www.education.gov.uk

1.3.2 The Governing Body undertook a public admission arrangement consultation between 10 December 2012 and 01 February 2013 following which the arrangements were formally adopted and published on the school website on 15 April 2013. All admission applications received in connection with St Andrew’s Primary School will be administered in accordance with the published arrangements.

1.3.3 The Governing Body will review these arrangements during 2017 and if any changes are proposed, a public consultation will be undertaken.

1.3.4 Important documents published by Bath and North East Somerset Local Authority will apply to some areas of admissions procedure. Where applicable, this is indicated in the relevant section of the governors’ admission arrangements. Applicants are strongly advised to ensure that they read and understand the information contained in the relevant documents before proceeding with an application for a school place. www.bathnes.gov.uk.

Documents of particular importance are:

- The B&NES Co-ordinated Admissions Scheme (this applies to starting for the first time and transferring school).
- The B&NES School Transport Policy.
- Free School Meal entitlement.

2. Over Subscription Criteria

2.1 The Special Educational Needs Code requires the governors to admit any children with a Statement of Special Educational Needs naming St Andrew’s School, before the consideration of any other applications.

2.2 Following the admission of any children with a Statement naming this school, the governors will consider all other applications received by the relevant closing date and, where there are fewer applications than places available within the Published Admission Number or admission limit set for the relevant year group, will normally admit the children concerned.

2.3 Where there are more applications received than there are places available within the required year group, the governors will consider all applications received on time against the following oversubscription criteria. This will enable the governors to rank children according to priority and identify those children who should be allocated a place within the Published Admission Number or admission limit and those who should be refused.

2.3.1 Children in the care of a Local Authority at the time of application, or whose care has ceased because he/she has become adopted or the subject of a residence or special guardianship order.

2.3.2 Children with siblings attending the school and who will continue to be in attendance when the child starts at the school.

2.3.3 Children who attend, or whose parent, grandparent or carer attends, a service of worship at St Swithin’s Walcot on at least one day per month and who have attended consecutively for the previous six months prior to application, as confirmed in a Supplementary Information Form submitted to the school by the closing date.

2.3.4 Children who attend, or whose parent, grandparent or carer attends, a service of Christian worship at another registered Church or place of worship on at least one day per month and who have attended consecutively for at least six months prior to application, as confirmed in a Supplementary Information Form submitted to the school by the closing date.
Form submitted to the school **by the closing date**.

2.3.5 Children who at the time of application are attending St Andrew’s Nursery for at least one session per week.

2.3.6 Children living closer to the school than one mile by straight line measurement.

2.3.7 Children whose parent or guardian is a member of the school staff, employed at the school in a paid position on a contract for a minimum of two consecutive years at the time of application.

2.3.8 Children living closest to the school by straight line measurement and not satisfying a higher criterion.

**2.3.9. Tie Breaker**

Where two or more children are assessed as exactly equal against the published oversubscription criteria and it cannot otherwise be determined which child has the higher priority for a school place or a position on a waiting list, the order of priority will be determined by the drawing of lots. This will be undertaken in the school building by a person entirely independent of the Admissions Committee and with no current connection to the school. The Chair of Governors will observe this process.

**3. Admission to the Reception Year Group for the first time**

3.1 **Please note:** the following information should be read in conjunction with the 2015 Co-ordinated Admissions Scheme published by the Local Authority in which area the child subject to the application lives (the home Local Authority). Additionally, applicants should read the information contained in the Local Authority’s Primary Guide for parents, which will explain the admission application process in detail. These documents should be available on the home Local Authority’s website or on request to that Local Authority.

3.2 Parents may apply for their child to start school for the first time in the September following his/her fourth birthday. Application forms relating to starting school in September 2014 must be submitted directly to the home Local Authority, to arrive **no later than 23.59 hours on 15 January 2015**. Any Supplementary Information Forms relating to the oversubscription criteria 2.3.3 and 2.3.4 should be sent to the school, also **by 15 January 2015**.

3.3 Parents of children aged four, but who have not yet reached their fifth birthday have the right to apply for a deferred entry to school. In these circumstances, parents can request that their child start school in the Reception year group at a later stage in the academic year. However, he/she must be in full time education by the start of the term following his/her fifth birthday.

3.4 The home Local Authority will forward applications directly to the Local Authority in which area the preferred school is located and the school governing body will be notified of all applications received for St Andrew’s School. The Governors’ Admissions Committee will rank every application received on time against the governors’ oversubscription criteria and places will be allocated in strict order up to the Published Admissions Number and all other applications refused.

3.5 The governors’ allocation decisions will be notified to Bath & North East Somerset Local Authority in accordance with the B&NES Co-ordinated Admissions Scheme timetable, and the home Local Authority will then inform parents of individual decisions on 16 April 2015 by email or second class post.

3.6 Where a child is formally refused admission to start in the Reception year group in September, where requested his/her name will be held on a waiting list in ranked order according to the oversubscription criteria. This list will be maintained until the end of the academic year. If a place becomes available within the Published Admission Number this will be offered for the highest ranked child at that time.

**4. Admission to any Year Group during the 2015/16 Academic Year (‘in-year admission’)**

4.1 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.

4.2 The governors will consider applications for delayed 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 a covering letter included with the school place application form.

4.3 The governors’ Admissions Committee will consider applications on a weekly basis in the light of the admission limit for the year group concerned. 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 of the application.

5. Appeals Procedure
Parents whose school place application is turned down by the Governing Body have the legal right of appeal to an Independent Appeals Panel. Details concerning how to appeal will be explained in the decision letter. Bath & North East Somerset Council publish a booklet describing the appeals process which can be found on their website.

6. Glossary, Definitions and Special Cases

6.1 Multiple Birth Applications (for example twins)
In the case of multiple birth applications, the Published Admission Number or admission limit will be increased at the point of allocation to ensure multiple birth siblings can be allocated places at the same school (sibling definition applies).

6.2 Siblings
A sibling is defined as a child living at the same address as a half or full brother or sister, a step brother or sister, an adoptive brother or sister, or children of the same household.

6.3 Parent
A ‘parent’ in education law includes: natural parents, whether they are married or not; 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 that person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child).

6.4 Children from Overseas
The governors will treat applications for children from overseas in strict accordance with European Union Law or Home Office rules for non-European Economic Area nationals. Guidance is available on the Department for Education website and applicants are advised to ensure an understanding of these requirements before applying for a school place. www.education.gov.uk.

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

6.5 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. In order for the school place application to be considered, it must be accompanied by an official letter declaring a relocation date and a unit
postal address or quartering area address. Alternatively, if the relocation to the area is to an existing private residence, then proof of ownership or a six month minimum tenancy agreement will be required at the time of application.

6.6 Home Address

The home address is important as school places are allocated on the basis of the home address of each child. A child’s home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child. Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

DIOCESE OF CLIFTON
ST. BENEDICT’S CATHOLIC PRIMARY SCHOOL

School Mission Statement
Our Mission is to provide a Catholic education that allows children to grow into happy, confident individuals, fully equipped to take their place in God’s world, now and in the future.

We will do this by:

- providing a rich and varied curriculum that encourages every child to achieve their fullest potential
- visibly loving life, loving one another and loving God
- striving for excellence in all that we do
- welcoming children from all faiths and backgrounds.

At St Benedict’s we will:

- always try our very best
- look after each other
- have fun learning and playing together

The St Benedict’s experience….
Growing together through Christ

1. Introduction

St. Benedict’s is a Catholic Voluntary Aided primary school, which was established by the Church to serve the parishes of Downside Abbey, St. Joseph’s at Peasedown St. John and St Michael, Shepton Mallet. A map of the appropriate parishes is available for viewing on request from the school office. The purpose of this policy is to ensure that the Governors acting as the admissions authority undertake admissions in a fair and equal manner in line with the school’s trust deed and Catholic ethos. This policy has been drawn up according to the Code of Practice and in consultation with Clifton Diocese and the Local Authority. However, the Governors, are the admissions authority for the school.

2. Admission Number

The Admission Number for each year group including Reception is 27 and in accordance with Infant class size legislation the Governors are not in a position to breach their admissions number of 30 for reception or key stage one. Exceptions to this are

- Multiple birth if it would mean splitting children because one would be the 31st child
- Within reasonable capacity military personnel posted to the area after due deadline and who have the correct documentation to confirm this.

3. Application and Admission for Reception

Pupils are normally admitted in the September of the school year in which they reach their fifth birthday. However, they are not required to attend school until the beginning of the term
in which they reach compulsory school age. If parents wish a deferment they should indicate so when accepting the offer of a place.

Applications for a place at the school should be made using the Home Local Authority’s Common Admissions form and must be returned to the School Admission Department by the 15 January 2015. If you are a Bath and North-East Somerset resident you should apply to Admissions and Transport, Bath & North East Somerset Council, PO Box 25, Riverside, Temple Street, Keynsham Bristol BS31 1DN or online at www.bathnes.gov.uk. If you are a Somerset resident you should apply to the School Admissions Team, Children and Young People’s Directorate, Somerset County Council, County Hall Taunton TA1 4DY or online at www.somerset.gov.uk. In order to assist the Governors in applying their oversubscription criteria applicants should also complete the schools supplementary information form obtainable directly from the school. This should be returned to the school by 15 January 2015 with any appropriate and necessary documentation.

After the agreed Local Authority deadline the Local Authority will inform the Governors of all applications and the Governors will then allocate places accordingly. In the event of oversubscription, the Governing Body will apply its criteria as listed below and notify the Local Authority of its decisions. The Local Authority acting on behalf of the Governors will then notify parents on 16 April 2015 of the outcome.

4. Late Applications for Reception Admissions

Applications received after the closing date given in 3 above but before the offer of places is made by the Governing Body will not be considered in the first round of allocations unless, in the opinion of the Admissions Committee, there were exceptional reasons for applicants not being able to meet the required deadlines i.e. as in the case of military personnel, medical reasons related to the parent evidenced by a doctor’s letter.

5. Children with Statements of Special Educational Needs

There is a different procedure for the admission to school for children with Statements of Special Needs: it is administered by the Local Authority in whose area the family lives. The Local Authority is responsible for issuing the Statement and consulting parents and the governing body of the school, if a preference has been made for the school, before the school is named in the statement. Once the school is named then children with a Statement are given first priority.

6. In the event of oversubscription (ie. More applications than available places) places will be offered in accordance with the following criteria.

   6.1 Looked After Children who are baptised Catholics.

   6.2 Baptised Catholics living in the parishes of Downside Abbey, St Joseph’s at Peasedown
St. John and St Michael, Shepton Mallet.

6.3 Baptised Catholic children who live outside the parishes of Downside Abbey, St Joseph’s at Peasedown St. John and St Michael, Shepton Mallet and who do not have a Catholic Primary School serving the parish in which they live.

6.4 Looked after children for whom a place is requested by the relevant person/authority.

6.5 Children of Catholic parents who live within the parishes of Downside Abbey, Peasedown St. John and St Michael in Shepton Mallet.

6.6 Children who will have a sibling (as defined below) at the school at the time of their admission.

6.7 Children of other Christian faiths who live within the parishes of Downside Abbey, St Joseph’s at Peasedown St. John and St Michael, Shepton Mallet and have the written support of their minister.

6.8 Catholic children who live outside the parishes of Downside Abbey, Peasedown St. John and St Michael in Shepton Mallet and who fall outside Category 3 above.

6.9 Other applicants not in the above categories. In categories 6.1, 6.2, 6.3, 6.7 and 6.8 a copy of a valid baptismal certificate or equivalent validation should be sent to the school, who may also request sight of the original.

**Definitions**

a. Brother and sister are defined as children who share one natural parent, step brother or sister, or have been legally adopted or fostered into the family.

b. Looked after children, as defined by Section 22 of the Children Act 1989 and as stated in the 2012 Code of Practice, those that were previously looked after but are now adopted or are subject to a residence of special guardianship order.

c. A signed-, supporting statement from a minister/ equivalent-that confirms that the applicant is an affiliated member of the said faith.

d. The parishes of Downside Abbey are: St Benedict, Stratton-on-the-Fosse; St Hugh, Radstock; Holy Ghost, Midsomer Norton; St Cuthbert, Holcombe; St Aldhelm, Chilcompton; Our Lady, Norton St Philip.

7. When applications in any category exceed the number of places available priority will be given to children living closest to the school. Distance will be calculated using a digital mapping computer system by straight-line measure from the main school entrance to front door.

8. **Waiting List**

A waiting list of unsuccessful applicants will be held by the Governors until the 31 August 2015 and then discarded. If places become available before this date then offers will be made in accordance with the order of priority in paragraph 6.

9. **Mid-year Applications**

Applications that fall outside the normal admissions round should be made directly to the school using either the Local Authority’s Common Application form or the school’s own application form.

10. **Appeal Procedure**

Parents have the right to appeal against the refusal by the Governing Body to admit their child and should put their appeal in writing to the Clerk to the Governors care of the school within 20 days of receiving the letter of refusal. Appeals will be arranged by the Diocesan Department for Schools and Colleges and conducted in accordance with the Code of Practice on School Appeals.
ST JOHN’S CHURCH OF ENGLAND (C OF E) ACADEMY PRIMARY SCHOOL

1 General information

1.1 About our School

St. John’s is a C of E V Academy Primary School, which was founded in 1721, the gift of Ann Harris. The purpose of the school is to educate children within the parish of St John’s Midsomer Norton, in accordance with the principles and practices of the Church of England. The historic parish of Midsomer Norton was considerably larger than the present day parish.

The Governing Body is the Admissions Authority and is responsible for all admission decisions in connection with the school. ‘Day to day’ admission decisions are delegated to an Admissions Committee of at least three governors.

1.2 Contact details

See appendix 3 for further details.

See Pages 6 & 7 for Admissions & Transport contact details.

1.3 The Published Admission Number

A Published Admission Number applies to the Reception year group and this indicates the maximum number of places normally available. However, in accordance with the School Admissions Code, the governors may increase this limit from time to time. Any change will be clearly notified on the school website and appended to these admission arrangements. The Published Admission Number is currently 60.

The governors’ Admissions Committee will consider all applications received for the Reception year group in accordance with these admission arrangements and places will be offered until the Published Admission Number is reached, at which point the governors will consider refusing all other applications.

A similar admission limit applies to all other year groups, although this may sometimes vary from the Published Admission Number set for the year of entry.

1.4 Relevant Documents: Please read this information before applying for a school place

Important documents published by your Local Authority are relevant to some areas of school admissions procedure. Applicants are strongly advised to contact their home Local Authority or access the Local Authority website and ensure that they read and understand this information before proceeding with an application for a school place. Related documents of particular importance are:

- The Local Authority Coordinated Admissions Scheme (this applies to starting and transferring school for the first time)
- The Composite Prospectus (primary admissions guide for parents)
- The Local Authority Fair Access Protocol
- The Local Authority School Transport policy
- Free School Meal Entitlement

2 Over Subscription Criteria

2.1 The School Admissions Code requires the governors to admit any children with a Statement of Special Educational Needs naming St John’s C of E Primary School before the consideration of any other applications.

2.2 Where there are more applications than there are places available within the required year group, the governors will consider all applications received against the oversubscription criteria set out in section 2.3.

This will enable the governors to rank children according to priority and identify those children who should be allocated a place within the Published Admission Number or admission limit and those who should be refused. Where there are fewer applications than places available within the Published
Admission Number or admission limit set for the required year group, places will normally be provided for every child.

2.3 Over Subscription Criteria

1. Children in the care of a Local Authority at the time of application, or whose care has ceased because he/she has become adopted or the subject of a residence or special guardianship order (see section 6.13)

2. Children who, at the time of application, are entitled to receive free school meals (this criterion supports the school’s founding Trust Deed, see section 6.9 Supplementary Information Form)

3. Children with a sibling attending the school at the time of application and still on roll at the time of admission (see section 6.6 Siblings)

4. Children not satisfying a higher criterion

2.4 Tie Breaker:
Where the Published Admission Number is reached part way through any criterion, places will be allocated in priority order up to the published admission number, to those children living nearest to the school by straight line measurement between the address point of the school and the address point of the child’s permanent home using a geographical information system (see section 6.8). Where two or more children are assessed as exactly equal and it cannot otherwise be determined which child has the higher priority for a school place or a position on a waiting list, the order of priority will be determined by the drawing of lots for these children. Where required, this will be conducted on the school premises by someone entirely independent of the Admissions Committee and the Chair of Governors or a nominated governor will observe this process.

3 Starting School in the Reception Year Group for the first time

3.1 The following information should be read in conjunction with the 2015 Coordinated Admissions Scheme published by the Local Authority in which area the child subject to the application lives (the home Local Authority). Additionally, applicants should read the information contained in the Local Authority’s ‘primary guide for parents’, which will explain the admission application process in detail. These documents should be available on the home Local Authority’s website or upon request to that Local Authority

3.2 Parents may apply for their child to start school for the first time in the September following his/her fourth birthday. Application forms relating to starting school in September 2014 must be submitted directly to the home Local Authority, to arrive no later than 23.59 hours on 15th January 2015. Supplementary information forms must also be returned by this date

3.3 The home Local Authority will forward applications directly to the Local Authority in which area a preferred school is located. Where the application is for St John’s C of E Primary School, the school Governing Body will be notified and the governors Admissions Committee will meet and rank every application received according to the oversubscription criteria (see section 2.3). Applications received ‘on time’ by the published closing date will be processed and places allocated before any late applications are considered. A late application closing date is published in Local Authority Coordinated admissions Schemes.

3.4 The governors’ allocation decisions will be notified to Bath and North East Somerset (BaNES) Local Authority in accordance with this authority’s Coordinated Admissions Scheme timetable and the home Local Authority will then inform parents of individual decisions on 16th April 2015 by email or letter post.

4 Admission to any year group during the 2015/16 academic year (in-year admission)

4.1 Applications can be submitted at any time during the academic year, by completing

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the governors’ in-year application form and returning this directly to the School Office. The application form is available to download from the school website, or a copy can be provided upon request to the school office. The governors will not consider any applications received during school holiday periods until school resumes.

4.2 The governors’ Admissions Committee will meet within five school days of the receipt of an application form. Where the request is for the child’s chronological age year group and there is a place available, the decision will normally be to admit the child concerned and applicants will be notified of this in writing.

4.3 In-year decision letters are sent out from the School Office within five school days of the Admission Committee decision being taken. Applicants will be expected to confirm their acceptance of any place offered within 21 school days (see section 6.12 Withdrawing an allocated place).

4.4 Where the governors have more than one application to consider at any one time for the same year group, they may need to apply the published oversubscription criteria in order to determine a priority for admission where insufficient places exist (see Part 2 – Oversubscription Criteria).

4.5 Where the requested chronological age year group is oversubscribed, the governors will carefully consider whether an additional child might still be admitted to the school without impacting on the available resources or affecting the delivery of education. Normally the decision will be to refuse admission if the year group is full and, where this is the case, parents will be notified in writing of the reasons for refusal and about how to appeal against the governors’ decision (see Part 5 of these arrangements).

4.6 The governors’ Admissions committee may refer some in-year admission applications in accordance with the BaNES Local Authority Fair Access Protocol, where the information provided by an applicant on the school place application form indicates that the child concerned may require additional support or an alternative school provision. Applicants are advised to read the Local Authority Fair Access Protocol document before completing an in-year application form. This document can be downloaded and/or read on the BaNES Local Authority website (see section 1.2 Contact details).

5 Appeals Procedure

5.1 Parents have the legal right to appeal against the governors’ decision to refuse a place at St John’s C of E Primary School for a child in their care, providing a formal application for a school place has been submitted and a decision letter sent out on behalf of the Governing Body explaining the reasons for refusal. Full details explaining the appeal application process will be enclosed with this decision letter.

5.2 An appeal timetable will be published on the school website by 28th February every year. This sets out the timeframe for the various stages in the appeal process and includes statutory dates by which appeals must be heard. The governors do not organise appeal hearings during school holiday periods and any appeal applications received when the school is closed will not be administered until school resumes.

5.3 The school appeal application form must always be completed and submitted to the School Office within 21 school days of the date on the decision refusal letter. An appeal application form may be downloaded from the school website, obtained from the School Office.

6 Important Information

6.1 Waiting Lists

In accordance with statutory requirement the governors will maintain a waiting list for the year of entry (Year R) until the end of the first term following transfer each September (shuts down at the end of December). Waiting lists are not held for any other year group.
6.2 Applications for children to enter a year group other than chronological age

The governors will consider applications on a case by case basis for ‘retained’ or ‘accelerated’ entry in circumstances where parents would like their child to be admitted to a year group either side of the chronological age year group. Children must be of statutory school age when applications are made. The reasons for the request must be fully explained in writing and included with the school place application form. A child admitted under these circumstances will be subject to an annual review in order to determine whether the retention or acceleration should continue or the child return to their chronological age group.

6.3 Deferred Entry

Parents of children who have not yet reached the age of five may choose to defer their child’s entry to school. In these circumstances, parents can request that their child start school in the Reception year group at a later stage in the academic year. However, he/she must be in full time education by the start of the term following his/her fifth birthday. Deferred entry children will join school in the class appropriate to their chronological year group, for example a child whose birthday falls in the summer term (1 April to 31 August) of the reception year and is deferred for the full Reception academic year will start school in Year 1. Any flexible start arrangements operated for children joining the school in September will also apply for deferred entry children.

6.4 Multiple birth applications (for example twins)

In the case of multiple birth applications, the Published Admission Number or admission limit will be increased at the point of allocation or exceeded to ensure that multiple birth siblings can be allocated places at the same school (the sibling definition still applies).

6.5 Children from Overseas

Governors will not allocate a place to anyone moving into the country from abroad prior to their arrival in the county. Governors will require proof of residency – see 6.8 ‘home address’. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the local area.

6.6 Siblings

For the purpose of school admission, the governors’ definition of a sibling is “a child living at the same address as a half or full brother or sister, an adoptive brother or sister, or children of the same household at the time of application and remaining so at the time of admission”.

6.7 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 that person who looks after the child and with whom the child lives, irrespective of what their relationship is with the child.

6.8 Home Address

For the purposes of school admission, 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 residence 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. The governors may withdraw the offer of a school place if the child’s home address is subsequently found to be fraudulent.
6.9 Supplementary Information Form (SIF) - Criterion 2

In accordance with the will of Ann Harris, Midsomer Norton Charity School (later St John’s) was built in 1721. The purpose of the school (the Trust Deed) was that it should be used for the benefit of 40 poor children in the parish. Over 200 years later Governors now interpret these criteria as children whose parents are in receipt of benefit, which include the entitlement of free school meals.

Applicants applying in connection with criterion 2 must complete the governors Supplementary Information Form and ensure that it is submitted in conjunction with a school place application form. Completed SIFs must be returned directly to the school office to arrive by the relevant published application closing date.

6.10 Distance Measurements

For the purpose of measuring home to school distance, all calculations will be based on a straight-line measurement between the main address point of the school and the address point of the child’s home address (as defined in 6.8) using a Geographical Information System (GIS) method.

6.11 Children with a Statement of Special Educational Needs

Children with a Statement of Special Educational Needs are admitted to school in accordance with a separate process administered by the Local Authority (LA) in whose area the family lives. The governors must always admit a child whose Statement names St John’s C of E Primary School.

6.12 Withdrawing an allocated place

The governors will expect parents to confirm by post or email within 21 school days, their acceptance of any place offered at the school and the child must be attending school within five weeks of the date of the original offer letter. The governors reserve the right to withdraw the offer of a place if these conditions are not met and to reallocate the place to the highest ranked child on a waiting list, or to a new applicant where no waiting list exists. The governors may also withdraw the offer of a school place if the child’s home address is subsequently found to be fraudulent.

6.13 Children in Care (Looked After Child)

The School Admissions Code requires that; published oversubscription criteria provide ‘Looked After Children’ and ‘previously Looked After Children’ with the highest priority for a school place. For admission purposes, Looked After Children are defined as ‘children who are in the care of local authorities as defined by Section 22 of the Children Act 1989 and must be in public care at the time of 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 residence order or special guardianship order.

ST JOHN’S CATHOLIC PRIMARY SCHOOL, BATH

Mission Statement

I am unique,
In the eyes of God.
All seeing, all knowing, all loving,
He embraces our family,
Parish, parent, child,
All one with you.
I am of the world,
With the seeds of excellence within me,
Encouraged to grow and flourish,
To a spiritual fulfilment.
I am unique,
And with you beside me,
All is possible

1. St. John’s is a voluntary aided primary school which serves the parishes of St. John, Our Lady & St. Alphege, SS Peter and Paul, Bath and St. Dunstan, Keynsham.

2. As stated in the school’s Instrument of Government St. John’s is to be run as a Catholic School in accordance with the Canon Law and teachings of the Roman Catholic Church and the Trust Deed of the
Diocese of Clifton. In particular, religious education and worship are to be in accordance with the teachings, doctrines and rites of the Catholic Church and at all times the school is to serve as a witness to the Catholic faith.

We ask all parents applying for a place at St John’s to respect this ethos and its importance to the school community. This does not affect the right of parents, who are not of the faith of this school, to apply for and be considered for a place here or of their rights when their child is admitted.

3. The Governing Body, acting in accordance with arrangements agreed with the Clifton Diocesan Schools Commission and the Local Authority (LA), is responsible for the admission of pupils.

4. The Admission Number for the Reception year 2015/2016 is 45 pupils. Pupils are normally admitted in the September of the school year in which they reach their fifth birthday. If parents wish for a deferment they should indicate so when accepting the offer of a place. In accordance with Infant class size legislation the Governors are not in a position to breach their admissions number of 45 for reception or key stage one. Exceptions to this are:

- Children admitted outside the normal admissions round with statements of special educational needs specifying a school
- Looked after children and previously looked after children admitted outside normal admissions round
- Children admitted, after initial allocation of places, because of a procedural error made by the admissions authority or local authority in the original application process
- Children admitted after an independent appeals panel upholds an appeal

5. Applications for a place at the school for September 2015:

5.1 All applications must be submitted to your home Local Authority (LA) by the closing date of 15 January 2015. Parents can either use their home LA’s online application facility or can complete their home LA’s common application form. After the closing date and in line with agreed co-ordinated admission procedures Bath & North East Somerset LA will provide the Governing Body with details of all preferences received for the school. In the event of over subscription, the Governing Body will apply its criteria to the applicants and notify Bath & North East Somerset LA of its decisions. Under co-ordinated admission arrangements a single offer of a place will be made by the home LA on their published offer date which in the case of Bath & North East Somerset residents is 16th April 2015.

5.2 The Governors also request that prospective parents complete a supplementary information form (SIF) available from either the LA or the school, so that Governors can apply their admissions criteria to preferences received. 

This supplementary information form...
Don’t forget the closing date - 15 January 2015

(SIF) should be sent to the school by 15th January 2015.

Failure to supply the school with the SIF form and supporting documents may affect which category of the criteria a child is considered for a place by the Governing Body.

6. In the event of over-subscription, the criteria below will be applied to all applicants, regardless of order of preference stated on the common application form:

6.1 Children in Care who are baptised Catholic children with a sibling at the school at the time of admission;

6.2 Children in Care who are baptised Catholic children;

6.3 Baptised Catholic children living in the parishes of St. John, Our Lady & St. Alphege, SS Peter and Paul, Bath and St. Dunstan, Keynsham who have a sibling at the school at the time of their admission (a map of the parishes is available for inspection at the school);

6.4 Baptised Catholic children living in the parishes of St. John, Our Lady & St. Alphege, SS Peter and Paul, Bath and St. Dunstan, Keynsham (a map of the parishes is available for inspection at the school);

6.5 Baptised Catholic children who live outside the parishes of St. John, Our Lady & St. Alphege, SS Peter and Paul, Bath and St. Dunstan, Keynsham who do not have a Catholic Primary school serving the parish in which they live and who have a sibling at the school at the time of their admission;

6.6 Baptised Catholic children who live outside the parishes of St. John, Our Lady & St. Alphege, SS Peter and Paul, Bath and St. Dunstan, Keynsham who do not have a Catholic Primary school serving the parish in which they live;

6.7 Children in Care for whom a place is requested by the relevant person/authority who have a sibling at the school at the time of their admission;

6.8 Children in Care for whom a place is requested by the relevant person/authority;

6.9 Baptised Catholic children who have a sibling at the school at the time of their admission;

6.10 Children who have a sibling at the school at the time of their admission;

6.11 Children of Baptised Catholic parent(s) who live within the parishes of St. John, Our Lady & St. Alphege, SS Peter and Paul, Bath and St. Dunstan, Keynsham;

6.12 Baptised Catholic children who live outside the parishes of St. John, Our Lady & St. Alphege, SS Peter and Paul, Bath and St. Dunstan, Keynsham other than those above;

6.13 Children of other Christian denominations who live within the parishes of St. John, Our Lady & St. Alphege, SS Peter and Paul, Bath and St. Dunstan, Keynsham other than the above;

6.14 Other children not in the above categories.

Please note: A copy of the child’s Baptismal Certificate (categories 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.9 and 6.12) or the parent’s Baptismal Certificate (category 6.11) or A letter of support by their minister for applicants of other Christian denominations (category 6.13) must be sent by parents/carers to the Head teacher at the school by 15th January 2015. Failure to supply the school with the above may affect which category of the criteria a child is considered for a place by the Governing Body.

7. **Tiebreak**

When applications within the above categories exceed the number of places available, priority will be given to children who live nearest the school;
Distance from the school will be measured in a direct line from the address point of the child's home to the address point of the school. Measurements will be determined using the Local Authority's GIS computerised mapping system with those living closer to the school receiving the higher priority.

8. **Waiting List**

A waiting list of all unsuccessful candidates will be kept until **31st August 2015** and any place, which becomes available before that date, will be offered in accordance with the order of priority in paragraph 6 above, subject to precedence being given to any child who is:

8.1 the subject of a direction by the Local Authority to admit

OR

8.2 allocated to the school in accordance with the Local Authority's Fair Access Protocol.

Late applications and families moving into the area will be added to the list at the time of application and a category of priority assigned to enable them to be considered at the time any place becomes available.

9. **Casual applications**, i.e. those falling outside the normal admissions round, will be considered by the Admissions Committee against the criteria listed in paragraph 6 above. Applicants must complete an In-year application form which is available from the school office or from Bath & North East Somerset. Completed application forms must be returned directly to the school office. The school’s Supplementary Information Form (SIF) should be returned to the school together with any supporting evidence as detailed in the above policy relating to all Categories.

10. **Late applications for Reception places**

Any late applications for reception places should complete their home LA's common application form and return it to their home LA as soon as possible. In line with agreed co-ordinated admission procedures the Governing Body will be informed of any late applications received. The School's SIF and any supporting evidence as detailed in the above policy relating to all Categories should be sent to the school direct.

Applications received after the closing date given in 5 above but before the offer of places is made by the Governing Body will not be considered in the first round of allocations unless, in the opinion of the Admission Committee, there were exceptional reasons for applicants not being able to meet the required deadlines i.e. as in the case of military personnel, medical reasons related to a parent evidenced by a doctor's letter.

11. **Appeals Procedure**

Parents have the right to appeal against refusal by the Governors to admit their child, and should put their appeal in writing to the Clerk of the Governors c/o the LA. Appeals will be arranged by the Diocesan Department for Schools and Colleges and conducted in accordance with the Code of Practice on School Appeals.

12. **Children with Statement of Special Educational Needs**

There is a different procedure for the admission to school of children with a Statement of Special Educational Needs. The LA is responsible for issuing the Statement and consulting with parents and the Governing Body of St. John’s, if a preference has been made for the school, before the school is named in the Statement.

13. **Definition**

13.1 Baptised Catholic children are defined as:

13.1.1 Children baptised into the Catholic Church or

13.1.2 Children who have been baptised into another Christian Church and have later
been formally received into the Catholic Church.

13.1.3 Children who have been baptised in another Church which is in Communion with the Catholic Church (a list of such churches is available from the Clifton Diocese Department for Schools and Colleges).

13.2 Siblings are defined as children who share one natural parent, step-brother or step-sister, or have been legally adopted or fostered into the family.

13.3 Children in Care are as defined by the most recent Admissions Code of Practice.

13.4 In the case of children whose parents are divorced or separated a child’s home is defined as the address where the child normally lives/sleeps most or more days of the week.

2. Admission numbers

The Admission number for all year groups including Reception Year (2015/2016) is 30 and in accordance with Infant class size legislation the Governors are not in a position to breach their admissions number of 30 for reception or key stage one. Exceptions to this are:

- multiple birth if it would mean splitting children because one would be the 1st child
- within reasonable capacity military personnel posted within the Parish catchment area after the due deadline and who have the correct documentation to confirm this.

3. Application and Admission for Reception

Pupils are normally admitted in the September of the school year in which they reach their fifth birthday. However they are not required to attend school until the beginning of the term in which they reach compulsory school age. If parents wish a deferment they should indicate so when accepting the offer of a place.

Applications for a Reception place at the school for September 2015 must be submitted to your home Local Authority (LA) by the closing date of 15 January 2015. Parents can either use their home LA’s on line application facility or can complete their home LA’s common application form. After the closing date and in accordance with the co-ordinated admissions scheme, Bath & North East Somerset LA will provide the Governing Body with details of all preferences received for the school. In the event of oversubscription, the Governing Body will apply it’s criteria to the applicants and notify the LA of its decisions.

Under co-ordinated admission arrangements a single offer of a place will be made by the home LA on their published offer date which in the case of Bath & North East Somerset Resident is 16 April 2015.

The Governors also request that prospective parents complete a form available from the school entitled ‘Additional Information for Pre Admission’. This information is necessary when the Governing Body has to apply the
over subscription criteria listed under section 5 below. This form should be sent to the school by 15 January 2015.

4. **Children with Statements of Special Educational Needs**

There is a different procedure for the admission to school for children with Statements of Special Educational Needs: it is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing the Statement and consulting parents and the Governing Body of St Mary’s, if a preference has been made for the school, before the school is named in the Statement.

5. **In the event of over-subscription (ie. more applicants than available places) places will be made in accordance with the following order of priority, regardless of preference.**

1. Children in public care (looked after children), or children previously looked after but immediately after being looked after become subject to adoption, residence or special guardianship order, and who are baptised Catholics.

2. Baptised Catholic children living in the parish of St. Mary’s and the Good Shepherd who have a brother or sister at St. Mary’s Catholic Primary at the time of their admission.


4. Baptised Catholic children who live outside the parish of St. Mary’s and The Good Shepherd who have a brother or sister at St. Mary’s Catholic Primary at the time of their admission.

5. Baptised Catholic children who live outside the parish of St. Mary’s and The Good Shepherd.

6. Children in public care (looked after children), or children previously looked after but immediately after being looked after become subject to adoption, residence or special guardianship order for whom a place is requested by the relevant authority.

7. Children of other Christian denominations who have a brother or sister at St Mary’s Catholic Primary at the time of their admission.

8. Non-baptised children of Catholic parents who live within the parishes of St. Mary’s and The Good Shepherd and who have a brother or sister at St Mary’s Catholic Primary at the time of their admission.


10. Children of other Christian denominations.

11. Other children who have brothers or sisters at St Mary’s at the time of their admission.

12. Other applicants not in the above categories.

In categories 1,2,3,4,5,7,8,9 & 10 a baptismal certificate or equivalent validation should be available for inspection.

**Definitions:**

a) Brother and sister are defined as children who share one natural parent, step brother or sister, or have been legally adopted or fostered into the family.

b) Children in Care, as defined in Section 22 of the Children Act 1989 and as stated in the 2012 Code of Practice, those who have been previously looked after but are now adopted or are subject to a residence or special guardianship order.

6. Where there is an **over subscription within a category**, children who live nearest to the school will be given priority. Distance will be measured in a straight line from the address point of the child’s home address to the address point of the school. Measurements will be determined using the Local Authority’s GIS computerised mapping system with those living closer to the school receiving the higher priority.

7. **A map of the parish catchment area** is available for inspection at the school office so that parents can ascertain whether they live within its boundaries.

8. **Any late applicants** for reception places should complete their home LA’s common application form and return it to their home LA as soon as possible. In line with agreed co-ordinated admission procedures the Governing Body will be informed of any
late applications received. In addition late applicants should also complete the Governor’s ‘Additional Information for Pre Admission’ form which should be sent to the school direct.

9. A waiting list for Reception will be maintained by the Local Authority for unsuccessful applicants for September 2015 until the end of the academic year. When a place does become available it will be offered in line with the school’s published admission arrangements and alongside late applicants and those who have lodged an appeal or opted to go on the waiting list.

10. An additional waiting list is kept for casual applications: those outside the normal admissions round ie Years 1 to 6. All casual applications are considered in line with the school’s published admission arrangements. All in-year admissions must complete an application form and return it to the school. The school’s Additional Information Form should also be returned direct to the school.

11. In line with the requirements of the code of practice on school admissions, children who are the subject of a direction by a Local Authority for the school to admit or who are allocated to the school in accordance with a Fair Access Protocol will take precedence over any child already on the school’s waiting list(s)

Appeal Procedure
Parents have the right to appeal against refusal by the Governors to admit their child, and should put their appeal in writing to the Clerk of the Governors, c/o the LA within 20 school days of receiving the letter of refusal. Appeals will be arranged by Democratic Services, Bath & North East Somerset Council.

ST STEPHENS CHURCH OF ENGLAND PRIMARY SCHOOL, BATH

1. General
In line with the Admissions Code, the Governing Body is the Admission Authority for the school.

Governors liaise with Bath and North East Somerset Local Authority, who co-ordinate admission applications for all maintained schools in the Bath and North East Somerset area. Therefore, this document should be read in conjunction with Bath & North East Somerset published co-ordinated Admissions Scheme for September 2014 which is available from the Bath & North East Somerset Council’s website or upon request to the school office. (See contact details at end of this document).

It is the school’s 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 the school overall.

In line with all Admission Authorities, we participate in the Local Authority Fair Access Protocol to ensure unplaced children are allocated a place quickly. Further details are available from the LA regarding these protocols.

2. The Published Admission Number and Admission Limits
The Published Admission Number for the Reception year group and the admission limit for every other year group is 60. It is 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 the school overall.

3. Admission to the Reception year group for the first time in September 2015
All application forms for first admission in September 2015 must be submitted to your home Local Authority (LA) by 23.59 hours on 15 January 2015. Any Supplementary Information Forms for Reception Admissions must be submitted to the school by the same date. All applications will be subject to
the national Equal Preference with Ranking system of allocation. In accordance with the co-ordinated admissions scheme, Bath & North East Somerset LA will forward applications to the school and the Governing Body will allocate every child a place if the school is undersubscribed, or rank every application against the governors published oversubscription criteria if there are more applications received than places available. Places will be allocated in strict order up to the Published Admission Number and all other applications refused. The governor’s decisions will be notified to Bath & North East Somerset LA and as per the co-ordinated admissions scheme your home LA will inform parents of the outcome of their application on 16 April 2015.

4. **Admission during the 2015/16 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 Bath & North East Somerset Council. Completed application forms must be returned directly to the school office. (see contact details at the end of these arrangements).

The Admissions Panel of the Governing body of the school meets on the first Thursday of the month during each school term to consider this list using the admissions criteria stated below. At these meetings, each year group is considered separately, starting with reception and proceeding to the next year group in turn. The parents of any children refused admission by that panel will be informed of the reason and asked whether they wish their application to remain on the list.

Additional information required to support a school place application under category 3 must be provided only on the specific Supplementary Information Form which is available from St Stephen’s Church or to download from the Church website.

If there are more applications than places available, the governors will rank them against the published Oversubscription Criteria set out below.

5. **Over Subscription Criteria**

Following the admission of any children with a Special Educational Needs Statement naming this school, the governors will consider all other applications. If the number of applications for admission exceeds the Published Admission Number (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 - children who are in the care of a Local Authority or have previously been and are now formally adopted.

2. Children who will have a sibling at the school at the time of their admission to the school.

3. Children who have been baptised, or have received a service of thanksgiving, who themselves or a parent, are practising members of St Stephen’s Church, Lansdown or St Mary’s Church, Charlcombe and who live within a radius of 0.6500 miles of St Stephen’s School. These distances will be determined using a Geographical Information System (GIS) computerised mapping system.

4. Children living nearest the school as measured in a straight line from the address point of the child’s home address to the address point of the school. Measurements will be determined using the Local Authority’s Geographic Information System (GIS) with those living closer to the school receiving higher priority.

6. **Tie Breaker**

A tie breaker will be applied where the Admission Number 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 straight line measurement will be calculated between home and school for each child falling within the particular criterion. Places will be allocated to those children living nearest to the school by a straight line, according to the LA’s Geographic Information System (GIS) measurement.

7. Right of Appeal
Parents whose school place application is turned down by the Governing Body have the legal right of appeal to an Independent Appeals Panel. Details concerning how to appeal will be explained in the decision letter.

8. Waiting Lists
a) Where a child is formally refused admission to start in the Reception year group in September 2015, his/her name will be held on a waiting list held by the LA in ranked order according to the oversubscription criteria. This list will be maintained for the whole of the academic year. If a place becomes available within the Published Admission Number this will be offered to the highest ranked child at that time.

b) Where a child is formally refused admission to start in any other year group during the 2015/16 academic year, his/her name will be held on a waiting list held by the governors in ranked order according to the oversubscription criteria. This list will be maintained for the whole academic year. If a place becomes available within the published admission number this will be offered to the highest ranked child at that time.

9. Applications for Delayed or Accelerated application
The Governors follow statutory requirements on Delayed and Accelerated applications as stated in the Admissions Code.

10. Deferred Entry
The Governors follow statutory requirements on Deferred Entry applications as stated in the Admissions Code.

11. Multiple Birth Applications (for example twins)
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 will require proof of residency - see definitions. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

13. Glossary and Definitions
Looked after children and previously looked after children.
In line with the School Admissions Code these children are given the highest priority within the oversubscription criteria. The code defines a Looked After Child as a child who 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 at the time of making an 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 residence order or special guardianship order).

Siblings
For the purposes of Admissions, the definition of a
sibling is that as defined by the Local Authority within the consolidated prospectus.

**Parent**
A ‘parent’ in education law includes; Natural parents, whether they are married or not. 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 that person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child).

**Home Address**
A child’s home address is considered to be where that child permanently resides. If residence is shared equally the home address will be that residence where the parent receives Child Benefit.

Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

**Distance Measurements**
For the purpose of measuring home to school distance, all calculations will be measured using a straight line measurement from the address point of the home to the address point of the school using a Geographical Information System (GIS) method. The GIS system used within this LA would not be able to calculate a staircase measurement in the case of multi- level dwellings. If the distance between two children’s homes and the school is exactly the same then a random allocation could be used for any such cases. This is permissible within the Code.

**Practising**
(a) A practising member of the church is one who has been baptised or has received a service of thanksgiving and has attended worship at the church at least twice per month during the twelve months immediately prior to the application. The application must be supported by a Supplementary Information Form (SIF) from the Priest in Charge (or a person authorised by the PCC) of either St. Stephen’s Lansdown or St Mary’s Charlcombe verifying these facts. This should be sent to St Stephen’s school. The date of the signature of Part B of the Supplementary Information Form must be no more than 120 working days prior to the date of the Governors’ meeting at which the child’s application is considered.

(b) Parents wishing their child to be considered under category 3 must fulfil the following criteria; Children must have been baptised, or have received a service of thanksgiving, and are themselves or a parent, practising members of St Stephen’s Church, Lansdown or St Mary’s Church, Charlcombe and live within a radius of 0.6500 miles of St Stephen’s School. These distances will be determined using the LA’s GIS computerised mapping system.

**Supplementary Information Form (SIF)**
Supplementary Information Forms which are separate but form part of this Policy must be read and where appropriate to evidence church attendance, must be completed by the applicant and the vicar, priest, minister pastor or warden of the church. The completed Forms A and B must be sent to the school. Practising is defined as attendance at church for a minimum of twice a month for a minimum of twelve months immediately prior to the application.

**Children with a Statement of Special Educational Needs**
There is a different procedure for the admission to school for children with Statements of Special
Educational Needs: it is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing the Statement and consulting parents and the Governing Body of St Stephen’s Primary School before the school is named in the Statement. If the school is named in the statement, the child will be admitted.

School Contact details - See Appendix 3 for further details.

See pages 6 & 7 for Admissions & Transport Unit Contact details.

**SHOSCOMBE CHURCH OF ENGLAND V.A. PRIMARY**

1. **General Information**

1a. **About the School**

‘Inspire to believe and achieve’

Ethos statement: ‘Recognising its historic foundation, Shoscombe School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and Diocesan level.

The school aims to serve the community 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 and upholds Christian values through the experience it offers to all its learners.

The aim is to provide a safe environment in which all the children are valued as individuals made in the image of God and in which they can find security, acceptance, reassurance and an opportunity to develop their full potential. The school’s intention is to create a caring and happy community.’

Shoscombe Church of England Primary is a Voluntary Aided School and as such the governing body is the admissions authority for the school. The school was established to serve all within its community and strives to offer high quality education underpinned by a distinctively Christian ethos.

The school admits children from 4-11 years of age. Children are taught in four classes; Reception, Year 1/2, Year 3/4 and Year 5/6. The school day begins at 8.45am and ends at 3.20pm. Lunchtime provision includes cooked lunches. Shoscombe school is now part of the Church Valley Federation with St Julian’s VC Primary, Wellow and Camerton VC Primary. School uniform with the school emblem is worn by all pupils.

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.

Shoscombe School is proud of its international links and involvement in the Comenius project which has provided opportunities for European visits and exchanges. A wide variety of sporting opportunities are available through lunchtime and after school clubs as well as links with local secondary schools and specialist sports teachers.

1b. **Contact Details**

Governors liaise with Bath and North East Somerset (B&NES) Local Authority, who coordinate admission applications for all maintained schools in the B&NES area. Therefore, this document should be read in conjunction with B&NES published co-ordinated Admissions Scheme for September 2015 which is available from the B&NES website or upon request to the school office by contact with the headteacher’s PA.

All information relating to Admissions can also be found on the school website

See Appendix 3 for further details.

See pages 6 & 7 for Admissions & Transport Unit Contact details.

1c. **The Published Admission Number**

The Admissions Authority has published on the school website an Admission Number for the 2015 year, indicating the maximum number of places available in this year group.

The Published Admission Number for the
Reception and Key Stage 1 is 20 and the admission limit for all Key Stage 2 year groups is 17.

The governors will consider all applications received for the 2015/6 year group in accordance with these published admission arrangements and places will be offered until the Published Admission Number is reached, at which point all further applications will normally be refused.

The governors may review the Published Admission number at anytime. If this is altered, the change will be notified on the school website.

Admissions limits apply to all other year groups. These may occasionally vary from the Published Admission Number set for the year of entry and are set out on the school website. These may also alter from time to time and applicants are advised to check regularly.

1d. IMPORTANT: please read this information before proceeding

These published Admission Arrangements comply with the requirements of the School Admissions code and the School Admission Appeals Code, issued by the Department for Education. The current edition of these codes came into force on 1st February 2012.

www.education.gov.uk

The Governing Body undertook a public admission arrangements consultation between 1st January 2013 and 28th February following which the arrangements were formally adopted and published on the school website on 15th April. All admission applications received in connection with Shoscombe church of England Voluntary Aided Primary School will be administered in accordance with the published arrangements.

The Governing Body will review these admissions arrangements during 2017 and if any changes are proposed, a public consultation will be undertaken.

Important documents published by Bath and North East Somerset (B&NES) Local Authority will apply to some areas of admissions procedure. Where applicable, this is indicated in the relevant section of the governors’ admission arrangements. Applicants are strongly advised to ensure that they read and understand the information contained in the relevant documents before proceeding with an application for a school place.

Documents of particular importance are:

- The Local Authority Coordinated Admissions Scheme (this applies to starting and transferring school for the first time).
- The Local Authority Composite Prospectus (Primary guide for parents).
- The Local Authority Fair Access Protocol.
- The Local Authority School Transport policy.
- Free School Meal entitlement.

2. Over Subscription Criteria

The School Admissions Code requires the governors to admit any children with a Statement of Special educational Needs naming this school, before the consideration of any other applicant.

Following the admissions of any children with a Statement naming this school, the governors will consider all other applications received by the relevant closing date and where there are fewer applications than places available within the Published Admission Number or admission limit set for the required year group, will normally admit the children concerned.

Where there are more applications received than there are places available within the required year group, the governors will consider all applications received on time against the following oversubscription criteria. This will enable the governors to rank children according to priority and identify those children.
who should be allocated a place within the Published Admission Number or admission limit and those who should be refused.

1. Children in the care of a Local authority at the time of application or whose care has ceased because he/she has become adopted or the subject of a residence or special guardianship order.

2. Children of practicing Christians within the ecclesiastical parish of Shoscombe with Foxcote.

3. Children who live within the ecclesiastical parish of Shoscombe with Foxcote.

4. Children who themselves or whose parents are practicing members of the Church of England which is the founding religious body of the school and who live outside the ecclesiastical parish of Shoscombe with Foxcote.

5. Children with an older sibling at the school at the time of application and still on roll at the time of admission, and who live at the same address.

6. Children entitled to ‘Free School Meals’. (supports the requirements of the School’s Trust Deed which identifies priority for ‘local children only of the labouring, manufacturing and other poorer class).

7. Children of other faiths whose parents are supportive of the ethos of a Church of England School.

8. Children not satisfying a higher criterion.

**Tie Breaker**

Where the Published Admission Number is reached part way through any criterion, places will be allocated in priority order up to the published admission number, to those children living nearest to the school by straight line measurement between the address point of the school and the address point of the child’s permanent home.

Where two or more children are assessed as exactly equal and it cannot otherwise be determined which child has the higher priority for a school place or a position on a waiting list, the order of priority will be determined by the drawing of lots for these children. This will be undertaken on the school premises by a person entirely independent of the Admissions Committee and with no current connection to the school. The Chair of Governors or nominated governor will observe this process.

3. **Starting the Reception Year Group for the first time**

**Please Note:** The following information should be read in conjunction with the 2015 Coordinated Admissions Scheme published by the Local Authority in which area the child subject to the application lives (the home Local Authority). Additionally, applicants should read the information contained in the Local Authority’s Primary guide for parents, which will explain the admission application process in detail. These documents should be available on the home Local Authority’s website or request to that Local Authority.

Parents may apply for their child to start school for the first time in the September following his/her fourth birthday. Application forms and any Supplementary Information forms relating to starting school in September 2015 must be submitted directly to the home Local Authority, to arrive no later than 23.59 hours on 15th January 2015.

The home Local Authority will forward applications to the Local Authority in which area the preferred school is located and the school Governing Body will be notified of all applications received for Shoscombe Church of England Voluntary Aided Primary School. The governors’ Admissions committee will rank every application received on time against the governors published oversubscription criteria and places will be allocated in strict order up to the Published Admission Number and all other applications refused.

The governors’ allocation decisions will be notified the Bath and North East Somerset (B&NES) Local authority in accordance with the authorities Coordinated Admissions Scheme timetable and the home Local Authority.
Authority will then inform parents of individual decisions on 16th April 2015 by e-mail or second class post.

3(a) Waiting Lists
Where a child is formally refused admission to start in the Reception year group in September 2015, where requested his/her name will be held on a waiting list in ranked order according to the oversubscription criteria. This list will be maintained until the end of the academic year. If a place becomes available within the Published Admission Number this will be offered for the highest ranked child at that time.

3(b) Deferred Entry
Parents of children aged four, but who have not yet reached their fifth birthday have the right to apply for a deferred entry to school. In these circumstances, parents can request that their child start school in the Reception year group at a later stage in the academic year. Parents must complete a Supplementary Information Form (SIF) and include it with their school place application form. However, children must be in full time education by the start of the term following his/her fifth birthday.

3(c) Applications for Retained or Accelerated application
The governors will consider applications on a case by case basis for ‘retained’ or ‘accelerated’ entry in circumstances where parents would like their child to be admitted to a year group either side of the chronological age year group. Children must be of statutory school age when applications are made. The reasons for the request must be fully explained in writing and included with the school place application form. A child admitted under these circumstances will be subject to an annual review in order to determine whether the retention or acceleration should continue or the child return to their chronological age year group.

3(d) Multiple Birth Applications (for example twins)
In the case of multiple birth applications, if the Published Admission Number or admission limit will be breached this number will be increased at the point of allocation to ensure multiple birth siblings can be allocated places at the same school (sibling definition applies).

3(e) Children from Overseas
The Governors will treat applications for children from overseas in strict accordance with the European Union Law or Home Office rules for non-European Economic Area Nationals. Guidance is available on the Department for Education website and applicants are advised to ensure an understanding of these requirements before applying for a school place.

www.education.gov.uk

4. Admission to any Year Group during the 2015/16 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. (see details in section 1b).

The Governors’ Admissions Committee will consider every application on a weekly basis against the admission limit for the year group requested and if necessary apply the oversubscription criteria in order to determine whether a place can be made available. Decisions will be notified to the applicants by second class letter post within 10 school days of receipt of the application.

If there are more applications than places available, the governors will rank them against the published Oversubscription Criteria set out in Part 2 above.

The Governors’ Admissions Committee may refer some in-year admission applications in accordance with the Bath and North East Somerset Local Authority Fair Access
Protocol, where the information provided by an applicant on the school place application form indicates that the child concerned may require additional support or an alternative school provision. Applicants are advised to read the Local Authority Fair Access Protocol document before completing an in-year application form. This document can be downloaded and/or read on the Bath and North East Somerset Local Authority website.

5. Appeals Procedure
Parents have the legal right to appeal against the governors’ decision to refuse a place at Shoscombe Church of England Voluntary Aided Primary School for a child in their care, providing a formal application for a school place has been submitted and a decision letter sent out on behalf of the Governing Body explaining the reasons for refusal. Full details explaining the appeal application process will be enclosed with the decision letter.

An appeal timetable will be published on the school website by 28th February every year. This sets out the timeframe for the various stages in the appeal process and includes statutory dates by which appeals must be heard. The governors do not organise appeal hearings during school holiday periods and any appeal applications received when the school is closed will not be administered until school resumes.

The governors appeal application form must always be completed and submitted to the School Office within 21 school days of the date on the decision refusal letter. An appeal application form may be downloaded from the school website, or obtained from the School Office.

6. Glossary and Definitions:
   i. Looked after children (and previously looked after children)
   In line with the school Admissions code these children are given the highest priority within the oversubscription criteria. The code defines a ‘Looked After’ child as a child who 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 at the time of making an 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 residence order or special guardianship order).

   ii. Siblings
   For the purposes of Admissions, a sibling is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister, a step-brother or sister or children of the same household.

   iii. Parent
   A ‘parent’ in education law includes; Natural parents, whether they are married or not. 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 that person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child.

   iv. Home Address
   The home address is important as school places are allocated on the basis of the home address of each child. A child’s home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child. Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.
v. Distance Measurements
For the purpose of measuring home to school distance, all calculations will be measured using a straight line measurement from the address point of the home to the address point of the school using a Geographical Information System (GIS) method.

vi. Supplementary Information Forms
For categories 2, 3, 5 & 7 a completed supplementary information form (SIF), part A completed by the parent/guardian and part B completed by the vicar/priest/faith leader or church officer must be submitted to the school at the same time as the school place application. Attendance must be evidenced as; at least one parent has attended worship at the church for at least once a month for a minimum of 6 months prior to the time of application.

vii. Children with a Statement of Special Educational Needs
There is a different procedure for the admission to school for children with Statements of Special Educational Needs: This is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing the Statement and consulting parents and the Governing Body of Shoscombe C of E Primary School, before the school is named in the Statement. If the school is named in the Statement the child will be admitted. Wherever possible the place will be offered within the Admission Number for the School.

WIDCOMBE CHURCH OF ENGLAND V.A. JUNIOR SCHOOL

Charter for Excellence: To be an excellent school, with a Christian ethos, where each child can learn the academic, creative, emotional and social skills they need to achieve lifelong fulfilment and success in an ever changing world.

1. General Information

1.1 About our School
Widcombe Church of England Junior School is a Voluntary Aided school and as such, the Governing Body is the Admissions Authority. An Admissions Committee comprising of at least three governors is responsible for taking all admission decisions in connection with children starting in Year 3 at the beginning of the school year, or joining any year group during the school year.

Widcombe C of E Junior School was founded in 1839. The school was provided by the (then) local parish of Lyncombe and Widcombe and continues to work in partnership with the present ecclesiastical parish of Bath, Widcombe and with the Diocese of Bath and Wells. The school vision sets out the aim to be an ‘exceptional school with a Christian ethos’. This is a very important aspect of who we are and what we do. However, it is the governors' policy (and that of the Parish Church) not to discriminate on religious grounds. This is reflected throughout these admission arrangements, which are reviewed on an annual basis.

For more information about our school, please refer to the website and/or contact the school.

1.2 Contact details
See Appendix 3 for further details

1.3 Relevant Documents:
Please read this information before applying for a school place

Important documents which are relevant to school admissions procedure are published on every local authority website. Prospective applicants are strongly advised to research this information via their ‘home’ Local Authority (the area in which the child lives) before proceeding with an application for a school place. Documents of particular importance include:

- The Local Authority Coordinated Admissions Scheme
Don’t forget the closing date - 15 January 2015

- The Composite Prospectus ‘Primary Admissions Guide for Parents’ (this will include detailed information about how to apply for a child to transfer from an Infant school to Year 3 at a Junior school)
- The Local Authority School Transport policy
- Free School Meal Entitlement
- The Local Authority Fair Access Protocol (this document applies only for applications made in connection with a place required during the school year)

1.4 The Published Admission Number (PAN) and Admission limits
A statutory PAN applies for entry to Year 3, which indicates the number of places that will be offered if sufficient applications are received. The Admissions Committee will consider all applications for Year 3 in accordance with these admission arrangements and places will be offered until the PAN is reached. All applications that would lead to the admission of a pupil above the PAN will be refused.

A non-statutory admission limit has been set for all other year groups. This may be adjusted from time to time according to the level of resource available at the school and the preferred year group/class organisation.

The PAN for Year 3 is set at 60
The admission limit applying to years 4 – 6 is 60

2. Over Subscription Criteria
2.1 Where there are more applications than there are places available within the requested year group, the Admissions Committee will apply the following oversubscription criteria for every application received. This will rank applications according to priority and so identify those children for whom a place must be offered within the Published Admission Number, or those who may be offered a place within the admission limit applying at the time.

Applications will be considered for refusal where a place within these limits cannot be provided.

2.2 Before applying the oversubscription criteria, a place will be allocated for any child with a Statement of Special Educational Needs that names Widcombe C of E Junior School as the school the child must attend (The Special Educational Needs Code requires the governors to admit any children with a Statement of Special Educational Needs naming the school, before the consideration of any other applications).

2.3 The Over Subscription Criteria (refer to Part 6 of this document for definitions)
1. A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order
2. Children attending Widcombe Infant School at the time of application who have a sibling at either Widcombe Infant School or Widcombe C of E Junior School who will still be attending either school at the time of admission
3. Children attending Widcombe Infant School at the time of application who do not have a sibling at either Widcombe Infant School or Widcombe C of E Junior School
4. Children who are not attending Widcombe Infant School but have a sibling at either Widcombe Infant School or Widcombe C of E Junior School who will still be attending either school at the time of admission
5. Children living within the Ecclesiastical Parish of Bath, Widcombe at the time of application
6. Children not satisfying a higher criterion

2.4 Applying a distance Measurement and Tie Breaker:
Where the Published Admission Number, or
admission limit is reached part way through any criterion, a straight-line measurement between home and the school will be calculated for every child satisfying that criterion. The distance will be measured using a Geographic Information System method to calculate on an electronic map, the distance ‘between the front door of the child’s permanent home and the main gate of the school’. Places will be offered for those children living nearest to the school until all available places have been allocated.

Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two or more children’s homes and the school are exactly the same. This process will involve the drawing of lots which will be supervised by a person independent of the Admissions Authority.

3. **Transferring to Year 3 in September 2015**

3.1 The procedure for applying to transfer from an Infant School to a Junior School must be coordinated by the home local authority in conjunction with other local authorities and admission authorities as may be necessary. Before applying for a school place, applicants should refer to the 2015 Coordinated Admissions Scheme published by the Local Authority in which area the child subject to the application lives (the home Local Authority). Applicants may also consider referring to information contained in the Local Authority’s ‘primary admissions guide for parents’, which should explain the application process in detail. These documents are available on the home Local Authority’s website or upon request to that Local Authority.

3.2 A suitable application form (referred to as ‘the common application form’) is available from any local authority and this must be submitted directly to the home Local Authority, to arrive no later than 23.59 hours on 15th January 2015.

3.3 The home Local Authority will forward applications directly to the Local Authority in which area the preferred school is located. The Admissions Committee of Widcombe C of E Junior School will be sent all application forms that indicate a preference for the school and will consider these according to the information supplied by the applicant. Where necessary to do so, the committee will apply the oversubscription criteria in order to determine a priority for admission. Applications submitted before the 15th January 2015 deadline will be administered and available places provisionally allocated, before the consideration of any later application.

3.4 The Admissions Committee will notify Bath & North East Somerset Local Authority of their application decisions in accordance with the timetable set out in this authority’s published Coordinated Admissions Scheme. Decisions will be notified by letter post or email, to be sent out on 16th April 2015 by the home Local Authority on behalf of the Widcombe C of E Junior School Admissions Authority. This is in accordance with the School Admissions Code.

4. **Admission to any year group during the 2015/16 school year (in-year admission)**

4.1 Applications for a place during the school year, may be submitted at any time, but will not be administered more than six calendar weeks in advance of a place being required (except in particular circumstances applying for Crown Servant or Service family children - see section 6.4). Applicants must complete the Widcombe C of E Junior School In-year application form and return this directly to the school office. This is available to download from the school website, or a copy can be provided upon request.

4.2 The Admissions Committee will consider applications during term time only and strictly in the order that they are received. Applications that arrive during a school holiday will be held and processed when school resumes. If the Admissions Committee receive
more than one application on the same day for the same year group, they may need to apply the published oversubscription criteria in order to determine a priority for admission where insufficient places exist within the PAN or admission limit applying at that time (see Part 2 – Oversubscription Criteria).

4.3 The non-statutory admission limits (applying to years 4 – 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 whenever deemed necessary in order to reflect the level of resource available for the year group concerned. If the Admissions Committee determines that the admission of a further child would impact on the efficient delivery of education or the efficient use of resources, the application will be refused.

4.4 Applicants will receive a written decision by first class letter post within 10 school days of receipt of the In-year application form, or receipt of any subsequent information (submitted to support the application) where this 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 Admissions Committee decision (see Part 5 of these arrangements).

4.5 Any offer of a place during the school year, will remain open for six calendar weeks from the date of the decision letter. If the child concerned is not on roll and attending before this deadline, the Admissions Committee will consider withdrawing the offer of a place and, where appropriate, reallocating this for another child. This could be for the child ranked highest on the appropriate waiting list at the time, or where no waiting list exists, for a child subject to a more recent application (see Section 6.10 Withdrawing an allocated place).

4.6 Subject to the information provided in support of an application and the circumstances at the school, the Admissions Committee may decide to refer a refused application to the home local authority in order that this authority’s Fair Access Protocol can be applied. This would normally be where a child is deemed to require a higher level of support than can be provided at the school. The Fair Access Protocol will enable a local authority to engage with a family directly and so provide suitable support or an alternative educational placement as soon as possible. Applicants are advised to refer to the appropriate Local Authority Fair Access Protocol before completing an in-year application form. A protocol can be accessed on every Local Authority website but may well vary from area to area.

5. Appeals Procedure

5.1 When any application for a school place is refused, the legal right to appeal against the decision will be offered to the applicant.

5.2 An appeal timetable is published annually on the school website by 28th February. This sets out the timeframe for the various stages in the appeal process and includes statutory dates by which appeals must be heard. Appeal forms relating to a transfer to Year 3 in September, must be submitted in line with the instructions and specified submission deadline set out in the home Local Authority Coordinated Admissions Scheme. An appeal form relating to an In-year application decision may be submitted directly to the school office at any time following the issue of a refusal decision letter.

5.3 The Appeal Form is available to download from the school website or can be collected or sent out from the School Office. This form must be used for all appeals in connection with decisions issued by or on behalf of Widcombe C of E Junior School governors.

5.4 The Admissions Authority will not arrange for appeal hearings to take place during school holidays. Appeal forms received when the school is closed will not be administered until the school resumes.
6. Important Information

6.1 Waiting Lists

The Admissions Committee operates waiting lists for every year group and these are maintained throughout the school year. Where a child is formally refused admission to any year group, parents may request that their child’s name is entered onto the appropriate list. Names are held strictly in ranked order according to the published oversubscription criteria. If a place becomes available within the Published Admission Number or appropriate admission limit, this will be offered for the highest ranked child at that time. Waiting lists shut down and names are removed at the end of each school year.

6.2 Applications for children to enter a year group other than chronological age. Parents may choose to request a place for their child in a year group other than his/her chronological age year group. The Admissions Committee will consider these requests on a ‘case by case’ basis according to the information submitted in support of the request. This should clearly demonstrate the particular needs of the child. For example that; he/she requires some additional support or that there are overwhelming reasons for a gifted and talented child to be taught above his/her age range. If a place cannot be made available in the preferred year group, but can be provided in the chronological age year group, there will be no right of appeal against the Admission Committee’s decision. If the request is refused and an alternative place cannot be made available in the chronological age year group, then the applicant will have the legal right to appeal against the decision to refuse.

Placements secured in year groups other than chronological age will be reviewed on a termly basis and, where appropriate, a decision taken in conjunction with the child’s parents, teaching staff and other professionals as to whether the arrangement should continue or the child be relocated to his/her chronological age year group.

6.3 Multiple birth applications (for example twins)

In the case of multiple birth applications, the Published Admission Number or admission limit will be exceeded, or sometimes increased, to ensure that multiple birth siblings can be allocated places at the same school (the sibling definition set out in section 6.5 applies).

6.4 Children from Overseas

The Admissions Committee will not allocate a place to anyone moving into England from abroad prior to their formal residence in the country. The Admissions Committee will require proof of residency – see section 6.7 ‘home address’. The only exceptions are children of UK Service personnel with a confirmed posting, and other Crown servants (including Diplomats) returning to the local area, whose application may be considered ahead of the child’s arrival in the area. All overseas applications will be considered according to European Union Law or Home Office rules for non-European Economic Area nationals.

6.5 Siblings

For the purpose of school admission, the Admissions Authority definition of a sibling is ‘a child living at the same address as a half or full brother or sister, an adoptive brother or sister, or children of the same household at the time of application and remaining so at the time of admission’.

6.6 Parent

The Admissions Authority have adopted the definition of a ‘parent’ as specified in education law. This 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 that person who looks after the child and with whom the child lives, irrespective of what their relationship is with the child.

6.7 Home Address

For the purposes of school admission the governors’ definition of a child’s home address
is considered to be where the child spends the majority of his/her 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 actual permanent residence 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 the signing of a formal lease agreement in place at the time of application and no more than six weeks ahead of the place being required. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place.

6.8 **Distance Measurements**

For the purpose of measuring home to school distance, all calculations will be based on a straight-line measurement between the main gate of the school and the front door of the child’s permanent home, using a Geographical Information System (GIS) method. In the case of multi-level dwellings such as a block of flats, a distance will be calculated between the main gate of the school and the main entrance to the building and this distance will apply equally for all applicants’ children residing in this building. (refer also to Section 2.4 of these arrangements)

6.9 **Children with a Statement of Special Educational Needs**

A child with a Statement of Special Educational Needs is admitted to school in accordance with a separate process administered by the Local Authority (LA) in whose area the family lives. The governors must always admit a child whose Statement names Widcombe C of E Junior School.

6.10 **Withdrawing an allocated place**

The Admissions Committee will consider withdrawing a place that has been formally offered for a child if he/she is not on roll and attending the school within six calendar weeks of the date of the offer letter. The Admissions Authority may also withdraw the offer of a school place if the child’s home address is subsequently found to be fraudulent and where this address was a factor in reaching the admission decision. No place will be withdrawn without written communication with the original applicant and the opportunity provided to explain the family circumstances.

6.11 **Looked After Child**

A looked after child is a child who 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

6.12 **Catchment map – Ecclesiastical parish of Bath, Widcombe.**

Widcombe C of E Junior School has a defined catchment area that is used to prioritise the offer of school places in the event of oversubscription (refer to 2.3). A copy of a map showing the boundaries of the ecclesiastical parish of Bath, Widcombe is available to view on the school website or at the school office
If you are unsuccessful in your application for a place at a school you have the right to appeal to an Independent Appeal Panel. You will have at least 20 school days from the date of the notification letter within which to prepare and lodge your appeal. Further information concerning how to appeal will be explained in the decision letter. However the decision letter you receive will also give you the reasons or grounds for refusal. This information is important as it determines the type of appeal that would be heard by the Independent Appeal Panel if you decided to lodge a formal appeal. The grounds for refusal by the school’s admission authority could be stated as:

- prejudicing Infant Class Size (sometimes referred to as Infant class size grounds)

and/or

- prejudicing the efficient education and the efficient use of resources (sometimes referred to as normal prejudice grounds)

**INFANT CLASS SIZE APPEALS**

Government legislation means that infant classes (Reception, Year 1 and Year 2) with one teacher cannot contain more than 30 pupils. When considering an appeal for a place in an infant class the independent appeal panel’s task is to review the decision already made. It does not have the flexibility to say that the appellant’s personal circumstances mean that they should have a place at the school if this would take the number of children in the school class over 30. This makes an infant class size appeal different to normal prejudice appeals.

At Infant Class Size Appeals the independent appeal panel can only look at:

- Whether the admission arrangements were lawful
- Whether the admission arrangements were incorrectly applied and your child should have been offered a place.
- Whether it was unreasonable/perverse (in law) to refuse your preference. The appeal panel would need to be satisfied that the decision was so completely absurd / outrageous that no reasonable person, with the same facts, would have made that decision.

Given the extremely limited grounds on which an appeal may be upheld, Infant Class Size Appeals are very rarely successful. Most applicants who have been refused a place at their preferred school consider the refusal to be perverse but as mentioned above the word has a stronger meaning in its legal sense. For example a decision that makes it impossible for an applicant to transport all their family to school on time, or even impossible for them to continue working, is very unlikely to be perverse. The courts have established this.

Parents/carers can find it frustrating when they realise how very limited the powers of the Appeal Panel are when considering Infant Class Size appeals. The information is being drawn to your attention, so you can make an informed decision about whether you wish to appeal or not. The purpose of this information is to explain clearly the role of the Appeal Panel and not in any way discourage you from appealing, which is of course, your legal right if you feel you have grounds to do so. The Appeal Panel decision is binding on all parties ie you, the school and the LA/Admission Authority of the school.

**NORMAL PREJUDICE APPEALS**

In these types of appeals the Independent Appeals Panel will look at the reasons and grounds for refusal by the school’s admission authority. They will consider the schools case and what difficulties the school would face if an additional child were to be admitted and also they will consider all your reasons and circumstances which support your application for the particular school.

The Appeals Panel is not bound by the published admissions criteria and has power to exceed the school’s admission number. The Panel will therefore take into account all reasons for your preference alongside the schools case when considering the normal prejudice appeal. Its decision is binding on all parties ie you, the school and the LA/Admission Authority of the school.

**In all cases an appeal must be made in writing and include:**

- Name, address and date of birth of your child
- Name of preferred school
- Reasons for preference
- Grounds for the appeal
a) Appeals for Community and Voluntary Controlled Schools

The Local Authority is the admission authority for these schools. As mentioned above if you are unsuccessful in your application for a place at a school you will receive further information concerning how to appeal in the decision letter. Brief details are as follows:-

Appeals for these particular types of school should be sent to the Admissions & Transport Section (see address details on Page 6). You will have at least 20 school days from the date of the notification letter that your application was unsuccessful to prepare and lodge your written appeal. As soon as possible you will be informed of the date, time and place at which the Appeal Panel is to meet and you are encouraged to attend and speak.

Please note:

Where places in the forthcoming Reception or Year 3 age group become available after the start of the appeal hearing but before the decisions are made, in line with the co-ordinated admissions scheme, they will be allocated in accordance with the Local Authority’s published criteria to children who have asked to remain on the waiting list or have lodged a formal appeal together with late applications received.

Where places in the forthcoming Reception or Year 3 age group intake become available after meetings of the Appeal Panel in line with the co-ordinated admissions scheme, they will be allocated in accordance with the Authority’s published criteria to children who are on the waiting list or who have lodged a formal appeal together with any late applications received after the formal appeal hearings.

In the event of a school receiving more than one request for any places which may become available the cases may be referred to the Local Authority to apply the admissions criteria.

When an appeal is dismissed there is no automatic right for a second appeal. A second appeal can only be granted if a significant change in circumstances has occurred since the original appeal was heard. A significant change in circumstances would include:-

i) where a sibling link has been created at the preferred school which was not there at the time of the original appeal.

ii) where a change of address has occurred which means the home address is significantly closer to the preferred school.

iii) where new evidence (which could not have been introduced at the time of the original appeal hearing) is introduced and is supported by a letter from a doctor, psychologist, social worker or health visitor.

These notes are intended to act as guidelines for circumstances which may warrant a second appeal. You may also request a second appeal if there are other reasons which you feel should be taken into account and these will be given due consideration.

All requests for a second appeal should be sent to the Admissions & Transport Section (see page 6 for address).

b) Appeals for Academy and Voluntary Aided Schools

Details of the appeals arrangements in respect of such schools can be obtained directly from the schools concerned. However details concerning how to appeal will be explained in the decision letter and you will have at least 20 school days from the date of notification that your application was unsuccessful to prepare and lodge your written appeal.
Sustainable modes of travel to school
Bath & North East Somerset Council is fully committed to promoting walking, cycling and, for longer distances, greater use of buses for the school journey.

When you are thinking about schools you would like your child to attend, please consider the following:

- Children who walk to school are fitter, have better developed social skills, are more familiar with their surroundings, have better road sense and arrive at school more relaxed and ready to learn.
- Walking, cycling or using public transport offers children greater independence and flexibility - which is especially important at a time of change in the nature of the school day, with greater numbers of pupils staying for extra study, extra curricular activities and sport.
- Walking, cycling or using the bus reduces congestion on the roads.
- Consider the cost of driving your child to school. Current figures put the average cost at £535 per year. Unless the school you choose is less than 800 metres from your home (2km for Secondary) you will probably drive your child to school.

Where walking, cycling or public transport are not feasible, car sharing may be an option. This can save time and money and helps cut traffic congestion and air pollution as well as being sociable for children. Car sharing can also reduce the costs for children whose families do not own a car.

Parents who are interested in learning more about their children’s School Travel Plan, or in helping to implement the actions within it, should contact their child’s school.

Assistance with Costs
There can be a number of reasons why a child may qualify for home to school transport. The home address which determines entitlement to transport is the place where the child is normally resident with his or her parent(s). Entitlement differs between primary and secondary aged pupils. Please refer to the sections below for further information.

Distance Qualifications for primary and secondary aged pupils up to 16
The LA will provide free transport between home and school if the school attended is the nearest appropriate one, as designated by the LA, and if the distance between home and that school, when measured by the nearest available walking route, is two miles or more for children aged five to seven years and three miles or more for children aged eight years and above. These distances are referred to in the following paragraphs as “statutory walking distances”. The LA will also provide transport if the school attended is the closest school to your home address and closer than the designated school and the statutory walking distances given above are met. Children starting in reception will be automatically assessed for school transport by the local authority.

Additional Transport for Low Income Families
Transport will be provided:
For children over age eight, but under 11 years of age, who live more than two miles from the nearest school and are in receipt of or entitled to free school meals or their maximum level of working tax credit (with no reduction due to income).

Hazardous Routes
The LA will, exceptionally, provide transport to the nearest appropriate school for a particular pupil who lives within the statutory walking distances after taking into consideration the age of the pupil and the nature of the route, or alternative routes, he or she could reasonably be expected to take. This policy tends to apply in the areas where school children, accompanied as necessary, would be faced with negotiating narrow, winding country lanes with no pedestrian provision. Children starting in reception and year 7 will be automatically assessed for school transport by the local authority.

Transport on Medical Grounds
In exceptional circumstances home to school transport may be provided on medical grounds, to enable pupils to attend their designated area school even though they may live within the statutory walking distance from the school. The Health Authority or your General Practitioner will need to supply details of the child’s medical needs.
Denominational Transport
From September 2014 the Council agreed a phased withdrawal of subsidised home to school transport services for new starters attending denominational schools from September 2014 who would not qualify under other home to school policy subsets, (e.g. as a low income family) save in the case of children with siblings currently at the school. This option would not affect students who currently attend the school, only new pupils joining after September 2014.

With effect from September 2007 the Council Executive introduced a charge for denominational transport. For September 2015 the charge is £50 per term (based on a 6 term year). For families paying for more than one child under the denominational transport scheme, the second and third child will pay 50% of the costs up to a maximum of three children, this will be reviewed annually in line with other Local Authority charging policies. The charges will not be applied retrospectively and an exemption is made for low income families in receipt of free school meals or their maximum level of Working Tax Credit (with no reduction due to income).

When making an application to travel under Denominational Transport you may also be asked to provide a copy of the child’s baptismal certificate.

Sibling Definition
A sibling refers to children who are:
- brother or sister or half brother or sister;
- adopted brother or sister;
- step brother or sister;
- the child of the parent/carer’s partner, and in every case the child should be living in the same family unit at the same address.

Children with an older sibling in receipt of subsidised transport to a denominational school before August 2014 will continue to receive subsidised transport if in future they attend the same school.

Fare Paying Passenger Transport
If your child is not entitled to transport under the above policies he/she may be able to take up a spare seat on a hired vehicle only (this does not include public bus services), if one is available, on payment of the termly charge determined by the LA. However, it must be emphasised that before making your application, it is of vital importance that you understand that seats either may not be available at all or once offered can be withdrawn at short notice (normally one month) if:
- a child entitled to free transport requires a seat on the vehicle
- it becomes possible to reduce the size of the vehicle provided for passengers entitled to free transport
- the vehicle is no longer required for passengers entitled to free transport and the service is withdrawn altogether.

Please note:
- Each request for assistance with Home to School Transport is considered on an individual basis and the reasons given will be carefully considered. Full details of the LA’s transport policy is available to view on the Authorities website.

Behaviour on transport
Children travelling on the LA’s transport are expected to conform to the accepted code of behaviour which applies in the school. Any breach will be dealt with by the school.

Summary
Remember that you may only qualify for free transport if your child is attending the nearest appropriate school.

Home to School Transport Appeals Process
Local authorities have to have in place a review/appeals procedure for parents should they wish to complain about the service or disagree with the decision not to allocate their child travel support. The appeals process has two stages:

Stage 1 – officer assessment
A parent has 20 working days from receipt of the LA’s decision not to offer transport to make a written request for a review. Within 20 working days of receipt of the parent’s request, a senior officer will review the original decision and send the parents a
detailed reasons letter. If the parent is not satisfied with this decision, they can escalate the matter to Stage Two.

**Stage 2 – appeal to independent panel**

If the parent wishes to appeal against this decision, they have 20 working days to submit a request for appeal. This request is referred to Democratic Services who will set up an appeal hearing within 40 working days. The panel will consist of 3 members who have been trained in the law and policy regarding home-to-school transport. Panel members are volunteers and are independent of the authority. Their role is to ensure a balance is achieved between meeting the needs of parents and the local authority and that road safety requirements are complied with.

**The appeal hearing process**

The hearing process will follow the same pattern as those for admission appeals which is based on a court model. We aim to ensure that the appeal process is conducted in a transparent and fair manner and that both parties feel they have been able to put their case and have been listened to.

Approximately 14 days before the hearing, the parents will be sent an invitation to attend the hearing. They will be asked to send information and evidence in support of their appeal. Democratic Services will collate these papers together with any submissions from the authority and about 7 days before the hearing, the papers will be sent out to both parties and to the Panel.

All papers are treated as confidential and hearings are held in private. If parents are unable to attend, the case will be heard in their absence.

At the hearing, the chair of the Panel will introduce all the parties and explain the role of the Panel and their powers.

The hearing will then proceed in the following order:

- The LA representative will explain why assistance with transport has not been provided
- The parents and panel may ask questions of the LA representative
- The parent will be invited to explain why they want assistance with transport.
- The Panel can ask questions on what the parent has stated.
- Both parties will be given the chance to sum up.
- The parent and LA representative will leave the room and the hearing is concluded.

**Decision – making**

After the hearing, the Panel will make their decision. They will consider all the evidence, both written and oral, from both parties. In particular, they will consider:

- Whether the LA’s published Home-to-School transport policy was applied correctly when the decision to refuse help with transport was made.
- Whether the Stage 1 procedure was followed correctly.
- Whether providing transport for the child in question would be an effective and efficient use of Council resources
- Whether the case made by the parents and their circumstances outweighs the considerations above

The Panel make their decision on the evidence and circumstances presented on the day and concerning the individual child in question. If the appeal is upheld, parents need to understand that there is no guarantee that siblings would also be eligible for free transport in the future.

The Panel’s decision is final and binding on both parties. There is a right of complaint to the Local Ombudsman but only if the complainants consider that there was a failure to comply with the procedural rules or if there are any other irregularities in the way the appeal was handled. If the complainant considers the decision was flawed on public law grounds, the complainant may apply for judicial review. The Panel’s decision and their reasons will be contained in a letter sent to both parties within 5 days of the hearing.
Charges for school activities
The Education Reform Act 1988 requires LAs and school governing bodies to have a charging policy and ensure it is kept up to date.
Bath & North East Somerset’s Charging Policy is as follows:
- parents may be charged for instrumental music tuition
- parents may be charged for residential visits to Field Study Centres and Camps
Governing bodies of individual schools can decide whether or not to make these charges. Details of individual governing bodies’ charging policies are available from each school.

Free Meals and Milk in schools
Free School Meals
- From 1st September 2014 onwards, all pupils in Reception, Year 1 and Year 2, in state funded schools in England will qualify for universal infant free school meals.

Registration is required for all primary aged pupils (including those in Reception, Year 1 and Year 2) for free school meals if you are in receipt of qualifying benefits. Registration will attract additional funding for your child’s school for Pupil Premium (£1,300 for primary pupils for the financial year 2014/15). Please visit GOV.UK for more information about Pupil Premium Funding for schools. For registration and further details please call the Free School Meals Team helpline on 01225 394317 or visit www.bathnes.gov.uk/freeschoolmeals

Milk in Schools
- The LA provides free of charge and on each school day, a carton of milk to all pupils under the age of five. Responsibility for providing this milk stops on the day the pupil has his/her fifth birthday.

Schools have the option of running their own scheme for pupils over the age of five for which they are able to make a charge.

Welfare and Discipline
The Local Authority has a duty to ensure that all children and young people are in receipt of an education. As part of this work the Children Missing Education Service (CMES) will check that the children who have been offered places at each school have taken them up. If after checking with other schools in the authority it is unclear whether a child is attending school, the CMES will contact parents to discuss what alternative arrangements have been made for the child’s education. To help us in this work please would you inform the Admissions Team if you decide before September not to take up the offer of a school place. After September you should inform the school. You can contact the CMES on 01225 394241 or by email at CMES@bathnes.gov.uk

Welfare
The welfare of children in schools is primarily the concern of the staff and headteacher of the school. If any problems become acute, the school may involve a Children Missing Education Officer. At all times you are kept informed and fully consulted.

Discipline
Discipline is a matter for the headteacher and governors of the school. All schools must have a written policy and this must be referred to in the school’s prospectus. A copy of the school’s policy will be made available to you if you wish to see it.

Parents Service
Service Standards
- All applications assessed and processed according to specified timescales, which are reconsidered and published annually to maintain and improve levels of service to parents, pupils and schools.
- Customer satisfaction survey issued annually for appeals to ensure that the process is fair and efficiently run.
- Up-to-date information kept on number and type of applications received per year for inclusion in national figures.
- All visitors of the office seen by one of the Admissions & Transport team within 10 minutes.
- All children using school services provided or arranged by the council will have a safe generic pick-up and drop-off point and be transported in vehicles that have been safety checked and have seatbelts.
Appendix 1

Academic Year 2014/15. Details of on time applications for Infant, Junior and Primary Schools and details of offers made including the last category offered under the admissions criteria if school oversubscribed.

<table>
<thead>
<tr>
<th>School</th>
<th>1st, 2nd &amp; 3rd Preferences</th>
<th>Admission No</th>
<th>Places offered and where applicable preferences refused for 2014/15</th>
<th>Pattern for 2013/14</th>
<th>Pattern for 2012/13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy of Trinity Primary</td>
<td>42</td>
<td>30</td>
<td>30 places offered up to Category F - furthest direct line distance in this category 1.747 miles. 1 preference refused</td>
<td>32 places offered following breach of admission numbers</td>
<td>31 places offered following breach of admission number</td>
</tr>
<tr>
<td>Bathampton Primary</td>
<td>111</td>
<td>30</td>
<td>30 places offered up to Category C - furthest direct line distance in this category 0.797 miles. 23 preferences refused</td>
<td>22 offers made</td>
<td>30 places offered up to Category E - furthest direct line distance in this category 3.871 miles. 2 preferences refused</td>
</tr>
<tr>
<td>Batheaston Primary</td>
<td>81</td>
<td>30</td>
<td>31 places offered up to Category C as a permitted exception - furthest line distance in this category 0.564 miles. 8 preferences refused</td>
<td>29 offers made</td>
<td>30 places offered up to Category C - furthest direct line distance in this category 0.725 miles. 14 preferences refused</td>
</tr>
<tr>
<td>Bathford Primary</td>
<td>47</td>
<td>30</td>
<td>23 places offered</td>
<td>22 offers made</td>
<td>30 places offered up to Category E - furthest direct line distance in this category 0.547 miles. 5 preferences refused</td>
</tr>
<tr>
<td>Bathwick St Mary VA Primary</td>
<td>81</td>
<td>30</td>
<td>30 places offered up to Category 4 - furthest direct line distance in this category 1.075 miles. 13 preferences refused</td>
<td>30 places offered up to Category 4 - including Category 4. 11 preferences refused</td>
<td>30 places offered up to Category 7 - furthest direct line distance in this category 0.369 miles. 4 preferences refused</td>
</tr>
<tr>
<td>Bishop Sutton Primary</td>
<td>37</td>
<td>21</td>
<td>Admission Number breached 23 places offered</td>
<td>19 offers made</td>
<td>14 places offered</td>
</tr>
<tr>
<td>Cameley Primary</td>
<td>26</td>
<td>20</td>
<td>13 places offered</td>
<td>13 offers made</td>
<td>16 places offered</td>
</tr>
<tr>
<td>Camerton Primary</td>
<td>12</td>
<td>10</td>
<td>6 places offered</td>
<td>4 offers made</td>
<td>7 places offered</td>
</tr>
<tr>
<td>Castle Primary</td>
<td>60</td>
<td>45</td>
<td>37 places offered</td>
<td>40 offers made</td>
<td>30 places offered up to Category D - furthest direct line distance in this category 0.23 miles. 5 preferences refused</td>
</tr>
<tr>
<td>Chandag Infants</td>
<td>133</td>
<td>60</td>
<td>60 places offered up to Category C - furthest direct line distance in this category 1.227 miles. 4 preferences refused.</td>
<td>60 places offered up to Category D - furthest direct line distance in this category 1.167 miles. 7 preferences refused.</td>
<td>60 places offered</td>
</tr>
<tr>
<td>Chandag Junior</td>
<td>59</td>
<td>68</td>
<td>59 places offered</td>
<td>62 offers made</td>
<td>56 places offered</td>
</tr>
<tr>
<td>School</td>
<td>1st, 2nd &amp; 3rd Admis-</td>
<td>Places offered and where applicable preferences refused for 2014/15</td>
<td>Pattern for 2013/14</td>
<td>Pattern for 2012/13</td>
<td></td>
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<tr>
<td>-----------------------------</td>
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</tr>
<tr>
<td>Chew Magna Primary</td>
<td>38</td>
<td>15 places offered</td>
<td>11 offers made</td>
<td>13 places offered</td>
<td></td>
</tr>
<tr>
<td>Chew Stoke VA Primary</td>
<td>54</td>
<td>27 places offered</td>
<td>23 offers made</td>
<td>25 places offered up to Category C - furthest direct line distance in this category 1.183 miles. 9 preferences refused</td>
<td></td>
</tr>
<tr>
<td>Clutton Primary</td>
<td>20</td>
<td>16 places offered</td>
<td>11 offers made</td>
<td>21 places offered</td>
<td></td>
</tr>
<tr>
<td>Combe Down Primary</td>
<td>113</td>
<td>60 places offered up to Category C - furthest direct line distance in this category 1.334 miles. 4 preferences refused</td>
<td>60 places offered up to Category C - furthest direct line distance in this category 1.383 miles. 4 preferences refused</td>
<td>56 places offered up to Category C - furthest direct line distance in this category 0.645 miles. 9 preferences refused</td>
<td></td>
</tr>
<tr>
<td>East Harptree Primary</td>
<td>21</td>
<td>9 places offered</td>
<td>15 offers made</td>
<td>15 places offered up to and including Category D. 1 preference refused</td>
<td></td>
</tr>
<tr>
<td>Farmborough Primary</td>
<td>41</td>
<td>15 places offered</td>
<td>15 offers made</td>
<td>6 places offered</td>
<td></td>
</tr>
<tr>
<td>Farrington Gurney Primary</td>
<td>25</td>
<td>10 places offered</td>
<td>15 places offered up to Category E - furthest direct line distance in this category 1.172 miles. 1 preference refused</td>
<td>14 places offered</td>
<td></td>
</tr>
<tr>
<td>Freshford Primary</td>
<td>43</td>
<td>23 places offered up to Category C - furthest direct line distance in this category 1.583 miles. 5 preferences refused</td>
<td>16 offers made</td>
<td>20 places offered up to Category E - furthest direct line distance in this category 3.914 miles. 1 preference refused</td>
<td></td>
</tr>
<tr>
<td>High Littleton Primary</td>
<td>53</td>
<td>26 places offered</td>
<td>22 offers made</td>
<td>20 places offered up to Category C - furthest direct line distance in this category 0.835 miles. 3 preferences refused</td>
<td></td>
</tr>
<tr>
<td>Longvernal Primary</td>
<td>21</td>
<td>16 places offered</td>
<td>20 offers made</td>
<td>15 places offered</td>
<td></td>
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<tr>
<td>Marksbury Primary</td>
<td>27</td>
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<tr>
<td>Midsomer Norton Primary</td>
<td>83</td>
<td>36 places offered</td>
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<tr>
<td>Moorlands Infants</td>
<td>98</td>
<td>46 places offered</td>
<td>59 offers made</td>
<td>55 places offered</td>
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</tr>
<tr>
<td>Moorlands Junior</td>
<td>73</td>
<td>70 places offered</td>
<td>47 offers made</td>
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<td></td>
</tr>
<tr>
<td>Newbridge Primary</td>
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<td>60 places offered up to Category C - furthest direct line distance in this category 0.672 miles. 7 preferences refused</td>
<td>60 places offered up to Category D - furthest direct line distance in this category 0.502 miles. 9 preferences refused</td>
<td>60 places offered up to Category C - furthest direct line distance in this category 0.445 miles. 18 preferences refused</td>
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</tr>
<tr>
<td>Oldfield Park Infants</td>
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<td>60 places offered up to Category C - furthest direct line distance in this category 0.802 miles. 5 preferences refused</td>
<td>60 places offered up to Category D - furthest direct line distance in this category 0.565 miles. 21 preferences refused</td>
<td>82 places offered</td>
<td></td>
</tr>
<tr>
<td>Oldfield Park Junior</td>
<td>94</td>
<td>60 places offered up to Category C - furthest direct line distance in this category 0.616 miles. 10 preferences refused</td>
<td>59 offers made</td>
<td>58 places offered</td>
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<tr>
<td>School</td>
<td>1st, 2nd &amp; 3rd Preferences</td>
<td>Admission No</td>
<td>Places offered and where applicable preferences refused for 2014/15</td>
<td>Pattern for 2013/14</td>
<td>Pattern for 2012/13</td>
</tr>
<tr>
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<td>--------------</td>
<td>---------------------------------------------------------------------</td>
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<tr>
<td>Paulton Infants</td>
<td>86</td>
<td>90</td>
<td>75 places offered</td>
<td>71 offers made</td>
<td>55 places offered</td>
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<tr>
<td>Paulton Junior</td>
<td>56</td>
<td>60</td>
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<td>59 offers made</td>
<td>50 places offered</td>
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<tr>
<td>Peasedown St John Primary</td>
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<td>75</td>
<td>72 places offered</td>
<td>62 offers made</td>
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<tr>
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<td>8</td>
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<td>6 places offered</td>
<td>9 offers made</td>
<td>15 places offered</td>
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<tr>
<td>St Andrew’s VA Primary</td>
<td>42</td>
<td>30</td>
<td>27 places offered</td>
<td>17 offers made</td>
<td>24 places offered</td>
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<td>St John’s Primary, Keynsham</td>
<td>107</td>
<td>30</td>
<td>30 places offered up to Category C - furthest direct line distance in this category 0.283 miles. 14 preferences refused</td>
<td>30 places offered up to Category D - furthest direct line distance in this category 0.302 miles. 23 preferences refused</td>
<td>30 places offered up to Category D - furthest direct line distance in this category 0.297 miles. 17 preferences refused</td>
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<tr>
<td>St John’s VA Primary, MN</td>
<td>78</td>
<td>60</td>
<td>50 places offered</td>
<td>60 offers made</td>
<td>57 places offered</td>
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<tr>
<td>St John’s VA Primary, Bath</td>
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<td>45</td>
<td>45 places offered up to Category 14 - furthest direct line distance in this category 0.445 miles. 5 preferences refused</td>
<td>45 places offered up to and including Category 10. 14 preferences refused</td>
<td>45 places offered up to Category 9 - furthest direct line distance in this category 0.471 miles. 18 preferences refused</td>
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<td>St Julian’s Primary</td>
<td>34</td>
<td>16</td>
<td>16 places offered</td>
<td>16 places offered up to Category E - furthest direct line distance in this category 2.977 miles. 1 preferences refused</td>
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<tr>
<td>St Keyna Primary</td>
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<td>24 offers made</td>
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<td>St Martin’s Garden Primary</td>
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<td>45</td>
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<tr>
<td>St Mary’s Primary, Timsbury</td>
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<td>30 places offered up to Category C - furthest direct line distance in this category 0.531 miles. 1 preference refused</td>
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</tr>
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<td>St Mary’s Primary, Writhlington</td>
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<td>20</td>
<td>13 places offered</td>
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<tr>
<td>St Mary’s VA Primary, Bath</td>
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<td>30</td>
<td>30 places offered up to and including Category 7. 7 preferences refused</td>
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<td>30 places offered up to Category 3 - furthest direct line distance in this category 3.635 miles. 8 preferences refused</td>
</tr>
<tr>
<td>St Michael’s Junior</td>
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<td>60</td>
<td>37 places offered</td>
<td>42 offers made</td>
<td>43 places offered</td>
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<tr>
<td>St Nicholas Primary</td>
<td>59</td>
<td>40</td>
<td>40 places offered up to Category C - furthest direct line distance in this category 2.945 miles. 3 preferences refused</td>
<td>36 offers made</td>
<td>35 places offered</td>
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<tr>
<td>St Philip’s Primary</td>
<td>84</td>
<td>40</td>
<td>40 places offered</td>
<td>40 places offered up to Category D - furthest direct line distance in this category 1.116 miles. 1 preferences refused</td>
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</tr>
<tr>
<td>St Saviour’s Infants</td>
<td>99</td>
<td>60 Breached to 90</td>
<td>73 places offered</td>
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<td>40 places offered</td>
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<tr>
<td>School</td>
<td>1st, 2nd &amp; 3rd Preferences</td>
<td>Admission No</td>
<td>Places offered and where applicable preferences refused for 2014/15</td>
<td>Pattern for 2013/14</td>
<td>Pattern for 2012/13</td>
</tr>
<tr>
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<tr>
<td>St Saviour's Junior</td>
<td>71</td>
<td>90</td>
<td>75 places offered</td>
<td>54 offers made</td>
<td>54 places offered</td>
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<tr>
<td>St Stephen's VA Primary</td>
<td>101</td>
<td>60</td>
<td>60 places offered up to Category 4 - furthest direct line distance in this category 1.823 miles.</td>
<td>60 places offered up to Category 4 - furthest direct line distance in this category 0.489 miles.</td>
<td>60 places offered up to Category 4 - furthest direct line distance in this category 0.378 miles.</td>
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<tr>
<td>Saltford Primary</td>
<td>116</td>
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<td>60 places offered up to Category C - furthest direct line distance in this category 1.114 miles.</td>
<td>47 offers made</td>
<td>60 places offered up to Category E - furthest direct line distance in this category 2.029 miles.</td>
</tr>
<tr>
<td>Shoscombe VA Primary</td>
<td>23</td>
<td>20</td>
<td>13 places offered</td>
<td>4 offers made</td>
<td>11 places offered</td>
</tr>
<tr>
<td>Southdown Infants</td>
<td>62</td>
<td>45</td>
<td>43 places offered</td>
<td>43 offers made</td>
<td>28 places offered</td>
</tr>
<tr>
<td>Southdown Junior</td>
<td>44</td>
<td>45</td>
<td>39 places offered</td>
<td>26 offers made</td>
<td>30 places offered</td>
</tr>
<tr>
<td>Stanton Drew Primary</td>
<td>12</td>
<td>10</td>
<td>4 places offered</td>
<td>7 offers made</td>
<td>6 places offered</td>
</tr>
<tr>
<td>Swainswick Primary</td>
<td>30</td>
<td>12</td>
<td>9 places offered</td>
<td>12 places offered up to Category E - furthest direct line distance in this category 1.302 miles.</td>
<td>10 places offered</td>
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<tr>
<td>Twerton Infants</td>
<td>46</td>
<td>60</td>
<td>41 places offered</td>
<td>52 offers made</td>
<td>40 places offered</td>
</tr>
<tr>
<td>Ubley Primary</td>
<td>23</td>
<td>12</td>
<td>13 places offered</td>
<td>9 offers made</td>
<td>11 places offered</td>
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<tr>
<td>Weston all Saints Primary</td>
<td>162</td>
<td>90</td>
<td>90 places offered up to Category C - furthest direct line distance in this category 0.875 miles.</td>
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<td>90 places offered</td>
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<tr>
<td>Whitchurch Primary</td>
<td>89</td>
<td>30</td>
<td>30 places offered up to Category C - furthest direct line distance in this category 0.855 miles.</td>
<td>30 places offered up to Category E - furthest direct line distance in this category 0.663 miles.</td>
<td>30 places offered up to Category E - furthest direct line distance in this category 0.599 miles.</td>
</tr>
<tr>
<td>Widcombe Infants</td>
<td>190</td>
<td>60</td>
<td>60 places offered up to Category C - furthest direct line distance in this category 0.646 miles.</td>
<td>60 places offered up to Category D - furthest direct line distance in this category 0.680 miles.</td>
<td>60 places offered up to and including Category C.</td>
</tr>
<tr>
<td>Widcombe VA Junior</td>
<td>82</td>
<td>60</td>
<td>60 places offered up to and including Category 5.</td>
<td>60 places offered up to and including Category 6.</td>
<td>60 places offered up to and including Category C.</td>
</tr>
</tbody>
</table>

- **Breached to 13**: The school's admission number is higher than the number of places offered. This could indicate that the school is oversubscribed.

- **Preference Refused**: The number of preferences refused for each school's admission criteria.
### Timetable for Co-ordinated Reception Admissions to Infant and Primary Schools and for Y3 Admissions to a Junior school for September 2015

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closing date for all applications</td>
<td>15 January 2015</td>
</tr>
<tr>
<td>The LA sends a report of applications received to other LA’s on</td>
<td>30 January 2015</td>
</tr>
<tr>
<td>The LA sends a report of applications received to all schools including Academy/Voluntary Aided schools.</td>
<td>6 February 2015</td>
</tr>
<tr>
<td>Academy/Voluntary Aided schools send lists of the pupils to be offered and/or refused places at their schools in priority order to Bath &amp; North East Somerset LA.</td>
<td>By 6 March 2015</td>
</tr>
<tr>
<td>The LA to inform other LAs of the initial outcome of applications made by their residents for schools within Bath and North East Somerset LA.</td>
<td>By 27 March 2015</td>
</tr>
<tr>
<td>All schools informed by LA of all final offers up to the Admissions Number together with details of refusals for over subscribed schools.</td>
<td>13 April 2015</td>
</tr>
<tr>
<td>Offers of a school place made to parents including offers on behalf of Academy/Voluntary Aided schools within Bath and North East Somerset.</td>
<td>16 April 2015</td>
</tr>
<tr>
<td>Parents reply to offers made by</td>
<td>30 April 2015</td>
</tr>
<tr>
<td>LA to inform schools of offers accepted by</td>
<td>14 May 2015</td>
</tr>
<tr>
<td>Details of late applications, on time applicants still seeking a place at their preferred schools and of places not accepted following the initial allocations made, to be exchanged with Academy/Voluntary Aided Schools and other LAs as necessary as far as possible between 16 January 2015 and 8 May 2015, to enable a second round of allocations to be made for all schools week commencing the 18 May 2015.</td>
<td>Appeals</td>
</tr>
</tbody>
</table>
### List of Primary Schools and Admission Numbers for the 2015/2016 Academic Year

<table>
<thead>
<tr>
<th>School Name</th>
<th>Status</th>
<th>Admission No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy of Trinity Primary</td>
<td>Academy</td>
<td>30</td>
</tr>
<tr>
<td>Woodborough Lane, Radstock, Bath BA3 3DE</td>
<td>4-11</td>
<td>Ms P Rahman-Hart</td>
</tr>
<tr>
<td>Telephone Mendip 01761 438650</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax 01761 438653</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email <a href="mailto:office@academyoftrinity.com">office@academyoftrinity.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bathampton Primary</td>
<td>Community</td>
<td>30</td>
</tr>
<tr>
<td>Tyning Road, Bathampton, Bath, BA2 6TQ</td>
<td>4-11</td>
<td>Mr P Falkus</td>
</tr>
<tr>
<td>Telephone Bath 01225 465229</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax Bath 01225 423637</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email <a href="mailto:bathampton_pri@bathnes.gov.uk">bathampton_pri@bathnes.gov.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Batheaston C. of E. Primary</td>
<td>Voluntary Controlled</td>
<td>30</td>
</tr>
<tr>
<td>School Lane, Northend, Bath, BA1 7EP</td>
<td>4-11</td>
<td>Ms S Webber</td>
</tr>
<tr>
<td>Telephone Bath 01225 858555</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax Bath 01225 852893</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email <a href="mailto:batheaston_pri@bathnes.gov.uk">batheaston_pri@bathnes.gov.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bathford C. of E. Primary</td>
<td>Voluntary Controlled</td>
<td>30</td>
</tr>
<tr>
<td>Dovers Park, Bathford, Bath, BA1 7UB</td>
<td>4-11</td>
<td>Mr M Stone</td>
</tr>
<tr>
<td>Telephone Bath 01225 858776</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email <a href="mailto:bathford_pri@bathnes.gov.uk">bathford_pri@bathnes.gov.uk</a></td>
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</tr>
<tr>
<td>Bathwick St. Mary C. of E. Primary</td>
<td>Voluntary Aided</td>
<td>30</td>
</tr>
<tr>
<td>Darlington Road, Bath, BA2 6NN</td>
<td>4-11</td>
<td>Mr K Burnett</td>
</tr>
<tr>
<td>Telephone Bath 01225 465654</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax Bath 01225 484289</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email <a href="mailto:bathwickstmary_pri@bathnes.gov.uk">bathwickstmary_pri@bathnes.gov.uk</a></td>
<td></td>
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</tr>
<tr>
<td><a href="http://www.bathwick-st-mary.bathnes.net">www.bathwick-st-mary.bathnes.net</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bishop Sutton Primary</td>
<td>Community</td>
<td>21</td>
</tr>
<tr>
<td>Bishop Sutton, Bristol, BS39 5XD</td>
<td>4-11</td>
<td>Ms M Fredrickson</td>
</tr>
<tr>
<td>Telephone Chew Magna 01275 33 2817</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax 01275 332918</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email <a href="mailto:bishopsutton_pri@bathnes.gov.uk">bishopsutton_pri@bathnes.gov.uk</a></td>
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</table>

▲ This school has a Local Authority Nursery Class
<table>
<thead>
<tr>
<th>School Name</th>
<th>Status</th>
<th>Age Range</th>
<th>Admission No.</th>
<th>Tel No.</th>
<th>Fax No.</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cameley C. of E. Primary</td>
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<td>4-11</td>
<td>20</td>
<td>01761 452644</td>
<td></td>
<td><a href="mailto:cameley_pri@bathnes.gov.uk">cameley_pri@bathnes.gov.uk</a></td>
</tr>
<tr>
<td>Camerton Church Primary</td>
<td>Voluntary Controlled</td>
<td>4-11</td>
<td>10</td>
<td>01761 470759</td>
<td></td>
<td><a href="mailto:camerton_pri@bathnes.gov.uk">camerton_pri@bathnes.gov.uk</a></td>
</tr>
<tr>
<td>Castle Primary</td>
<td>Community</td>
<td>4-11</td>
<td>60</td>
<td>0117 986 4489</td>
<td></td>
<td><a href="mailto:Castle_pri@bathnes.gov.uk">Castle_pri@bathnes.gov.uk</a></td>
</tr>
<tr>
<td>Chandag Infant</td>
<td>Community</td>
<td>4-7</td>
<td>60</td>
<td>0117 986 4129</td>
<td></td>
<td><a href="mailto:chandag_inf@bathnes.gov.uk">chandag_inf@bathnes.gov.uk</a></td>
</tr>
<tr>
<td>Chandag Junior</td>
<td>Community</td>
<td>7-11</td>
<td>68</td>
<td>0117 986 3614</td>
<td></td>
<td><a href="mailto:chandag_jun@bathnes.gov.uk">chandag_jun@bathnes.gov.uk</a></td>
</tr>
<tr>
<td>Chew Magna Primary</td>
<td>Community</td>
<td>4-11</td>
<td>15</td>
<td>01275 332409</td>
<td></td>
<td><a href="mailto:chewmagna_pri@bathnes.gov.uk">chewmagna_pri@bathnes.gov.uk</a></td>
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ØØ This school is federated with St Julian’s CofE Primary School and Shoscombe CofE Primary School
Don't forget the closing date - 15 January 2015

<table>
<thead>
<tr>
<th>School Name</th>
<th>Status</th>
<th>Age Range</th>
<th>Admission No.</th>
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<tbody>
<tr>
<td>Chew Stoke Church Primary</td>
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<tr>
<td>Combe Down C. of E. Primary</td>
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<td>4-11</td>
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<td>East Harptree C. of E. Primary</td>
<td>Voluntary Controlled</td>
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<td>Farmborough C. of E. Primary</td>
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<td>20</td>
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<tr>
<td>Farrington Gurney C. of E. Primary</td>
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<tr>
<td>Freshford C. of E. Primary</td>
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</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Tel No.</th>
<th>Fax No. / Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Lane, Chew Stoke, Bristol, BS40 8UY</td>
<td>01275 332354</td>
<td><a href="mailto:office@chewstokeacademy.org">office@chewstokeacademy.org</a>, <a href="http://www.chewstokeacademy.org">www.chewstokeacademy.org</a></td>
</tr>
<tr>
<td>Station Road, Clutton, Bristol, BS39 5RA</td>
<td>01761 452510</td>
<td><a href="mailto:clutton_pri@bathnes.gov.uk">clutton_pri@bathnes.gov.uk</a></td>
</tr>
<tr>
<td>Summer Lane, Combe Down, Bath, BA2 5JX</td>
<td>01225 840324</td>
<td><a href="mailto:combedown_pri@bathnes.gov.uk">combedown_pri@bathnes.gov.uk</a></td>
</tr>
<tr>
<td>Church Lane, East Harptree, Bristol, BS40 6BD</td>
<td>01761 221492</td>
<td><a href="mailto:eastharptree_pri@bathnes.gov.uk">eastharptree_pri@bathnes.gov.uk</a></td>
</tr>
<tr>
<td>Church Lane, Farrington Gurney, Bristol, BS39 6TY</td>
<td>01761 470714</td>
<td><a href="mailto:farringtongurney_pri@bathnes.gov.uk">farringtongurney_pri@bathnes.gov.uk</a></td>
</tr>
<tr>
<td>Freshford, Bath, BA2 7WE</td>
<td>01225 723331</td>
<td><a href="mailto:freshford_pri@bathnes.gov.uk">freshford_pri@bathnes.gov.uk</a></td>
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<tr>
<th>Address</th>
<th>Tel No.</th>
<th>Fax No. / Email Address</th>
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<tbody>
<tr>
<td></td>
<td>Telephone Mendip 01761 452510</td>
<td><a href="mailto:clutton_pri@bathnes.gov.uk">clutton_pri@bathnes.gov.uk</a></td>
</tr>
<tr>
<td></td>
<td>Telephone 01225 840324</td>
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</tr>
<tr>
<td></td>
<td>Telephone/Fax No Mendip 01761 221492</td>
<td><a href="mailto:eastharptree_pri@bathnes.gov.uk">eastharptree_pri@bathnes.gov.uk</a></td>
</tr>
<tr>
<td></td>
<td>Telephone Mendip 01761 470714</td>
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</tr>
<tr>
<td></td>
<td>Telephone Bath 01225 723331</td>
<td><a href="mailto:freshford_pri@bathnes.gov.uk">freshford_pri@bathnes.gov.uk</a></td>
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<tr>
<td></td>
<td>Telephone Bath 01225 723331</td>
<td><a href="mailto:freshford_pri@bathnes.gov.uk">freshford_pri@bathnes.gov.uk</a></td>
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### A Primary School for your Child 2015-2016

Don’t forget the closing date - 15 January 2015 Be on time - apply on-line

<table>
<thead>
<tr>
<th>School Name</th>
<th>Status</th>
<th>Admission No. 2015/2016</th>
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<tbody>
<tr>
<td><strong>High Littleton C. of E. Primary</strong></td>
<td>Academy</td>
<td>20</td>
</tr>
<tr>
<td>Church Hill, High Littleton, Bristol, BS39 5HF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone Mendip 01761 470622</td>
<td>4-11</td>
<td></td>
</tr>
<tr>
<td>Email <a href="mailto:highlittleton_pri@bathnes.gov.uk">highlittleton_pri@bathnes.gov.uk</a></td>
<td>Mr G Griffith</td>
<td></td>
</tr>
<tr>
<td><strong>Longvernal Primary</strong></td>
<td>Community</td>
<td>25</td>
</tr>
<tr>
<td>Clapton Road, Midsomer Norton, Bath, BA3 2LP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone/Fax No 01761 412777</td>
<td>4-11</td>
<td></td>
</tr>
<tr>
<td>Email <a href="mailto:longvernal_pri@bathnes.gov.uk">longvernal_pri@bathnes.gov.uk</a></td>
<td>Ms J Richardson</td>
<td></td>
</tr>
<tr>
<td><strong>Marksbury C. of E. Primary</strong></td>
<td>Voluntary Controlled</td>
<td>15</td>
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<tr>
<td>Marksbury, Bath, BA2 9HS</td>
<td>4-11</td>
<td></td>
</tr>
<tr>
<td>Telephone/Fax Mendip 01761 470628</td>
<td>Mrs L Taylor</td>
<td></td>
</tr>
<tr>
<td>Email <a href="mailto:marksbury_pri@bathnes.gov.uk">marksbury_pri@bathnes.gov.uk</a></td>
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</tr>
<tr>
<td><strong>Midsomer Norton Primary</strong></td>
<td>Community</td>
<td>45</td>
</tr>
<tr>
<td>High Street, Midsomer Norton, Bath, BA3 2DR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone Midsomer Norton 01761 412289</td>
<td>4-11</td>
<td></td>
</tr>
<tr>
<td>Fax 01761 415896</td>
<td>Mr D Knollys</td>
<td></td>
</tr>
<tr>
<td>Email <a href="mailto:midsomernorton_pri@bathnes.gov.uk">midsomernorton_pri@bathnes.gov.uk</a></td>
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<tr>
<td><strong>Moorlands Infant</strong></td>
<td>Community</td>
<td>60</td>
</tr>
<tr>
<td>Moorfields Road, Bath, BA2 2DQ</td>
<td>4-7</td>
<td></td>
</tr>
<tr>
<td>Telephone Bath 01225 422556</td>
<td>Mrs C Griffin</td>
<td></td>
</tr>
<tr>
<td>Fax 01225 463056</td>
<td></td>
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<tr>
<td>Email <a href="mailto:moorlands_inf@bathnes.gov.uk">moorlands_inf@bathnes.gov.uk</a></td>
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<tr>
<td><strong>Moorlands Junior</strong></td>
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<tr>
<td>Chantry Mead Road, Bath, BA2 2DE</td>
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<td></td>
</tr>
<tr>
<td>Telephone Bath 01225 421912</td>
<td>Mrs C Griffin</td>
<td></td>
</tr>
<tr>
<td>Fax 01225 425848</td>
<td></td>
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<tr>
<td>Email <a href="mailto:moorlands_jun@bathnes.gov.uk">moorlands_jun@bathnes.gov.uk</a></td>
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<tr>
<td><strong>Newbridge Primary</strong></td>
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</tr>
<tr>
<td>Charmouth Road, Bath, BA1 3LL</td>
<td>4-11</td>
<td></td>
</tr>
<tr>
<td>Telephone Bath 01225 421675</td>
<td>Mr K Hancock</td>
<td></td>
</tr>
<tr>
<td>Fax 01225 339606</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email <a href="mailto:newbridge_jun@bathnes.gov.uk">newbridge_jun@bathnes.gov.uk</a></td>
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</tbody>
</table>

▲ This school has a Local Authority Nursery Class

### Contact Information

- **School Name**: A Primary School for your Child 2015-2016
- **Address**: Various addresses as listed above
- **Tel No.**: Various telephone numbers as listed above
- **Fax No. / Email Address**: Various fax numbers and email addresses as listed above
<table>
<thead>
<tr>
<th>School Name</th>
<th>Status</th>
<th>Admission No. 2015/2016</th>
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<tbody>
<tr>
<td>Oldfield Park Infant</td>
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<tr>
<td>Oldfield Park Junior</td>
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<tr>
<td>Paulton Infant</td>
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<tr>
<td>Paulton Junior</td>
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<td>Peasedown St. John Primary</td>
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<tr>
<td>Pensford Primary</td>
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<tr>
<td>St. Andrew’s C. of E. Primary</td>
<td>Voluntary Aided</td>
<td>30</td>
</tr>
</tbody>
</table>

**Notes:**

▲ This school has a Local Authority Nursery Class

✽ There is a proposal to increase the admission number to 75 which is being considered by the school adjudicator
**St. John’s C. of E. Primary**
Charlton Park, Keynsham, Bristol, BS31 2NB
Telephone Bristol 0117 986 3824
Fax 0117 986 9943
Email stjohnskeynsham_pri@bathnes.gov.uk

**St. John’s C. of E. Primary**
Redfield Road, Midsomer Norton, Bath BA3 2JN
Telephone Midsomer Norton 01761 412019
Fax 01761 414914
Email stjohnsmsn_pri@bathnes.gov.uk

**St. John’s Catholic Primary**
Oldfield Lane, Bath, BA2 3NR
Telephone Bath 01225 303990
Fax 01225 303998
Email stjohnsbath_pri@bathnes.gov.uk

**St. Julian’s C. of E. Primary**
Wellow, Bath, BA2 8QS
Telephone Bath 01225 833143
Email stjuliants_pri@bathnes.gov.uk

**St. Keyna Primary**
Monmouth Road, Keynsham, Bristol BS31 2JP
Telephone Bristol 0117 986 3852
Fax 0117 986 4980
Email stkeyna_pri@bathnes.gov.uk

**St. Martins Garden Primary**
Lympsham Green, Odd Down, Bath, BA2 2UN
Telephone Bath 01225 832112
Fax 01225 833101
Email stmartins_pri@bathnes.gov.uk

---

▲ This school has a Local Authority Nursery Class
Ø Ø This school is federated with Camerton Church Primary School and Shoscombe CofE Primary School
✽ There is a proposal to increase the admission number to 60 which is being considered by the school adjudicator

---

*Be on time - apply online*
<table>
<thead>
<tr>
<th>School Name</th>
<th>Status</th>
<th>Admission No.</th>
<th>Address</th>
<th>Age Range</th>
<th>Tel No.</th>
<th>Fax No. / Email Address</th>
<th>Headteacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Mary’s C. of E. Primary</td>
<td>Voluntary Controlled</td>
<td>30</td>
<td>Lansdown View, Timsbury, Bath, BA2 0JR</td>
<td>4-11</td>
<td>Telephone Mendip 01761 470245</td>
<td>Fax 01761 479044</td>
<td>Ms A Brown</td>
</tr>
<tr>
<td>St. Mary’s C. of E. Primary</td>
<td>Voluntary Controlled</td>
<td>20</td>
<td>Old Road, Writhlington, Radstock, Bath BA3 3NG</td>
<td>4-11</td>
<td>Telephone/Fax No Mendip 01761 434548</td>
<td>Fax 01761 479044</td>
<td>Mrs S Jones</td>
</tr>
<tr>
<td>St. Mary’s Catholic Primary</td>
<td>Voluntary Aided</td>
<td>30</td>
<td>Penn Hill Road, Weston, Bath, BA1 4EH</td>
<td>4-11</td>
<td>Telephone Bath 01225 429030</td>
<td>Fax 01225 319012</td>
<td>Mr A Brennan</td>
</tr>
<tr>
<td>St. Michael’s C. of E. Junior</td>
<td>Voluntary Controlled</td>
<td>60</td>
<td>Newton Road, Twerton, Bath, BA2 1RW</td>
<td>7-11</td>
<td>Telephone Bath 01225 421888</td>
<td>Fax 01225 481617</td>
<td>Mr D Goucher</td>
</tr>
<tr>
<td>St. Nicholas’ C. of E. Primary</td>
<td>Voluntary Controlled</td>
<td>40</td>
<td>Kilmersdon Road, Radstock, Bath, BA3 3QG</td>
<td>4-11</td>
<td>Telephone 01761 432101</td>
<td>Fax 01761 436232</td>
<td>Ms N Smith</td>
</tr>
<tr>
<td>St. Philip’s C. of E. Primary</td>
<td>Voluntary Controlled</td>
<td>40</td>
<td>Bloomfield Rise, Bath, BA2 2BN</td>
<td>4-11</td>
<td>Telephone Bath 01225 837946</td>
<td>Fax 01225 835815</td>
<td>Mr A Joy</td>
</tr>
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Don't forget the closing date - 15 January 2015
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<th>School Name</th>
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<tr>
<td><strong>St. Saviours C. of E. Infant</strong></td>
<td>Voluntary Controlled</td>
<td>4-7</td>
<td>60</td>
</tr>
<tr>
<td>Spring Lane, Larkhall, Bath, BA1 6NY</td>
<td>Telephone Bath 01225 313928</td>
<td></td>
<td>Mr E Harker</td>
</tr>
<tr>
<td></td>
<td>Fax 01225 339210</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email <a href="mailto:stsaviours_inf@bathnes.gov.uk">stsaviours_inf@bathnes.gov.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Web <a href="http://www.st-saviours-inf.bathnes,sch.uk">www.st-saviours-inf.bathnes,sch.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>St. Saviours C. of E. Junior</strong></td>
<td>Voluntary Controlled</td>
<td>7-11</td>
<td>60</td>
</tr>
<tr>
<td>Brookleaze Place, Larkhall, Bath, BA1 6RB</td>
<td>Telephone Bath 01225 310137</td>
<td></td>
<td>Mr K O'Shea</td>
</tr>
<tr>
<td></td>
<td>Fax 01225 338684</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email <a href="mailto:stsaviours_jun@bathnes.gov.uk">stsaviours_jun@bathnes.gov.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>St. Stephen's C. of E. Primary</strong></td>
<td>Voluntary Aided</td>
<td>4-11</td>
<td>60</td>
</tr>
<tr>
<td>Richmond Place, Lansdown, Bath, BA1 5PZ</td>
<td>Telephone/Fax No Bath 01225 311665</td>
<td></td>
<td>Mr A Bowman</td>
</tr>
<tr>
<td></td>
<td>Email <a href="mailto:ststephens_pri@bathnes.gov.uk">ststephens_pri@bathnes.gov.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Saltford C. of E. Primary</strong></td>
<td>Voluntary Controlled</td>
<td>4-11</td>
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<tr>
<td>Claverton Road, Saltford, Bristol, BS31 3DW</td>
<td>Telephone Saltford 01225 872185</td>
<td></td>
<td>Mr B Rennie</td>
</tr>
<tr>
<td></td>
<td>Email <a href="mailto:saltford_pri@bathnes.gov.uk">saltford_pri@bathnes.gov.uk</a></td>
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</tr>
<tr>
<td><strong>Shoscombe C. of E. Primary</strong></td>
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<td>4-11</td>
<td>20</td>
</tr>
<tr>
<td>St. Julian's Road, Shoscombe, Bath, BA2 8NB</td>
<td>Telephone Mendip 01761 432479</td>
<td></td>
<td>Mr W Poirot</td>
</tr>
<tr>
<td></td>
<td>Email <a href="mailto:shoscombe_pri@bathnes.gov.uk">shoscombe_pri@bathnes.gov.uk</a></td>
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<tr>
<td><strong>Southdown Infant</strong></td>
<td>Community</td>
<td>4-7</td>
<td>45</td>
</tr>
<tr>
<td>Mount Road, Southdown, Bath, BA2 1LG</td>
<td>Telephone Bath 01225 424950</td>
<td></td>
<td>Ms S Adams</td>
</tr>
<tr>
<td></td>
<td>Fax 01225 310051</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email <a href="mailto:southdown_inf@bathnes.gov.uk">southdown_inf@bathnes.gov.uk</a></td>
<td></td>
<td></td>
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▲ This school has a Local Authority Nursery Class
Ø Ø This school is federated with Camerton Church Primary School and St Julian’s CoE Primary School
* There is a proposal for Southdown Infant and Southdown junior to amalgamate and become an all through Primary School from 13th April 2015. If approved the school will have an Admission Number of 60.

Be on time - apply on-line
Don’t forget the closing date - 15 January 2015

<table>
<thead>
<tr>
<th>School Name</th>
<th>Status</th>
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<tr>
<td>Southdown Junior</td>
<td>Community</td>
<td>45</td>
</tr>
<tr>
<td>Mount Road, Southdown, Bath, BA2 1LG</td>
<td>7-11</td>
<td>Mr M Bradley (Acting)</td>
</tr>
<tr>
<td>Telephone Bath 01225 424761</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax 01225 334181</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email <a href="mailto:southdown_jun@bathnes.gov.uk">southdown_jun@bathnes.gov.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stanton Drew Primary</td>
<td>Community</td>
<td>10</td>
</tr>
<tr>
<td>Stanton Drew, Bristol, BS39 4EQ</td>
<td>4-11</td>
<td>Ms M Fredrickson</td>
</tr>
<tr>
<td>Telephone/Fax No Chew Magna 01275 332820</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email <a href="mailto:stantondrew_pri@bathnes.gov.uk">stantondrew_pri@bathnes.gov.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Swainswick C. of E. Primary</td>
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<td>12</td>
</tr>
<tr>
<td>Innox Lane, Upper Swainswick, Bath BA1 8DB</td>
<td>4-11</td>
<td>Mrs L Cripps</td>
</tr>
<tr>
<td>Telephone Bath 01225 859279</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax 01225 851204</td>
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<tr>
<td>Twerton Infant</td>
<td>Community</td>
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<tr>
<td>Poolemead Road, Twerton, Bath, BA2 1QR</td>
<td>4-7</td>
<td>Mr P Mattausch Burrows</td>
</tr>
<tr>
<td>Telephone Bath 01225 423526</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax 01225 314745</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email <a href="mailto:twerton_inf@bathnes.gov.uk">twerton_inf@bathnes.gov.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ubley C. of E. Primary</td>
<td>Voluntary Controlled</td>
<td>12</td>
</tr>
<tr>
<td>Ubley, Bristol, BS40 6PJ</td>
<td>4-11</td>
<td>Ms V Reyes (Acting)</td>
</tr>
<tr>
<td>Telephone Mendip 01761 462654</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax 01761 463317</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email <a href="mailto:ubley_pri@bathnes.gov.uk">ubley_pri@bathnes.gov.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Welton Primary</td>
<td>Community</td>
<td>28</td>
</tr>
<tr>
<td>Radstock Road, Midsomer Norton, Bath BA3 2AG</td>
<td>4-11</td>
<td>Mr J Snell</td>
</tr>
<tr>
<td>Telephone Midsomer Norton 01761 413131</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email <a href="mailto:welton_pri@bathnes.gov.uk">welton_pri@bathnes.gov.uk</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Westfield Primary</td>
<td>Community</td>
<td>60</td>
</tr>
<tr>
<td>Longfellow Road, Radstock, Bath, BA3 3XX</td>
<td>4-11</td>
<td>Mr S Mills</td>
</tr>
<tr>
<td>Telephone Midsomer Norton 01761 413662</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax 01761 419976</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email <a href="mailto:westfield_pri@bathnes.gov.uk">westfield_pri@bathnes.gov.uk</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

▲ This school has a Local Authority Nursery Class

✽ Refer to bottom of page 95
School Name | Address | Status | Age Range | Admission No. 2015/2016
--- | --- | --- | --- | ---
Weston All Saints C. of E. Primary | Broadmoor Lane, Weston, Bath, BA1 4JR | Voluntary Controlled | 4-11 | 90
Telephone Bath 01225 421786
Fax 01225 447336
Email westonallsaints_pri@bathnes.gov.uk

Whitchurch Primary | Bristol Road, Whitchurch, Bristol, BS14 0PQ | Community | 4-11 | 30
Telephone Whitchurch 01275 833593
Fax 01225 837318
Email whitchurch_pri@bathnes.gov.uk

Widcombe Infant | Archway Street, Bath, BA2 4JG | Community | 4-7 | 60
Telephone/Fax No Bath 01225 421998
Email widcombe_inf@bathnes.gov.uk

Widcombe C. of E. Junior | Pulteney Road, Bath, BA2 4JG | Voluntary Aided | 7-11 | 60
Telephone/Fax No Bath 01225 310139
Email widcombe_jun@bathnes.gov.uk

Appendix 4

**Mainstream schools with Resource Bases for Primary Age children Academic Year 2015/2016**

<table>
<thead>
<tr>
<th>School</th>
<th>No. of Places</th>
<th>Age Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>St Martins Primary School, Bath</td>
<td>Margaret Coates Centre</td>
<td>12</td>
</tr>
</tbody>
</table>
For pupils with Autism

| St Michael’s C. of E. Junior School, Bath | | 8 | 7-11 |
For pupils with Emotional, Behavioural & Social difficulties

| Weston All Saints C. of E. Primary School, Bath | | 6 | 4-11 |
For pupils with a Hearing Impairment
### Special Schools for Primary Age Children Academic Year 2015/2016

<table>
<thead>
<tr>
<th>School</th>
<th>Status</th>
<th>Age Range</th>
<th>No. of Places*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Aspire Academy</strong></td>
<td>Academy</td>
<td>4-16 years</td>
<td>Mr C Cattanach</td>
</tr>
<tr>
<td>Frome Road, Odd Down, Bath BA2 5RF</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone 01225 832212</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email <a href="mailto:the_link@bathnes.gov.uk">the_link@bathnes.gov.uk</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>For pupils with Emotional, Behavioural &amp; Social difficulties</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **Fosse Way School**        | Academy         | 3-19 years| Mr J Philcox  |
| Longfellow Road, Midsomer Norton |                 |           |               |
| Bath BA3 4BL                 |                 |           |               |
| Telephone 01761 412198       |                 |           |               |
| Email office@fossewayschool.com |                 |           |               |
| For pupils with complex learning difficulties | | | |

| **Three Ways School, Bath** | Academy         | 2-19 years| Mrs J Dyer    |
| 180 Frome Road, Odd Down, Bath BA2 5RF |                 |           |               |
| Telephone 01225 838070         |                 |           |               |
| Email enquiries@threeways.co.uk |                 |           |               |
| For pupils with complex learning difficulties | | | |

* The Local Authority commission places in negotiation with the schools on an annual basis.
A Primary School for your Child

QUESTIONNAIRE ON THE BOOKLET  ‘A PRIMARY SCHOOL FOR YOU CHILD’

● Was it easy to find the information you needed? Please circle
easy / satisfactory / difficult

● Is the layout easy to read and follow?
Yes / No
If No please say how it could be improved:
............................................................................................................................................................
............................................................................................................................................................
............................................................................................................................................................

● Is there any additional information you wish to be included in this booklet?
Please state:
............................................................................................................................................................
............................................................................................................................................................
............................................................................................................................................................

● Are there any parts of the booklet you did not understand?
Please state:
............................................................................................................................................................
............................................................................................................................................................
............................................................................................................................................................

● Are there any words or phrases you did not fully understand?
Please state:
............................................................................................................................................................
............................................................................................................................................................
............................................................................................................................................................

● Are there any other comments you would like to make?
Please state:
............................................................................................................................................................
............................................................................................................................................................

Please return with your preference form.

DP 501 A Primary School for your Child in Bath & North East Somerset 2015/2016
A Primary School for your Child

ADMISSIONS APPLICATIONS DISABILITY MONITORING FROM

We want to ensure that all parents/carers have the same opportunity to participate fully in everything that needs to happen to find a school placement for their child. In order to do this we would be grateful if you would complete this form and return it to the address below.

Please complete this form about yourself and not your child.

DEFINITION OF DISABILITY

A person has a disability if he or she has a physical or mental impairment which has a substantial and long term effect on his/her ability to carry out normal day to day activities.

Using the definition above, do you consider yourself to be disabled?  Yes ( ) No ( )

Please tick

Do you have a disability which would prevent you:-

- Completing forms?  Yes ( ) No ( )
- Writing or expressing your views?  Yes ( ) No ( )
- Attending meetings?  Yes ( ) No ( )

The information on this form is for monitoring purposes only and there is therefore no need to give your name. If, however, you feel it would be helpful to us to know that you have a disability, please give us your name and the name of your child as given on the application form and his/her date of birth.

Your name....................................................................................................................................................

Please print

Name of child ............................................................ D.O.B...........................................

as on application form

Thank you for taking the time to complete this form. The answers you have given will be used to help us to monitor our service to you and to make improvements to the service we provide where necessary.

This form should be returned to:
Admissions & Transport Unit, PO Box 25, Riverside, Temple Street, Keynsham, Bristol. BS31 1DN.

DP 501 A Primary School for your Child in Bath & North East Somerset 2015/2016
ADMISSIONS APPLICATIONS ETHNIC GROUP MONITORING FORM

We want to ensure that all parents/carers have the same opportunity to participate fully in everything that needs to happen to find a school placement for their child. In order to do this we would be grateful if you would complete this form and return it to the address below.

Please complete this form about yourself and not your child.

This form is not part of the application and will be used for monitoring purposes only after places have been allocated.

What is your ethnic group?

Please choose one section from A to E, then tick as appropriate to indicate your ethnic group.

A White
- British ( )
- Irish ( )
- Any other White background, please write in .................................................................

B Mixed / Dual Background
- White and Black British ( )
- White and Black Caribbean ( )
- White and Black African ( )
- White and Asian ( )
- Any other Mixed background, please write in ..................................................................

C Asian or Asian British
- Indian ( )
- Pakistani ( )
- Bangladeshi ( )
- Any other Asian background, please write in ..................................................................

D Black or Black British
- Caribbean ( )
- African ( )
- Any other Black background, please write in ..................................................................

E Chinese
- Chinese ( )
- Any other background, please write in ..........................................................................

This form should be returned to:
Admissions & Transport Unit, PO Box 25, Riverside, Temple Street, Keynsham, Bristol. BS31 1DN.

DP 501 A Primary School for your Child in Bath & North East Somerset 2015/2016
Deciding on a school preference for my child.

What do I need to do to apply for a school place for my child?

1. Decide which schools you would like to consider to make an application for your child to attend.

2. Read the information about those schools in this booklet. You may also want to read other information about those schools from their Ofsted reports etc. You can read this information on line at the Ofsted website www.ofsted.gov.uk or the school may be able to give you a summary of the report.

3. Visit the schools you prefer and ask any questions about things you may wish to know.

4. Check the admissions criteria in the booklet for each school you prefer. You need to check to see if you are likely to gain a place. This is very important as some schools decide their own admissions criteria.

5. When you have all the information you want, decide the order in which to place the schools you prefer. Please consider your preferences carefully as after the closing date any changes made will be dealt with as a late application and your original application will be withdrawn. Your child would then not be considered for a school place in the first round of allocations made in April. You do not have to express a preference for more than one school but you are recommended to do so as this will increase your chances of being offered a place at one of the schools you prefer. Stating up to three preferences will in no way reduce the chance of being offered your 1st preference school.

6. Make your application and submit it by the closing date.

This information is given in far more detail in the booklet. Please take time to read it as it will help you to make your application.

Parents/Carers - does your child have additional educational needs?

Can we help you to work with schools to help your child?

The Parent Partnership service offers information, advice and support to parents of children with Special Educational Needs.

For further information, about how the Parent Partnership Service can help you, or to become a volunteer Independent Parental Supporter, please contact Parent Partnership Service Helpline 01225 394382 Email: parent_partnerships@bathnes.gov.uk
A Primary School for your Child
in Bath and North East Somerset
2015/2016

including application form