



## Freshford Church School 2021 / 2022 School Admission Arrangements

These Admission Arrangements reflect the statutory requirements of the 2014 Department for Education School Admissions Code and the 2012 School Admissions Appeals Code ([www.education.gov.uk](http://www.education.gov.uk)). The administrative practices described in these arrangements are designed to be fair and reasonable and are administered by an Admissions Committee comprising of the School governors. All data submitted in connection with a school admission application is handled according to the requirements of the General Data Protection regulation UK (2018).

They apply for all admission applications received in connection with the 2021/ 2022 school year: Starting school in September 2021 (the 'normal' admissions round') and 'In-Year' applications to join the school during the year.

Objections relating to the statutory compliance, fairness or reasonableness of published Admission Arrangements should initially be raised with the School Office, but may be lodged with the Education Funding Agency where the matter is not resolved locally.

The administrative practices described in these arrangements are designed to be fair and reasonable and the information provided is intended to explain clearly :

- How to apply for a place at Freshford Church School
- How the Admissions Authority administers admission applications
- How to appeal against a decision to refuse admission

Freshford Church School is part of the Bath & Wells Multi-Academy Trust which constitutes the statutory Admissions Authority for the school. The day to day administration of admission applications and decision making is delegated to an Admissions Committee comprising of at least three members of the school's Local Governing Board. Please contact the school if you would like to discuss these Admission Arrangements or your particular requirements in more detail:

**Freshford Church School**  
**High Street**  
**Freshford**  
**Bath, BA2**  
**7WE**  
**Tel: 01225 723331/e mail : [office@freshford.bwmat.org](mailto:office@freshford.bwmat.org)**  
**Headteacher : Andrew Wishart**

**Chair of Governors : Clare Ford**



## INTRODUCTION – ABOUT OUR SCHOOL

Freshford Church School is a creative Learning environment where we work with energy and enthusiasm, embrace life's challenges and seek emotional and spiritual fulfilment.

We are proud of our ethos, founded on the Christian values of Compassion, Kindness, Honesty, Forgiveness, Trust, Thankfulness, Service, Resilience and Hope. With these tools, we know our children are well placed to influence and change the world for the better.

We inspire our children to be at the centre of their own learning by questioning, thinking hard, being challenged, heard and given time to try new and different ways. We are committed to equal opportunities and promoting the welfare and safety of all children.

We are situated in the heart of the village of Freshford, on the southern edge of our local authority of Bath & North East Somerset, with many of our children coming from both Wiltshire and Somerset addresses. We are a one form entry village school with an award winning modern two storey addition to the original Victorian building. Within the main building, there are 5 classrooms two rooms for 1:1 small group teaching and a recently upgraded library space which is also used for teaching groups and meetings.

The school maintains close links with a number of local churches, particularly, St Peter's Church, Freshford, and the wider village community.

## Important reference documents

**Important information which is published by local authorities applies to some areas of the school admissions procedure.**

If you are considering submitting an application for your child to start or transfer school you are advised to refer to your **home** local authority's website. Documents of particular importance for families living within the Bath and North East Somerset (B&NES) Local Authority area include:

- B&NES LA Coordinated Admissions Scheme(s)
- B&NES Composite Prospectus (this will include detailed information about how to apply for your child to transfer from Infant to Junior school)
- B&NES LA School Transport policy
- B&NES Fair Access Protocol (this document only applies for In-Year applications to join the school **during** the academic year)

[www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools](http://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools)



## How to make an application for a child to start school for the first time in the Reception year

Freshford Church School is part of the Bath and North East Somerset's (B&NES) Co-ordinated Admissions Scheme. All applications for admission for a Reception place must be submitted to your **home** Local Authority (LA) by the published closing date, **15<sup>th</sup> January 2021**. B&NES LA will forward to the school all applications for Freshford Church School and the Admissions Committee of the Governing Body/Trust will rank applications against the school's admission criteria should they be oversubscribed. The ranked list will then be returned to the Local Authority under the co-ordinated admissions scheme and they will make a single offer of a place on the published offer date on 16 April 2021.

## Published Admissions Number

Freshford Church School has a Published Admission Number (PAN) of 20, which indicates the maximum number of places that will be offered if sufficient applications are received. A non-statutory admission limit applies for all year groups other than Reception, which is set and periodically reviewed by the school governors according to the level of resource available to support the year group concerned.

The governors' Admissions Committee will consider all admission applications in accordance with these admission arrangements and places will be offered until the Published Admission Number or agreed admission limit is reached. Applications will be refused when all available places have been offered.

## Special Educational Needs

The Special Educational Needs Code of Practice requires the Admission Authority to admit any children with an Educational Health and Care Plan (EHCP) or with a Statement of Special Educational Needs naming (Name of School) School. Children with an Educational Health and Care Plan will be dealt with through the SEND 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 or Educational Health and Care and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a school is named on a Statement or Educational Health and Care Plan 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 wish to transfer their child from a setting named in the Education Health and Care Plan must seek approval to do so via the Local Authority that issued the plan before applying for an In-Year transfer.



## Admissions Criteria

In the event of over-subscription (i.e. more applicants than available places) applications will be ranked in accordance with the following criteria, given in order of priority. The over-subscription criteria will also be applied to rank children's names on a waiting list. To be considered under the following criteria, parents must have named the school as a preference.

### Priority A

Children in Public Care (a 'Looked After Child') or a child who was previously Looked After but immediately after being Looked After became subject to an adoption, child arrangement order, or special guardianship order. A Looked After child is a child who, at the time of application, is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22 (1) of the Children Act 1989 applies)

### Priority B

- 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 it is their **closest** school and for whom there will be a sibling in attendance on the admission date at the preferred school.

(Siblings are defined as children who are brother or sister; half brother or sister; adopted brother or sister; step brother or sister; the child of the parent/carers partner; and in every case the child should be living in the same family unit at the same address.

### Priority C

- Children who live within the 1.5 mile radius\* of the school and within the parishes of Freshford, Limpley Stoke and Hinton Charterhouse
- Children who live outside the 1.5 mile radius\* of the school but for whom it is their **closest** school

### Priority D

- Children of staff at the school, in either or both of the following circumstances: a) Where the member of staff\* has been employed by the school for two or more years at the time at which the application for admission to the school is made, and/or b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. Staff parents who apply to the Local Authority for a Reception place must also complete Supplementary Information Form C available from the school website. (\*a member of staff is defined as full time and part time, teaching and non-teaching staff employed at Freshford Church School).



## Priority E

Children not satisfying any of the criteria above.

### Over Subscription criteria

When applications within the above categories exceed the number of places available, priority will be given to children who live nearest the school;

If it is necessary to use a tie breaker to distinguish between two or more applications, a distance criterion will be used. Priority would be given to those 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 as defined by the Local Land and Property Gazetteer (LLPG) using the Local Authority's Geographic Information System (GIS) computerised mapping system.

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 would be used for any such cases.

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.

### Multiple Births

In the event of a 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 school will breach the admission number to allow these children to be offered places. In the case of schools where there would normally 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.

### Home Address

The child's normal permanent home address where he or she lives with his or her parents or legal guardians for more than 2.5 school days per week 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 the appropriate documentary evidence should be sent to the LA and received by the **closing date** in accordance with the published dates. 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<sup>th</sup> January before the LA has sent details of applications to other councils, it will be considered in the first round of applications. **In all cases, it is the responsibility of the applicant to make sure that the LA has received the documentary evidence.**



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.
- Child benefit paperwork if in receipt.
- 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 or Crown Servants returning from overseas, with a confirmed posting to the area an official letter declaring the relocation date and a Unit postal address or quartering area address should be provided.

The Admissions Authority reserves the right to investigate home addresses and may ask applicants to supply further evidence of the home address. This may include Council Tax, Electoral Roll, Utility Bills, GP registration, and Child Benefit records.

#### **Intentionally misleading or false information**

Should the Admission Authority become aware that a place was secured for a child at the school on the basis of misleading or false information it will withdraw the offer, or where a child has already started to attend the school may remove the child from the school roll. The circumstances of the case will be fully discussed with the parent and the admission application will be considered afresh, taking account of any new information.

#### **Deferred entry to Reception**

While a child is below compulsory school age, the parent/carer may choose to defer his/her child's entry to school until later in the school year. However, he/she cannot defer beyond the point at which the child reaches statutory school age or beyond the start of the last term in the school year (the school operates on the basis of a six term year).



### **Admission of children outside their normal age group**

The Admissions Committee 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 their chronological age group. The reasons for the request must be fully explained and included with the application form.

A parent of a 'summer born' child entitled to start school in September 2021 may choose to delay his/her entry to school until September 2022, where the parent(s) considers this arrangement to be in the best educational interests of the child. The parent(s) may request to apply for reception in September 2022 rather than Year 1. However, there may be a risk attached to this approach. Although the Local Governing Body may agree to a new application being submitted for a Reception place in September 2022, there can be no indication given as to whether a place will be available until the 2022 'normal' admissions round is complete. The following process will apply.

The parent must submit an application to the home local authority during the 2021 'normal' admission round, making it clear in the text box on the application form that he/she wishes to request to delay the child's entry until September 2022. Where the intention is for the child to start within the 2022 reception cohort, this must be clearly stated on the form. The Local Governing Body/Trust will formally note the parent'(s) instruction and will consider the request.

If a request to delay is approved, parents/carers will have their application withdrawn and effectively, the child will no longer be part of the 2021 'normal' admission round. Parents will then need to make a new application as part of the main admissions round for the following year in September 2022.

Where the Local Governing Body/Trust indicates willingness to accept an application from a child placed out of year group, this will not guarantee a place at the preferred school as any application will have to be made with the admissions round for the year in which the child is starting school and considered against the published admission criteria.

Where a parent delays a child's entry until 2022 and then decides that he/she should join year 1 rather than reception, he/she will need to make an In-Year application within six school weeks of the place being required.

### **Late applications for Reception places**

Local authorities must coordinate 'normal round' reception applications until 31 August 2021, for children starting school in September 2021. However, if an application is submitted to the home local authority after the application deadline of 23.59 hours on 15 January 2021, it will be considered as a 'late' application and will not be administered until all on time applications have been processed, at which point there may no longer be a place available at the school.



Any late applicants 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 school will be informed of any late applications received.

### In Year Admissions ( all applications for existing year groups )

The In-Year application form is available to download from the School website. This may be completed and submitted directly to the school at any time and will be administered within six school weeks of the place being required. However (in accordance with statutory requirement), if the application relates to a child of a Service family or the parent is a Crown Servant returning from overseas, the application may be considered further in advance providing an official letter is provided with the application, which confirms a relocation date and a Unit postal address or quartering area address.

On receipt of the signed and dated In-Year Application Form, the Admission Authority will determine whether a place can be made available within the required year group without prejudicing ***'the efficient delivery of education or the efficient use of resources'***. The admission decision will be notified to the applicant in writing within ten school days of receipt of the In- Year Application Form.

The In-Year application will usually be submitted for the year group associated with the child's age (the relevant year), however, a parent may apply for a different year group if he/she feels this would be in the best educational interests of the child concerned. In these circumstances, the application must be accompanied with as much information as possible to support the case for 'retaining' or 'accelerating' the child. It is then for the Admissions Committee to consider the application according to the circumstances of the case and determine what would be educationally most appropriate for the child concerned. If an application for a retained or accelerated placement is refused, the Admission Authority will consider whether a place can be offered in the relative age year group. The parent has the right to appeal the decision where a place cannot be offered at the school. Retained and accelerated places secured through the in-year admissions process will be reviewed annually.

Where a place is offered, the parent will be asked to confirm acceptance in writing (by letter or email) within ten school days of receipt of the offer letter, following which the place will remain available for the remainder of six school weeks from the date of this letter. If the child concerned is not attending school within this school six-week time frame, the Admission Authority reserves the right to withdraw the offer.

Each local authority must publish an In-Year Fair Access Protocol (FAP) setting out criteria to help identify and support children who are not on the roll of any school and who cannot secure a school place via the In-Year admissions process. The Admissions Committee will consider all refused applications (where the child is not on the roll of any school at the time of application) against the criteria set out in the B&NES Local Authority FAP. If the child concerned satisfies any of the published criteria, the refused In-Year application will be referred to the local authority, which may then decide to engage with the family in order to provide support and help identify a suitable educational placement. The applicant's right of appeal against the decision to refuse admission still applies.





If a child is the subject of a Local Authority Education Health and Care Plan which names a particular school, his/her parent should consult the local authority that issued the EHCP **before** applying for the child to change school via the In- Year admissions process.

## Right of appeal

The administration of school admission appeals is subject to statutory procedure set out in the 2012 School Admission Appeals Code issued by the Department for Education. A parent whose child is refused admission to the school is legally entitled to lodge an appeal against this decision with an independent appeal panel. The refusal letter issued by the Admission Authority will explain how to complete this process using the Appeal Form which is available to download from the school website, or from the School Office

The Admission Authority is required to publish an Appeals Timetable on the school website before 28 February each year. This sets out the statutory time frame within which an appeal must be heard as well as the administrative timeframe within which the Admission Authority will process any appeal lodged with the school.

The decision of an independent appeal panel is binding on all parties. However, if there is concern that the appeals procedure has not been administered in accordance with the 2012 School Admission Appeals Code, a complaint may be raised with the Education Skills and Funding Agency.

[www.gov.uk/government/organisations/education-funding-agency](http://www.gov.uk/government/organisations/education-funding-agency)

## Waiting Lists

Parents/Carers who have been refused admission to Freshford Church School may request to have their child's name kept on a waiting list for any places which may become available at the school. Any places which become available will be ranked in chronological order in accordance with the over-subscription criteria.

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.

If a place becomes available in the requested year group then this will be offered to the child ranked highest on the waiting list at the time. A child's name will be removed from the waiting list if an offer has been offered and accepted, or offered and declined, or if the parent requests in writing that the child's name is removed.

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.



## Multiple Applications

Where parents share parental responsibility for a child but live separately, if two applications are received from the child's parents the LA/Governing Body/Trust will ask them to determine which application it should consider, and which application should be withdrawn. This is because the LA/Governing Body/Trust 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. Where the parents/carers are not entitled to Child Benefit the LA will ask for proof of the child's home address as held by the doctor's surgery at the point of application. Bath & North East Somerset Council cannot become involved in disputes between parents/carers.

## Monitoring and Review

The Bath & Wells Multi-Academy Trust will review these Admission Arrangements on an annual basis and, where changes are proposed to policy or practice, will conduct a public consultation in line with statutory requirement.