



# ST STEPHEN'S CHURCH SCHOOL, BATH

## ADMISSIONS POLICY SEPTEMBER 2021

Note: Includes the following:

Admissions arrangements for starting school in September 2021

Admissions arrangements for joining any year group during the 2021/22 academic year

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## INTRODUCTION

These Admission Arrangements comply with the requirements of the 2014 School Admissions Code and the 2012 School Admission Appeals Code issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998 and are reviewed and published annually by the Bath and Wells Multi Academy Trust (The Admission Authority for the School). Should the Trust propose to alter any aspect of policy or practice, a public consultation will be conducted in accordance with the statutory requirements set out in the School Admissions Code. Day to day admission enquiries and decisions in connection with admission applications are managed directly by the School.

If you would like to discuss your particular circumstances or require further help with any aspect of the school admissions process, please contact the School Office - telephone: 01225 311665.

It is recommended that you also visit the school website which provides a lot of useful information about the school community and curriculum which will be helpful when choosing a school <http://www.st-stephens.bathnes.sch.uk/>

Any concern relating to the statutory compliance of these admission arrangements, or the fairness and equality of local policy/practice, should initially be raised with the School. If the concern cannot be resolved locally, a complaint may be lodged with the Office of The Schools Adjudicator.

## THE CHILD

A child of statutory school age who resides within the UK has a right to receive an education. The child must, at the time of applying for a school place, be a UK citizen, or have European Economic Area Citizenship, or hold an appropriate Home Office Visa entitling him/her to reside in the UK.

## PARENT/CARER

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



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### **CATCHMENT AREA**

St Stephen's Church School does not have a defined catchment area. Places are allocated in accordance with its oversubscription criteria.

### **HOME ADDRESS**

For admission purposes, the Admissions Committee will consider the home address to be: The address at which the child concerned is living, at the time of application, for more than 2.5 school days per week, with the person(s) who has legal responsibility for this child. The home address should be clearly stated on the application form.

Where the child will be moving to a new home address and the parent/carer wishes this to be taken into account, one of the following documents, depending on the circumstances of the case, must be made available at the time of application.

- A legal 'exchange of contract' which confirms the purchase of the property
- A copy of a formal tenancy agreement (minimum six month term) signed and dated by the applicant and the Landlord for the property
- Where the child will be living at an address other than the parental family home, for more than 2.5 school days per week (for example; with an extended family member, or in emergency or other public accommodation): A formal written letter, signed and dated by the person responsible for the address in question. This must explain the living/care arrangements for the child and state how long these arrangements are expected to remain in place.

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

The PAN for the Reception year group is 60. For each year group other than the Reception year of entry (ie, years 1-6), the Admissions Committee will set a non-statutory admission limit as a guideline to the number of places available. Admission limits will be set in order to ensure 'the efficient delivery of education and the efficient use of resources' taking into account factors such as the statutory Infant Class Size limit, available budget, accommodation, the needs of both existing and applicant children and the specific resources required to support the children. Consequently, admission limits may be varied from time to time and so the number of places available may vary.

### **ADMISSION TO THE RECEPTION YEAR GROUP FOR THE FIRST TIME IN SEPTEMBER 2021**

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



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All application forms for first admission in September 2021 must be submitted to B&NES by the deadline set by them, usually in the January timeframe. Any applications submitted after this time will be considered as “late applications”.

Applications will be considered under an ‘equal preference’ system whereby all preferences (1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>) will be considered equally regardless of ranking. B&NES will forward applications to the school (not revealing the applicants’ orders of preference) and the Admissions Committee will allocate every child a place if the school is undersubscribed, or rank every application against their oversubscription criteria if there are more applications received than places available, up to the PAN or admission limit. The resulting list will be sent to B&NES who will inform parents/carers of individual decisions, usually in the April timeframe.

### **LATE APPLICATIONS**

Late applicants for Reception places should complete and return a paper copy of the common application form direct to B&NES as the online application facility is not available after the closing date. Any application submitted after the B&NES deadline will be considered to be a late application unless the LA considers there are “extenuating circumstances” for allowing an application to be treated as if it had arrived on time. For over-subscribed schools late applications will be considered together with original applicants refused a preference, who have lodged a formal appeal, or who have asked to remain on a waiting list. In all cases the oversubscription criteria will be used to determine the allocation of any places that may become available within the PAN.

If there are more applications than places available, the Admissions Committee will rank them against the oversubscription criteria set out below:

### **SIBLINGS**

The oversubscription criteria set out in these admission arrangements prioritise applications for children with a sibling attending the school at the time of application who will still be on roll at the time of admission.

If a parent wishes a sibling connection to be taken into account, the sibling’s details must be provided on the admission application form and he/she must qualify as a full, half, step or adoptive brother or sister, or a child living for the majority of his/her school time (more than 2.5 school days per week) within the same family unit and at the same home address.

The Published Admission Number or admission limit will be exceeded, where necessary, in order that multiple birth siblings of the same family (twin, triplet etc.) can all be offered places, where otherwise one or more of these children would be refused



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### **ADMISSION DURING 2021/22 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. Completed application forms must be returned directly to the school office for the attention of the school's Admissions Committee.

The Admissions Committee of the Governing body of the school will consider applications as soon as possible after receipt. 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, using their preferred means of contact, within 10 days of receipt of their application.

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

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

### **WAITING LIST**

When an admission application is refused, because the year applied for is full, the child's name will be entered onto a waiting list for that year group, and this will be maintained by the Admissions Committee until the end of the school year and then shut down. Names on waiting lists are held strictly in ranked order according to the child's compliance with the oversubscription criteria. Each time a name is added, the waiting list concerned will be re-ranked. If a place becomes available in the appropriate year, this will be offered for the child ranked highest on the waiting list at that time. A child's name will be removed from the waiting list if a place is offered and accepted or offered and declined, or the parent requests the school, in writing, to remove his/her child's name.

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



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### **OVERSUBSCRIPTION CRITERIA**

If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admissions Committee will assess every application against the oversubscription criteria set out below, in order to rank these applications in priority order, before any places are offered. The oversubscription criteria will also be applied in order to rank children's names on a waiting list.

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. A looked after child is a child who, at the time of application, is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22 (1) of the Children Act 1989 applies)
2. Children with a Statement of Special Educational Needs or an Education, Health and Care Plan
3. Children who, at the time of application, have a sibling attending St Stephen's Church School, who will still be attending at the time of admission
4. Children not satisfying any of the above criteria
5. The application of a straight line distance
6. Tie breaker

### **DISTANCE MEASUREMENTS**

For the purpose of measuring home to school distance, all distances will be measured in a direct line from the address point of the child's home address to the address point of the school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the LA's Geographic Information System (GIS). The GIS within this LA cannot calculate a staircase measurement in the case of multi-level dwellings.

Those living closer to the school will receive higher priority. Where there is more than one applicant ranked equally after this exercise, and there are insufficient places to allocate all of the equally ranked applicants, the place(s) will be allocated by a random allocation process, supervised by someone independent of the school.



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### **TIE BREAKER**

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

### **EXCEPTED PUPIL**

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

### **CHILDREN FROM OVERSEAS**

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

### **CHILDREN WITH A SPECIAL EDUCATION NEED (SEN), OR AN EDUCATION & HEALTH CARE PLAN (EHC)**

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



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

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

- a. That child is entitled to a full time place in the September following their fourth birthday;
- b. The child's parents/carers can defer the date that their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age (age 5) and not beyond the beginning of the final term (6) of the school year for which it was made, whichever comes first;
- c. Where the parents/carers wish, children may attend school part time until later in the school year but not beyond the point at which they reach compulsory school age.

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

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

Parents/Carers may seek a place for their child outside of the normal age group, for example, if their child is summer born (1st April – 31<sup>st</sup> August) they may request that their child is not admitted to school until the September following their fifth birthday and to Reception rather than Year 1.

Any parent/carer considering whether to seek admission outside the normal age group should discuss this with the Head Teacher before submitting their application. The Admissions Committee will take decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the views of the Head Teacher. Where a parent/carer decides to delay sending a summer born child to school until the following year, the Admissions Committee will consider the application for the subsequent year as part of the normal admissions round, applying the oversubscription criteria if applicable. This may mean that a place cannot be offered.

## **FAIR ACCESS PROTOCOL**

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





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

The Admissions Committee 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 school's 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.

## **MISLEADING OR FALSE INFORMATION**

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

## **THE REASONS FOR REFUSING ADMISSION**

The Admissions Committee can refuse to admit a child where a further admission would 'prejudice the efficient delivery of education or the efficient use of resources' or where the admission would breach the statutory Infant Class Size (ICS) Limit, resulting in an infant class of more than 30 children to one qualified teacher for part or all of the school day.

## **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/carer whose child is refused admission to the school is legally entitled to lodge an appeal against this decision. The refusal letter issued by the Admissions Committee will explain how to complete this process using the Appeal Form which is available to download from the school website, or to collect from the School Office.

In the case of a refusal on 'Infant Class Size' grounds, specific conditions set out in section 4 of the 2012 School Admission Appeals Code are 'tested' at the appeal hearing by an independent appeal panel. The range of circumstances whereby an appeal panel might find in favour of an appellant are limited to the Appeal Panel's review of these conditions and the reasonableness of the decision.

An appeals timetable is published on the school website by 28 February each year. This sets out the statutory time frame within which an appeal must be heard as well as the



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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, where there is concern that the appeal process has not been properly administered in accordance with the 2012 School Admission Appeals Code, the Appellant may escalate the matter to the Education Skills and Funding Agency.

### CONTACT DETAILS

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

**REFERENCE DOCUMENTS:** available on the school's website and from the school office:

- The Department for Education's School Admission Code 2014
- The Department for Education's School Admission Appeals Code 2012
- B&NES Co-ordinated Admissions Scheme (published annually)
- B&NES Composite Prospectus (published annually)
- B&NES Fair Access Protocol
- B&NES Appeals Timetable (published annually)
- Admission arrangements for St Stephen's Church School
- In-Year Application form for St Stephen's Church School
- Admissions Appeal form (Bath and Wells Multi-Academy Trust)