



## **Widcombe C of E Junior School**

### **School Admission Arrangements – 2021/2022**

#### **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 Governing Body in conjunction with the Palladian Academy Trust (The Admission Authority). Should it be proposed 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.

In the interests of clarity, this document is set out under the following headings:

- 1.0 General Information
- 2.0 Transferring to Year 3 in September 2021 - The 'normal' admissions-round
- 3.0 Changing School - The 'In-Year' application process to be followed when joining the school at any time other than Year 3 in September 2021
- 4.0 The Oversubscription Criteria
- 5.0 Lodging an Appeal
- 6.0 Key Contact Details

Appendix A: Glossary and Definitions

Appendix B: Supplementary Information Form

If you would like to discuss your circumstances or require further help with any aspect of the school admissions process, please contact the School Office - telephone: 01225 310139

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.

[www.widcombejuniorschool.com](http://www.widcombejuniorschool.com)

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.

<b>1.0</b>	<b>General information</b>
1.1	The School
	Widcombe Church of England (C of E) Junior School is an 8 class fully inclusive school, part of the Palladian Academy Trust. High quality education is provided for children of all faiths and no faith.
1.2	Who can apply for a school place?
	A parent, registered carer, or another person(s) who has an assigned responsibility for the child concerned (referred to throughout this document as 'the parent') may submit a school admission application on behalf of that child for any United Kingdom (UK) state funded school.
1.3	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.
1.4	The home address
	<p>For admission purposes, the Admission Authority 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.</p> <p>Where the child will be moving to a new home address and the parent wishes this to be considered, one of the following documents, depending on the circumstances of the case, must be made available <u>at the time of application</u>.</p> <ul style="list-style-type: none"> <li>• A legal 'exchange of contract' which confirms the purchase of the property.</li> <li>• A copy of a formal tenancy agreement (minimum six-month term) signed and dated by the applicant and the Landlord for the property.</li> <li>• 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.</li> <li>• For Children of UK service personnel with a confirmed posting to the area or Crown Servants returning from overseas, an official letter confirming a relocation date and Unit postal address or quartering area address.</li> </ul>
1.5	Siblings
	<p>The oversubscription criteria set out in section 4.2 of these Admission Arrangements prioritise applications for children with a sibling attending Widcombe Junior School or Widcombe Infant School at the time of application who will still be on roll at the time of admission.</p> <p>If a parent wishes a sibling connection to be taken account of, 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 more than 2.5 school days per week within the same family unit and at the same home address.</p>
	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.

1.6	Waiting lists
	When an admission application is refused, because the year applied for is full, if requested the child's name will be entered onto a waiting list for that year group, which will be maintained until the end of the school year and then shut down. Names on waiting lists are held strictly in ranked order in accordance with 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, offered and declined, or the parent requests the school, in writing, to remove his/her child's name.
1.7	Misleading or false information
	Should the Admission Authority become aware that a place was secured for a child at the school using 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.

<b>2.0</b>	<b>Transferring to Year 3 in September 2021 (the 'normal' admissions-round)</b>
2.1	The Published Admission Number (PAN)
	The PAN for Year 3 is 60. This is the number of places that can be provided within the resources available. If 60 or fewer Year 3 applications are received for September 2021 every applicant will be offered a place for their child, without condition. If more than 60 applications are received, the Admission Authority will apply the oversubscription criteria to rank all the applications and identify a priority for the offer of places up to the PAN. Further places will only be offered where there is sufficient resource available to enable this.
2.2	Ensuring an 'on time' application
	For a child to transfer to Year 3 in September 2021, the parent must complete the Common Application Form (CAF) available from the <u>home</u> local authority (the authority in whose area the child concerned lives). For the application to be considered as 'on time' the CAF must be submitted to the home local authority by 23:59 hours on <u>15 January 2021</u> . The CAF may be completed and submitted using the home local authority's 'on line' procedure, or as a paper form. Full details about the application process and information about the schools in the local authority area are explained in the 'Composite Prospectus' document, which each local authority must make available on 12 September annually. For families living in and around Bath, the <u>home</u> local authority is Bath and North East Somerset Council <a href="http://www.bathnes.gov.uk">www.bathnes.gov.uk</a>
2.3	Late applications
	Local authorities must coordinate new Year 3 applications until 31 August 2021. If an application form is submitted to the home local authority after the application deadline of 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 preferred school(s).
2.4	Notifying the application decision
	Parents will receive an admission decision in writing from the <u>home</u> local authority on or about 16 April 2021. The exact date and procedure for notification will be set out in this local authority's Composite Prospectus.
2.5	Education Health and Care Plan (EHCP)
	A place will be provided for a child who has an EHCP agreed at the time of application, which names Widcombe C of E Junior School as the education provider. This place will be allocated within the Published Admission Number (PAN) before the consideration of any other applications, or above the PAN if places have already been offered at that time.

<b>3.0</b>	<b>Changing school – The In-Year application process to be followed when joining the school at anytime other than Year 3 in September 2021</b>
3.1	The Admission Limit
	For each year-group other than Year 3 (the year of entry), the Admission Authority will set a non-statutory admission limit as a guideline to the number of places available. Admission limits will be set to ensure ‘the efficient delivery of education and the efficient use of resources’ taking account of factors such as available budget, accommodation, the needs of the 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.
3.2	Submitting an In-Year application
	If a parent wishes to apply for his/her child to join the school during the 2021/22 school year, the In-Year Application Form must be completed and returned directly to the school. This is available to download from the school website, or a paper copy can be provided by the School Office. The In-Year Application Form may be submitted at anytime but will only be administered during school term time and within six <u>school</u> weeks of the place being required, unless the application is for a child from a Service family or the parent is a Crown Servant returning from overseas. In these circumstances, an application may be considered further in advance if an official letter is provided with the application, which confirms a relocation date and Unit postal address or quartering area address.
3.3	Applying for a year group other than the child’s relative (chronological) age
	The In-Year application will usually be submitted for the year group associated with the child’s age, although a parent may apply for an alternative year if he/she considers this would be in the best educational interests of the child. 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 for the Admission Authority to decide whether to support such a request, which will be considered on the information provided, the circumstances of the case and what is deemed to be in the best educational interests of the child concerned. If an application for a retained or accelerated year is refused, the Admission Authority will consider whether a place can be offered in the relative (chronological) age year group. The parent has the right to appeal the decision where a place cannot be offered in the relative year group. Retained and accelerated places secured through the In-Year admissions process will be reviewed periodically.
3.4	The decision
	On receipt of a signed and dated In-Year Application Form, the Admission Authority will evaluate whether a place can be made available without prejudicing ‘the efficient delivery of education or the efficient use of resources’. The decision will be notified to the applicant in writing within fifteen school days of receipt of the In-Year Application Form.
3.5	Accepting the offer of a place
	Where a place is offered, the parent will be asked to confirm acceptance in writing (by letter or email) within fifteen 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 time frame, the Admission Authority will write to the applicant requesting an update and may, depending on the circumstances, withdraw the offer.
3.6	Applying the Fair Access Protocol
	Where it is not possible to offer a place, the Admission Authority will consider the application against the criteria set out in the Bath and North East Somerset Council, Local Authority Fair Access Protocol (FAP), which is published on this authority’s website. If the child concerned is without a school place and satisfies any of the FAP criteria, the In-Year application will be referred to the local authority, which may then decide to engage with the family and help identify a suitable educational placement without undue delay.

3.7	Children issued with an Education Health and Care Plan (EHCP)
	If a child is the subject of an EHCP (formerly a Statement of Special Educational Needs), which names a specific school, his/her parents should consult the local authority that issued the EHCP <u>before</u> applying for the child to change school.

<b>4.0</b>	<b>The Oversubscription Criteria</b>
4.1	Oversubscription
	If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admission Authority will assess every application against the oversubscription criteria set out in section 4.2 and rank these applications in priority order, before any places are offered. The oversubscription criteria will also be applied to rank children's names on a waiting list.
4.2	The Oversubscription Criteria
	<ol style="list-style-type: none"> <li>1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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).</li> <li>2. Children attending Widcombe Infant School at the time of application who have a sibling attending Widcombe Infant School or Widcombe C of E Junior School who will still be on roll at the time of admission.</li> <li>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</li> <li>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.</li> <li>5. Children who, at the time of application, live within the Ecclesiastical Parish of Bath, Widcombe or with a confirmed move to an address within this Parish and are eligible to receive a Pupil Premium.</li> <li>6. Children who at the time of application, live within the Ecclesiastical Parish of Bath, Widcombe or with a confirmed move to an address within this Parish.</li> <li>7. Children who at the time of application are eligible to receive a Pupil Premium, or Service Premium.</li> <li>8. Children not satisfying a higher criterion.</li> </ol> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Refer to section 1.4 of these Admission Arrangements for the definition of 'home address'.</li> <li>• Refer to section 1.5 of these Admission Arrangements for the definition of 'sibling'.</li> <li>• The Supplementary Information Form applies for criterion 1, 5 or 7 (refer to section 4.5 of these Admission Arrangements).</li> <li>• A map indicating the Ecclesiastical Parish of Bath, Widcombe is available on the school website. A copy is also kept at the school and is available to view by appointment.</li> </ul>

4.3	Applying a distance measurement
	<p>In the event of oversubscription (more applications received than places available), the admission application ranking exercise (described in section 4.1) may indicate that the Admission Number/limit is reached part way through a specific criterion. In these circumstances, the ranked order for applications satisfying this 'cut off' criterion and any lower placed criterion will be determined by calculating the straight-line distance between each child's home address and the school address. This will determine the priority order for these applications.</p> <p>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 the school as defined by the Local Land &amp; Property Gazetteer (LLPG). Measurements will be determined using the Local authority's GIS computerised mapping system.</p>
4.4	Applying a tie-breaker
	Where two or more distances are identical and it proves necessary to rank the relevant applications, a priority for admission will be determined by the drawing of lots. This activity will take place at the school and be supervised by a person entirely independent of the Admissions Authority and the school.
4.5	Supplementary Information Form
	A Supplementary Information Form (SIF) is provided on the school website (and at Appendix B). This is used to collect the information required to evidence that a child qualifies against oversubscription criterion 1, 5, or 7. The SIF must be completed and returned directly to the school in accordance with the instructions set out in Part 3 of the SIF <b>if</b> the parent wishes qualifying information to be taken account of. If it proves necessary for the oversubscription criteria to be applied and applications prioritised, this information will be referred to. In some cases, a member of the Admission Authority, or an appointed agent, may need to contact the parent to discuss the information submitted on the SIF.

<b>5.0</b>	<b>Lodging an appeal</b>
5.1	The legal right to an appeal hearing
	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. 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 by request from the School Office
5.2	The basis on which an admission application may be refused
	The Admission Authority can refuse to admit a child where a further admission would ' <i>prejudice the efficient delivery of education or the efficient use of resources</i> '. At an appeal hearing, the independent Appeal Panel will 'test' the strength of the case for refusing and weigh this against the strength of the parent's case for requiring a place at the school. This will determine whether an appeal is upheld or rejected.
5.3	The appeal timetable
	The 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 administrative timeframe within which the Admission Authority will process any appeal lodged with the school.
5.4	Complaints about the administration of the appeal process
	The decision of an independent appeal panel is binding on all parties. However, where there is concern that the appeal <u>process</u> has not been properly administered in accordance with the 2012 School Admission Appeals Code; a complaint should be raised via the School. Where no local resolution is agreed, the parent may escalate the matter to the Education Funding Agency.

6.0	Key contact details
<b>The School</b>	<p>Widcombe Church of England (C of E) Junior School  Pulteney Road  Bath, Somerset  BA2 4JG</p> <p>Telephone 01225 310139  School website: <a href="http://www.widcombejuniorschool.com">www.widcombejuniorschool.com</a>  School Office: Email: <a href="mailto:admissions@widcombejuniorschool.com">admissions@widcombejuniorschool.com</a></p>
<b>For a family resident in and around Bath the 'home' local authority is Bath and North East Somerset Council</b>	<p>School Admissions and Transport Service  Bath and North East Somerset Council  Lewis House  Manvers Street  Bath  BA1 1JG  Email: <a href="mailto:admissions_transport@bathnes.gov.uk">admissions_transport@bathnes.gov.uk</a>  Telephone: 01225 394312</p>
<b>The Office of the Schools Adjudicator</b>	<p><a href="https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator">https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator</a></p>
<b>The Education Funding Agency</b>	<p><a href="http://www.gov.uk/government/organisations/education-funding-agency">www.gov.uk/government/organisations/education-funding-agency</a></p>
<b>The Department for Education</b>	<p>The Department for Education  Sanctuary Buildings, 20 Great Smith St, London SW1P 3BT  Telephone 0370 000 2288  Electronic contact form: <a href="http://form.education.gov.uk">form.education.gov.uk</a>  Website: <a href="http://www.education.gov.uk">www.education.gov.uk</a></p>
<b>School Admissions Code</b>	<p><a href="https://www.gov.uk/government/publications/school-admissions-code--2">https://www.gov.uk/government/publications/school-admissions-code--2</a></p>
<b>School Admission Appeals Code</b>	<p><a href="https://www.gov.uk/government/publications/school-admissions-appeals-code">https://www.gov.uk/government/publications/school-admissions-appeals-code</a></p>

Appendix A	Glossary and definitions
<b>Admission Authority</b>	The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, this body is the local authority unless it has agreed to delegate responsibility to the governing body. For foundation or voluntary aided schools, this body is the governing body of the school. For Academies, this body is the Academy Trust.
<b>Admission Arrangements</b>	The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.
<b>Published Admission Number – (PAN)</b>	The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's Admission Arrangements.
<b>Admission Limit</b>	A non statutory limit applying to year groups other than the year(s) of entry which indicates the number of places to be offered, usually determined according to the level of resource available.
<b>Common Application Form (CAF)</b>	The form parents complete, listing their preferred choices of schools, and then submit to local authorities when applying for a school place for their child as part of the local co-ordination scheme, during the normal admissions round. Parents must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow parents to express a higher number of preferences if they wish.
<b>Composite prospectus</b>	The prospectus that a local authority is required to publish by 12 September in the offer year. This prospectus must include detailed admission arrangements of all maintained schools in the area (including admission numbers and catchment areas).
<b>Co-ordinated Scheme</b>	All local authorities are required to co-ordinate the normal admissions round for primary and secondary schools in their area. Schools can take in-year applications directly from parents, provided they notify their local authority of each application and its outcome. Each Local Authority must produce and publish a Coordinated Admissions Scheme.
<b>Home Local Authority</b>	A child's home local authority is the local authority in whose area the child resides.
<b>In-year admission application</b>	A school admission application submitted in connection with a place required at any time during the academic year. In most cases and where the local authority has chosen not to coordinate in-year applications, the application form will be submitted directly to the school concerned.
<b>Maintaining Local Authority</b>	The area in which a school is located is referred to as the maintaining local authority.
<b>National Offer Day</b>	The day each year on which local authorities are required to send the offer of a school place to all parents of secondary age pupils in their area. <b>For primary pupils, offers are sent out on or about 16 April</b> and secondary on or about 1 March. The specific date will be published in the home local authority Composite Prospectus.
<b>Offer Year</b>	The school year immediately preceding the school year in which pupils are to be admitted to schools under the Admission Arrangements in question. This is the school year in which the offers of school places are communicated.
<b>Oversubscription Criteria</b>	This refers to the published criteria that an Admission Authority applies

	when a school has more applications than places available in order to decide which children will be allocated a place.
<b>Reception Class</b>	Defined by Section 142 of the SSFA 1998 as a class in which education is provided which is suitable for children aged five and any children who are under or over five years old whom it is expedient to educate with pupils of that age.
<b>Relevant Age Group</b>	The age group to which children are normally admitted. Each relevant age group must have admission arrangements, including an admission number. Some schools (for example schools with sixth forms which admit children into the sixth form) may have more than one relevant age group.
<b>School Year</b>	The period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July, as defined by Section 579 of the Education Act 1996.
<b>The 'normal admissions round'</b>	The period during which parents are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus on 12 September, with the deadlines for parental applications of <b>15 January for primary places</b> and 31 October for secondary places, and subsequent offers made to parents on National Offer Day.

<b>Part 1</b>	<b>The Purpose of this Supplementary Information Form</b>	
	<p>This form must be completed if a parent wishes to provide supplementary information in order to confirm that his/her child satisfies Criterion 1, 5, or 7 of the oversubscription criteria applying for Widcombe C of E Junior School.</p> <p>In the event that there are more admission applications received than places available within the required year group (oversubscription), it will be necessary for the Admissions Authority to rank every application according to the oversubscription criteria published in section 4.2 of the school's Admission Arrangements. This will determine a priority for the offer of available places.</p>	
<b>Part 2</b>	<b>Completing this Supplementary Information Form</b>	
	<p>The oversubscription criteria, which require qualifying information, are set out on page two of this Supplementary information Form (Part 6). A child will only be prioritised against a particular criterion if a completed Supplementary Information Form is submitted in conjunction with the school admission application and in accordance with the procedure set out in section 3 below.</p> <p><u>The required evidence must be provided to back up this claim.</u></p>	
<b>Part 3</b>	<b>Submitting this Supplementary Information Form</b>	
	<p>The completed Supplementary Information Form must be submitted in accordance with the following requirement:</p> <ul style="list-style-type: none"> <li>For admission applications made as part of the 'normal' admissions round, which is coordinated by the home local authority (starting or transferring school in September): -The admission application form must be submitted to the home local authority by <b>23:59 hours on 15 January 2021</b> and the Supplementary Information Form must be submitted <u>directly to the School</u> by the same date.</li> <li>For applications in connection with a place required in any year group during the school year (In-Year Application) this Supplementary Information Form must be submitted directly to the School Office <u>with</u> the Admission Application Form.</li> </ul>	
<b>Part 4</b>	<b>Declaration</b>	
	<p>I confirm that the child named in Part 5 of this Supplementary Information Form satisfies the indicated criterion/criteria. I understand that any offer of a school place may be withdrawn where this claim is found to be misleading or false and that by signing this declaration, I grant the Admission Authority permission to seek further confirmation where it is deemed necessary to do so.</p>	
<b>Applicant to print his/her name below and sign below</b>		<b>Date</b>

<b>Part 5</b>	<b>The Child who is the subject of this Supplementary Information</b>		
	<b>Last name</b>	<b>First name</b>	<b>Middle name(s)</b>
	<b>Date of Birth: dd/mm/yyyy</b>		
	<b>Home address</b>		

<b>Part 6</b>	<b>The oversubscription Criterion</b>	<b>Tick if applicable</b>
<b>Criterion 1</b>	A looked after child or a child who was previously looked after by a local authority but, immediately after being looked after, became the subject of an adoption, child arrangements or special guardianship order.	
<p><b>The required evidence to be attached to this Supplementary Information Form:</b>  Written confirmation issued by a local authority that the child is officially in the care of that authority at the time of application, or a copy of an adoption certificate, or qualifying order issued by the local authority previously responsible for the child.</p>		

<b>Criterion 5</b>	Children who, at the time of application, live within the Ecclesiastical Parish of Bath, Widcombe or with a confirmed move to an address within this Parish and are eligible to receive a Pupil Premium.	
<b>Criterion 7</b>	Children who, at the time of application, are entitled to receive a Pupil premium or Service Premium.	
<p><b>The required evidence to be attached to this Supplementary Information Form in connection with criterion 5 or 7:</b>  A copy of a Local Authority statement of entitlement to a Pupil Premium or Service Premium, or other official authorising letter, which is signed and dated.</p>		