

## **Bathampton Primary School**

### **2021/22 ACADEMIC YEAR PRIMARY ADMISSIONS CRITERIA**

**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, care arrangement, or special guardianship order.

**PRIORITY B** [The 2 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 it is their closest 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 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. Where there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants the place(s) will be allocated by random allocation.

Applications for twins, triplets or other multiple births will be considered as individual applications. In the event of the school being oversubscribed the authority will breach the admission number to allow these children to be offered places where either:

- A child from a multiple birth has qualified for the last available place within the admission number but the other child(ren) from that multiple birth have not qualified for a place.
- A child from a multiple birth has had a place named at that school as part of their Education, Health and Care Plan (EHC) during the normal admissions round but the other child(ren) from that multiple birth have not qualified for a place.

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.

Children with an Education Health and Care Plan [EHC] are dealt with separately through the statutory assessment process or a review of their plan. All schools are consulted before being named on a pupil's plan and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named 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 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. 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.

### **Deferred entry to Reception**

While a child is below compulsory school age, the parent/carers 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, may choose to delay his/her entry to school until the following September, 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 the following September rather than Year 1. However, there is a risk attached to deciding this approach, which the parent must be clear about. Although the Governing Body may agree to a new application being submitted for a Reception place in the following year, there can be no indication given as to

whether a place will be available until the 'normal' admissions round is complete. The following process will apply.

The parent must submit an application to the home local authority during the '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 the following September. Where the intention is for the child to start within the reception cohort, this must be clearly stated on the form. The 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 'normal' admission round. Parents will then need to make a new application as part of the main admissions round for the following year .

Where the 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 the following year 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, for children starting school in September. However, if an application is submitted to the home local authority after the application deadline of 23.59 hours on 15 January, 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.

All other relevant information regarding school admissions can be found at;  
<https://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools>

## **In Year Admissions (i.e. all applications for existing year groups)**

Parents are of course welcome to apply for a place at other points in the school year; for example, if the family is moving into the area. In that case, it is recommended that parents must enquire at the school and not the Local Authority about any places that may be available. Teaching staff will always make newcomers welcome and support them in adjusting to their new school and integrating with the rest of their class group.

Parents and their children are always welcome to visit the school. Please ring the office (tel: 01225 465229) to make an appointment to talk to the Head teacher or for a look round.

All applications will be considered by the Admissions Committee and applicants will be sent a written decision by post within 20 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.

If a place is offered, the applicant will be asked to confirm acceptance in writing within ten school days of receipt, following which the place will remain available for 28 school days from the date of the decision letter. If the child concerned is not attending school after this time frame, the Admissions Committee will write to the original applicant with a view to withdrawing the offer.

The Governing Body/Trust supports fair access to school for all children. 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.

Where there are more applications at any one time than there are places available, priority will be determined by applying the Admissions criteria set out above.

### **Right of Appeal**

Parents who are unsuccessful in their application for a place at the school have the right to appeal to an Independent Appeal Panel. Further information

concerning how to appeal will be explained in the decision letter. The appeal form is also published on the school website and must be completed and returned to the school office within 30 days of the admission decision being issued. The admission authority will make appropriate arrangements for an appeal hearing to take place in accordance with the Appeal Timetable which is also published on the school website. The Independent Appeal Panel's decision is legally binding for all parties concerned.

Where there is concern that the appeal process has not been properly administered in accordance with the 2012 School Admission Appeals Code, a complaint may be raised with the Education and Skills Funding Agency for further consideration.

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

### **Waiting List**

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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.

### **Multiple Applications**

Where parents share parental responsibility for a child but live separately, if two applications are received from the child's parents the Governing Body/Trust will ask them to determine which application it should consider, and which application should be withdrawn. This is because the 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 proof will be asked for 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 and 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.