

# Bemerton St John Church of England Voluntary Aided Primary School



## Admission Arrangements for 2019-2020

### 1. Introduction

- 1.1. This document sets out the Admission Arrangements of Bemerton St John Church of England Voluntary Aided Primary School ('the School'). For the purposes of these arrangements, the School's Governing Body is the admission authority.
- 1.2. Recognising its historic foundation, the School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.
- 1.3. The School aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. Parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.
- 1.4. Every year the School's Governing Body must review and publish information concerning the School's Admission Arrangements. The School's Governing Body must set a Published Admission Number (PAN) which indicates the number of places available in Reception Year. The Oversubscription Criteria (see section 6 below) explains how places will be allocated until the PAN is reached.
- 1.5. The PAN for Reception is set at 30 pupils for the 2019/20 academic year.
- 1.6. A non-statutory admission limit of 30 pupils per class has been set for all other year groups in Key Stage 1 and 31 pupils per class in Key Stage 2.

### 2. Starting school in Reception in September 2019

- 2.1. The procedure for applying to start school for the first time in Reception is coordinated by Wiltshire Council. Before applying for a school place, applicants should read these Admission Arrangements and Wiltshire Council's guidance which can be found on Wiltshire Council's website.
- 2.2. The application form (referred to as 'the Common Application Form') can be downloaded from Wiltshire Council's website or a paper copy can be obtained by contacting Wiltshire Council's School Admissions Team on 01225 713010. Alternatively, an application can be

made using Wiltshire Council's online system. Whichever method you use, your application must be completed and returned to Wiltshire Council by midnight on 15<sup>th</sup> January 2019 ('the National Deadline Date').

- 2.3. If you apply after the National Deadline Date your application will not be considered until all those applications received before the deadline have been processed. This means that you are less likely to secure a place at the School.**
- 2.4. Parents may apply for their child to start school for the first time in the September following his or her fourth birthday, either full time or on a part time basis as preferred. A child reaches 'Compulsory School Age' on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31<sup>st</sup> December, 31<sup>st</sup> March and 31<sup>st</sup> August. Once a child reaches Compulsory School Age the child must attend on a full-time basis.
- 2.5. Parents may choose to defer the date 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. In such circumstances, the place will be held for the child and is not available to be offered to another child.
- 2.6. In the case of children born between 1<sup>st</sup> April and 31<sup>st</sup> August ('Summer Born Children'), parents may choose to defer their child's entry to school for the entire academic year and start school in the following September. Where a parent chooses to defer their child's entry beyond the academic year for which admission is sought, the place originally offered cannot be held over and a fresh application is required. Children whose entry is deferred are usually expected to join their chronological peer group, i.e. year 1 unless the parents apply for admission to an alternative year group where they consider this would be in their child's best interests. The reasons for the request must be fully explained in writing and included with the Common Application Form.
- 2.7. Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. The reasons for the request must be fully explained in writing and included with the Common Application Form.
- 2.8. The School's Governing Body will consider applications for retained or accelerated entry (as provided for in 2.6 and 2.7 above) on a case by case basis and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The School's Governing Body will also take into account the views of the School's head teacher, and will only support a request in those circumstances where a place is legally available and it is clearly in the educational interests of the child concerned. When informing a parent of their decision on the year group the child should be admitted to, the School's Governing Body will set out clearly the reasons for their decision.
- 2.9. The School's Governing Body will consider all application forms that indicate a preference for the School and where necessary to do so, will apply the Oversubscription Criteria detailed in section 6 below to determine a priority for admission. Applications received by Wiltshire Council after the National Deadline Date will not be considered until all those applications received before the deadline have been processed.

- 2.10. Decisions will be notified to applicants by Wiltshire Council (acting on behalf of the School's Governing Body) on 15<sup>th</sup> April 2019. Late applications will not be determined until June 2019 at the earliest.
- 2.11. Parents must accept the offer of a place at the School by replying to Wiltshire Council by the date set out in the offer letter.
- 2.12. Once an offer of a school place has been made, it may only be lawfully withdrawn by the School in very limited circumstances, which include an offer of place based upon a fraudulent or misleading application. Where an offer of a place is withdrawn, the application will be considered afresh, and a right of appeal offered if an offer of place is refused.

### **3. Waiting Lists**

- 3.1. During the normal admission round it is always necessary to complete Wiltshire Council's Common Application Form to apply for a place at the School. Registering interest with the School on a 'waiting list' before the admissions round guarantees neither a place nor priority within the Oversubscription Criteria.
- 3.2. If the School is oversubscribed for children due to start in September 2018 a waiting list will be maintained. The position on the waiting list will be determined by applying the Oversubscription Criteria in section 6 below and not by date of receipt. Each name added will require the waiting list to be re-ranked. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.
- 3.3. Names will only be removed from the waiting list if a written request is received, or if the offer of a place that becomes available is declined. The waiting list will shut down on the last day of the summer term. You must write to the School to be added to the following year's waiting list.
- 3.4. Looked After Children and Previously Looked After Children as defined in section 6, children who are the subject of a direction by a local authority or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over any child on the waiting list.

### **4. Applications outside the normal admissions round**

- 4.1. Applications for a place during the academic year may be submitted at any time but will not be administered more than six school weeks in advance of a place being required except in particular circumstances applying for Crown Servant or Service family children. Those wishing to make an application for an 'in-year transfer' must complete the application form contained in the document called 'Admission to a school other than at the normal time of entry (in-year admission)' and return this to Wiltshire Council. This form can be downloaded from Wiltshire Council's website or a paper copy can be obtained by contacting Wiltshire Council's School Admissions Team on 01225 713010.
- 4.2. The School's Governing Body will consider applications during term time only and strictly in the order that they are received. Applications that arrive during a school holiday will be held and processed when school resumes. If the Governing Body receive more than one

Application on the same day for the same year group, they may need to apply the Oversubscription Criteria to determine a priority for admission where insufficient places exist within the PAN (or admission limit) applying at that time.

- 4.3. Applicants will receive a written decision by first class letter post within ten school days of receipt of the In-Year application form or receipt of any supplementary information where this is subsequently submitted to support an application and is deemed necessary 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 School Governing Body's decision.
- 4.4. Any offer of a place during the academic year will remain open for six school weeks from the date of the decision letter. If the child concerned is not on roll and attending before this deadline, the School's Governing Body will consider withdrawing the offer of a place.
- 4.5. Subject to the information provided on the application form and the circumstances at the School, the School's Governing Body may decide to refer an application to Wiltshire Council in order that the Fair Access Protocol may be applied. This would normally be where a child is deemed to require a higher level of support than can be provided at the School. The Fair Access Protocol enables Wiltshire Council to engage directly with a family to help identify a suitable educational placement as soon as possible.

## **5. Oversubscription generally**

- 5.1. The School's policy is, while there are adequate places, to offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability. The School participates in Wiltshire Council's Fair Access Protocol.
- 5.2. Children with a Statement of Special Educational Needs or an Education, Health and Care Plan are admitted to school in accordance with a separate process administered by Wiltshire Council. The School's Governing Body must always admit a child whose Statement or Plan names the School.

## **6. Oversubscription Criteria**

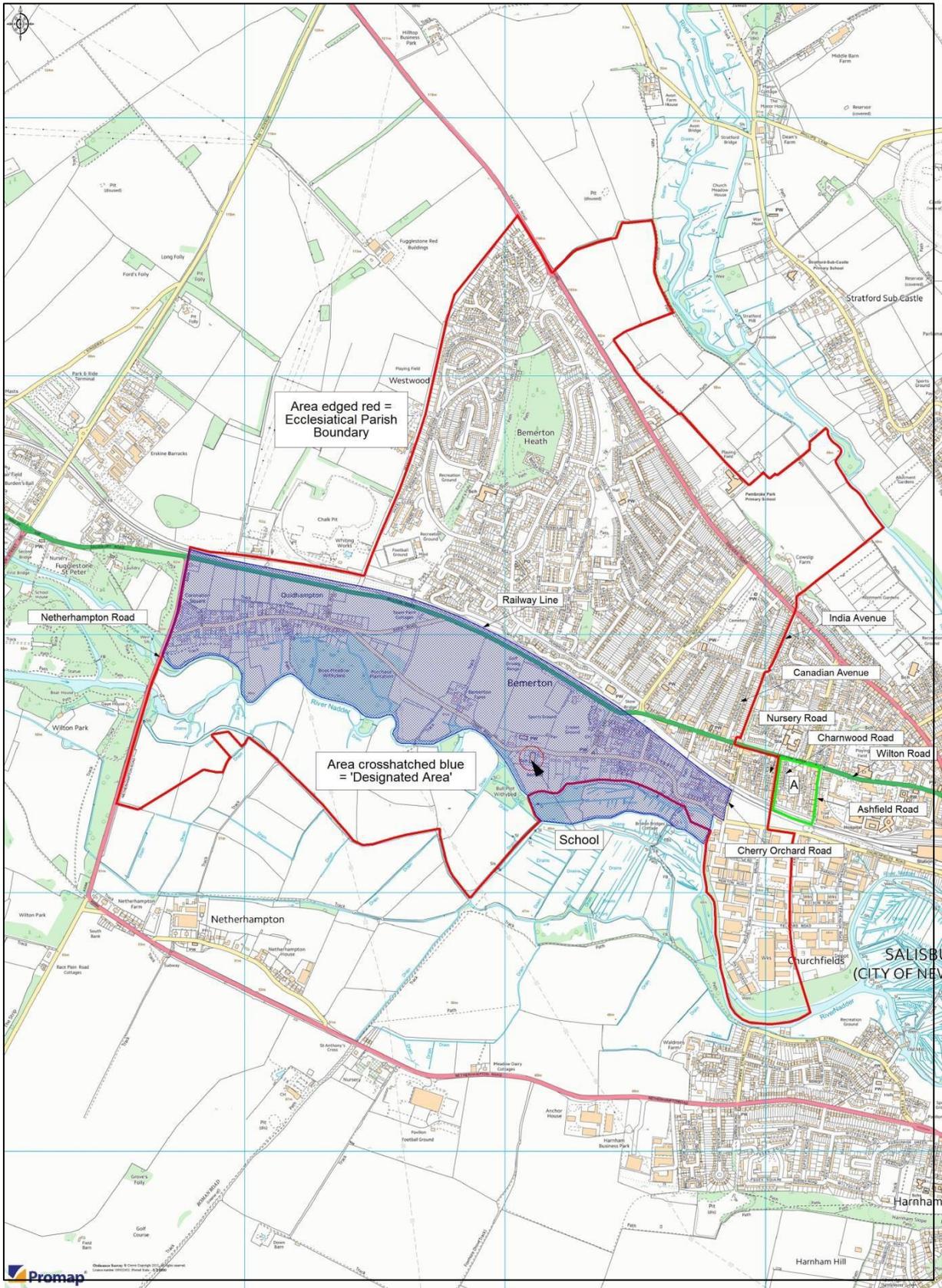
- 6.1. In this section the following definitions shall be used:

'Area Edged Green' means the dwellings situated on Charnwood Road, Longland, the western side of Ashfield Road (numbers 1 – 32 only) and the southern side of Wilton Road (odd numbers 57 – 99 only) within the area edged green and marked 'A' on the following plan.

'Designated Area' means the area cross-hatched blue on the following plan.

'Ecclesiastical Parish Boundary' means the area edged red on the following plan.

'Family' means the child, Parents and Siblings living at the same address on a permanent basis at the time of application.



‘Home Address’ means the address where the child will be living on the National Deadline Date for the majority of their time with the person(s) who legally have care of them. Documentary evidence may be required confirming the child’s residency at the property concerned. If you have shared custody of your child such that he or she has two addresses, the address given on the child benefit notification letter will be taken as the child’s home

address. Places will not be allocated on the basis of a future house move unless this can be confirmed through the exchange of contract or a signed tenancy agreement in place at the time of application. An address used for childcare arrangements cannot be used as a Home Address for the purpose of applying for a school place. For children living overseas please also see paragraph 8.2 below.

‘Looked After Child(ren)’ means 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 (see the definition in section 22(1) of the Children Act 1989).

‘National Deadline Date’ means 15<sup>th</sup> January 2019.

‘Parent’ includes natural parents (whether they are married or not) and a person other than the natural parent(s) who has parental responsibility or care of a child. Having care of a child means that person who looks after the child and with whom the child lives, irrespective of what their relationship is with the child.

‘Previously Looked After Child(ren)’ means a child who was a Looked After Child but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

‘Recognised Church or Religious Group’ means a church or group that is a member of Churches Together in Britain and Ireland.

‘Sibling’ means brother or sister, half brother or sister, adopted or foster brother or sister, step brother or sister, or the child of the parent/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

6.2. Where more applications have been received than places available the following priorities shall apply in order:

**1. LOOKED AFTER CHILDREN AND PREVIOUSLY LOOKED AFTER CHILDREN**

A child is considered to be in this category if he or she is a Looked After Child or a Previously Looked After Child.

**2. VULNERABLE CHILDREN**

A child is considered to be in this category if:

- i he or she is of a Family registered with the National Asylum Support Service;  
or
- ii. he, she or a Family member has a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer and the child's general practitioner or specialist showing that it would be detrimental to the child or family not to admit him or her to the School rather than any other.

**3. SIBLINGS LIVING WITHIN THE ECCLESIASTICAL PARISH BOUNDARY**

A child is considered to be in this category if an older Sibling is attending the School on the National Deadline Date, and will still be attending the School at the time of admission, and where the child's Home Address is within the Ecclesiastical Parish Boundary, and is the same Home Address as the older Sibling.

**4. SIBLINGS LIVING WITHIN THE AREA EDGED GREEN**

A child is considered to be in this category if an older Sibling was attending the School on 2<sup>nd</sup> September 2015, and on the National Deadline Date, and will still be attending the School at the time of admission, and where the child's Home Address is within the Area Edged Green, and has been since 2<sup>nd</sup> September 2015, and is the same Home Address as the older Sibling.

**5. OTHER CHILDREN LIVING WITHIN THE DESIGNATED AREA**

A child is considered to be in this category if his or her Home Address is within the Designated Area and does not qualify under one of the criteria above.

**6. PRACTISING CHRISTIANS LIVING WITHIN THE ECCLESIASTICAL PARISH BOUNDARY**

A child is considered to be in this category if his or her Home Address is within the Ecclesiastical Parish Boundary and he or she is a regular (at least once a month for at least twelve months prior to the National Deadline Date) practising Christian, of whatever denomination, at a Recognised Church or Religious Group. To qualify for this criteria you must complete the School's Faith Criteria Supplementary Information Form which is available from the School and can be downloaded from the School's website. This Faith Criteria Supplementary Information Form must be completed and returned to the School by the National Deadline Date.

**7. OTHER CHILDREN**

A child is considered in this category if his or her Home Address is outside of the Designated Area and does not qualify under one of the other criteria above.

6.3. If the School is oversubscribed within any criterion above, the straight-line distance from the child's Home Address to the School will be used as the determining factor. Distances will be measured by Wiltshire Council using the Ordnance Survey eastings and northings for the child's Home Address and the eastings and northings for the School (which are taken to be 412109:130517). Those living closest to the School will be given priority.

6.4. If two or more children with the same priority for admission live an indistinguishable distance from the School but cannot all be admitted then the available places will be decided by the casting of lots by someone independent of the School.

**7. Appeals procedure**

7.1. Applicants who have failed to secure a place for their child at the School will have the right to appeal against the School Governing Body's decision provided an application for a school place was submitted to Wiltshire Council and a decision letter received.

- 7.2. A copy of the School’s Appeal’s Procedure (which includes the appeal timetable and details of where an appeal form can be obtained) is published on the School’s website. This sets out the timeframe for the various stages in the appeal process and includes statutory dates by when appeals must be heard. The School’s Governing Body do not organise appeal hearings during school holiday periods and any appeal received when the School is closed will not be administered until school resumes.

## **8. Further general information**

### **8.1. Multiple birth applications (for example twins)**

Only in limited exceptional circumstances (detailed in the School Admissions Code 2014) will the School’s class sizes exceed the PAN or non-statutory admission limits (see 1.5 and 1.6 above). When a class size limit is exceeded, the child will be an ‘excepted pupil’ until the pupil numbers fall below the PAN or non-statutory admission limit. In the case of multiple birth applications, all children from a multiple birth will be admitted provided at least one child has been admitted otherwise than as an excepted pupil in order to enable multiple birth siblings to be allocated places at the same school.

### **8.2. Children from overseas**

The Governors will process admission applications for children living overseas providing they have European Economic Area (EEA) citizenship, are United Kingdom (UK) citizens returning to the UK, or they hold an appropriate Home Office Visa at the time of application. All overseas applications will be considered according to the child’s home address at the time of submission unless proof of the child’s future UK address is provided with the application.

Where an application is received for children of UK service personnel and other Crown Servants (including Diplomats) returning to the UK with a confirmed posting within the area, the application will be considered using the child’s future UK address (in advance of the family arriving in the area) provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

### **8.3. Relevant documents**

Important information published by Wiltshire Council applies to some areas of the School’s admission procedures. If you are considering applying for your child to start or transfer to the School, you are advised to refer to Wiltshire Council’s website. Documents of importance include:

- publication ‘Finding a Primary School Place: A guide for Wiltshire residents seeking a primary school place during the 2017/18 school year’ – which includes detailed information about how to apply for a child to start school for the very first time in the Reception year group; and
- Wiltshire in-year fair access protocol for primary schools – which applies only for applications made in connection with a place required during the academic year.

## **9. Enquiries about these arrangements**

- 9.1. These Admission Arrangements reflect the statutory requirements of the 2014 Department for Education School Admissions Code and the School Admissions Appeals Code. The

documents were compiled by the School's Governing Body and published following a public consultation. 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 Bemerton St John Church of England VA Primary School; and
- How Wiltshire Council administers admission applications.

9.2. Please contact the Clerk to the Governors if you would like to discuss these Admission Arrangements or your circumstances in more detail:

Clerk to the Governors  
Bemerton St John Church of England VA Primary School  
Lower Road  
Lower Bemerton  
Salisbury, SP2 9NW

Tel: 01722 322848

School website: [www.bemerton.com](http://www.bemerton.com)

School email: [admin@bemerton-st-john.wilts.sch.uk](mailto:admin@bemerton-st-john.wilts.sch.uk)