

# Croscombe Church of England Primary School



## School Admission Arrangements for 2020/21

### Introduction

These Admission Arrangements reflect the statutory requirements of the Department for Education 2014 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 the information provided is intended to explain:

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

Please contact the school office if you would like to discuss these admission arrangements or your particular circumstances in more detail:

Croscombe Church of England Primary School  
Long Street  
Croscombe  
Wells  
Somerset  
BA5 3QL

**Tel:** 01749 343114

**Fax:** 01749 344826

**School Office email:** [office@croscombe.somerset.sch.uk](mailto:office@croscombe.somerset.sch.uk)

**Headteacher:** Mr Stephen Heath

**School website:** [www.croscombeprimary.co.uk](http://www.croscombeprimary.co.uk)

### Part 1 - General information

#### 1.1 About our School

The Governing Body is the Admissions Authority for Croscombe Church of England Primary School and is responsible for admission decisions in connection with the school.

'Day to day' admission decisions are delegated to an Admissions Committee of at least three governors.

Croscombe is a primary school that takes children from 4 to 11 years of age. It is a small village school and is an integral part of the local community. Croscombe is an historical and friendly village nestling in a pleasant valley between Shepton Mallet and Wells and is easily reached from both towns and the surrounding area. Although situated on the main road, the school has easy access to a large playing field and an exciting forest school, set in Ham Woods, where children can experience supervised 'risky' play.

Croscombe is a Voluntary Aided Church of England School, with strong links to the local church and to the Diocese of Bath and Wells.

Croscombe is part of a hard federation with Stoke St Michael Primary School.

We are a caring, nurturing and inclusive school, whose aim is to help every child feel valued and respected for his / her individuality. Our small classes are organized so that groupings are flexible, which enables us to meet the individual needs of every child.

We are part of a thriving community learning partnership of 8 local schools, who work together to provide all children access to high quality learning experiences.

Our aim is to foster feelings of self worth, by encouraging our pupils to learn the skills that will enable them to lead happy and successful lives in the 21<sup>st</sup> century.

## **1.2 The Published Admission Number**

Croscombe CofE Primary School has an admission number of 12 for entry to the reception year in 2020.

The school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Governing Body will offer places at the school to all those who have applied.

## **1.3 Relevant Documents: Please consider this information before applying for a school place**

Important documents published by your Local Authority are relevant to some areas of school admissions procedure. Applicants are strongly advised to contact their home Local Authority or access the Local Authority website and ensure that they read and understand this information before proceeding with an application for a school place. Related documents of particular importance are:

- The Local Authority Coordinated Admissions Scheme (this applies to starting and transferring school for the first time)
- The Composite Prospectus (primary admissions guide for parents)
- The Local Authority School Transport policy
- The Local Authority Fair Access Protocol (this document applies only for applications made in connection with a place required during the academic year)

Somerset Local Authority website: [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions)

## **Part 2 - Over Subscription Criteria**

When Croscombe CofE Primary School is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

### **2.1 Over Subscription Criteria**

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence/child arrangement order, or special guardianship order. A looked after child is a child who 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 sibling attending the school at the time of application and still on roll at the time of admission (see sections 6.5 Siblings and 6.12 Catchment map)
3. Children living within the designated school catchment area at the time of application (see section 6.12 Catchment map)
4. Children who themselves or their parent(s) are practicing members of the Church of England (see section 6.8 Supplementary Information Form)
5. Children who themselves or their parent(s) are practicing members of other Christian Churches: Methodist, Roman Catholic, Baptist, Salvation Army, United reformed and Seventh Day Adventist (see section 6.8 Supplementary Information Form)
6. Children living, at the time of admission, within an ecclesiastical parish adjoining the designated school catchment area, who themselves, or their parent(s) belong to other faiths (see section 6.8 Supplementary Information Form and 6.12 Catchment map)
- 7 Children not satisfying a higher criterion

### **2.2 Distance measurement and tie-breaker**

If in categories 1-7 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured in a straight line by a Geographical information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home.

Random allocation by drawing lots supervised by someone independent of the school, will be used as a tie-break in categories 1-7 above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

### **Part 3 – Starting School in the Reception Year Group for the first time**

Applications must be submitted to the home LA. If this is Somerset applications can be made on-line at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions). Paper applications are available to download from the Somerset County Council website at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions), or upon request by telephoning Somerset Direct on 0300 123 2224. Any supporting information must be received by the closing date for applications using the appropriate Supplementary Information Form (SIF) where relevant.

Applications must be received by 23:59 hours on 15 January 2020, otherwise the application will be recorded as late. Late applications will be considered after those received on time. Please see the Somerset LA co-ordinated scheme for full details.

Outcomes for on time applications will be sent out by email (for on line applicants) or second class post on 16 April 2020 (or next working day if this falls on a weekend or bank holiday).

### **Part 4 - Admission to any year group during the 2020/21 academic year (in-year admission)**

In year applications must be submitted directly to the school using the in-year application form which can be obtained on the school website or by request to the school office. The Governors' Admissions Committee will consider batches of applications on a weekly basis with a 4pm deadline every Friday (term time only) for receipt of applications. If more applications are received than there are places available, the over-subscription criteria will be applied

A decision will be notified in writing to the applicant within ten school days. Parent/carers must confirm acceptance of the place within 21 days.

Proof of address may be required to be submitted with the application. This will be either the formal 'exchange of contracts' letter from the solicitor for a house purchase, a recent utility bill or the signing of a minimum of a six month tenancy agreement. The Governing body reserve the right to seek further documentary evidence to support a claim of residence.

Where there are more applications than places available within a particular year group, applications will be considered against the published oversubscription criteria and allocated up to the admission number/ limit.

Places will not be allocated more than six school weeks or half a term in advance of being required. The only exceptions are children of UK service personnel and other crown servants (including diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).

### **Part 5 - Appeals Procedure**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Details of how to appeal are included in the outcome email or letter.

Information on the timetable for the appeals process is published on our website by 28 February each year.

## **Part 6 – Definitions and Important Information**

### **6.1 Waiting Lists**

The school will operate a waiting list for each year group until the end of the academic year. This will be maintained by the Academy Trust/Governing Body and any child refused a place will automatically be placed on the waiting list.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

### **6.2 Deferred entry for infants**

Parents offered a place in reception for their child have a right to defer entry, or to take the place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.]

### **6.3 Full-time Schooling**

Parents have a right to a full-time place at school for their child from the September following their fourth birthday.

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

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is summer born or where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the Governing Body will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent. If a request is refused, the child will still be considered for admission to their normal age group.

The parent is required to make an on-time application for the child's normal age group (if relevant) but can submit a request for admission out of the normal age group at the same

time. The LA will ensure the parent is aware of whether the request for admission out of age group has been agreed before National Offer Day and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

If a request for delayed admission is agreed, the school place application may be withdrawn before a place is offered and a new school place application will need to be made as part of the normal admissions round the following year.

If a request for a child to be admitted to school a year early is agreed, the school place application will be processed and an outcome will be sent on the National Offer Day.

If a request for delayed admission is refused, the parent must decide whether to accept the offer of a school place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

If a request for a child to be admitted to school a year early is refused, the school place application will not be processed and a new school place application will need to be made as part of the normal admissions round the following year.

There is no right of appeal against the decision not to allow your child to be admitted outside of their normal age group.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

For further information and important things you should consider please visit;

<http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/starting-or-transferring-school-early-or-late/>

## **6.5 Children living outside the UK**

The Governing Body will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

The Governing Body will process applications for children who are citizens of the European Economic Area (EEA) and for UK citizens living abroad. If proof of the Somerset address is not available the application will be considered on the current address. The only exceptions are children of UK service personnel and other crown servants (including Diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).

The Governing Body will not allocate a place to any non EEA citizen moving into Somerset from outside the UK prior to their arrival in the country. In such cases the

Governing Body will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition. Applicants who are citizens of countries from outside the EEA should first check that their visas will not be invalidated by taking up a maintained school or academy place before applying. If in doubt, parents should contact the Home Office.

## **6.6 Siblings**

For the purpose of school admission, the governors' definition of a sibling is "a child living at the same address as a half or full brother or sister, an adoptive brother or sister, or children of the same household at the time of application and remaining so at the time of admission".

## **6.7 Parent**

A 'parent' in education law 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 or young person. Having 'care' of a child or young person means that person who looks after the child and with whom the child lives, irrespective of what their relationship is with the child.

## **6.8 Home Address**

For the purposes of school admission, the governors' definition of a child's home address is considered to be where the child resides for the majority of their time with the person(s) who legally have care of the child. Documentary evidence of house ownership or a minimum six-month rental agreement may be required, together with proof of the child's residence at the property concerned. 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 formal lease agreement of a minimum of six months, from a letting agency, in place at the time of application. Please note private letting agreements may not be accepted as proof of residence. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required eg proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice. The Local Authority reserve the right to seek further documentary evidence to support any claim of residence which could include contacting the estate agent, solicitor landlord or relevant professional. A representative of the Governing Body may carry out a home visit/s without prior notice to verify a pupil's home address. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. The governors may withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.

Where shared residence arrangements are in place and it is necessary to determine the home address, each parent may be required to write to the Governing Body and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Governing Body may ask for additional information including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered.

## **6.9 Practising**

The governors define ‘practicing’ as ‘attending the place of worship at least once per month for a minimum period of twelve months prior to application’.

## **6.10 Supplementary Information Form (SIF)**

The Governors Supplementary Information Form must be submitted in connection with oversubscription criteria 4, 5, or 6. Applicants must complete the governors Supplementary Information Form and ensure that the vicar, priest, minister, pastor or warden of their Church/place of worship also completes the relevant sections. Completed Supplementary Information Forms must be submitted in conjunction with a school place application form and should be returned directly to the school office to arrive before the relevant published application closing date.

## **6.11 Children with an Education Health and Care Plan or a Statement of Special Educational Needs**

A child with an Education Health and Care Plan or Statement of Special Educational Needs naming a specific school, is admitted in accordance with a separate process administered by the Local Authority (LA) in whose area the family lives. The governors will always admit a child whose Plan or Statement names Croscombe Church of England Primary School.

## **6.12 Withdrawing an allocated place**

The governors will expect parents to confirm in writing within 21 school days, their acceptance of an in year place offered at the school. The governors reserve the right to withdraw the offer of a place if these conditions are not met and to reallocate the place to the highest ranked child on a waiting list, or to a new applicant where no waiting list exists. The governors may also withdraw the offer of a school place if the child’s home address is subsequently found to be fraudulent.

## **6.14 Catchment map**

The governors prioritise some school places on the basis of a designated school catchment area. A map indicating the catchment area boundary is available to view on the school or Somerset Local Authority website or a copy can be provided for viewing at the school office

## **6.15 Children of UK Service Personnel**

The Admissions Authority endeavours to ensure that their admission arrangements support the Government’s commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided as proof of posting (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting.)

Usually, a place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of

UK service personnel with a confirmed posting to the area and crown servants returning from overseas to live in the area. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting, the admissions authority will process the application. If proof of a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

For further information please refer to the DfE explanatory note on Admission of Children of Crown Servants;

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/461481/Admission\\_of\\_children\\_of\\_crown\\_servants.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461481/Admission_of_children_of_crown_servants.pdf)



# Supplementary Information Form for Croscombe Church of England Primary School

**This form must be completed and submitted to the school if you would like your application to be considered under criterion 4, 5 or 6 of the over subscription criteria relating to regular church attendance which is:**

4. Children who themselves or their parent(s) are practicing members of the Church of England
5. Children who themselves or their parent(s) are practicing members of other Christian Churches: Methodist, Roman Catholic, Baptist, Salvation Army, United reformed and Seventh Day Adventist

6. Children living, at the time of admission, within an ecclesiastical parish adjoining the designated school catchment area, who themselves, or their parent(s) belong to other faiths

Please ensure that the attached form is completed by you and signed by the relevant church representative (vicar, priest, minister, pastor, church warden). It must be received by the school by 15 January 2020 for primary admissions. For in year admissions it must be submitted directly to the school alongside an in year application form.

Failure to send the correctly completed supplementary information form to the school by the closing date will mean that your application cannot be considered under the church attendance criterion.

**Please return form to:**

Croscombe Church of England Primary School  
Long Street  
Croscombe  
Wells  
Somerset  
BA5 3QL

## Notes for Clergy

Notes for clergy or those responsible and authorised to sign supplementary information forms for those applying to church schools under a church attendance criterion.

The recommendation of the Bath & Wells DBE is that it is best practice to have a sub-committee of at least three members, including clergy, church wardens and those with responsibility for Sunday school to consider these requests and be authorised to sign the form if it is agreed appropriate.

Please also note that if this form is not received by the school prior to the published deadline the child cannot be considered eligible under any church attendance criteria.

In order for the application to be considered under any church attendance criteria within the school's admissions arrangements, the following must be ensured:

1. The DBE does recommend that the child or a parent has attended actual worship and that attendance at toddler groups or other activities that are held at the church does NOT meet the requirements.
2. The completed form must be received by the school by 15 January 2020 for primary admissions. For in year admissions the parent/carer must submit it directly to the school alongside an in year application form.
3. For applicants who have recently, or are about to move to a different area, the supplementary information form should be completed by the clergy at the church where they have been regularly worshipping. It is the responsibility of the applicant to organise this and ensure that the SIF is completed and sent in on time.

**Please Note:**

The application process is a legal one and every effort **MUST** be made to ensure that applications and any supplementary forms are completed accurately and on time. If applicants are unsuccessful, they have the right to appeal. **Clergy should not be pressured into signing a form if they know that the applicant does not, or are in doubt as to whether the applicant does, meet the criteria laid down by the school. This is one reason why a committee should consider every application. It is also particularly helpful where there is an inter-regnum or where clergy have been in post less than 6 months.**

Please complete your child's details then give this form to your clergy leader (priest/minister/pastor), who will complete the remaining part of the form.

**Details of Child/Children**

Applicants Name:.....

Childs Full Name:.....

Childs Date Of Birth:.....

**Details of Church and Church Representative**

Name and Address of Church:.....  
.....

Name and Position of Church Representative.....  
.....

Church Denomination (ie Anglican, Methodist etc).....

Tel:.....

**Declaration**

I, (insert name).....

confirm that the child and/or parent(s)/carer(s identified above has attended

(name of church).....

at least once a month for a minimum of 6 months prior to the date of application.

Signed:.....

Date:.....

**Please return form to:**  
Crocombe Church of England Primary School  
Long Street  
Crocombe  
Wells  
Somerset  
BA5 3QL