



**NETHERAVON ALL SAINTS C of E PRIMARY SCHOOL**

High Street  
Netheravon  
Salisbury  
Wiltshire  
SP4 9PJ

**Admissions Policy 2017/2018**

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| <b>Date Approved:</b>  | February 2016      |
| <b>Date of Review:</b> | February 2017      |
| <b>Signed:</b>         | File copy signed   |
| <b>Position:</b>       | Chair of Governors |

## **Introduction**

This document sets out the Admission Arrangements for Netheravon, All Saints Church of England Primary School with respect to admissions. For the purposes of this policy, the Governing Body of the Academy Trust of Netheravon, All Saints Primary School is the Admission Authority.

These Admission Arrangements comply with the requirements of the 2014 School Admissions Code and the 2012 School Admissions Appeals Code issued by the Department of Education under section 84 of the School Standards and Framework Act 1998 and are reviewed and published annually by the Admission Authority.

If you would like to discuss your child's particular circumstances or require further help with any aspect of the school admissions process, please contact the School Office – telephone: 01980 670339.

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.allsaints-netheravon.wilts.sch.uk](http://www.allsaints-netheravon.wilts.sch.uk)).

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

## **Aims**

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.

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.

The overriding aim of this policy is that it should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to take the best decisions on the preferred school for their children. It should contribute to improving standards for all pupils.

## **Who can apply for a place at the school?**

A child of statutory school age who resides within the United Kingdom (UK) has the 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.

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 UK state funded school.

## **Designated (catchment) area**

The Admission Authority aims to provide a place for all children whose home address is within the designated area, defined as being the area within the ecclesiastical boundaries of the parishes of Netheravon, Enford, Fittleton, Haxton, East Chisenbury and Upavon, and the residential area within the parish of Figheldean located near Netheravon Air Field (which is shared with St Michael's Church of England Primary School, Figheldean). The catchment of Upavon is shared with Rushall Church of England Voluntary Aided Primary School.

A map of the designated area is available on the school website and is also available for viewing from the school office. Designated area means the area of benefit as defined in the school's Trust Deed.

For admissions purposes, the "home address" is the place where the child is permanently resident for more than 2.5 school days per week with his or her parent or parents or legal guardians. The address should be clearly stated on the application form.

Evidence may be requested to show the home address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

Note that for families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must allocate a place 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 when considering the application against their oversubscription criteria.

Where a child will be moving to a new home address and the parent wishes this to be taken into account, one of the following documents must be available at the time of application:

- ◆ A legal "exchange of contract" which confirms the purchase of the property.
- ◆ A copy of a formal tenancy agreement (minimum 6 month term) signed and dated by the applicant and the Landlord for the property.
- ◆ 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.

The Admission Authority will consider applications for children who live outside the catchment area in accordance with these Admission Arrangements and the over subscription criteria.

## **Starting school in September 2017 (The "normal" admissions round)**

The Published Admission Number (PAN) for entrance into Foundation (Reception) is 30. This is the number of places that can be provided according to the resources available and the need to maintain the size of infant classes within the requirements of Infant Class Size legislation (30 children to each qualified teacher unless a child qualifies as a permitted exception in accordance with section 2.15 of the 2014 School Admissions Code).

If 30 or fewer Reception applications are received for September 2017, every applicant will be offered a place for their child, without condition.

If more than 30 applications are received, the Admission Authority will apply the oversubscription criteria in order 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.

A full-time school place in the Reception class is available for children from the September following their 4th birthday (i.e. children born between 01/09/2012 and 31/08/2013 will be admitted in September 2017.)

Parents can request that their child attends part-time (i.e. five mornings per week) until the child reaches statutory school age, which will occur during the term following the child's fifth birthday.

Where an offer of a place is made to a child below statutory school age, parents have the right to defer their child's entry to school until later in the school year. The place is held for that child and is not available to be offered to another child. Entry may not be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the start of the last term in the academic year for which admission is sought.

We believe that children should start their life in school working from the level at which they enter. Each child is different. An integral part of our induction programme involves assessment and getting to know the child before he/she starts school. To achieve this end we:

- ◆ Encourage all parents to visit the school for an individual tour and/or join us on one of our 'Open Afternoons' in order to get to know the Reception classroom and teacher.
- ◆ Arrange visits by the Reception teacher to all local playgroups and nurseries, where practicable.
- ◆ Arrange an early meeting with parent and child in the term before they start, followed by one to one 'assessment' with the teacher/child, where appropriate. (This helps us to establish a 'benchmark/starting level' for each child.)
- ◆ Hold a series of short visits (one with parents and one without parents) to enable children to get to know their teacher and the school.

The Reception teacher is responsible for the organisation and implementation of the induction programme.

"Delayed entry" for children born between 1 April and 31 August 2013 ("summer born" children)

A parent of a 'summer born' child entitled to start school in September 2017, may choose to delay his/her entry to school until September 2018, where the parent considers this arrangement to be in the best educational interests of the child. The parent may also choose to apply for the Reception year in September 2018 rather than year 1.

**Please note:** Although the Admission Authority must agree to a 'delayed entry' application being submitted for a Reception place in September 2018, we cannot indicate whether a place will be available until the 2018 'normal admissions round' allocation exercise is complete. The following process will apply:

1. The parent must submit an application to the home local authority during the 2017 'normal admissions round', making it clear in the text box on the application form that he/she wishes to delay the child's entry until September 2018. Where the intention is for the child to start with the 2018 Reception cohort, this must also be clearly stated on the form. The Admission Authority will formally note the parent's instruction and will not process the 2017 application. Effectively, the child will no longer be part of the 2017 'normal admissions round'.
2. The parent(s) must then wait and make an entirely new application as part of the 2018 'normal admissions round' in accordance with the application process described in the home local authority 2018 Composite Prospectus document. This will be made available by the local authority on 12<sup>th</sup> September 2017. The parent should also take account of the 2018/19 Admission Arrangements applying to the school.
3. If the school is undersubscribed with Reception applications for September 2018, the applicant will receive the offer of a place, without condition, for his/her child on or around 16<sup>th</sup> April 2018. If the school is oversubscribed with applications for September 2018, the published oversubscription criteria will be applied in order to rank all the applications received (including delayed entry applications) and identify a priority for the offer of available reception places. Whether a place can be offered will depend on the outcome of the 2018 application ranking exercise.
4. If the September 2018 Reception application is refused, the right of appeal will apply.
5. If a parent delays a child's entry until 2018 and decides that the child 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.

#### How to apply

**Parents, who wish their children to be admitted to the school for entrance into Reception for the academic year starting September 2017, *must* complete the Common Application Form in line with the Local Authority Co-ordinated Admission Scheme.**

Application forms are available from the school office or there is a facility to apply online at each local authority. Note that applications must be made to the child's "home" local authority i.e. the authority in whose area the child resides at the time of application.

A **supplementary information form**, available from the school office or the website should also be completed and submitted directly to the school for those parents wishing to apply on religious faith grounds.

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<sup>th</sup> September annually.

For families living in Wiltshire the home local authority is Wiltshire Council ([www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)).

#### Deadline for application

Applications for Reception Year entry need to be formally registered with the Local Authority by the date stated on the Common Admission Form for consideration by the Admission Authority.

**For applications for Reception places for the academic year commencing September 2017 the Common Admission Form must be submitted to the local authority by 23.59 hours on 15 January 2017.**

The supplementary information form should also be returned direct to the school by 15 January 2017 if parents want to rely on faith grounds in support of their application.

The Admission Authority cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

A decision on the admission of new entrants will be made during the spring term 2017.

The parents or guardians will receive written notification of the outcome from the home Local Authority on the date determined in the Wiltshire Council Co-ordinated Primary School Admission Scheme which will be on or about 16 April 2017.

#### Late applications

Late applications, i.e. those received after the deadline for the normal admissions round, will not be considered until after all of those which were received on time have been processed, in accordance with Wiltshire Council Co-ordinated Primary School Admission Scheme, at which point there may no longer be a place available at the preferred school(s).

Local authorities must coordinate 'normal admission round' Reception applications until 31 August 2017.

During the normal admissions round it is always necessary to complete a Local Authority Common Application Form to apply for a school place. Registering interest with the school before the admissions round guarantees neither a place nor priority within the Admission Arrangements nor priority within the oversubscription criteria. Offers of places will be made by the Local Authority on the school's behalf.

#### **Applications outside the normal admissions round – the "In-Year" application process**

Applications for 2017-2018 entry outside the normal admissions round should be made directly to the school. The Admission Authority will process the application according to these Admission Arrangements, notify the Local Authority of the application, and will inform the parents and the Local Authority of the outcome.

#### The Admission Limit

For each year group other than the Reception 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 in order to ensure 'the efficient delivery of education and the efficient use of resources' taking into account factors such as; the statutory Infant Class Size limit, available budget, accommodation, the needs of 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.

### Submitting an In-Year application

If a parent wishes to apply for his/her child to join the school during the 2017/18 school year, the School Admissions application form must be completed and submitted 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 School Admissions form may be submitted at any time but will only be administered during school term time and within six school 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.

An "In-Year application form" must also be completed and submitted to the current home local authority. This will be available to download from your Local Authority website.

### 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 according to 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 annually.

### 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' and/or breaching the statutory Infant Class Size Limit. The decision will be notified to the applicant in writing within ten school days of receipt of the In-Year Application Form.

### 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 ten 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.

### Applying the Fair Access Protocol

Where it has not been possible to offer a place, the Admission Authority will consider the application against the criteria set out in the Wiltshire Council Local Authority Fair Access Protocol

(FAP), which is published on this authority's website. If the child concerned 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 in order to identify a suitable educational placement.

#### Children issued with an Education Health and Care plan

If a child is the subject of an Education Health and Care Plan (EHCP), which names a particular school, his/her parents should consult the local authority that issued the EHCP before applying for the child to change school.

#### **Over-subscription Criteria**

The policy of the Admission Authority 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.

Where more applications have been received than places available or where to admit would conflict with the school fulfilling class size legislation, the Admission Authority will assess every application against the following priorities which shall apply in order, and which shall also be applied in order to rank children's names on the waiting list:

1. Education Health and Care plan

A place will be provided for a child who has an Education Health and Care Plan (EHCP) agreed at the time of application, which names Netheravon All Saints Church of England Primary 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.

2. Looked after children or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements 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 (see the definition in section 22(1) of the Children Act 1989).

This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002. Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

3. Vulnerable children

- a. Children of families with confirmed refugee status.
- b. Children with a medical condition or disability where written evidence is available from a senior clinical medical officer and the child's general practitioner or specialist showing that it

would be detrimental to the child's health not to admit him/her to the school rather than any other. Details of this must accompany the initial application.

- c. Children where either parent has a disability which would make travel to a different school difficult. Evidence from a registered health professional such as a doctor or social worker will be required. Details of this must accompany the initial application.

#### 4. Siblings

A child is considered in this category if an older sibling is attending the school at the deadline date, and will continue to do so when the sibling is admitted, and where the child lives at the same home address as the older sibling. Sibling refers to brother or sister, half brother or sister, adopted 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. The PAN 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.

LIVING WITHIN THE SCHOOL'S DESIGNATED AREA AS DEFINED ABOVE:

#### 5. Children of staff at the school

A child is considered in this category if a parent is a member of staff who has been employed at the school for two or more years at the time at which the application for admission to the school is made or where a parent of the child is a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### 6. Practising Christians

Those children from the designated area who are regular (defined as monthly attendance for 12 months prior to application) practising Christians, of whatever denomination, at a recognised church or religious group. (A recognised church or religious group is one that is a member of Churches Together in Britain and Ireland (see [ctbi.org.uk](http://ctbi.org.uk).)

#### 7. Other children

Children within the designated area who do not qualify under one of the criteria above.

LIVING OUTSIDE THE SCHOOL'S DESIGNATED AREA AS DEFINED ABOVE:

#### 8. Children of staff at the school

A child from outside the designated area is considered in this category if a parent is a member of staff who has been employed at the school for two or more years at the time at which the application for admission to the school is made or where a parent of the child is a member of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### 9. Practising Christians

Those children from outside the designated area who are regular (defined as monthly attendance for 12 months prior to application) practising Christians, of whatever denomination, at a recognised

church or religious group. (A recognised church or religious group is one that is a member of Churches Together in Britain and Ireland (see [ctbi.org.uk](http://ctbi.org.uk)).

#### 10. Other children

Children resident outside the designated area who do not qualify under one of the criteria above.

If the school is oversubscribed within any category 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 according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

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 entirely independent of the school or the Local Authority.

The supplementary information form must be completed and submitted to the School by 15 January 2017 if the applicant wishes the child to be considered against the criterion Practising Christians, whether within or outside the designated area. In some cases, a member of the Admissions Authority, or an appointed agent may need to contact the parent to discuss the information submitted in the supplementary information form.

Registration at any nursery or pre-school unit will not be considered as a criterion for over-subscription and no priority will be given to such children even if the pre-school is linked to the school / academy.

#### **Misleading or false information**

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

#### **Waiting Lists**

If the school is oversubscribed for children due to start in 2017-2018, or the year applied for is full, a waiting list will be maintained. The waiting list will close on the last day of the 2017/2018 academic year and will not roll over into subsequent academic years. If a child still wishes to be considered for admission in the subsequent academic year, a fresh application for a place will need to be made. This will be in accordance with the 2018/2019 Admissions Arrangements.

The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

Names will only be removed from the list if a written request is received (please inform the school as soon as possible should you no longer require a place), or if the offer of a place that becomes available is declined. Looked after children and previously looked after children as defined within this policy, 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.

### **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 ten 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.

The Local Authority will confirm in the decision letter to parents the last date for first-round offers to be accepted by parents. This will be on or around 3 May 2017. Parents should contact the school if they are accepting the place and Wiltshire Council if they are declining the place.

Once an offer of a school place has been made, it may only be lawfully withdrawn in very limited circumstances, which include an offer of place based upon a fraudulent or misleading application. Where an offer of place is withdrawn, the application will be considered afresh, and a right of appeal offered if an offer of place is refused.

### **Appeals Procedure**

#### 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 from the School Office. A parent's guide to school admission appeals can also be downloaded from the school website or requested from the School Office and should be read prior to making an appeal.

#### The basis on which an admission application may be refused

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

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

### The appeal timetable

An appeals timetable is published on the school website by 28 February each year. This sets out the statutory time frame within which an appeal must be heard as well as the administrative timeframe within which the Admission Authority will process any appeal lodged with the school.

### Complaints about the administration of the appeals process

The decision of an independent appeal panel is binding on all parties. However, where there is concern that the appeal process has not been properly administered in accordance with the 2012 School Admission Appeals Code, a complaint should be raised with the Chair of Governors. Where no local resolution is reached the parent may escalate the matter to the Local Government Ombudsman.

### **Enquiries about these Admission Arrangements should be addressed to:**

Mrs D Georgeson, Chair of Governors, c/o Netheravon, All Saints CE Primary School, High Street, Netheravon, Nr Salisbury, SP4 9PJ Tel: 01980 670339

**Note: Subject to the above Admission Arrangements and the relevant appeals procedure, decisions regarding admissions will be the responsibility of Admission Authority.**

Signed (Chair of Governors):

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| V1 | Adopted by Netheravon All Saints Academy Trust 11 February 2017 |
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