



## Bathwick St Mary Church School

### Admission Arrangements for starting school in September 2018 or joining any year group during the 2018/19 academic year

#### 1.0 Introduction

Bathwick St Mary Church School is an Academy and as such the Governing Body is the Admissions Authority. The school was established to serve those who want their children to have an education according to the principles and practice of the established church (which we interpret as the Church of England). These admission arrangements should be taken as part of the overall strategy of the school and operated within the context of our vision, aims and values as a Church School. They have been written in accordance with and having due regard to our school's vision & values and all other school policies which impact across all curriculum areas.

Governors liaise with Bath and North East Somerset (B&NES) Local Authority, who co-ordinate admission applications for Reception for all maintained schools in the B&NES area. Therefore, this document should be read in conjunction with B&NES Composite Prospectus published by 12 September which is available from the B&NES website. (**See contact details at end of this document**). The School is responsible for In-Year Applications.

Admission arrangements are subject to the current DfE Admissions Code and the Appeals Code which are available on the B&NES website.

As a school we promote equality of opportunity and are committed to ensuring that there will be no discrimination on the grounds of race, gender or disability.

In accordance with present policies for Race Equality and Equal Opportunities; and to take into account the promotion of community cohesion and the recent Equality's Act 2010; our Gender Equality Scheme and our Disability Equality Scheme (and Access Plan), we will do everything possible to ensure that the admissions process is fair and equitable to pupils. We also take account of our Disability Access plan and note that this information will be available in other formats if requested.

#### 2.0 The Published Admission Number and Admission Limits

The Published Admission Number for the Reception year group and the admission limit for Years 1 and 2 is **30**. The admission limit for every other year group is **34**.

The governors will normally admit up to these limits and refuse all other applications.

#### 3.0 Admission to the Reception and other year group for the first time in September 2018

All application forms for first admission in September 2018 must be submitted to your home Local Authority by 23.59 hours on 15<sup>th</sup> January 2018. Any Supplementary Information Forms must be submitted to the chosen school by the same date. All applications will be subject to the national Equal Preference with Ranking system of allocation. In accordance with the coordinated admissions scheme, Bath & North East Somerset LA will forward applications to the school and the Governing Body will allocate every child a place if the school is undersubscribed, or rank every application against the governors' published oversubscription criteria if there are more applications received than places available. Places will be allocated in strict order up to the Published Admission Number and all other applications refused. The governors' decision will be notified to B&NES LA and as per the coordinated admissions scheme your home LA will inform parents of the outcome of their application on 17 April 2018.

#### **4.0 Admission during the 2018/19 academic year (In-Year admission)**

Applicants must complete an In-year application form which is available from the school office or by downloading from the school or B&NES website. Completed application forms must be returned directly to the school office. (See contact details at the end of these arrangements).

The governors Admissions Committee will consider every application against the admission limit for the year group concerned and if necessary apply the oversubscription criteria in order to determine whether a place can be made available. Decisions will be notified by the school office to applicants within ten days and B&NES also will be notified.

If the response to an offer is not received by the school within ten days the offer may be withdrawn.

Additional information required to support a school place under category 3 must be provided only on the specific Supplementary Information Form (SIF C) and additional information required to support a school place application under categories 4, 5 and 7 must be provided only on the specific Supplementary Information Form (SIF A&B) which is available from the school office or to download from the school website. If a SIF is completed it must be sent direct to the school.

If there are more applications than places available, the governors will rank them against the published Oversubscription Criteria set out below

#### **5.0 Over Subscription Criteria**

Following the admission of any children with a Special Educational Needs Statement or Education Health Care (EHC) Plan naming this school, the governors will consider all other applications. If the number of applications for admission exceeds the Published Admission Number (PAN), or admission limit for the year group concerned, the Governors will apply the following Oversubscription Criteria to every application received and rank children in priority order, admitting up to the PAN or admission limit and refusing all other applications.

- 1 Looked After Children and Previously Looked After Children (see definition).
- 2 Children with a sibling attending this school at the time of admission. .
- 3 Children of School Staff (see definition).
- 4 Children living within the Bathwick Parishes who are or whose parent(s) are practising members of the Bathwick churches (Supplementary Information Form must be completed).
- 5 Children living within the Bathwick parishes, who are or whose parent(s) are practising member(s) of another faith community. (Supplementary Information Form must be completed)
- 6 Children living in the Bathwick Parishes.
- 7 Children who live outside the Bathwick parishes and are, or whose parent(s) are, practising member(s) of the Bathwick churches or another faith community. (Supplementary Information Form must be completed).
- 8 Children not in any of the above categories

## **6.0 Tie Breaker**

A tie breaker will be applied where the Admission Number is reached part way through any oversubscription criterion and there is a need to decide which children meeting this criterion are to be allocated places and which are to be refused. For this purpose, a straight line measurement will be calculated between home and school for each child falling within the particular criterion. Places will be allocated to those children living nearest to the school by straight line, according to a Geographic Information System (GIS) measurement. Where two distances are exactly identical, the place will be decided by the drawing of lots. This will be undertaken by a person entirely independent of the Admission Authority and the draw will be held on the school site, with at least one independent witness present.

## **7.0 Right of Appeal**

Parents whose school place application is turned down by the Governing Body have the legal right to appeal to an Independent Appeals Panel. Details concerning how to appeal will be explained in the decision letter sent from the school.

## **8.0 Waiting Lists**

Where a child is formally refused admission to start in the Normal admission round in September 2018, if requested in writing, his/her name will be held on a waiting list in ranked order according to the oversubscription criteria. If a place becomes available within the Published Admission Number this will be offered to the highest ranked child at that time.

In Year admissions will be offered a place if available, otherwise the name can be held on a waiting list in ranked order according to the oversubscription criteria if the parents so wish. At the end of each academic year parents need to contact the school in writing if they wish their child to remain on the list.

## **9.0 Applications for Retained or Accelerated application**

The governors 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 the chronological age year group. The reasons for the request must be fully explained and included with the school place application form.

## **10.0 Multiple birth applications (for example twins)**

In the case of multiple birth applications, the Published Admission Number and admission limit for years R, 1 and 2 will be increased at the point of allocation to ensure multiple birth siblings can be allocated places at the same school (sibling definition applies). In the event of a junior year group (3,4,5,6) being oversubscribed, if the applicant for the final qualifying place(s) available within the admission limit is the parent of twins, triplets or other multiple births, the parent will be asked to identify which of their children will be taking up the available place(s).

## **11.0 Children from Overseas**

Applications will be considered in line with the guidance given in the Admissions Code. Governors may require evidence of residency – see glossary and definitions. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

## **12.0 Fair Access Protocol**

All Admission Authorities must participate in the Local Authority Fair Access Protocol to ensure unplaced children are allocated a place quickly. Refer to the Admissions code for further details.

## **13.0 Glossary and Definitions**

### **Looked After Children and Immediately Adopted Children**

In line with the School Admissions Code these children are given the highest priority within the oversubscription criteria. The Code defines a Looked After Child as 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 at the time of making an application to the school. Previously Looked After Children are defined as children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).

### **Siblings**

For the purposes of Admissions, a sibling is defined as a child living at the same address as a half or full brother or sister, step brother or sister, foster brother or sister or the child of the parent/carer's partner.

Children in attendance will also include those that have accepted an offered place but may not yet have been admitted to the relevant year group.

### **Children of School Staff**

A member of staff may apply for a Reception place at the school for their child. They must have been employed at the school for at least two consecutive years at the time of application. Members of staff are full time and part time, teaching and non teaching staff employed at the school and who are paid through the school's payroll system. Staff parents who apply to the Local Authority for a Reception place must also complete Supplementary Information Form C that accompanies this Policy and send it to the school by 15 January 2018.

### **Parent**

A 'parent' in education law includes; natural parents, whether they are married or not. 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 with whom the child lives and who looks after the child, irrespective of what that relationship is with the child.)

### **Home Address**

We regard a child's home address to be where that child spends the majority of the school week. We may ask to see documentary evidence of ownership, rental agreement or other arrangements if there are any reasons why a child does not live at his or her parents address. Child care arrangements are not sufficient for giving another address.

### **Distance Measurements**

For the purpose of measuring home to school distance, all calculations will be measured using the Local Authority's straight line measurement from the address point of the home to the address point of the school using a Geographical Information System (GIS) method.

### **Supplementary Information Forms**

For category 3 a Supplementary Information Form (SIF C) which is separate but forms part of this Policy must be read and completed by the applicant and completed by the Head Teacher

For categories 4, 5 and 7 Supplementary Information Forms (SIF A&B) which are separate but form part of this Policy must be read and where appropriate completed by the applicant and the vicar, priest, minister pastor or warden of the church. The church shall then forward the completed Form A and B to the school. There are four forms: Notes for clergy, Notes for applicants and School Admission Form parts A and B. Practising is defined as attendance at church for a minimum of once a month for a minimum of six months immediately prior to the application.

### **Children with a Statement of Special Educational Needs and Disability**

There is a different procedure for the admission to school for children with Statements of Special Educational Need and Disability. This is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing the Statement and consulting parents and the Governing Body of *Bathwick St Mary Church School, before the school is named in the Statement. If the school is named in the Statement the child will be admitted. Wherever possible the place will be offered within the Admission Number for the School.*

### **Parishes map**

For categories 4, 5, 6 and 7 a map of the Bathwick parishes can be obtained from the school office and the school website.

### **Contact Details**

Mrs L Harper, School Secretary, Bathwick St Mary Church School, Darlington Road, Bath, BA2 6NN

Tel. 01225 465654

email: [office@bsm.bwmat.org](mailto:office@bsm.bwmat.org)

School website: [www.bathwickstmary.org](http://www.bathwickstmary.org)

Bath & North East Somerset Local Authority, Admissions & Transport Unit, Lewis House, Manvers Street, BATH, BA1 1JG

Tel. 01225 394312

email: [admissions\\_transport@bathnes.gov.uk](mailto:admissions_transport@bathnes.gov.uk)

B&NES website: [www.bathnes.gov.uk](http://www.bathnes.gov.uk)