



St John the Evangelist Church School

School Admission Arrangements – 2018/19

Introduction

These Admission Arrangements comply with the requirements of the 2014 School Admissions Code and the 2012 School Admission Appeals Code issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998 and are reviewed and published annually by the Bath and Wells Multi Academy Trust (The Admissions Authority). Should the Trust propose to alter any aspect of policy or practice, a public consultation will be conducted in accordance with the statutory requirements set out in the School Admissions Code. The 'day to day' administration of admission enquiries and decisions in connection with admission applications are managed directly by the School.

In the interests of clarity, this document is set out under the following headings:

- 1.0 - General Information
- 2.0 - Starting School in September 2018 – The 'normal' admissions-round
- 3.0 - Changing School. The In-Year application procedure
- 4.0 - The Oversubscription Criteria
- 5.0 - Lodging an Appeal
- 6.0 - Key contact details

- Appendix A: Glossary and Definitions
- Appendix B: In-Year Application Form
- Appendix C: Supplementary Information Form
- Appendix D: Ecclesiastical Parish Map.

If you would like to discuss your particular circumstances or require further help with any aspect of the school admissions process, please contact the School Office - telephone: 01275 873417

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.stjohnevangelistbwmat.org

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

1.0	General information
1.1	The School
	St John the Evangelist is a fully inclusive Church of England Academy and a member of the Bath and Wells Multi Academy Trust from 1 July 2016. The school provides education for children of all faiths and no faith. The governors prioritise the offer of places for children living nearest to the school before offering places more widely.
1.2	Who can apply for a school place?
	A parent, registered carer, or other person/organisation that has responsibility for a child (referred to throughout this document as 'the parent') may submit a school admission application on behalf of that child for any United Kingdom (UK) state funded school.
1.3	The child
	A child of statutory school age who resides within the UK has a right to receive an education. The child must, at the time of application, 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.

1.4	<p>The home address</p> <p>For admission purposes, the Admission Authority considers the home address to be <i>'the address at which the child concerned is living at the time of application, with his/her parent(s) for more than 2.5 school days per week'</i>. This address should be clearly stated on the application form.</p> <p>If the child will be moving to a new home address and the parent wishes this address to be used for admission purposes, one of the following documents must be made available in conjunction with the Admission Application Form:</p> <ul style="list-style-type: none"> • A legal 'exchange of contract' which confirms the purchase of the property • A copy of a formal tenancy agreement (minimum six-month term) signed and dated by the applicant and the Landlord for the property • Where the child will be living at an address other than the parental family home, for more than 2.5 school days per week (for example; with an extended family member, or in emergency or other public accommodation) - A formal letter, signed and dated by the person responsible for the address in question. This must explain the living/care arrangements for the child and state how long these arrangements are expected to remain in place. • 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
1.5	<p>Siblings</p> <p>The oversubscription criteria set out in section 4.2 of these admission arrangements include 'sibling' criteria, which supports the prioritisation of an admission application when a sibling is on roll at the school at the time of application and remains so at the time of admission.</p> <p>If a parent would like his/her child to be prioritised against one of the sibling criteria, the sibling's details must be provided on the admission application form. The named sibling can be a full, half or adopted brother or sister, or another child, who lives for the 'majority' of his/her school time (more than 2.5 school days per week) within the same family unit at the same home address.</p> <p>The Published Admission Number/Admission Limit will be exceeded 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 if the Admission Number/Limit was adhered to.</p>
1.6	<p>Waiting lists</p> <p>When an admission application is refused, the child's name will be entered onto a waiting list for that year group, which will be maintained until the end of the school year and then shut down. Names on waiting lists are held strictly in ranked order according to the child's compliance with the oversubscription criteria. Each time a name is added, the waiting list concerned will be re-ranked. If a place becomes available in the appropriate year, this will be offered for the child ranked highest on the waiting list at that time. A child's name will be removed from the waiting list if a place is offered and declined, or the parent(s) informs the school in writing to remove his/her child's name.</p>
1.7	<p>Misleading or false information</p> <p>If the Admission Authority becomes aware that a school place has been secured for a child due to the provision 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. Before doing so, the circumstances of the case will be discussed with the parent and, where required, the application will be considered afresh taking account of any new information.</p>
2.0	Starting School in September 2018 (The 'normal' admissions-round)
2.1	The Published Admission Number (PAN)
	Applications to start school for the first time in September 2018 are administered by local authorities during the 'normal' admissions- round which applies for new entry to

	<p>school. A statutory Published Admission Number (PAN) of 45 applies for the year of entry (Reception). The PAN indicates the number of places that can be offered within the resources available and the need to maintain the size of infant classes within the requirements of Infant Class Size legislation (this limits Reception, Year 1 and Year 2 classes to no more than 30 children per teacher, unless a child qualifies as a 'permitted exception' admission in accordance with section 2.15 of the 2014 School Admissions Code).</p> <p>If fewer applications are received than the PAN set for the Reception Year, every applicant will be offered a place for their child, without condition. If the total number of applications received at any one time exceeds the PAN, the Admission Authority will consider every application against the oversubscription criteria which is set out in section 4.2 of these Admission Arrangements. The Admission Authority will sort the applications into ranked order and identify a priority for the offer of places up to the PAN.</p>
2.2	<p>Submitting an 'on time' application</p> <p>For a child to start school in September 2018, the parent must complete the Common Application Form (CAF) available from the 'home' local authority. The application will be considered as 'on time' if it is submitted to the home local authority by 23.59 hours on 15 January 2018</p> <p>The CAF may be completed and submitted using the local authority 'on line' procedure, or as a paper form. Full details concerning the application process, as well as information about the schools in the local authority area, are explained in the 'Composite Prospectus' document, which each local authority must make available on 12th September annually.</p> <p>For families living in North Somerset, the <u>home</u> local authority is North Somerset Council www.n-somerset.gov.uk/admissions</p>
2.3	<p>Late applications</p> <p>If the application form is submitted to the home local authority after the deadline stated in section 2.2, it will be considered as 'late' and will <u>not</u> be administered until all on time applications have been processed. By this time, there may no longer be a place available at the preferred school(s). Some local authorities publish specific dates for a second admissions-round within which 'late' applications will be administered. Local authorities must coordinate starting and transferring school applications until 31 August 2018.</p>
2.4	<p>Notifying the application decision</p> <p>Applicants will receive an admission decision in writing from their <u>home</u> local authority on or about 16 April 2018</p> <p>The method of informing the decision varies across local authorities but is set out in the Composite Prospectus issued by each authority.</p>
2.5	<p>Education Health and Care plan (EHCP)</p> <p>A place will be provided for any child who has an Education Health and Care Plan (formally a Statement of Special Educational Needs) in place at the time of application, which names St John the Evangelist Church 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.</p>
2.6	<p>Starting school on a full or part time basis</p> <p>A parent may apply for his/her child to start school for the first time in the September following the fourth birthday and, where a place is offered, may choose for the child to start full time from day one, or to attend on a part time basis until statutory school age is reached, which is during the term following the child's fifth birthday.</p>
2.7	<p>Deferred entry to school</p> <p>While a child is below compulsory school age, the parent(s) may choose to defer his/her child's entry to school until later in the school year. However, cannot defer beyond the point at which the child reaches compulsory school age or beyond the start</p>

	of the last term in the school year (the school operates a three-term year).
2.8	Applying on behalf of a summer born child (born 1 April – 31 August)
	<p>A parent of a 'summer born' child entitled to start school in September 2018, may choose to delay his/her entry to school until September 2019, 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 2019 rather than year 1. However, there is a risk attached to deciding this approach, which the parent must be clear about. Although the Admission Authority will agree to a new application being submitted for a reception place in September 2019, there can be no indication given as to whether a place will be available until the 2019 'normal' admissions round is complete. The following process will apply:</p> <ol style="list-style-type: none"> 1. The parent(s) must submit an application to the home local authority during the 2018 '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 2019. Where the intention is for the child to start with the 2019 <u>reception</u> cohort, this must also be clearly stated on the form. The Admission Authority will formally note the parent(s) instruction and will <u>remove</u> (not process) the 2018 application. Effectively, the child will no longer be part of the 2018 'normal' admissions round. 2. The parent(s) must then wait and make an entirely new application as part of the <u>2019 'normal' admissions round</u> in accordance with the application process described in the home local authority 2019 Composite Prospectus document. This will be made available by the local authority on 12th September 2018. The parent should also take account of the 2019/20 Admission Arrangements applying to the school. 3. If the school is undersubscribed with reception applications for September 2019, the applicant will receive the offer of a place, without condition, for his/her child on or around 16th April 2019. If the school is oversubscribed with applications for September 2019, 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. <u>Whether a place can be offered will depend on the outcome of the application ranking exercise.</u> 4. If the September 2019 reception application is refused, the right of appeal will apply. 5. If a parent delays a child's entry until 2019 and decides that he/she should join <u>year 1</u> instead of reception, he/she will need to make an in-year application within six school weeks of the place being required.

3.0	Changing school – The 'in-year' application process
3.1	The Admission Limit
	<p>The Admission Authority has identified an admission limit for every year group, other than Reception, for which a statutory admission number is published. Admission limits are set in accordance with the level of resource available and to ensure that as many places as possible can be offered without prejudicing <i>'the efficient delivery of education and/or the efficient use of resources'</i> or (where applicable) unlawfully breaching the statutory Infant Class Size Limit. In determining admission limits, the Admissions Committee will take account of factors such as school budget, accommodation, class organisation, the specific needs of the children on roll and the wellbeing of pupils and staff. Consequently, admission limits may be varied from time to time and so the number of places that can be offered will alter accordingly.</p>
3.2	Submitting an in-year application
	<p>The In-Year Application Form is available to download from the school website or can be provided as a paper form via the school office. This Application Form may be</p>

	completed and returned directly to the school at any time, although it will only be administered during school term time and within six <u>school</u> 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 will be considered further in advance providing an official letter is submitted with the application, which sets out a relocation date and confirms a Unit postal address or quartering area address.
3.3	Applying for a year group other than the child's relative age (chronological)
	<p>The In-Year Application Form will usually be submitted for the year group associated with the child's age, although a parent may apply for an alternative year group where he/she considers this would be in the best educational interests of the child concerned. The application must be accompanied with as much information as possible to support the case for 'retaining' or 'accelerating' the child.</p> <p>The Admission Authority will reach a decision based on 'the circumstances of the case' whether to support the parent's request, taking account of the information provided and what is considered by the Admission Authority to be in the best educational interests of the child concerned. Where an application for a 'retained' or 'accelerated' placement is refused, the Admission Authority will further consider whether a place can be offered in the child's relative age year group. The applicant will have the right to appeal the decision where a place cannot be offered in the relative age year group.</p> <p>'Retained' and 'accelerated' placements secured through the In-Year admissions process will be reviewed annually in conjunction with the child's parent(s).</p>
3.4	The decision
	On receipt of a signed and dated in-year application form, the Admissions Committee 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 committee's decision will be notified to the applicant in writing within ten school days of receipt of the admission application form.
3.5	Accepting the offer of a place
	Where a place is offered, the parent(s) 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 with this time frame, the Admissions Committee will write to the applicant with a view to withdrawing the offer.
3.6	Applying the Fair Access Protocol
	The Admission Authority is committed to 'Fair Access to school for every child'. Therefore, where an application is refused <u>and the child concerned is not enrolled at another school</u> , the Admission Authority will consider whether the child satisfies any of the criteria set out in the North Somerset Council (NSC) Fair Access Protocol (FAP), which is published on the council website. Where this is the case, the Admission Authority will inform NSC and provide a copy of the completed In-Year Application Form. This will enable the council to decide whether to engage with the applicant and help secure a suitable educational placement without undue delay.
3.7	Children issued with an Education Health and Care plan (EHCP)
	If a child is the subject of an EHCP (formerly a Statement of Special Educational Needs) which names a particular school, his/her parents should consult the local authority that issued the EHCP <u>before</u> applying for their child to transfer to another school.
4.0	The Oversubscription Criteria
4.1	Oversubscription
	If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admission Authority will consider every application received at that time against the oversubscription criteria set out in section 4.2 of these Admission Arrangements. This will enable the Admission Authority to sort the applications into ranked order and identify a priority for

	the offer of available places. The oversubscription criteria will also be applied when it is necessary to rank a waiting list.
4.2	The Oversubscription Criteria
	<ol style="list-style-type: none"> 1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is 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 (section 22 (1) of the Children Act 1989 applies). 2. Children with a sibling attending the school at the time of application, who will still be on roll at the time of admission and who lives at the same address. 3. Children who, at the time of application, live within the Ecclesiastical Parish of St John the Evangelist or with a confirmed move to an address within the Ecclesiastical Parish. 4. Children who themselves, or whose parent(s) attend a service of Christian worship at a registered place of worship on at least one day per month and have attended for the twelve months prior to submitting an admission application. 5. Children not satisfying criterion. <p>Notes:</p> <ul style="list-style-type: none"> • Refer to section 1.4 of these Admission Arrangements for the definition of 'home address' • Refer to section 1.5 of these Admission Arrangements for the definition of 'sibling' • The Supplementary Information Form must be completed and submitted in conjunction with the school place application if the applicant wishes the child to be considered against criterion 1 or criterion 4 (refer to section 4.5 of these admission arrangements) • A map indicating the Ecclesiastical Parish of St John the Evangelist is available on the school website, Appendix D. A paper copy is also kept at the school and is available to view by appointment.
4.3	Prioritising applications by distance measurement
	<p>In the event of oversubscription, applications are prioritised by ranking them against the oversubscription criteria until the Published Admission Number (PAN) or admission limit is reached. If this limit is reached part way through an oversubscription criterion and there are still some applications left to rank, there will be a need to further refine the order of the applications satisfying this 'cut off' criterion and those which qualify against a lower criterion.</p> <p>Distances will be calculated electronically using digital mapping software and Ordnance Survey 'National Address Base' coordinates for St John the Evangelist Church School and the child's home address. Measurement will be to a minimum of three decimal places accuracy. In the case of a multi-dwelling building, such as a block of flats, the same distance will apply for all occupants.</p>
4.4	Applying a tie-breaker
	Where two or more distances are exactly the same and it proves necessary to rank the relevant applications, a priority for admission will be determined by the drawing of lots. This exercise will take place at the school and be supervised by a person entirely

	independent of the Admissions Authority and the school.
4.5	Supplementary Information Form (SIF)
	A Supplementary Information Form (SIF) is provided in appendix C. This is designed to collect information required in order to evidence that a child qualifies against particular oversubscription criteria. The SIF <u>must</u> be completed and submitted in conjunction with the admission application form, where the parent wishes qualifying information to be taken into account, in the event that it proves necessary to apply the oversubscription criteria in order to prioritise applications. It may be necessary for a member of the Admissions Authority, or an appointed agent, to contact the applicant to discuss the information submitted on the SIF.

5.0	Lodging an appeal
5.1	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 Admissions Committee will explain how to complete this process and an appeal form is available to download from the school website, or can be requested from the School Office.
5.2	The basis on which an admission application may be refused
	The Admission authority can refuse to admit a child where a further admission would <i>'prejudice the efficient delivery of education or the efficient use of resources'</i> or where the admission would breach the Governments 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 are limited to the appeal panel's review of these conditions and the reasonableness of the decision.
5.3	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 Admissions Authority undertakes to process any appeal lodged with the school.
5.4	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 <u>process</u> has not been properly administered in accordance with the 2012 School Admission Appeals Code, a complaint may be raised with the school Governing Body and where no local resolution is reached, with the Education Funding Agency.

6.0	Key contact details
The School	<p>St John the Evangelist Church School Fosseway Clevedon BS21 5EL</p> <p>Telephone: 01275 873417 School website: www.stjohnevangelistbwmat.org School Office: Email: office@stje.bwmat.org</p> <p>Head teacher: Mr Ian Doswell Admissions: Contact the School Business Manager</p>
For families resident in North Somerset, the 'home' local authority is North Somerset Council	<p>Admissions and Transport Team North Somerset Council Castlewood Tickenham Road Clevedon</p>

	Website: www.n-somerset.gov.uk Email: admissions@n-somerset.gov.uk Telephone: 01275 884078
The Education and Skills Funding Agency	www.gov.uk/government/organisations/education-funding-agency
The Department for Education	The Department for Education Sanctuary Buildings, 20 Great Smith St, London SW1P 3BT Telephone 0370 000 2288 Electronic contact form: form.education.gov.uk Website: www.education.gov.uk
School Admissions Code	https://www.gov.uk/government/publications/school-admissions-code--2
School Admission Appeals Code	https://www.gov.uk/government/publications/school-admissions-appeals-code