



St. Anne's Church of England VA Primary School

SCHOOL ADMISSION ARRANGEMENTS with effect from the 2016-17 Academic Year

These Admission Arrangements apply for the admission of children to St. Anne's Hewish and St. Anne's West Wick school sites.

Part 1 - General information

1.1 About our School

St. Anne's Church of England Primary School (St Anne's) is a distinctive 'dual site' school, providing primary education for children on the long established St Anne's Hewish site and the newly developed St Anne's West Wick site that opened on 1 January 2015.

These published admission arrangements apply with effect from the 2016-17 school year to St Anne's overall, although for school admission purposes, each site may be considered entirely separately from the other. Parents may express a preference for either the Hewish or the West Wick site. If a place at the preferred site cannot be offered, however, applicants will not automatically be offered a place at the other school site. The Governing Body is the Admissions Authority for St Anne's and as such the governors take all admission decisions in connection with both sites.

The St Anne's West Wick site will offer 30 places for Reception aged pupils in 2014-2015 and annually thereafter. From September 2015 the school will grow incrementally with the minimum annual addition of a further reception year group year on year, until the site's full capacity is reached in 2018/19 (210 places for aged 4-11 year olds).

Everyone at St Anne's is committed to creating a caring atmosphere in which each child may reach the highest possible standards in all aspects of their work. Learning should be both challenging and enjoyable and we offer a wide range of activities and opportunities to suit each child.

The governors, head teacher and staff also place great emphasis on the development of personal and social skills and positive attitudes, so that children learn what it means to be caring and responsible members of the community. This sense of community, and the importance of everyone's contribution within it, is an essential part of the child's experience at our school.

1.2 Contact details

St Anne's Church of England Voluntary Aided Primary School Bristol Road Hewish Weston-super-Mare BS24 6RT	St Anne's Church of England Voluntary Aided Primary School 1 Scot Elm Drive West Wick Weston-super-Mare BS24 7JU
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Web site: www.stannesprimaryschool.co.uk

Email: stannes.pri@n-somerset.gov.uk

Telephone: @Hewish 01934 832159, @West Wick 01934 520461

Headteacher: Mrs Lisa Dadds

Chair of Governors: Mrs Jonquil Brooks

Local Authority website: www.n-somerset.gov.uk/admissions

1.3 The Published Admission Number (PAN)

A statutory PAN applies for the Reception year (Year R) of entry at both sites and this indicates the number of places available in this year group.

A non-statutory admission limit applies to all other year groups. This is a guide to the number of places normally available and may be varied from time to time according to the level of resource available across the school and/or at each site.

The PAN for Year R is 30 and indicative admissions limits for each site are as follows:

Hewish site

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Reception						
30	30	30	30	30	30	30

West Wick site only

Reception	Year 1	Year 2
30	30	30

1.4 Relevant Documents: Please read this information before applying for a school place

Important documents published by every Local Authority are relevant to some areas of school admissions procedure. Applicants are strongly advised to contact their 'home' Local Authority (the Local Authority area in which your child lives) 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's Coordinated Admissions Scheme
- The Local Authority's Composite Prospectus 'Primary Guide for Parents'
- The Local Authority's School Transport policy

You may also wish to look at the following:

- The Local Authority's Fair Access Protocol
- Free School Meal Entitlement

Part 2 - Over Subscription Criteria

2.1 The Special Educational Needs Code requires the governors to admit any children with a statement of Special Educational Needs or an Education, Health and Care Plan naming St Anne's before the consideration of any further applications.

2.2 Where there are more applications than there are places available within the required year group, the governors will consider all applications received against the following oversubscription criteria. This will enable the governors to rank applications according to priority and identify those children who should be allocated a place within the PAN or admission limit (see section 1.3) and those who should be refused. Where there are fewer applications than places available within the PAN or admission limit set for the required year group, places will be provided for every child. For first admission to the Reception year group, an application closing date applies (see section 3.2).

2.3 Over Subscription Criteria

1. Children in the care of a Local Authority at the time of application, or whose care has ceased because he/she has become adopted or the subject of a child arrangements or special guardianship order.
2. For West Wick site only: children whose permanent home address falls within the designated West Wick area will receive priority for the West Wick school site. A map is available to download from the school website or for viewing at either school site office.
3. Children with a sibling attending the St Anne's site for which the application has been made at the time of application and who will still be enrolled at the time of admission.
4. Children of school staff on permanent contracts of employment who have been employed at the school for a minimum period of two years at the time of application or children of a new appointee where there is a demonstrable skills shortage for the vacant post.
5. Children who attend church or a service at a place of Christian worship with a family member, or children of a parent(s) who attend a church or a service at a place of Christian worship. Defined as attending a church or a service each month for a consecutive period of six months prior to application and evidenced by a signed Supplementary Information Form. (refer to section 6.12).
6. All other children.

2.4 Tie Breaker:

Where the PAN (see section 1.3) is reached part way through any criterion, places will be allocated in priority order up to the PAN to those children living nearest to the relevant school site by straight line measurement between the address point of the child's home and the main entrance marker for the school, indicated on North Somerset Council's computerised system(s).

Where two or more children are assessed as exactly equal and it cannot otherwise be determined which child has the higher priority for a school place or a position on a waiting list, the order of priority will be determined by the drawing of lots for these children. This will be undertaken on the school premises by the Admissions Committee. The Chair of Governors or a nominated governor will observe this process and be supervised by a person entirely independent of the Admissions Committee with no current connection to the school.

Part 3 – Starting School for the first time

- 3.1** The following information should be read in conjunction with the 2016 Coordinated Admissions Scheme published by the Local Authority in which area the child subject to the application lives (the home Local Authority). Additionally, applicants should read the information contained in the Local Authority's admissions guide for parents, which will explain the admission application process in detail. These documents should be available on the home Local Authority's website or upon request to that Local Authority.
- 3.2** Application forms to start at the school for the first time in the Reception year group in September 2016 must be submitted directly to the home Local Authority, on or before 23.59

hours on 15th January 2016. Applications may be made electronically 'on line' or by completing a paper application form available from the home Local Authority.

- 3.3 The home Local Authority will forward applications directly to the Local Authority in which area the preferred school is located. Where this is for St Anne's, the main school office will be notified of all applications received and the governors Admissions Committee will meet and rank every application submitted on time according to these published admission arrangements
- 3.4 The governors allocation decisions will be notified to North Somerset Local Authority in accordance with this authority's Coordinated Admissions Scheme timetable and the home Local Authority will then inform parents of individual decisions on **18th April 2016** by email and / or second class post.

Part 4 - Admission to any year group during the 2016-17 academic (in-year admission)

- 4.1 Applications can be submitted at any time for a place during the academic year, by completing the governors' (or Local Authority) in-year application form and returning this directly to the main school offices. The governors will not consider any applications received during school holiday periods until school resumes. The governors' application form will be available from 1 September 2016 , to download from the school website, or a copy can be provided upon request to the school office.
- 4.2 The governors' Admissions Committee will take admission decisions within five days of receipt of the completed application form. Where the request is for the child's chronological age year group and there is a place available, the decision will normally be to admit the child concerned and applicants will be notified of this in writing.
- 4.3 Where the governors have more than one application to consider at any one time for the same year group, they may need to apply the published oversubscription criteria in order to determine a priority for admission where insufficient places exist (see Part 2 – Oversubscription Criteria).
- 4.4 Where the requested chronological age year group is oversubscribed, the governors will carefully consider whether an additional child might still be admitted to the school. If refused, the reasons for refusal will be notified to parents and information about how to appeal against the governors' decision (see Part 5 of these arrangements).
- 4.5 The Governing Body, in fulfilling their duty to ensure that the school finances are used effectively for the benefit of all pupils across both school sites may, on rare occasions, consult parents/carers to determine whether a single class base on one school site only is appropriate. The governors reserve the right to alter their class organizations and placement, but will consider the views of parents/carers before making their determination. The governors and senior leaders of the school will determine the class placement of the pupil based on the needs of the child and place availability.
- 4.6 In-year decision letters are sent out from the School Office within 5 school days of the Admission Committee decision being taken. Applicants will be expected to confirm their acceptance of any place offered within 21 school days (see 6.10 Withdrawing an allocated place) The school will notify the LA of the outcome of all applications (places offered and refused).

Part 5 - Appeals Procedure

- 5.1** Parents have the legal right to appeal against the governors' decision to refuse a place at St Anne's C of E Voluntary Aided Primary School for a child in their care, providing a formal application for a school place has been submitted and a decision letter sent out on behalf of the Governing Body explaining the reasons for refusal. Full details explaining the appeal process will be enclosed with decision letters.
- 5.2** An appeal timetable will be published on the school website by 28th February every year. This sets out the timeframe for the various stages in the appeal process and includes statutory dates by which appeals must be heard. The governors do not organise appeal hearings during school holiday periods and any appeal form received when the school is closed will not be administered until school resumes.
- 5.3** The appeal form must always be completed and submitted to either School Office within 21 school days of the date on the decision refusal letter. An appeal form will be enclosed with the refusal letter or a copy can be downloaded from the school website or obtained from either School Office.

Part 6 – Important Information

6.1 Waiting Lists

The governors operate waiting lists for every year group. For Reception Intake the waiting list will be kept until at least the 31st December 2016. Where a child is formally refused admission to any year group, parents may request that his/her child's name is placed on the appropriate waiting list. This is held in ranked order according to the oversubscription criteria. Waiting lists will be maintained until the end of the academic year. As each child is added, the list will be required to be ranked again in line with the above published oversubscription criteria. If a place becomes available within the Published Admission Number or other admission limit, this will be offered for the highest ranked child at that time.

6.2 Applications for children to enter a year group other than chronological age

The governors will consider applications on a case by case basis for 'retained' or 'accelerated' entry in circumstances where parents would like their child to be admitted to a year group other than his/her chronological age year group. The reasons for the request must be fully explained in writing and included with the school place application form (or submitted separately where applying via an on-line service). Parents of summer born children (born on or between 1 April and 31 August) can ask the Admission Authority to admit their child into the Reception year one year after they would normally enter the school.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child, taking into account the social, emotional and academic development of the child as often supported by education and other professionals the views of the Head Teacher, where relevant the child's medical history and the views of a medical professional, whether they have previously been educated out of their normal age group and whether they may naturally have fallen into a lower age group if they were not born prematurely.

Where a request for a child to be admitted outside their normal age group has been agreed, it enables a child to be included as part of the Reception Intake allocations, the application will then be processed in accordance with these arrangements and over-subscription criteria where

applicable. It must be noted that the decision of the Governing Body will apply to the child's attendance at St Anne's only.

Where a request for a summer born child to be admitted into the Reception Year Group, one year after they would normally enter the school is not agreed, the parent may apply for their child to be admitted with their chronological age group for admission at the time they would normally enter the school. Such children who do not start school in the school year that they become 5 will normally be placed in a Year 1 class and will miss the Reception year. Parents should be aware that the school might become full in the Reception age group with pupils whose parent applies for a place during the 2015-16 school year. There may be no places available for those who delay their child's admission until Year 1. These parents will need to apply for a Year 1 school place for their child and these applications will be considered from 1 July 2016 onwards.

6.3 Retained or Accelerated Entry

If a parent wishes their child to be retained or accelerated at its next school, a separate new request to this new school's admission authority should be made. Other admission authorities may come to a different conclusion and parents must be aware that at the future school, a child's chronological place application may be reapplied.

6.4 Multiple birth applications (for example twins)

In the case of multiple birth applications, and where a place can be provided for one child, the governors will consider providing a place for the other child / children. If agreed, the Published Admission Number or admission limit will be exceeded to ensure that multiple birth siblings can be allocated places at the school (the sibling definition still applies).

6.5 Children from Overseas

The governors' Admissions Committee will consider applications submitted on behalf of children from overseas in accordance with European Union Law, or Home Office rules for non-European Economic Area nationals. However, governors will not allocate a place to anyone moving into the country from abroad prior to their arrival in the county. Proof of actual residency will be required (see section 6.7 Home address). The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the local area. In these circumstances, an official letter declaring a relocation date and a Unit postal address or quartering area address will be acceptable.

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 permanent home address is considered to be where the child spends 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 in place at the time of application. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. The governors may withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.

6.9 Distance Measurements

For the purpose of measuring home to school distance, all calculations will be based on a straight-line measurement between the address point of the child's home and the main entrance marker for the relevant school site, indicated on North Somerset Council's computerised system(s). In the case of multi-level dwellings such as flats, any main internal access stairway may be manually measured to the front door of the dwelling and added to the straight line distance measurement where there is more than one application received with an address for the same building, at the same time.

6.10 Children with a Statement of Special Educational Needs or an Education, Health and Care Plan

Children with a Statement of Special Educational Needs or an Education, Health and Care Plan are admitted to school in accordance with a separate process administered by the Local Authority (LA) in whose area the child lives. The governors must always admit a child whose Statement or Plan names St Anne's C of E Voluntary Aided Primary School.

6.11 Withdrawing an allocated place (In-Year Applications)

The governors will expect parents to confirm by post or email within 21 school days, their acceptance of any place offered at the school. The child must then start attending school at the beginning of the next academic term, or within five weeks of the date of the original offer letter, whichever is sooner. 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.

6.12 Supplementary Information Forms (SIF) (see Appendix below)

To meet criterion 5 (see section 2.3 above), attendance at a Church or place of Christian worship must be each month for a consecutive period of six months prior to application. Applicants must complete the governors Supplementary Information Form and ensure that the vicar, priest, minister, pastor or warden of their church also completes the relevant sections. Completed Supplementary Information Forms may be submitted with the school place application form before the relevant published application deadline for the first round of allocations.

6.13 Priority zone map

The governors prioritise some school places on the basis of living within a designated zone of the preferred school site. A map indicating the priority zones is available to view or

download from the school website or a copy can be provided for viewing at either school site office (see Section 1.2 Contact details).

- 6.14** 'Children in the Care of a Local Authority' are children who are (a) in the care of a local council or (b) being provided with accommodation by a local council in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

Children who were previously in the care of a Local Authority (i.e. whose care has ceased):

- this includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders)

- 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 replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order

- in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).

6.15 Deferred Entry

Parents offered a place for children who have not yet reached their fifth birthday have the right to apply for a deferred entry to school. In these circumstances, parents can request that their child start school in the Reception year group at a later stage in the academic year, however, must be in full time education by the start of the term (term 1, 3 or 5 as appropriate) following his/her fifth birthday.

6.16. Attendance

All children offered a place are entitled to a full time place in the September following their fourth birthday.

Parents may also request that that their child takes up their place on a part time basis until the child reaches compulsory school age.

SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO ST ANNE'S CHURCH OF ENGLAND VA SCHOOL

The school to which you are applying is a voluntary aided Church of England school, meaning that members of its local Parish and the Diocese of Bath and Wells have contributed towards the building of the school and continue to pay towards its maintenance.

The school is designated as a school with a religious character and as such is permitted to give priority to applicants who are of the faith of the school.

The purpose of the Supplementary Information Form is to verify the Christian commitment of the parent(s) applying for a place at a voluntary aided Church of England school.

This form should be completed if you want your application to be considered using the Christian commitment oversubscription criterion of the school admissions policy.

Failure to complete this form may affect the oversubscription criterion in which your child is placed.

I/We – Name	PRINT NAME
Of- Address	PRINT ADDRESS
Parent(s) of (Child’s name)	PRINT CHILD’S NAME
Child’s Date of Birth	

Declare Christian Commitment, for at least the previous six months, described as:

Children who attend church or a service at a place of Christian worship with a family member, each month for a consecutive period of six months prior to application.	Tick tick
Children of a parent(s) who attend a church or a service at a place of Christian worship, each month for a consecutive period of six months prior to application.	tick

Parental signature(s)	Date	Parental signature(s)	Date

PLEASE GET THIS COMPLETED FORM SIGNED BY THE PERSON VERIFYING YOUR DECLARATION e.g. vicar/priest

Signature of Vicar/Minister/Priest		
Please print your name		Date
Name and address of church		
Your status within the church		
Your work address/telephone		

Any comments	
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**PLEASE RETURN THE COMPLETED AND SIGNED FORM TO:
ST ANNE'S SCHOOL, HEWISH, WESTON-SUPER-MARE, BS24 6RT OR ST ANNE@S
SCHOOL, SCOT ELM DRIVE, WEST WICK, WESTON-SUPER-MARE, BS24 7JU OR
YOUR HOME COUNCIL**



St Anne's C of E Primary School
West Wick Site Priority Area

Scale: 1:2500
 Drawn by: Tony Peatle
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Confirmation the Admissions Arrangements Policy in respect of St. Anne's Church of England VA Primary School has been discussed by the Governing Body.

Signed by:

Chair of Governors:Mrs Jonquil Brookes..... Date: 22.6.15.....

Head teacher:Mrs Lisa Dadds.....Date: 22.6.15

Agreed at the Governing Body Meeting on: 22.6.15