



## St Anne's Church of England VA Primary School

### School Admission Arrangements ~ 2017/18 School Year

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

#### 1. About our school

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

These published admission arrangements apply to St Anne's overall. There will be 60 places available across two school campuses. Parents may express a preference for a place at the school, but cannot specify which site. Parents have the option to complete a Supplementary Information Form to express their preference for a site. Please see the site allocation section below.

The West Wick campus will grow incrementally with the minimum annual addition of a further reception year group year on year, until the campus's full capacity is reached in 2020/21 (210 places for aged 4-11 year olds).

Everyone at St Anne's is committed to 'Learning without Limits'. This means that we believe in fostering children's intrinsic motivation to learn. We believe that there is more in every child than anyone thinks. We encourage children to 'Learn to Love and to Love to Learn', in all areas of school life.

The governors, head teacher and staff 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. We are growing learners to shape and create a better world in the future for themselves and for those around them.

2. The following information should be read in conjunction with the 2017-18 Coordinated Admission Scheme published by the Local Council in which area the child subject to the application lives (the home Council). For those living within North Somerset, the schools admission arrangements for Reception Intake are in conjunction with the North Somerset Co-ordinated Admission Scheme for new intake primary admissions for 2017-18. To see a copy of the scheme contact North Somerset Council (see No.6 below for contact details).
3. St Anne's C of E Voluntary Aided Primary School's Governing Body, in accordance with the School's Voluntary Aided status, is responsible for admissions to the School.

#### 4. The Published Admissions Number (PAN)

A statutory PAN applies for the Reception year (Year R) of entry at both campuses 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 campus.

The PAN for Year R is 60 and admissions limits for each campus are as follows:

##### Hewish campus

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

##### West Wick campus

Reception	Year 1	Year 2	Year 3
30	30	30	30

#### 5. The Oversubscription criteria for the 2017-18 school year

If the school is **not** oversubscribed for Reception Intake, all new intake applicants will be offered a place. If the school receives more Reception Intake applications than the Admission Number the following criteria will be used to determine who will be allocated the places. All applications will be ranked in accordance with the criteria below given in order of priority.

- i. Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.
- ii. Children of St Anne's C of E Voluntary Aided Primary School staff employed on a permanent contract by the school for at least two years at the time of application, or where the member of St Anne's C of E Voluntary Aided Primary School staff has been recruited to fill a post for which there is a demonstrable skill shortage. This does not include staff who work on the school campus for other employers.
- iii. Children with a brother or sister who was attending the school prior to 1<sup>st</sup> September 2017 attending the school at time of admission.
- iv. Children living within the first geographical area and have a brother or sister attending the school at time of admission

- v. Children living within the first geographical area 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 (see below)
- vi. Children living within the first geographical area
- vii. Children living outside the first geographical area and have a brother or sister attending the school at time of admission
- viii. Children living outside the first geographical area 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 (see below)
- ix. Children living outside the geographical area.

In applying criteria iv, v and vi, allocations will be equally split within the first geographical area between Area A and Area B. In the event of there being an odd number of places available that cannot be equally split, the ranking of applications will be made by drawing lots.

Priority within each criterion will be given to children living closest to the school. This will be measured by direct line from the home address to the nearest school site. Where the direct line distances are equal, the ranking of applications will be made by drawing lots.

Where a school is named in a child's Statement of Special Educational Needs or Education, Health and Care Plan, the Admission Authority is legally required to admit the child to the school. Where St Anne's C of E Voluntary Aided Primary School is named in the Statement or Plan, such children will therefore be allocated places before the oversubscription criteria are applied. Applications of this type will take priority over all other requests for places.

### **First Geographical Area**

The Governors of St Anne's have agreed to identify an area to serve as the school's geographical area. A map of the first geographical area is available to download from the school website, viewing at either school site or at the end of this policy.

Area A is an area which includes the areas defined as Puxton, Hewish and Wick St Lawrence. Area B is an area known as West Wick.

In Area A, there is overlap with St Andrew's VC Primary School at Moorland Park, Hewish.

## **Supplementary Information Forms (SIF)**

Completed Supplementary Information Forms should be submitted to the school by 23:59 on 15 January 2017 to be considered in the first round of allocations.

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.

Parents should complete the Supplementary Information Form to state which of the St Anne's sites they wish their child to attend. The school will determine site allocation and take parental preferences into account where possible.

### **Site Allocation**

Admission to St Anne's VA Primary School is to the school only and not to any particular site. As part of this, a separate site allocation process needs to be completed. Parents are asked to complete a Supplementary Information Form to state which of the St Anne's sites they wish their child to attend. If a particular site is oversubscribed, site allocation will be decided by the following method:

1. If parent has completed a SIF:

- a) Child has a brother or sister attending the site
- b) Direct line distance measured from the child's home to the nearest school site.

2. If parent has not completed a SIF:

- a) Direct line distance measured from the child's home to the nearest school site.

Every effort will be taken to comply with parental preferences. If any site is oversubscribed, the above method will be used to determine site allocations. Once one site is full, allocation will be made to the other site.

## **6. Reception Intake only:**

Applications can be made online or on paper and should be submitted to your home council. If you live in North Somerset you should apply to:

Email: [admissions@n-somerset.gov.uk](mailto:admissions@n-somerset.gov.uk)  
Website: [www.n-somerset.gov.uk/admissions](http://www.n-somerset.gov.uk/admissions)  
Tel No: 01275 884078  
Fax No: 01275 884753  
Address: North Somerset Council  
People and Communities  
School Admissions and Transport Team  
Town Hall  
Walliscote Grove Road  
Weston-super-Mare  
BS23 1UJ

Applications must be submitted on or after 12 September 2016 and before the closing time and date of 23:59 on 15 January 2017 in order to be considered in the first round of school place allocations.

Applications submitted after the closing time and date will be treated as a late application and so will not be considered in the first round of allocations except where both of the following are the case:

- Such late applications are received before North Somerset Council has sent details of applications to other Councils;
- The applicant's home council has accepted them as if they had been submitted by the closing time and date.

All other late applications will not be considered until after the first round of allocations; this may mean that all of the places have been allocated.

On time applicants will be informed of the outcome of their application on 16 April 2017 by their home Council.

The school will hold a list of those Reception applicants still seeking a place at the school, until the 31 December 2017. All applications will be ranked in line with the school's over-subscription criteria and allocations will be made in accordance with it. Each added child to the list will require the list to be ranked again in line with the above published oversubscription criteria. Priority will not be given on the basis simply of the date an application was added to the list. Children who are the subject of a direction by a Council to admit, Children in Care, Children previously in Care or those who are allocated a school in accordance with a Fair Access Protocol for school places, will take precedence over those on the waiting list.

### **ADDITIONAL INFORMATION:**

#### **7. In-Year Applications:**

If there are more applicants than vacancies for any year group, In-Year applications will be considered in accordance with the above oversubscription criteria. An In-Year application form is available upon request from North Somerset Council.

The school will, where appropriate, consider allocations for children identified as being from vulnerable groups in accordance with North Somerset Council's Fair Access Protocol (full details available from North Somerset Council).

#### **8. Children in Care**

'Children in Care' 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).

For Children previously in Care:

- 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).

## **9. Brothers and sisters**

To be considered as a brother or sister a child must be living at the same address for the majority of the time\* as a full, half, step or adoptive brother or sister. Full and adoptive brothers/sisters are defined as children who have the same either biological or adoptive parents. Half brothers/sisters are defined as children who share only one either biological or adoptive parent. Step brothers/sisters are defined as children who are not necessarily related biologically (including Foster children) but are living in the same household for the majority of the time\* at the address considered to be the address of the child for whom the application is made.

\* A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time.

A brother or sister must be attending (or is expected by the school and/or North Somerset Council to be attending) the school at the time of admission.

## **10. Home address**

A child's home address is considered to be the place where the child permanently and ordinarily resides for the majority of the time. This would normally be the same address as the person who has parental responsibility for the child as their main carer. Those moving should normally provide independent confirmation of the new address.

## **11. Parent:**

This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989.

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

There is a different procedure for Children with a Statement of Special Educational Needs or an Education, Health and Care Plan. Their parents should apply for a place via the service dealing with Special Education Needs in their home council.

## **13. Right of Appeal**

Parents whose school place application is refused have the legal right to appeal against this decision. Details concerning how to appeal will be explained in the decision letter.

## **14. Admissions of children outside their normal age group**

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,

will be considered. 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 online 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, as appropriate, the following:

the views of the parent, information about 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 is agreed, that 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 oversubscription criteria where applicable.

**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.

**16.** All children offered a place are entitled to a full-time place in the September following their fourth birthday. Parents may also request that their child takes up their place on a part time basis until the child reaches compulsory school age.

**17.** All applications will be considered equally regardless of the ranking of a parent's preference for the school.

**18.** To contact St Anne's C of E Primary School, please write, phone, email or fax:

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

**Website:** [www.stannesprimaryschool.co.uk](http://www.stannesprimaryschool.co.uk)

**Email:** [stannes.pri@n-somerset.gov.uk](mailto:stannes.pri@n-somerset.gov.uk)

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

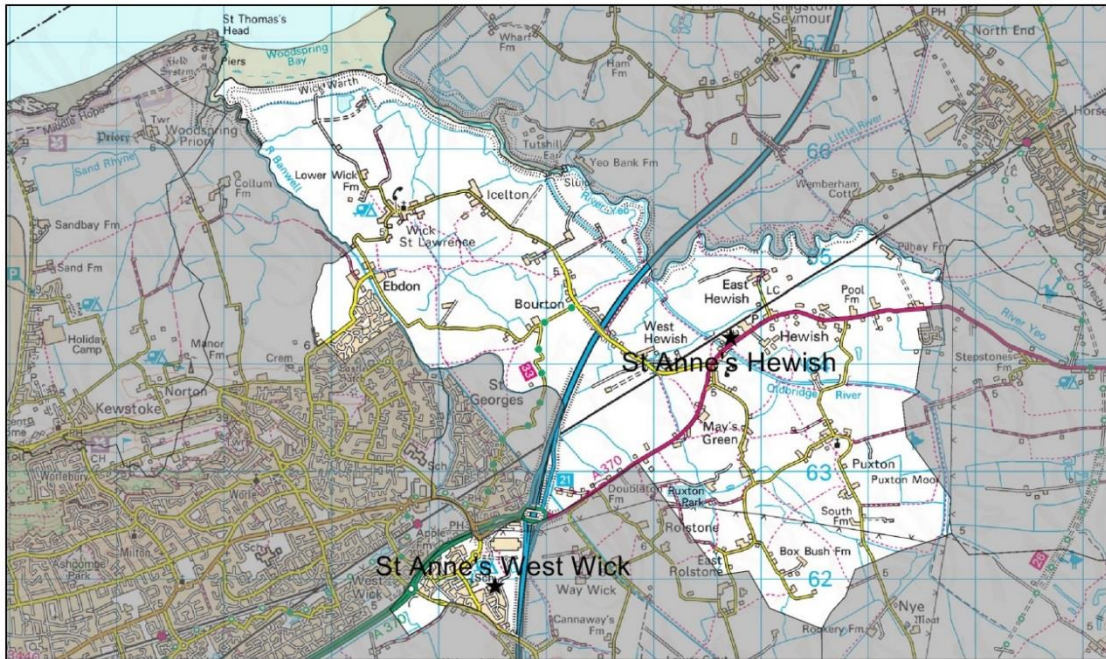
**Fax:** @Hewish 01934 835568

**Headteacher:** Mrs Lisa Dadds

**Chair of Governors:** Mrs Jonquil Brooks

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



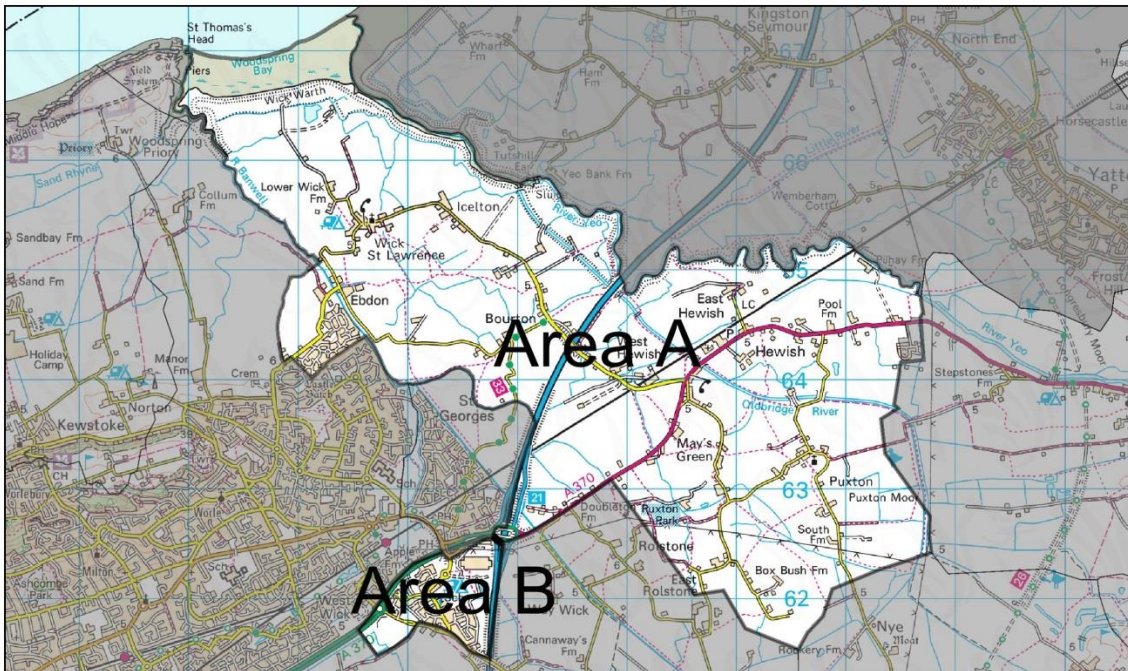


**St Anne's Primary School FGA**

Scale: 1:37000  
 Drawn by: Stephanie Hyde  
 Date: 29 November 2016  
 Time: 14:27:16

North Somerset COUNCIL

© Crown copyright and database right 2016. Ordnance Survey 100023097. You are not permitted to copy, sub-license, distribute or sell any of the data in this product in any form. © Aerial Photography 2009. Imagery courtesy of GeoEye, Inc. www.geoeye.com. © and database right "Open Street Map" 2016. All rights reserved.



**St Anne's Primary School**  
 Area A and B Map

Town Hall, Walliscote  
 Grove Road,  
 Weston-super-Mare,  
 BS23 1UJ

Scale: 1:37000  
 Drawn by: Stephanie Hyde  
 Date: 22 February 2017  
 Time: 09:18:07

North Somerset COUNCIL

© Crown copyright and database right 2016. Ordnance Survey 100023097. You are not permitted to copy, sub-license, distribute or sell any of the data in this product in any form. © Aerial Photography 2009 and 2014 Imagery courtesy of GeoEye, Inc. www.geoeye.com. © and database right "Open Street Map" 2016. All rights reserved.

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

**It is the parent's responsibility to ensure that the requirements, detailed in this Supplementary Information Form, are fully met prior to submission.**

**Please make sure this is completed and returned to the school by 23:59 on 15 January 2017 to be considered in the first round of allocations.**

Admission to St Anne's VA Primary School is to the school only and not to any particular site. As part of this, a separate site allocation process needs to be completed (please see above for details). Please complete this form if you wish to state your preferred site of either St Anne's at Hewish or St Anne's at West Wick.

Please give details of any half, full or adoptive brother or sister, or child of the same household already in attendance at St Anne's Church of England VA School, and the site at which they currently attend.

<b>Child's Name</b>				
<b>Date of Birth</b>				
<b>Preferred Site (please tick)</b>	<b>Hewish</b>		<b>West Wick</b>	
<b>Sibling's name</b>				
<b>Sibling's date of birth</b>				
<b>Sibling's school site</b>				
<b>Parent's signature</b>				
<b>Date signed</b>				

**Please return the completed and signed form to either:**

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
---	--

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

It is the parent's responsibility to ensure that the requirements, detailed in this Supplementary Information Form, are fully met prior to submission.

Please make sure this is completed and returned to the school by 23:59 on 15 January 2017 to be considered in the first round of allocations.

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 and to identify a parent(s) preferred site.

This form should be completed if you want your application to be considered using the Christian commitment oversubscription criterion of the school admissions policy and/or to indicate your preferred site.

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

<b>Child's Name</b>	
<b>Date of Birth</b>	
<b>Parent(s) Name(s)</b>	
<b>Address</b>	
Declare Christian Commitment, for at least the previous six months, described as: (please tick)	
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.	
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.	
<b>Parent's signature</b>	
<b>Parent's signature</b>	
<b>Date signed</b>	

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

<b>Signature of Vicar/Minister/Priest</b>	
<b>Print Name</b>	
<b>Date</b>	
<b>Name and Address of church</b>	
<b>Status within church</b>	
<b>Work address / telephone number</b>	
<b>Any Comments</b>	

**Please return the completed and signed form to either:**

<p>St Anne's Church of England Voluntary Aided Primary School Bristol Road Hewish Weston-super-Mare BS24 6RT</p>	<p>St Anne's Church of England Voluntary Aided Primary School 1 Scot Elm Drive West Wick Weston-super-Mare BS24 7JU</p>
--	---