

## St George's School, Bourton Admissions Arrangements 2017-2018

### **Part 1 – General Information**

#### **1.1 Introduction**

This document sets out the Admission Arrangements of St George's Church of England Voluntary Aided Primary with respect to Admissions. For the purposes of these arrangements, the Governing Body of St George's School is the admission authority.

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.

#### **1.2**

Every year the governing body must review and publish information concerning the St George's school admission policy. The admissions authority will set a published admission number (P.A.N) which indicates the minimum number of places available with the year(s) of entry. This information will explain how places will be allocated until the PAN is reached at which point the governors will consider whether the resources available at the time will enable additional places to be made available. If not, the decision will be to refuse all applications that would lead to admission of a pupil above the PAN.

The PAN for Reception is set at 17 for the 2017/18 academic year. This may be increased at any point in time, in which case the revised PAN will be clearly advised on the school website.

A non-statutory admission limit has been set for all other year groups. This may be increased or decreased from time to time according to the level of resource available at the school and the preferred year group/class organisation.

### **Part 2 – Aims**

**2.1** The overriding aim of these Arrangements is that they should work for the benefit of all children and parents/guardians in our area. They should be simple to use and assist parents/guardians to take the best decisions on the preferred school for their children. They should contribute to improving standards for all pupils.

**2.2** The school aims to provide a place for all children whose address is within the designated area, defined as being the area within the ecclesiastical boundaries of the parish(es) of Bourton, Silton and Buckhorn Weston. However, this is dependent on the resources available to the school. Designated area means the area of benefit as defined in the school's Trust Deed. A map of the designated area can be viewed at school on request.

### **Part 3 – Starting School in Reception in September 2017**

- 3.1** The procedure for applying to start school for the first time in Reception must be coordinated by the home local authority (the local authority responsible for the area in which the child subject to the application lives). Before applying for a school place, applicants should refer to the 2017 Coordinated Admissions Scheme published by the home Local Authority and other information set out in section 1.4
- 3.2** The application form (referred to as 'the Common Application Form') is available from the home local authority. This must be completed and returned to this authority, to arrive no later than 23.59 hours on 15<sup>th</sup> January 2017.
- 3.3** Parents may apply for their child to start school, for the first time in the September following his/her fourth birthday, either full time, or on a part time basis as preferred. However, a child becomes of compulsory school age when he/she reaches the age of five and, where registered at a school, must be attending on a full time basis in the term following his/her fifth birthday.
- 3.4** Parents may chose to formally defer entry for their child until later in the year if he/she has not yet reached age five. In the case of children born between 1st April and 31st August (summer born), parents may choose to defer their child's entry to school for the entire academic year and start school in the following September. In these circumstances, the child would be admitted to Year 1, although parents may choose to submit a new application requesting that their child is admitted to the Reception year group where they consider this would be in his/her best interests. This must clearly set out the reasons for the request, which the governors will consider when making their decision. The governors will only support a request in those circumstances where a place is legally available and it is clearly in the educational interests of the child concerned.
- 3.5** The home Local Authority will forward details of any applications submitted for **Dorset** schools to **Dorset** County Council. The Admissions Committee at **St George's** Church of England VA Primary School will meet and consider all application forms that indicate a preference for the school and where necessary to do so, the committee will apply the oversubscription criteria in order to determine a priority for admission. Applications submitted before the 15<sup>th</sup> January 2017 deadline will be administered and available places provisionally allocated, before the consideration of any later application.
- 3.6** Decisions will be notified to applicants by the home local authority. A letter and/or email will be sent on behalf of the Governing Body, on or around 16th April 2017 (dependent on the date published in the LA. Co-ordinated admissions scheme)

### **Part 4 - Waiting Lists**

- 4.1** 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 on a "waiting list" before the admissions round guarantees neither a place nor priority within the oversubscription Criteria. Offers of places will be made by the Local Authority on the school's behalf.
- 4.2** If the school/academy is oversubscribed for children due to start in 2017-2018 a waiting list will be ***maintained***. The position on the list will be determined by applying the published

over-subscription criteria and not by date of receipt. Each name added will require the list to be re-ranked. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.

- 4.3** Names will only be removed from the list if a written request is received, or if the offer of a place that becomes available is declined. The waiting list will shut down on 31 December 2017 in accordance with statutory requirements. 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.

## **Part 5 - Applications outside the normal admissions round**

- 5.1** Applications for a place during the academic year, may be submitted at any time, but will not be administered more than six school weeks in advance of a place being required, except in particular circumstances applying for Crown Servant or Service family children. Applicants must complete an In-Year application form and return this to the LA or the school office as applicable. This form is available from the LA or to download from the school website, or a copy can be provided upon request.
- 5.2** The Admissions Committee will consider applications during term time only and strictly in the order that they are received. Applications that arrive during a school holiday will be held and processed when school resumes. If the governors receive more than one application on the same day 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 within the PAN or admission limit applying at that time
- 5.3** The non-statutory admission limits (applying to years 1 – 6) indicate the number of places available in a particular year group at a particular time. The governors are permitted to adjust these limits according to the level of resource available to support the year group concerned. If the Admissions Committee determines that the admission of a further child would impact on the efficient delivery of education or the efficient use of resources, the application will be refused.
- 5.4** Applicants will receive a written decision by first class letter post within 10 school days of receipt of the In-Year application form or receipt of any supplementary information where this is subsequently submitted to support an application and is deemed necessary in order to determine the admission decision. If an application is refused, the decision letter will set out the reasons for refusal and explain how to appeal against the Admission Authority's decision.
- 5.5** Any offer of a place during the academic year, will remain open for six school weeks from the date of the decision letter. If the child concerned is not on roll and attending before this deadline, the Admissions Committee will consider withdrawing the offer of a place.
- 5.6** Subject to the information provided on the application form and the circumstances at the school, the Admissions Committee may decide to refer an application to Dorset Local Authority in order that the Fair Access Protocol may be applied. This would normally be where a child is deemed to require a higher level of support than can be provided at the school. The Fair Access Protocol enables the local authority to engage directly with a family in order to help identify a suitable educational placement as soon as possible.

## **Part 6 – Over-subscription generally**

The admissions policy of St George's School School/Academy 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.

This school participates in the Local Authority's Fair Access Protocol.

### **6.1 Special Educational Needs - Education Health & Care Plans**

Children with a Statement of Special Educational Needs or an Education Health & Care Plan are admitted to school in accordance with a separate process administered by the Local Authority (LA) in whose area the family lives. The governors must always admit a child whose Statement or individual plan names St George's Church of England VA Primary School.

- 6.2** Where parents wish to be given preference on the grounds of their faith within their application for a place at this school /academy they must complete the school's Supplementary Information Form (SIF) which is available from the school office and school website. This form must be completed and returned to the school together with all documentary evidence by the end of January 2017 if it is to be considered during the admissions process. Confirmation of status may be requested from the relevant priest/pastor.

## **Part 7 - Over-subscription Criteria**

Where more applications have been received than places available or where to admit would conflict with the school fulfilling class size legislation, the following priorities shall apply in order:

### **7.1 Oversubscription criterion 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. For admission purposes, 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)

### **7.2 VULNERABLE CHILDREN**

- i. children of families with confirmed refugee status
- ii. 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.
- iii. 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.

*(Note: this requires the development of an appropriate SIF)*

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

### **7.3 SIBLINGS**

A child is considered in this category if an older sibling is attending the school at the deadline date, **and will still be attending at the time of admission**, and where the child lives within the designated area at the same 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.

#### **7.3.1 CHILDREN OF STAFF**

Children of staff where the member of staff has been employed at the school for two or more years at the time the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### **7.3.2 OTHER CHILDREN**

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

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

#### **7.4 SIBLINGS**

A child is considered in this category if an older sibling is attending the school at the deadline date, **and will still be attending at the time of admission**, and where the child lives outside the designated area at the same 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.

##### **7.4.1 CHILDREN OF STAFF**

Children of staff where the member of staff has been employed at the school for two or more years at the time the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

##### **7.4.2 PRACTISING CHRISTIANS**

Those children from outside the designated area who are regular (monthly, for 6 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)) or the Evangelical Alliance (see [eauk.org](http://eauk.org))).

#### **7.5 OTHER CHILDREN**

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

#### **7.6 Tie breaker**

If the school / academy is oversubscribed within any criterion 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 independent of the school or the Local Authority.

Parents must accept the offer by the date set out in the Local Authority Co-ordinated Primary School Admission Scheme. Parents will be asked to reply to the Local Authority and confirm acceptance by this date.

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.

## **Part 8 - Appeals Procedure**

- 8.1** Applicants whose school place application has been turned down will have the legal right to appeal against the governors decision, providing a formal application for a school place was submitted and a decision letter received. Full details explaining the appeal process will be set out in the decision letter.
- 8.2** An appeal timetable is 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 received when the school is closed will not be administered until school resumes.
- 8.3** An appeal form must always be completed and submitted to the School Office. An appeal form can be downloaded from the school website or obtained from the School Office.

## **Part 9 – Further General Information**

### **9.1 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 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 in writing and included with the school place application form.

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

In the case of multiple birth applications, the Published Admission Number or admission limit will be exceeded, or increased, at the point of allocation in order to ensure that multiple birth siblings can be allocated places at the same school (the sibling definition still applies).

### **9.3 Children from Overseas**

The Governors will process admission applications for children living overseas providing they have European Economic Area (EEA) citizenship, are United Kingdom (UK) citizens returning to the UK, or they hold an appropriate Home Office Visa at the time of application. All overseas applications will be considered according to the child's home address at the time of submission unless proof of the child's future UK address is provided with the application (see 9.5 Home Address). The only exceptions are children of UK

Service personnel and other Crown Servants (including Diplomats) returning to the UK with a confirmed posting within the area.

#### **9.4 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.

#### **9.5 Home Address**

For the purposes of school admission, the governors' definition of a child's home address is considered to be where the child resides for 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 residency 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.

#### **9.6 Supplementary Information Forms (SIFS)**

The Governors Supplementary Information Form must be submitted in connection with oversubscription criteria. The governors define regular church attendance as 'at least once per month for a minimum period of 6 prior to application'. Applicants must ensure that the governors Supplementary Information Form is completed by the vicar, priest, minister, pastor or warden of their church and returned according to the instructions set out on the form. [*subject to possible remission*]

#### **9.7 Withdrawing the offer of a school place**

The child must then be attending school within six school weeks of the date of the original offer letter. 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.

#### **9.8 Ecclesiastical Parish boundary maps**

Maps indicating the Ecclesiastical parishes of Bourton, Silton and Buckhorn Weston are available to view on the school website or paper copies can be made available at the School Office upon request.

#### **9.9 Relevant Documents**

Important information published by local authorities applies to some areas of school admissions procedure. If you are considering submitting an application for your child to start or transfer school, you are advised to refer to your local authority's website. Documents of particular importance include:

- The Local Authority Coordinated Admissions Scheme
- The Composite Prospectus 'Primary Admissions Guide for Parents' (this will include detailed information about how to apply for a child to start school for the very first time in the Reception year group)
- The Local Authority School Transport policy
- The Local Authority Fair Access Protocol (this document applies only for applications made in connection with a place required during the academic year)

## **Part 10 – Enquiries about these arrangements**

These Admission Arrangements reflect the statutory requirements of the 2014 Department for Education School Admissions Code and the School Admissions Appeals Code [www.education.gov.uk](http://www.education.gov.uk). The documents were compiled by the Governing Body (the Admissions Authority for the school) and published on the school website following a public consultation. The administrative practices described in these arrangements are designed to be fair and reasonable and the information provided is intended to explain clearly:

- How to apply for a place at St George's Church of England VA Primary School
- How the Admissions Authority administers admission applications
- How to appeal against a decision to refuse admission

Please contact the school office if you would like to discuss these admission arrangements or your particular circumstances in more detail:

St George's Church of England VA Primary School  
 Church Track, Bourton, Gillingham, Dorset, SP8 5BN  
 Admissions contact: Mrs Hudson  
 Tel: 01747 840409  
 School website: [www.bourton.dorset.sch.uk](http://www.bourton.dorset.sch.uk)  
 School Office: Email: [office@bourton.dorset.sch.uk](mailto:office@bourton.dorset.sch.uk)

**Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Governing Body / Academy Trust.**