

Dundry Primary School
School Admission Arrangements – 2018/19

Introduction	
<p>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 Academy Trust, the Midsomer Norton Schools Partnership. 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’ management of school admissions is delegated to the local School Governing Body whose Admissions Committee takes all admission decisions in connection with the school.</p> <p>In the interests of clarity, this document is set out under the following headings:</p> <ul style="list-style-type: none"> 1.0 - General Information 2.0 - Starting School in September 2018 - The ‘normal admissions round’ 3.0 - Changing School - The ‘In-Year’ application process 4.0 - The Oversubscription Criteria 5.0 - Lodging an Appeal 6.0 - Key contact details <p>Appendix A: In-Year Application Form Appendix B: Supplementary Information Form</p> <p>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: 0117 9647181. 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.dundry.com.</p> <p>Any concern relating to the statutory compliance of these admission arrangements or the fairness and equality of local policy/practice should initially be raised with the School Office. If the issue cannot be resolved locally, a complaint may be raised with the Office of the Schools Adjudicator.</p> <p>See section 6 for contact details.</p>	

1.0	General information
1.1	The School
	Dundry Primary School is an inclusive primary school offering high quality education for all children, within a friendly caring Christian environment. The School is part of the Midsomer Norton Schools' Partnership (MNSP).
1.2	Who can apply for a school place?
	A parent, registered carer, or another person(s) who has an assigned responsibility for the child concerned (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
	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	The home address

	<p>For admission purposes, the Admission Authority will consider the home address to be: The address at which the child concerned is living, at the time of application, for more than 2.5 school days per week, with the person(s) who has legal responsibility for this child. This address should be clearly stated on the application form.</p> <p>Where the child will be moving to a new home address and the parent wishes this to be taken into account, one of the following documents, depending on the circumstances of the case, must be made available <u>at the time of application</u>.</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 written 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	Siblings
	<p>The oversubscription criteria set out in section 4.2 of these admission arrangements includes a priority for children with a sibling attending the school at the time of application who will still be on roll at the time of admission.</p> <p>If a parent wishes a sibling connection to be taken into account, the sibling’s details must be provided on the admission application form and he/she must qualify as a full, half or adoptive brother or sister, or a child living for the majority of his/her school time (more than 2.5 school days per week) within the same family unit and at the same home address.</p> <p>The published Admission Number or admission limit will be exceeded, where necessary, 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.</p>
1.6	Waiting lists
	<p>When an admission application is refused, because the year applied for is full, 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 requests the school, in writing, to remove his/her child’s name.</p>
1.7	Misleading or false information
	<p>Should the admission authority become aware that a place was secured for a child at the school on the basis 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. The circumstances of the case will be fully discussed with the parent and, if the decision is taken to withdraw the offer of a place, 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)
	The PAN for Foundation (reception) is 15. This is the number of places that can be provided according to the resources available and the need to maintain the size of infant classes within the requirements of Infant Class Size legislation (30 children to each qualified teacher unless a child qualifies as a permitted exception in accordance with section 2.15 of the 2014 School Admissions Code). If 15 or fewer reception applications are received for September 2018, every applicant will be offered a place for their child, without condition. If more than 15 applications are received, the Admissions Authority will apply the oversubscription criteria, set out in section 4.2, in order to rank all the applications and identify a priority for the offer of places up to the PAN.
2.2	Submitting an 'on time' application
	For a child to start school in September 2018, the parent must complete the Common Application Form (CAF) available from the <u>home</u> local authority. In order for the application to be considered as 'on time' the CAF must be submitted to the home local authority by 23:59 hours on <u>15 January 2018</u> . The CAF may be completed and submitted using this local authority's 'on line' procedure, or as a paper form. Full details about the application process and information about the schools in the local authority area are explained in the 'Composite Prospectus' document, which each local authority must make available on 12 th September annually. For families living in North Somerset, the <u>home</u> local authority is North Somerset Local Authority. School admission enquiries can be made at admissions@n-somerset.gov.uk
2.3	Late applications
	Local authorities must coordinate 'normal admission round' reception applications until 31 August 2018. If an application form is submitted to the home local authority after the application deadline of <u>15th January 2018</u> , it will be considered as a 'late' application and will not be administered until all on time applications have been processed, at which point 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.
2.4	Notifying the application decision
	Parents will receive an admission decision in writing from the <u>home</u> local authority on or about 16 April 2018, according to the procedure set out in this local authority's Composite Prospectus.
2.5	Education Health and Care plan
	A place will automatically be provided for any child who has an Education Health and Care Plan (EHCP) in place at the time of application, which names Dundry Primary 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 up to this limit at that time.
2.6	Starting school on a full or part time basis
	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 occurs during the term following the child's fifth birthday.
2.7	Deferred entry to school
	While a child is below statutory school age, the parent may choose to defer his/her child's entry to school until later in the school year. However, parents cannot defer beyond the point at which the child reaches statutory school age, or beyond the start of the last term in the

	school year. The school operates on the basis of a six-term year.
2.8	<p>Applying on behalf of a summer born child (born 1 April – 31 August)</p> <p>A parent of a 'summer born' child entitled to start school in September 2018, may lawfully 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> <p>If applying for a 'retained' Reception place in 2019, the following process must be followed:</p> <ol style="list-style-type: none"> 1. The parent <u>must</u> apply to the 'home' local authority during the 2018 'normal' admissions-round, making it clear on the application form that he/she wishes to delay the child's entry until September 2019 and to apply again at that time for a retained place in the Reception year group. As much information as possible should be submitted by the parent to support the case for a retained Reception place. 2. On receipt of the September 2018 Application Form, the home Local Authority and Admission Authority will formally note the parent's instruction and will <u>not</u> process the 2018 Admission Application Form any further. Effectively, the child concerned will no longer be part of the 2018 'normal' admissions-round. 3. The Admission Authority will then consider the parent's request that he/she be allowed to apply for a retained Reception place in September 2019, rather than having to make an In-Year application for a place in Year 1. The Admission Authority will make this decision based on the circumstances of the case and 'what is considered by the Admission Authority to be in the best educational interests of the child concerned'. The Admission Authority might choose to involve professional advisors where this is considered necessary to inform this decision. The decision will be issued in writing to the parent as soon as possible after the September 2018 application is received. 4. Where the Admission Authority decision is to support the parent's request for a retained September 2019 Reception application: The parent must then wait and make an application as part of the <u>2019</u> 'normal' admissions-round in accordance with the application process set out in the 'home' local authority 2019 Composite Prospectus document. This will be made available by the local authority from 12th September 2018. The parent should also take account of the published 2019/20 Admission Arrangements which apply to the school. 5. 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, every application (including delayed entry) will be considered against the published oversubscription criteria and placed in ranked order, identifying a priority for the offer of available reception places. <u>There can be no guarantee of a place being available to offer.</u> This will be dependent on the 2019 application ranking exercise. 6. If the September 2019 (retained) reception application is refused, the right of appeal will apply.

	7. If a parent chooses to delay his/her child's entry until 2019 and apply for the child to join <u>Year 1</u> (the relative age group) he/she will need to submit an In-Year application within six school-weeks of the place being required.
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3.0	Changing school – The 'in-year' application process
3.1	The Admission Limit
	For each year group other than the year of entry (years 1-6) the Admissions Authority will set a non-statutory admission limit as a guideline to the number of places available. Admission limits will be set in order to ensure the efficient delivery of education and, where applicable, that the statutory Infant Class Size limit is adhered to. The efficient use of resources will also be a factor in terms of available accommodation, class organisation, the needs of the children and the specific resources required to support the children. Consequently, admission limits may be varied from time to time and so the number of places available may vary.
3.2	Submitting an in-year application
	If a parent wishes to apply for a child to join the school during the 2018/19 school year, the In-Year application form (Appendix A) must be completed and submitted directly to the school. This is available to download from the school website or a paper copy can be provided by the School Office. The In-Year application form may be submitted at any time but 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 may be considered further in advance if an official letter is provided with the application, which confirms a relocation date and Unit postal address or quartering area address.
3.3	Applying for a year group other than the child's relative (chronological) age
	The In-Year application will usually be submitted for the year group associated with the child's relative age, although a parent may apply for an alternative year if he/she considers this would be in the best educational interests of the child. In these circumstances, the application must be accompanied with as much information as possible to support the case for 'retaining' or 'accelerating' the child. It is for the Admissions Authority to decide whether to support such a request, which will be considered according to the information provided, the circumstances of the case and what is deemed to be in the best educational interests of the child concerned. If an application for a retained or accelerated year is refused, the Admissions Authority will consider whether a place can be offered in the relative (chronological) age year group. The parent has the right to appeal the decision where a place cannot be offered in the relative year group. Retained and accelerated places secured through the in-year admissions process will be reviewed annually.
3.4	The decision
	On receipt of a signed and dated In-Year Application Form, the Admissions Authority 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 Government statutory Infant Class Size Limit. The decision will be notified to the applicant in writing within ten school days of receipt of the In-Year 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 the decision 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
	Fair Access to school is very important. Therefore, where it is not possible to offer a place

	because the required year group is full, or the statutory Infant Class Size limit would be unlawfully breached, the Admissions Committee will further consider the application against the criteria set out in the North Somerset Local Authority Fair Access Protocol (FAP), which is published on the authority's website. If the child concerned satisfies any of the FAP criteria, the application will be referred to North Somerset local authority, which may then decide to engage with the family in order to identify a suitable educational placement without undue delay.
3.7	Children issued with an Education Health and Care plan
	If a child is the subject of an Education Health and Care Plan (EHCP), which names a particular school, his/her parents should consult the local authority that issued the EHCP <u>before</u> applying for the child to change 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 Admissions Committee will assess every application received at that time against the oversubscription criteria set out in section 4.2 in order to rank the applications and identify a priority for the offer of any available places. The oversubscription criteria will also be applied, as required, in order to rank children's names on 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 who have a sibling attending Dundry Primary School at the time of application, who will still be on roll at the time of admission and who lives at the same home address 3. Children eligible to receive a pupil or service premium at the time of application 4. Children of permanent staff . 5. Children not satisfying a higher 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, where the applicant wishes the child to be considered against Criterion 4 in the event of oversubscription (refer to section 4.5 of these admission arrangements)
4.3	Prioritising applications by distance measurement
	In the event of oversubscription and the consequent need to rank all applications against the oversubscription criteria, the admission number/limit may be reached before all applications have been considered. The ranked order for those applications identifying against the 'cut off'

	<p>criterion and any applications that fall below this criterion will be determined according to the straight line distance between each child's home and the school. This will determine a priority for the offer of available places.</p> <p>In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system. The GIS system used within this LA would not be able to calculate a staircase measurement in the case of multi-level dwellings. If the distance between two children's homes and the school is exactly the same then a random allocation would be used for any such cases.</p>
4.4	<p>Applying a tie-breaker</p> <p>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.</p>
4.5	<p>Supplementary Information Form (SIF) (<i>for admission to Reception Class only</i>)</p> <p>A Supplementary Information Form (SIF) is provided on the school website (Appendix B). This is used to collect information required in order to evidence that a child qualifies against oversubscription Criterion 4. The SIF <u>must</u> be completed and submitted in accordance with the instructions, for admission to Reception Class only, in order for the oversubscription criterion to be applied to prioritise applications if necessary. In some cases, a member of the Admissions Authority, or an appointed agent, may need to contact the parent to discuss the information submitted on the SIF.</p>

5.0	Lodging an appeal
5.1	<p>The legal right to an appeal hearing</p> <p>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</p>
5.2	<p>The basis on which an admission application may be refused</p> <p>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 unlawfully breach the Governments Statutory Infant Class Size (ICS) Limit, resulting in an infant teaching group of more than 30 children to one 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.</p>
5.3	<p>The appeal timetable</p> <p>An appeals timetable will be 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.</p>
5.4	<p>Complaints about the administration of the appeals process</p> <p>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</p>

	2012 School Admission Appeals Code, a complaint may be raised with the Academy Trust. Where no local resolution is reached the parent may escalate the matter to the Education Funding Agency for further consideration.
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6.0 Key contact details	
The School	<p>Dundry Primary School Dundry Primary School 110 Dundry Lane Bristol BS41 8JE Telephone: 0117 9647181</p> <p>School website: www.dundry.com School Office: Email: office@dundry.com</p> <p>Chair of School Governors: Helen Fenn Headteacher: Mrs Parsons Admissions contact: School Office</p>
For families resident in North Somerset, the 'home' local authority is North Somerset	<p>Team/Service: School Admissions Team Email: admissions@n-somerset.gov.uk Telephone: 01275 884 078 and 01275 884 014</p>
The Office of the Schools Adjudicator	https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator
The Education Funding Agency	www.gov.uk/government/organisations/education-funding-agency
The Department for Education	<p>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</p>
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