



**St Mary the Virgin**  
CE VA Primary School  
& Shooting Stars Nursery

*Everything is possible.  
Just believe!*

## **School Admission Arrangements – 2020/2021**

### **Introduction**

These Admission Arrangements comply with the requirements of the 2014 School Admissions Code and the 2012 School Admission Appeals Code issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998 and are reviewed and published annually by the School Governing Body (The Admission Authority). Should the governors 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.

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

- 1.0 - General Information
- 2.0 - Starting School in September 2020 - 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

Appendix A: Glossary and Definitions  
Appendix B: In-Year Application Form  
Appendix C: Supplementary Information Form  
Appendix D: The School Catchment Map

If you would like to discuss your particular circumstances or require further help with any aspect of the school admissions process, please contact the School Office - Telephone: 01747 824446.  
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.stmarygillingham.dorset.sch.uk](http://www.stmarygillingham.dorset.sch.uk)

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 concern cannot be resolved locally, a complaint may be lodged with the Office of The Schools Adjudicator.

<b>1.0</b>	<b>General information</b>
<b>1.1</b>	<b>The School</b>
	St Mary The Virgin Church of England (CE) Voluntary Aided (VA) Primary School provides high quality education underpinned by a distinctively Christian ethos. The governors prioritise admission for siblings and those children living within a defined catchment area before offering places more widely.

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
	Any child of statutory school age who resides within the UK has a right to receive an education. However the child must, at the time of applying for a school place, 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 Governing Body 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. The home 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"> <li>• A legal 'exchange of contract' which confirms the purchase of the property.</li> <li>• A copy of a formal tenancy agreement (minimum six month term) signed and dated by the applicant and the Landlord for the property.</li> <li>• 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.</li> <li>• 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.</li> </ul>
1.5	Siblings
	<p>The oversubscription criteria set out in section 4.2 of these admission arrangements prioritise applications 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, step, 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
	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 accepted or offered and declined, or the parent requests the school, in writing, to remove his/her child's name.
<b>1.7</b>	<b>Misleading or false information</b>
	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.
<b>2.0</b>	<b>Starting School in September 2020 (The 'normal admissions round')</b>
<b>2.1</b>	<b>The Published Admission Number (PAN)</b>
	The PAN for Foundation (Reception) is 30. 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 30 or fewer reception applications are received for September 2020, every applicant will be offered a place for their child, without condition. If more than 30 applications are received, the Admission Authority will apply the oversubscription criteria (see section 4.2) in order to rank all the applications and identify a priority for the offer of places up to the PAN.
<b>2.2</b>	<b>Ensuring an 'on time' application</b>
	<p>For a child to start school in September 2020, 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 home local authority by 23:59 hours on <u>14 January 2020</u>. The CAF may be completed and submitted using the home 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<sup>th</sup> September annually.</p> <p>For families living in Dorset, the <u>home</u> local authority is Dorset County Council  <a href="http://www.dorsetforyou.com/school-admissions">www.dorsetforyou.com/school-admissions</a></p>
<b>2.3</b>	<b>Late applications</b>
	Local authorities must coordinate 'normal admission round' reception applications until 31 August 2020. If an application form is submitted to the home local authority after the application deadline of <u>14<sup>th</sup> January 2020</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).
<b>2.4</b>	<b>Notifying the application decision</b>
	Parents will receive an admission decision from the <u>home</u> local authority on or about 16 April 2020, by letter or email, according to the procedure set out in this local authority's Composite Prospectus.
<b>2.5</b>	<b>Education Health and Care plan</b>
	A place will be provided for any child who has an Education Health and Care Plan (EHCP) in place at the time of application, which names St Mary The Virgin CE VA 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 at that time.
2.6	<b>Starting school on a full or part time basis</b>
	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 the child reaches statutory school age, which occurs during the term following the fifth birthday.
2.7	<b>Deferred entry to school</b>
	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 three-term year.
2.8	<b>Applying for delayed entry to school for a summer born child (born 1 April – 31 August)</b>
	<p>A parent of a 'summer born' child who is entitled to start school in September 2020, may choose to delay his/her entry to school until September 2021, if 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 2020 rather than year 1. <b>Please note:</b> Although the Admission Authority must agree to a 'delayed entry' application being submitted for a reception place in September 2021, there can be no indication given as to whether a place will be available until the 2021 'normal admissions round' allocation exercise is complete. The following process will apply:</p> <ol style="list-style-type: none"> <li>1. The parent must submit an application to the <u>home</u> local authority during the 2020 'normal admissions round', making it clear in the text box on the application form that he/she wishes to delay the child's entry until September 2021. Where the intention is for the child to start with the <u>2021 reception</u> cohort, this must also be clearly stated on the form. The Admission Authority will formally note the parent's instruction and <u>will not</u> process the 2020 application further. The child will no longer be part of the 2020 'normal admissions round'.</li> <li>2. The parent must then wait and make an entirely new application as part of the <u>2021 'normal admissions round'</u> in accordance with the application process described in the home local authority 2021 Composite Prospectus document. This will be made available by the local authority on 12<sup>th</sup> September 2020. The parent should also take account of the 2020/21 Admission Arrangements applying for the school.</li> <li>3. If the school is undersubscribed with reception applications for September 2021, the applicant will receive the offer of a place, without condition, for his/her child on or around 16<sup>th</sup> April 2021. If the school is oversubscribed with applications for September 2020, the published oversubscription criteria will be applied in order to rank all the applications received (including delayed entry applications) and identify a priority for the offer of available reception places. <u>Whether a place can be offered will depend on the outcome of the 2020 application ranking exercise.</u></li> <li>4. If the September 2020 reception application is refused, the right of appeal will apply.</li> <li>5. If a parent delays a child's entry until 2021 and decides that the child should join <u>year 1</u> rather than reception, he/she will need to make an in-year application within six school weeks of the place being required.</li> </ol>

<b>3.0</b>	<b>Changing school – The ‘In-Year’ application process</b>
<b>3.1</b>	<b>The Admission Limit</b>
	For each year group other than the year of entry (years 1-6) the Admission 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 the efficient use of resources’, taking into account the statutory Infant Class Size limit, available accommodation, 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.
<b>3.2</b>	<b>Submitting an in-year application</b>
	If a parent wishes to apply for a child to join the school during the 2020/21 school year, an In-Year Application Form must be completed and submitted to the Local Authority Admissions Team – <a href="https://www.dorsetforyou.gov.uk/school-admissions/apply-for-a-school-place">https://www.dorsetforyou.gov.uk/school-admissions/apply-for-a-school-place</a> . 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.
<b>3.3</b>	<b>Applying for a year group other than the child’s relative (chronological) age</b>
	The in-year application will usually be submitted for the year group associated with the child’s age, although a parent may apply for an alternative year in the most exceptional circumstances. The placement of a child outside his or her normal age group is not an appropriate strategy for meeting special educational needs. Parents and carers wishing to request that their child be placed outside of their normal age group must do so through the Head Teacher of the pupil’s actual or proposed school. The decision to place a child outside of their normal age group rests with the Head Teacher and governing body of the school that would be affected.
<b>3.4</b>	<b>The decision</b>
	On receipt of a signed and dated In-Year Application Form, the Admission 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.
<b>3.5</b>	<b>Accepting the offer of a place</b>
	Where a place is offered, the parent 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 <u>school</u> weeks from the date of this letter. If the child concerned is not attending school with this time frame, the Admission Authority will write to the applicant requesting an update and may, depending on the circumstances, withdraw the offer.
<b>3.6</b>	<b>Applying the Fair Access Protocol</b>
	Where it is has not been possible to offer a place, the Admission Authority will consider the application against the criteria set out in the Dorset County Council Fair Access Protocol (FAP), which is published on this authority’s website. If the child concerned satisfies any of the FAP criteria, the in-year application will be referred to the local authority, which may then decide to engage with the family in order to identify a suitable educational placement.
<b>3.7</b>	<b>Children issued with an Education Health and Care plan</b>
	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.

<b>4.0</b>	<b>The Oversubscription Criteria</b>
<b>4.1</b>	<b>Oversubscription</b>
	If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admission Authority will assess every application against the oversubscription criteria set out in section 4.2 in order to rank these applications and identify a priority for the offer of any available places. The oversubscription criteria will also be applied in order to rank children's names on a waiting list.
<b>4.2</b>	<b>The Oversubscription Criteria</b>
	<ol style="list-style-type: none"> <li>1. A 'Child in Care' or a child who was 'previously a Child in Care'. A Child in Care means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was 'previously a Child in Care' means a child who after being Looked After became subject to an Adoption Order under Section 8 of the Children Act 2002, a Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act</li> <li>2. Children who the authority accepts have exceptional medical or social need and where there is a specific need for a place at St Mary the Virgin Primary School. Applications will only be considered under this category if there is evidence provided such as a Child Protection Order, Child in Need document or a written statement from a doctor, social worker or other relevant independent professional. The information must confirm the exceptional medical or social need and demonstrate how the specified school is the only school that can meet the defined needs of the child.</li> <li>3. Children living within the school's catchment area who will have a sibling, who will still be on role, attending the school at the time of admission. Sibling means full, half, step or adoptive brother or sister and other non-blood related children who live with married or cohabiting parents in the same household a sibling attending the school at the time of application</li> <li>4 Children who, at the time of application, live within the catchment area for St Mary the Virgin Primary School, or with a confirmed move to an address within this catchment area</li> <li>5 Children living outside the school's catchment area who will have a sibling, who will still be on role, attending the school at the time of admission.</li> <li>6 Children living outside the school's catchment area and who attend a service of worship, of whatever denomination, at a Church or place of worship that is registered as a member of Churches Together in Britain and Ireland (<a href="http://ctbi.org.uk">ctbi.org.uk</a>) or the Evangelical Alliance (<a href="http://eauk.org">eauk.org</a>). In order to qualify, the child must have attended regularly for at least one day per month for the twelve months prior to application.</li> <li>7 Children of staff who have been employed at the school on a permanent contract for a minimum of two years prior to submitting an admission application, or children of newly appointed staff where the appointment is made in order to meet a demonstrable skills shortage.</li> </ol>

	<p>8 All other children living outside the schools' catchment area.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Refer to section 1.4 of these Admission Arrangements for the definition of 'home address'</li> <li>• Refer to section 1.5 of these Admission Arrangements for the definition of 'sibling'</li> <li>• 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 or 6 (refer to section 4.5 of these admission arrangements)</li> </ul>
4.3	<b>Prioritising applications by distance measurement</b>
	<p>In the event of oversubscription and the consequent need to rank all applications against the oversubscription criteria, the admission number/limit may be reached part way through a particular criterion. The ranked order for applications satisfying this 'cut off' criterion and any lower placed 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>Distances will be measured by the shortest straight line ("as the crow flies") distance from the home address to the school building. DCC has a geographical mapping system which works out an easting and northing for both the home and the school and calculates the distance between them. The final place will then be allocated to the person living the shortest distance from the school. In the case of a multi-dwelling building, such as a block of flats, the same distance will apply for all occupants.</p>
4.4	<b>Applying a tie-breaker</b>
	Where two or more distances are exactly the same and it proves necessary to rank the relevant applications, a priority for the offer of places will be determined by the drawing of lots. This activity will be undertaken by a person entirely independent of the Admission Authority and the school.
4.5	<b>Supplementary Information Form (SIF)</b>
	A Supplementary Information Form (SIF) is provided on the school website (Appendix C). This is used to collect information required in order to evidence that a child qualifies against oversubscription criterion 4 or 6. The SIF must be completed and submitted in accordance with the instructions set out in Part 3 of the SIF <b>if</b> the parent wishes qualifying information to be taken into account, in the event that it should prove necessary for the oversubscription to be applied in order to prioritise applications. In some cases, a member of the Admission Authority, or an appointed agent, may need to contact the parent to discuss the information submitted on the SIF.
5.0	<b>Lodging an appeal</b>
5.1	<b>The legal right to an appeal hearing</b>
	<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. The refusal letter issued by the Admission Authority will explain how to complete this process and an appeal form is available from the Dorset County Council website – <a href="https://www.dorsetforyou.gov.uk/school-admissions/school-appeals">https://www.dorsetforyou.gov.uk/school-admissions/school-appeals</a></p>
5.2	<b>The basis on which an admission application may be refused</b>
	The Admission authority can refuse to admit a child where a further admission would ' <i>prejudice the efficient delivery of education or the efficient use of resources</i> ' or where the admission would breach the statutory Infant Class Size (ICS) Limit, resulting in an infant



	teaching group of more than 30 children to one qualified teacher for part or all of the school day. In the case of an ICS refusal, specific conditions set out in section 4 of the 2012 School Admission Appeals Code are 'tested' at the appeal hearing by an independent appeal panel. The range of circumstances whereby an independent appeal panel might find in favour of an appellant are limited to the panel's review of these conditions and the reasonableness of the decision.
<b>5.3</b>	<b>Complaints about the administration of the appeals process</b>
	The decision of an independent appeal panel is binding on all parties. However, where there is concern that the appeal <u>process</u> has not been properly administered in accordance with the 2012 School Admission Appeals Code, a complaint may be raised with the Local Government Ombudsman.
<b>6.0</b>	<b>Key contact details</b>
<b>The School</b>	<p>St Mary The Virgin CE VA Primary School Pheasant Way Shaftesbury Road Gillingham Dorset SP8 4LP</p> <p>Telephone: 01747 824446 Email: <a href="mailto:office@stmarygillingham.dorset.sch.uk">office@stmarygillingham.dorset.sch.uk</a></p> <p>Headteacher: Mrs Sarah Bullmore</p>
<b>For families resident in Dorset, the 'home' local authority is Dorset County Council</b>	<p>School Admissions Dorset County Council County Hall Colliton Park Dorchester Dorset DT1 1XJ</p> <p>Website: <a href="http://www.dorsetforyou.com/school-admissions">www.dorsetforyou.com/school-admissions</a> Email: <a href="mailto:admissions@dorsetcc.gov.uk">admissions@dorsetcc.gov.uk</a> Telephone: 01305 221000</p>
<b>The Office of the Schools Adjudicator</b>	<a href="https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator">https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator</a>
<b>The Local Government Ombudsman</b>	<a href="http://www.lgo.org.uk">www.lgo.org.uk</a>
<b>The Department for Education</b>	<p>The Department for Education Sanctuary Buildings, 20 Great Smith St, London SW1P 3BT Telephone 0370 000 2288 Electronic contact form: <a href="http://form.education.gov.uk">form.education.gov.uk</a> Website: <a href="http://www.education.gov.uk">www.education.gov.uk</a></p>
<b>School Admissions Code</b>	<a href="https://www.gov.uk/government/publications/school-admissions-code--2">https://www.gov.uk/government/publications/school-admissions-code--2</a>
<b>School Admission Appeals Code</b>	<a href="https://www.gov.uk/government/publications/school-admissions-appeals-code">https://www.gov.uk/government/publications/school-admissions-appeals-code</a>