



Symondsburry CE VA Primary School Admission Policy (intake September 2020-21)

Introduction

This document sets out the Policy of Symondsburry Church of England Voluntary Aided Primary School with respect to Admissions. For the purposes of this policy, the Governing Body of Symondsburry Primary School is the admission authority and has delegated the admission process to Dorset Local Authority (Dorset County Council).

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.

Parents who wish their children to be admitted to the school must complete the Common Application Form in line with the Local Authority Co-Ordinated Admission Scheme. This can be completed on-line on the website www.dorsetforyou.com/schooladmissions or using the forms available from the school office. They should return it by the date posted on the school noticeboard. Parents and Guardians will receive written notification of the outcome, from the Local Authority, on a date determined under the scheme. An offer of a school place should be accepted by the deadline date, which is also set out in the scheme.

1. Admissions Local Authority

- 1.1 The Governing Body is the admissions authority for the school but delegates this process to the local authority. The admission policy reflects that of Dorset Local Authority.
- 1.2 The school administrator will act as adviser at the school on behalf of the local authority for initial enquiries concerning admission. The administrator will be able to direct parents to the local authority for answers to concerns they may have.

2. Application for Admission

- 2.1 Parents are always encouraged to visit the school and talk to the head teacher, prior to formal application. The school is able to assist with admission forms.

Applications can be completed and submitted online (<http://www.dorsetforyou.com/schooladmissions>) or forms obtained for the Local Authority, pre-school or school. Completed forms should be returned to the Local Authority or to the school. Parents who wish their children to be admitted to the Symondsburry school should state Symondsburry school as their preference, however, this does not guarantee admission should the school be oversubscribed.

Every year the governing body will review and publish information concerning the School's admission policy. This will confirm the maximum number of children to be admitted to the school as a whole, the Pupil Admissions Number (PAN) which is currently 15 and explain how places will be allocated.

In accordance with government legislation, the governing body will consult every seven years with the Diocesan Board of Education, the Local Authority and other local schools in respect of the admissions policy.

Aims

The overriding aim of the admission policy is that it should work for the benefit of all children and parents/guardians in our area. It should be simple to use and assist parents/guardians to make the best decisions on their preferred school for their children. It should contribute to improving standards for all pupils.

The school aims to provide a place for all children whose permanent address is within the designated area, defined as being the area within the ecclesiastical boundaries of the Eype, Broadoak, Chideock and Symondsburry Parishes (see map available in office).

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or a medical card for proof of GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week. Parents should not assume that a place will automatically be allocated to their child.

Starting School

A full-time school place in the Reception class is available for children from the September following their 4th birthday (ie children born between 01/09/2015 and 31/08/2016 will be admitted in September 2020). Parents can request that their child attends part-time until the child reaches compulsory school age.

Where an offer of a place is made to a child below compulsory school age, parents have the right to defer their child's entry to school until later in the school year. The place is held for that child and is not available to be offered to another child. Entry may not be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which admission is sought.

The Bridport Pyramid of Schools recognises that for some pupils and families, full day attendance in the first term may be inappropriate. Therefore schools may through consultation with parents and pre-schools offer a more personalised provision, taking into account the needs of each individual child except as stated below:

The school's admission authority 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. In addition the parents of a summer born child (that is any child born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group - to reception rather than year 1. The reasons for the request must be fully explained in writing and included with the school place application form.

Deadline for application

Applications for Reception Year entry for the academic year starting September 2020 - 21 need to be formally registered with the Local Authority in

accordance with the Local Authority's published timetable for consideration by the admission authority.

Symondsbury Church of England (VA) Primary School cannot guarantee places for children when there are no places available as a result of late applications for the normal year of entry or any application that relates to a different year group.

The Governors have set a maximum class size of 30 pupils in Key Stage 1 and 32 pupils in Key Stage 2. Legislation states that no infant class may exceed 30 pupils (classes at Symondsbury are in mixed aged year groups R/1 years 1/2 years 3/4 and years 5/6).

A decision on the admission of new entrants will be made during the spring term 2020. The parents or guardians will receive written notification of the outcome from the Local Authority in accordance with the Local Authority's published timetable.

Late applications, i.e. those received after the deadline for the normal admissions round will not be considered until after all of those which were received on time have been processed, following the Local Authority Co-ordinated Admissions scheme.

Applications outside the normal admissions round

All applications outside the normal admissions round must be made by completing a Local Authority Common Application Form directly to the Local Authority. This must be sent to the Local Authority, who will deal with the Application in accordance with the Co-ordination Scheme in force at the time. The Local Authority will inform the parents of the outcome.

Policy

The admissions policy of Symondsbury CE VA Primary School 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.

Where this school is named in a child's Statement of Special Educational Needs or Educational Health and care plan, the governing body recognises a duty to admit the child to the school.

3. Over-subscription Criteria

Where there are too few places available to satisfy all preferences places will be allocated according to the following priority order: -

- i.) Looked after children or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order¹. A looked after child is a child who 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 (see the definition in section 22(1) of the Children Act 1989).
- ii.) Vulnerable Children.
 - a. Children of families with confirmed refugee status,
 - b. Children with a medical condition 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. Details must accompany the initial application.
 - c. Children where one or both parents have 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.

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

iii) Siblings

A child is considered in this category if an older sibling is attending the school at the deadline date, and will continue to do so when the sibling is admitted, 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.

iv) Other children

¹ An adoption order is an order under section 46 of the Adoption and Children Act 2002.

A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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:

v) Siblings

A child is considered in this category if an older sibling is attending the school at the deadline date, and will continue to do so when the sibling is admitted, 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.

vi) Other children

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

If the school is oversubscribed within any category 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 be admitted, then the available places will be decided by the casting of lots.

Parents will be asked to reply to the local Authority. If they do not respond in accordance with the Local Authority's published timetable it will be assumed that the place offered has been declined.

WAITING LISTS

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.

If the school is oversubscribed for children due to start in 2020-21 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. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant. Names will only be removed from the waiting list if a written request is received, or if the offer of a place that becomes available is declined. The waiting list will close on 31 December 2019. At that time parents of pupils on existing lists must confirm in writing their wish to be placed on a newly constructed waiting (or continued interest) list which will remain open until the end of the academic year. Looked after children and previously looked after children as defined in this policy, children who are 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.

Exceptional Circumstances

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.

4. Admission numbers

The governing body, in consultation with the Local Authority, has agreed an Admission number limit of 15 pupils in Reception.

Appeals Procedure

Parents have a right of appeal to an independent panel against the decision of the Local Authority to refuse application for a school place. Details of the appeals procedure are sent out with all refusal letters.

5. Appeals

- 5.1 In accordance with the appropriate education legislation, parents who are dissatisfied with an admission decision may appeal in writing, clearly stating their grounds for admission. Appeal forms can be obtained from the school or the Local Authority and are available on the website.
- 5.2 The Local Authority has a statutory responsibility to arrange an independent appeal panel to hear any admission appeal.

6. Parent's Rights

- 6.1 All children will be admitted to Symondsbury School in accordance with this policy.
- 6.2 The Admissions Local authority will not discriminate against applicants because of their sex, colour, race, nationality, ethnic or national origins, physical or educational needs.

Footnotes

1. The admission of children with Statements of Special Educational Needs is covered in Sections 324 to 328 of, and Schedule 27 to, the Education Act 1996. Guidance on the Admission of Statemented pupils is given in the Special Educational Needs Code of Practice.
2. The places available are defined as the published admissions numbers for the school for that year of entry.
3. The school's catchment area is a geographical area defined by the local authority following consultation with the governors of the school and neighbouring schools and can be accessed via the internet on the relevant Local Authority admission pages.
4. The use of the "straight line" measurement method applies to the allocation of places only. It will not be used to determine transport entitlement, where it is the legal requirement to measure by the shortest available walking route.

Enquiries about this policy should be addressed to either:

Chair of Governors c/o Symondsbury CE VA Primary School 01308 423502

School Office 01308 423502

Note: Subject to the above policy and the relevant appeals procedure, decisions regarding admissions will be the responsibility of the Local Authority.