

Berkley Church of England (VA) First School

Admission Arrangements for Starting School in September 2017 and Admission during the 2017/18 Academic Year (in year)

Berkley Church of England School is a Voluntary Aided School and therefore the governing body is the admissions authority for the school.

The school was established to serve all within its community, those of all faiths and of none, and strives to offer a high quality education underpinned by a distinctively Christian ethos. We have four classes called Rabbits, Squirrels, Badgers and Owls. We have developed creative cross curricular topics which engage the pupils and make learning fun and exciting. We are a dyslexia friendly school and therefore we offer a very wide range of teaching approaches and strategies to ensure all learners engage and succeed with our curriculum. We plan WOW days for every topic, which really enhance learning for all our pupils.

Contact Details

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Planned Admission Number (PAN)

The Published Admission Number (PAN) for the Reception Year Group and the admission limit for all other year groups is 19.

First Admission Applications

All applications for first admission, and any supplementary information forms (SIFs), must be received by your home Local Authority (LA) by the closing date of 15 January 2017. The home LA will make a single offer of a place on 16 April 2017 (or next working day). Places will be allocated strictly in accordance with the National Equal Preference ranking allocation method.

In Year Applications

In Year applications and any SIFs, must be submitted directly to the school governing body via the school office – contact details are available at: www.berkleyschool.co.uk. Applications will not be processed more than six weeks or half a term in advance of being required. Any such applications will be considered by the governing body admissions committee on a weekly basis with a 4pm deadline every Friday and applicants will receive a written response within 10 school days following receipt of the application. Where a school place is offered it will be held open for 14 school days and applicants will need to confirm acceptance within this time.

All applications for new intake and in-year admissions will be considered against the following over-subscription criteria.

Over-subscription criteria

In the event of over-subscription at the September point of entry, children are allocated places to the school in the following ranked order of priority up to the Published Admission Number (PAN) set for the school.

The school will be required to admit any child with a Statement of Special Educational Needs (SEN) or Education, Health and Care plan (EHC), if the school is named, then;

- 0 Looked After Children – Children who are in the care of a Local Authority, or have previously been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order (See important note).
- 2 Children whose older sibling will be on roll at the time of application.
- 3 Children who themselves or whose parent/carers are practising members of the Anglican Church in Berkley/Rudge/Frome.
- 4 Children who themselves or whose parent/carers are practising members of any other Christian Church in Frome
- 5 Children who themselves or whose parent/carers are practising members of any Christian Church outside of Frome and they wish their child to attend a school of religious standing.
- 6 Children who live within the school's catchment and the ecclesiastical parish boundaries of St Mary's (A map showing this boundary is available at the school office or on the Berkley Parish website).
- 7 Children living closest to the school measured by straight line.

Important Note

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). Adoption is defined under the terms of the Adoption and Children Act 2002

Tie Breaker

If there are not enough places to satisfy all the applications under any one criterion, priority will be given to those living nearest the school as measured by a straight line. A straight line measurement will be calculated between the 'address point' of the child's home and 'address point of the school' for every child falling within the particular criterion. Places will be allocated to those children living nearest to the school by straight line, according to a Geographic Information System (GIS). Where two distances are equal and it is therefore not possible to differentiate between them, priority will be determined by independent drawing of lots.

Practising

"Practising" is defined as at least once a month for the last six months prior to the application closing date, attendance at church by at least one parent and/or child (where necessary this must be confirmed with a member of the clergy).

Distance Measurements

For the purpose of measuring home to school distance, all calculations will be measured using a straight-line measurement from the address point of the home to the address point of the school using the GIS mapping system. (Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail).

Home Address

The home address is very important, as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with parents or carers.

Documentary evidence of home ownership or suitable rental agreement may be required, together with proof of permanent residence at the property concerned. Places cannot be allocated on the basis of an intended future address, unless the house move can be confirmed through the formal 'exchange of contracts' or the signing of a minimum of a six month tenancy agreement from a letting agency. Please note private letting agreements may not be accepted as proof of residence. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required eg proof of exchange of contracts, a tenancy agreement showing the end date of the

tenancy or a notice to quit from the landlord or repossession notice. The Governing Body reserves the right to seek further documentary evidence to support a claim of residence.

An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. Fraudulent claims relating to the home address of a particular child may lead to the withdrawal of any offer of a school place.

The Governing Body must be notified of any change of address during the admissions procedure.

Sibling

For the purpose of admissions, the Governing Body defines a sibling as a child living at the same address as a half or full brother or sister, an adoptive brother or sister or children of the same household.

Parent/Carer

Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).

Waiting Lists

Where an application for a reception school place is unsuccessful, the application will be kept on a waiting list until the 31 December 2016. The waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list. Should a place become available, it will be offered to the highest ranked application on the list at that time. Children who are the subject of a direction by a Local Authority to admit or who are allocated to the school in accordance with the In-Year fair Access Protocols, will take precedence over those children on a waiting list.

Supplementary Information Form (SIF)

In order for applications to be considered against criteria 3, 4 and 5, applicants will need to use the appropriate Supplementary Application Form (SIF) to demonstrate their ability to meet the particular criterion. The SIF will need to be completed and signed by a member of the clergy and submitted along with the school place application.

Catchment Map

The Governing Body prioritise some school places on the basis of living within a designated catchment area. Details of the catchment boundaries can be found at;

<http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/check-catchment-school1/>

Deferred entry for infants

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred until the next academic year.

Summer Born Children

Parents of summer born children may request that they are admitted into reception rather than year one when they become of compulsory school age. Applications will be considered as set out below (see admission of children outside their normal age group)

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

The process for requesting such an admission is as follows;

- The parent/carer is required to make an application for their child's normal age group but can submit a request for admission out of the normal age group at the same time.
- The parent/carer is required to submit a request for admission out of the normal age group and attaching supporting evidence as necessary. The Governing Body have the right to request further evidence that may be required.
- The Governing Body will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.
- The Governing Body will write to the parent with the outcome and set out clearly the reasons for their decision.
- In the case of applications for summer born children to be admitted out of their normal age group the parent will receive the outcome before the primary national offer day.
- If their request is agreed, their application for the normal age group may be withdrawn before a place is offered. If their request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.
- Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.
- One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Appeals

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Applicants whose school place application is turned down have the legal right of appeal to an independent appeal panel. Details concerning how to appeal are explained in the decision letter sent out by email or post on the published dates. Information on the timetable for the appeals process is available on the school website by 28 February each year.

Staggered Entry

In recognition of the needs of very young children, the school makes arrangements for a gradual induction, which includes part-time schooling at the beginning of the year.

Normal age of transfer

Children will normally transfer from a first to a middle school at the end of Yr 4, at the age of 9.

Withdrawal of places

The Governing Body will consider withdrawing the offer of a place

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading.
- The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.
- A child has not started at the school within 21 days of an agreed in-year admission start date.

Issues relating to shared residency arrangements

Where shared residence arrangements are in place and parents/ carers of the child submit two separate applications for different schools, the LA requires parents to resolve matters between themselves, taking legal advice if necessary, and inform the LA which application should be processed. The LA will not become involved in private disputes. If more than one offer of a school place is made, the LA would expect one of the places to be withdrawn by the parent. If this is not the case, when the child starts school, the alternative school place will be withdrawn by the LA.

Multiple birth applications (for example twins)

In the case of multiple birth applications, where it would only normally be possible to admit one child within the Admission Number, a place(s) will be allocated above Admission Number at the point of allocation. This will ensure that multiple birth siblings can be allocated places at the same school (sibling definition still applies).

This includes situations whereby admitting a multiple birth siblings would breach the Infant class size legislation of a statutory limit of 30 infants (key stage 1 children) per qualified teacher.

Children from outside the UK

The Governing Body will consider applications for children who are citizens of the European Economic Area (EEA) if proof of the Somerset address and the expected date of arrival in the UK are provided by 15 January for primary phase applications. The application can then be considered on this address. If proof of the Somerset address is not available by the dates above the application will be considered on the current address. Please click on this link for a list of the countries in the EEA.
<http://www.dwp.gov.uk/international/social-security-agreements/list-of-countries/>

The Governing Body will also process applications for UK citizens living in any other country if proof of the Somerset address and the expected date of arrival back in the UK are provided by 15 January for primary phase applications. The application can then be considered on this address. If proof of the Somerset address is not available by the dates above the application will be considered on the current address. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

The Governing Body will not allocate a place to any non EEA citizen moving into Somerset from outside the UK prior to their arrival in the country. The Governing Body will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition.

Children of UK Service Personnel

The Admissions Authority endeavour to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided as proof of posting (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting.)

Usually, an in year place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made

for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting, The admissions authority will process the application If a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

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2017/18 SUPPLEMENTARY INFORMATION FORM

Part A – Please ensure that you read before completing

The oversubscription criteria set out in the governors published Admission Arrangements, will be used to prioritise admission to school where there are more applications received than places available. The oversubscription criteria include a priority for:

Children who themselves or whose parent/carers are practising members of the Anglican Church in Berkley/Rudge/Frome.

Children who themselves or whose parent/carers are practicing members of any other Christian Church.

If you wish your admission application to be prioritised on this basis, you must ensure that this Supplementary Information Form is completed by the vicar, priest, minister, pastor or church warden of the attended Church in order to confirm that the requirements of the above statement have been met.

Part B – Submitting your Supplementary Information Form

For a child to start in Reception for the first time in September 2017 - your admission application form and your completed Supplementary Information Form must be sent to the Admissions & Entitlements Team, PPC402C, Somerset County Council, County Hall, Taunton, Somerset, TA1 4DY by the published closing date.

For a child to join any year group during the 2017/18 academic year - your completed Supplementary Information Form must be submitted by post with your admission application form directly to the school office.

Part C – Declaration

I have consulted with the local church leadership team and can confirm that

.....

.....(enter child or parent/s name/s)

attends Church and has done so for at least once per month for the last six months.

Signed.....

Print name.....

Position.....

Date.....

Note: The church leadership team includes clergy, church wardens and those responsible for Sunday School