

**School Admissions Policy 2020/21**

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.

All applications for admission, and any supplementary information forms, must be received by your home Local Authority (LA) by the closing date of 31st October 2019, and will be considered under the Equal Preference with Ranking system of allocation. The LA will forward all applications to the school and the governing body will rank them against the oversubscription criteria set out below. This list will then be returned to the LA under the co-ordinated admissions scheme and they will make a single offer of a place on 1st March 2020.

The Admission Number (AN) for the Year 7 2020 intake is 270 pupils.

**Over-subscription criteria**

In the event of over-subscription, applications will be ranked against the following over-subscription criteria set for the school.

The school will be required to admit a child whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school before the following criteria are applied:

1. Looked After Children – children in the care of the Local Authority, or have been previously and are now formally adopted or subject to a residence/child arrangement or special guardianship order (see Notes).
2. Children with physical impairments whose needs would be met by adaptations completed at the school.
3. Children living in the catchment area (please see note 2), with an older sibling at the school at the time of admission, and who live at the same address.
4. Children living in the catchment area.
5. Children living outside the catchment area, with an older sibling at the school at the time of admission, and who live at the same address.
6. Children who themselves, or whose parent(s)/carer(s) are practising members of the founding religious body of the school (Anglican, Methodist) (see notes).
7. Children who themselves, or whose parent(s)/carer(s) are practising members of other churches or religious denominations (see notes).
8. Children of permanent staff employed at the school for 2 years prior to application.
9. Children outside the catchment area, but nearest the school by straight line measurement.

**Notes:**

1. This means a 'looked after' child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 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.
2. 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 (straight line measurement). Where two distances are equal and it is therefore not possible to

differentiate between them, priority will be determined by independent drawing of lots.

3. A copy of the school's catchment map is available to view at the school and can also be made available upon request from the Local Authority.

### **Practising**

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

### **Siblings**

For the purposes of Admissions, a sibling is defined 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. This definition includes siblings in post 16 education.

### **Parent or 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).

### **Home Address**

The home address is 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 the person(s) who have care of the child.

Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. The Admissions Authority reserves the right to seek further documentary evidence to support your claim to residence.

It should also be noted that an address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

### **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 a 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). In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

### **Equal Preference with Ranking allocation method**

This approach requires the Local Authority to rank all applications against the published over-subscription criteria for the school concerned and where schools are over subscribed, places will be allocated up to the published admission number in strict priority order. Where more than one school can be offered, the highest ranked preference will be allocated.

### **Supplementary Information Form (SIF)**

In order for applications to be considered against criterion 6 and 7, applicants will need to use the attached SIF in order to demonstrate their ability to meet the criterion. The SIF will need to be completed and signed by a member of the clergy and submitted along with the school place application.

### **Waiting list**

Where an application for a school place is unsuccessful, the application will be kept on a waiting (refusal) list in order of over-subscription criteria until the end of the academic year to which the application applies. 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.

### **Applications to join any year group during the academic year (in-year)**

Applications must be submitted using the in-year application form which is available from the school office or to download from the school website. Applications may be submitted directly to the school office at any time during the academic year.

The Governors' Admissions Committee will consider applications on a weekly basis 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 21 school days and applicants will need to confirm acceptance within this time.

### **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 of 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 (guidance notes and an application form available from the school) and attach 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 their reasons for their decision.
- 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 school.

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

Where the last place within the Published Admission Number is allocated to a multiple birth application, a place will be allocated to any siblings above the Published 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).

### **Appeals**

Applicants whose school place application is turned down have the legal right of appeal to an independent appeal panel against the decision to refuse admission. 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.

### **Children from Overseas**

The Governing Body will only allocate a place to anyone moving into the country from overseas if they have documentary evidence of a home address and copies of the passport and/or visa if required. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

### **Withdrawal of places**

The Governing Body will consider withdrawing the offer of a place if:

- 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**

Legislation and guidance states that only one offer per child is made by the Local Authority. Therefore where separated parents issue separate applications for their child the Local Authority can only offer one place. In this situation the Governing Body requires parents to resolve matters between themselves. If an agreement cannot be reached parents may wish to seek legal advice. The Governing Body will not become involved in private disputes. The Governing Body does recognise that there may be situations where parents cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the Governing Body to take a decision. Where this is the case the Governing Body will try to establish where the child spends the majority of their time and prioritise the application made by the parent living at this address.

Each parent will be required to write to the Governing Body and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Governing Body may ask for additional information including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered. When the Governing Body has received all the necessary information from both parents a decision will be reached based on the evidence provided.

### **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 and other Crown servants where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address.)

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 and other Crown servants. 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 address, the admissions authority will process the application on that address. 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.

### **Sixth Form**

Admissions to sixth forms are conducted in line with the requirements of the School Admissions Code and arrangements specific to the school are detailed in the school Prospectus.

Applicants to the Sixth Form will be expected to attend a guidance interview to discuss the suitability of subject choices. This will not form part of the decision process on whether to offer a place.

The Blue School has a published Admission Number of 30 that will apply for new intake students only. Places will normally only be offered until this number is reached, whereafter further preferences will be refused. This does not include students already on roll at the school who will automatically gain a sixth form place if the entry requirements are met.

Students moving through the school and new intake students will only be considered for available places when the published entrance requirements have been met. These requirements are clear and objective and fully detailed in the school Prospectus. The highest priority in oversubscription criteria for sixth form places is given to looked after children and previously looked after children who meet the academic entry criteria.

Applications must be made directly to the school using the common application form or the application form supplied by the school and returned no later than the application closing date specified in the Prospectus.

Parents or children will have the legal right to appeal against any decision to refuse a young person entry to a sixth form. This may include a refusal for any reason, e.g. there is no place available within the published Admission Number, or where a parent or student believes there may be an administrative error regarding the application procedure or entrance requirements.

**Church of England Voluntary Aided, Foundation and Academy Schools in the Diocese of Bath & Wells  
School Admission Supplementary Information Forms  
Notes for those applying for places at Church of England Voluntary Aided, Foundation or Academy Schools**

**If you wish for your application to be considered under any criteria relating to church attendance, you must ensure the following:**

- That the attached form is completed by you and signed by the relevant church representative (vicar, priest, minister, pastor, church warden).
- That the information on the form matches and fulfils the requirements set out in the specific admissions arrangements of the school for which you are applying.
- That the completed form, signed by both you and the clergy, reaches your home Local Authority by the closing date for submission of applications. This is 15<sup>th</sup> January 2020 for first admission or 31<sup>st</sup> October 2019 for secondary transfer.
- That a separate supplementary form be submitted for each church school for which you are applying as each is likely to have differing admissions criteria.
- If you have recently, or are about to move to a different area, that you ensure that the appropriate church representative of the church where you have been regularly worshipping signs the supplementary information form for your application. **Please ensure that they have seen the admissions requirements for the school/s for which you are applying and are satisfied that you meet the necessary criterion/criteria.**

**Please Note:**

- Failure to send the correctly completed supplementary information form to your home Local Authority by the closing date will mean that your application cannot be considered under any church attendance criterion.
- The need to obtain the signature from a previous member of clergy/church after moving house cannot be considered as a reason for a late application to be accepted.

## Appendix 2

### **Church of England Voluntary Aided, Foundation and Academy Schools in the Diocese of Bath & Wells School Admission Supplementary Information Forms**

**Notes for clergy or those responsible and authorised to sign supplementary information forms for those applying to church schools under a church attendance criterion.**

Please note that the recommendation of the Bath & Wells DBE is that clergy do not work in isolation when looking at school admission supplementary information form requests. The DBE strongly recommends that it is best practice to have a sub-committee of at least three members, including clergy, church wardens and those with responsibility for Sunday school to consider these requests and be authorised to sign the form if it is agreed appropriate.

Please also note that the completion of this form and its return in time to meet the admission application deadlines is critical for the applicant, and without it the child cannot be considered eligible under any church attendance criteria, even if they are regular attendees at church.

**In order for the application to be considered under any church attendance criteria within the school's admissions arrangements, the following must be ensured:**

- That the attached form is completed by the applicant and signed by the relevant church representative (vicar, priest, minister, pastor, church warden).
- That the information on the form matches and fulfils the requirements set out in the specific admissions arrangements of the school to which the application is being made. **Clergy must be clear that the specific criterion for each school is being met by the applicant and should see the admissions criteria so that they can check.**
- The DBE recommends that schools use the criterion that either the child or at least one parent has attended worship at the church at least once a month for a minimum of 6 months prior to the time of the application. **Please note that this does vary from school to school, with some having far more rigorous requirements.**
- **The DBE does recommend that the child or a parent has attended actual worship and that attendance at toddler groups or other activities that are held at the church does NOT meet the requirements.**
- That the completed form, signed by both applicant and the clergy, reaches the applicant's home Local Authority by the closing date for submission of applications. This is 15th January 2020 for first admission or 31st October 2019 for secondary transfer.

**NB: This is clearly the responsibility of the applicant, not the church representative.**

- That a separate supplementary form be completed for each VA, Foundation or Academy church school for which the applicant is applying as each is likely to have differing admissions criteria.
- For applicants who have recently, or are about to move to a different area, the supplementary information form should be completed by the clergy at the church where they have been regularly worshipping. It is the responsibility of the applicant to organise this and ensure that the SIF is completed and sent in on time.

#### **Please Note:**

The application process is a legal one and every effort **MUST** be made to ensure that applications and any supplementary forms are completed accurately and on time. If applicants are unsuccessful, they have the right to appeal, and the information provided by clergy can be critical to the outcome of both the application and appeal, particularly where a school is very popular and oversubscribed. Competition for places at some schools can be fierce and it is vital that information supplied is accurate. **Clergy should not be pressured into signing a form if they know that the applicant does not, or are in doubt as to whether the applicant does, meet the criteria laid down by the school. This is one reason why a committee should consider every application. It is also particularly helpful where there is an inter-regnum or where clergy have been in post less than 6 months.**

The Blue School

**SUPPLEMENTARY INFORMATION FORM - PART A**  
**Admission in 2019**

**To be completed by the parent/guardian**

The Blue School is a Church of England school. The governing body is the admission authority and has responsibility for setting the admission arrangements.

If there are more applications than there are places, the governing body will prioritise applications where evidence can be provided that one of criteria 6 and 7 has been met. If you wish your child to be considered under the religious grounds of criteria 6 or 7, please complete this form and return it to the local authority closing date of **15 January 2020 (primary) 31 October 2019 (secondary)**. If you do **not** wish your child to be considered under the above criteria, this form is **not** necessary (but see below about a Local Authority Common Application Form).

For the purposes of assessing eligibility to education transport on faith grounds, information on this form may be used to confirm that your application for a place at the school was on religious grounds.

Once you have completed Part A, please pass the form to your priest, minister, faith leader or church official. It is the responsibility of the parent/carer to return the SIF to the LA by the closing date for submissions. Only where both parts are returned by the closing date of **15 January 2020 (primary) 31 October 2019 (secondary)** can this information can be considered as on time by the governing body and your application prioritised accordingly. Failure to return this form will result in any application being considered under the "non church" criteria.

**You must, in all instances, complete a Local Authority Common Application Form and return that to the Local Authority by 15 January 2020 (primary) 31 October 2019 (secondary) for it to be considered as on time. It is entirely the responsibility of the applicant to ensure that any Supplementary Information Form is returned on time to the home Local Authority.**

Name of child:

Surname ..... First names .....

Date of birth ..... Boy  Girl

Name of parent/guardian .....

Address .....

.....

.....

Post code .....

Home Telephone ..... Contact number .....

**If you are applying to this school on faith grounds, please complete the following sections:**

**Place of worship** where one of parents / guardians / child regularly attends:

Name of place of worship .....

Address .....

.....

**Name of vicar / priest / minister / faith leader / church officer:**

.....

Address .....

.....

.....

Post code ..... Telephone .....

Please place a tick in the box which describes your circumstances	Children who themselves, or whose parent(s)/carer(s) are practising members of the founding religious body of the school (Anglican, Methodist)
criterion 6 <input type="checkbox"/>	
criterion 7 <input type="checkbox"/>	Children who themselves, or whose parent(s)/carer(s) are practising members of other churches or religious denominations

**Please take or send this form to your vicar, priest, minister, faith leader or church officer so that they can complete Part B by way of verification of the information you have provided.**

The Blue School

**SUPPLEMENTARY INFORMATION FORM - PART B**  
**Admission in 2018**

**To be completed by vicar / priest / minister / faith leader / church officer**

The parent/guardian whose details appear in Part A of this form has given your name as a reference for his/her commitment to your church/place of worship. We ask that you confirm your knowledge of this child or family in relation to the faith criterion/criteria below.

Please place a tick in the box which describes the child's circumstances	Children who themselves, or whose parent(s)/carer(s) are practising members of the founding religious body of the school (Anglican, Methodist)
Criterion 6 <input type="checkbox"/>	Children who themselves, or whose parent(s)/carer(s) are practising members of other churches or religious denominations
Criterion 7 <input type="checkbox"/>	

Signed .....

Name ..... Date: .....

Position .....

Church/place of worship .....

**It is entirely the responsibility of the applicant to ensure that this form is returned to the home Local Authority by the submission date below:**

Please return this form to your home Local Authority by 15 Jan 2020 for primary / 31 October 2019 for secondary.

Thank you for your assistance in completing this Supplementary Information Form.

NB: If a family is refused a place at the school and appeals against the governors' decision, this form may be used as evidence at the appeal.