

# Tatworth Primary School

## Admissions Arrangements for 2017/18 Academic Year

### Agreed at a meeting of the Full Governing Body on 10 December 2015

These admission arrangements apply to all applications for admissions to Tatworth Primary School from 1<sup>st</sup> September 2017.

#### Introduction

The Admissions Authority for Tatworth Primary School is the Governing Body. Tatworth Primary School became an Academy on August 1<sup>st</sup> 2011 and since that time has been responsible for its own admissions.

An Admissions Committee comprising of Governors is responsible for taking all admission decisions for children starting school in Reception and for joining school during the academic year.

Somerset Local Authority is responsible for co-ordinating all applications for children who start school in Reception. These admissions arrangements should be read in conjunction with Somerset's published co-ordinated Admissions Scheme for September 2017. Somerset can also provide support for parents who require further help understanding the admissions process or completing application forms.

#### The published admission number

The Governing Body has set an Admission Number of 30 for each Foundation and Key Stage 1 year group and 30 for Key Stage 2 classes. This indicates the number of children who would be admitted and is designed to make maximum use of space and resources.

#### Applying for a school place

In order to be considered for a place at Tatworth Primary School, an appropriate application form must be completed. This can be obtained from Somerset Local Authority. In-year application forms are also available at the School. If there is additional information which should be considered this must be submitted at the same time as the application form on a Supplementary Information Form. These forms are available on our website [www.tatworth.somerset.sch.uk](http://www.tatworth.somerset.sch.uk) upon request from our office 01460 220565 or from Somerset LA. School application forms must be received by the following closing dates and times:

#### Applications for the Reception Year in 2017

For entrance to the School in September 2017 the closing date of the coordinated admission scheme is 15 January 2017. Offers for places will be made on the offer date, 16 April 2017.

For children starting Reception at the start of the academic year, application forms must be received by January 15 2017. This application form must be submitted (electronically or paper) to Somerset Local Authority. The Supplementary Information Form must be submitted alongside the application form. Any application received after the deadline will be recorded as late and cannot then be administered until all on time applications have been considered by which time places may no longer be available with the Published Admission Number. Places will be strictly allocated in accordance with the national Equal Preference with Ranking system.

Applications for any child joining within the academic year can be submitted directly to the School Office at any time, together with a Supplementary Information Form (if appropriate). Applications may be sent via email to [office@tatworth.somerset.sch.uk](mailto:office@tatworth.somerset.sch.uk) or by post to The School Office, Admissions, Tatworth Primary School, School Lane, Tatworth, Chard, TA20 1XR. The Governors' Admissions Committee will consider applications on a weekly basis and a response will be given within 10 school working days.

If the respective year group total is full, the child will be only offered a place if there are exceptional circumstances and if the Governors decide that the education of pupils in that year group will not be

detrimentally affected by the admission of an extra pupil. Parents will have 14 days to accept the offer of a school place in writing (or electronically).

Where there are fewer applications received than places available in the particular year group, every child will be allocated a place. Where there are more applications received at any one time than places available within the Admission Number, then every application will be considered against the oversubscription criteria. Children will be allocated places in priority order to the Admission Number and all other applications will be refused.

### Multiple Births

Where adhering to the Admission Number would mean splitting twins or multiple birth children, the children will all be admitted. 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.

### Tie-Breaker

A tie breaker will be applied where the Admission Number is reached part way through any oversubscription criteria. For this purpose, a straight line measurement between home and school will be calculated by a Geographical Information System (GIS) measurement. Places will be allocated to pupils living nearest to the school. Where two or more pupils are equal in all respects and it is therefore not possible to differentiate between them, a method of random allocation by drawing lots will be used to allocate places (supervised by someone independent of Tatworth Primary School).

If a child is not allocated a place, parents have a statutory right to appeal (see 'Appeals' below). Appeals should be lodged within 20 school days of the date of the decision letter. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances. Details of how to appeal will be included with the decision letter.

### Applications decisions

Decision letters in connection with on-time applications for starting school in September 2017 will be sent directly to applicants from Somerset LA on behalf of the Governing Body. Applicants who submit electronic applications will receive an email while those who submitted paper applications will be sent a letter by second class post.

### Waiting lists

Where an application has been refused, the child will be placed on a waiting list. This will be kept strictly in order of oversubscription criteria by the Governing Body, and will be maintained until the end of the first term of the academic year. Where places become available within the Admission Number they will be allocated to the highest ranked eligible child on the maintained list.

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.

### Statement of Educational Needs

Children who have a Statement of Special Educational Need naming Tatworth Primary School, will be allocated a place within the Admission Number before any other children are considered or the oversubscription criteria applied.

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced children who live in the home local authority, especially the most vulnerable, are offered a place at a suitable school as quickly as possible; this includes admitting children above the admission number to schools that are already full.

## Oversubscription Criteria

Places will first be allocated to: (in the following order)

- 1) pupils looked after by the Local Authority (Children in Public Care) as required by the Education (Admission of Looked After Children) (England) Regulations 2006 and in accordance with section 22 of the Children Act 1989, or have previously been looked after and are now formally adopted.
- 2) Pupils with special educational needs that can only be met by Tatworth Primary School (e.g. where the school has specialist provision).
- 3) Pupils who, at the closing date for applications, live within the catchment area .
- 4) Pupils who, at the closing date for applications will have a sibling attending in R to Year 5;
- 5) Pupils who live outside the catchment area

Applications in criterion 2 must be supported by a statement in writing from a doctor, social worker or other relevant professional. This is necessary because the school will need to assess the child as having a stronger case than other children. Each case will be considered on its merits by the Governing Body of Tatworth Primary School.

## Withdrawing an offer of a place

Any offers of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent or intentionally misleading applications (e.g. a false claim to residence in the catchment area). Failure to accept a place offered at the school within the 15 days specified, in writing and a further opportunity given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not will also lead to the withdrawal of that offer.

## 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.

## Retained or Accelerated Entry

The governors will consider applications for retained or accelerated entry in cases where parents would like their child to be admitted to a year group either side of their child's chronological year group. The reasons for the request must be fully explained on the appropriate SIF and included with the school place application form.

## Children from Overseas

The Governing Body will only allocate a place to anyone moving into the country from abroad 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.

## Deferred Entry

The Department for Education (DfE) requires all Admission Authorities to offer parents the opportunity to defer their child's entry to school. This means rather than the usual September entry, you can choose for your child to start later in the year, usually in January at the beginning of the Spring Term but you can defer until later in the year if you wish.

A child becomes of compulsory school age when they reach the age of five and, where a parent has elected to register their child at school, they must start school on a full time basis in the term following their fifth birthday.

Please note, if your child is summer born (ie born between 1st April and 31st August) you can choose to defer your child's entry for the entire school year until the following September. However, your child would be admitted into the Year 1 class, in accordance with their chronological age. This is in line with the DfE requirements.

## 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.

## Definitions of terms used in these arrangements:

### Residence

This is defined as the child's permanent place of residence which is deemed to be the residential property at which the child normally and habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. If a child's parents live at separate addresses, whichever of the two addresses the child permanently spends at least 3 school nights i.e, Sunday, -Monday, Tuesday, Wednesday or Thursday will be taken as the place of residence. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. Proof of permanent residence (minimum 12 months tenancy agreement from the date of application in the case of rented accommodation) and other evidence from the court regarding parental responsibilities in these matters may be required. Where a child is resident at two addresses for an equal amount of time, the child's permanent place of residence will be taken as the address shown on the child benefit letter.

## Brothers or sisters - sibling connection

1) For admission purposes Tatworth Primary School considers the following as siblings living at the same address:

- a brother or sister who share the same parents;
- a half brother or half sister, where two children share one common parent;
- a step brother or step sister, where two children are related by a parent's marriage;
- adopted or fostered children living in the same household under the terms of a Residence Order.

2) Tatworth Primary School does not consider these as siblings:

- cousins or other family relationships not included in 1 above;
- siblings who at 1 September 2017 will not be registered pupils at the school.

## Parent

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person; and any person who, although not a natural parent, has care of a child or a young person. Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parent can acquire parental responsibility.

## Catchment area

Details of the school's defined catchment area can be found on the school's website, obtained from the School Office or by contacting the Admissions and Entitlements Team at the Somerset County Council. First and foremost, Tatworth Primary School exists to serve the Parish of Tatworth and Forton and this remains the School's 'catchment area'.

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

# Acceleration Application Form

Please complete this form if you would like your child to be accelerated (educated in a year group ahead of his or her chronological age).

The view of the Department for Education (DfE) is that it is preferential to teach children in their chronological age group and that this should only be deviated from in extreme circumstances. A request for retention will be discussed with the relevant professionals and the Head Teacher and will be ultimately considered by the Governing Body. It is only granted in exceptional circumstances.

Child's Full Name			
Date of Birth			
Current Year Group		Chronological Year Group	
Home Address			
Child's Current School			

Have you already discussed this with your child's current Headteacher or pre-school?

Yes	
No	

Does your child have a Statement of Special Educational Needs?

Yes	
No	

Would you like to receive a copy of the completed form with your outcome letter?

Yes	
No	

Please use the next page to explain your reasons for this request. You may attach any medical information or psychological reports obtained independently or any other information you feel is relevant that you would like us to consider. Please ensure that any supporting evidence is clearly marked with your child's name.

If necessary your child's current school, pre-school or other professionals will be contacted for their views prior to a decision letter being sent to you.

Please return this form to  
Accelerations and Retentions

Tatworth Primary School  
School Lane  
Tatworth  
Chard  
Somerset  
TA20 2RX

## Reasons for Acceleration

I understand that in signing this form I am requesting that my child is accelerated and that if the acceleration is agreed my child will need to remain in education until the statutory school leaving age.

Signed.....Date.....

Please Print Name.....Relationship to child.....

# Retention Application Form

Please complete this form if you would like your child to be retained (educated in a year group behind his or her chronological age).

The view of the Department for Education (DfE) is that it is preferential to teach children in their chronological age group and that this should only be deviated from in extreme circumstances. A request for retention will be discussed with the relevant professionals and the Head Teacher and will be ultimately considered by the Governing Body. It is only granted in exceptional circumstances.

Child's Full Name			
Date of Birth			
Current Year Group		Chronological Year Group	
Home Address			
Child's Current School			

Have you already discussed this with your child's current Headteacher or pre-school?

Yes	
No	

Does your child have a Statement of Special Educational Needs?

Yes	
No	

Would you like to receive a copy of the completed form with your outcome letter?

Yes	
No	

Please use the next page to explain your reasons for this request. You may attach any medical information or psychological reports obtained independently or any other information you feel is relevant that you would like us to consider. Please ensure that any supporting evidence is clearly marked with your child's name.

If necessary your child's current school, pre-school or other professionals will be contacted for their views prior to a decision letter being sent to you.

Please return this form to:  
**Accelerations and Retentions**

**Tatworth Primary School  
School Lane  
Tatworth  
Chard  
Somerset  
TA20 2RX**



## Reasons for Retention

I understand that in signing this form I am requesting that my child is retained.

Signed.....Date.....

Please Print Name.....Relationship to child.....