



St. Dubricius Church of England First School Admission Arrangements 2021/22

Summary of proposed changes to the Admission Arrangements for 2021/22

Admission arrangements must be consulted on a minimum of every 7 years. St Dubricius CofE First School last consulted for the 2013/14 academic year so are now consulting on the 2021/22 admission arrangements. The arrangements have been generally updated for clarification purposes and to bring them in line with DfE model wording.

The main changes are;

- Removing the word 'older' from the sibling criteria so this criteria can apply for all siblings at the school.
- Clarifying further on deferred entry, delayed entry, full and part-time schooling.
- Changing the waiting list definition to state that a list is kept for every year group rather than just the year of entry.

Admission Arrangements for 2021 / 2022 Academic Year



St. Dubricius Church of England
First School

Version: R7

Adopted at: Proposed for Full Governing Body Meeting 23.10.2019

Review Date: November 2020

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Part 1 – St Dubricius School

1a About the School

St. Dubricius is a Voluntary Aided First School and as such 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. This policy should be taken as part of the overall strategy of the school and operated within the context of our vision, aims and values as a Church of England School.

*' To provide children and adults alike
with opportunities to fulfil their potential
in a safe and loving environment
with Christian values at its core'* Mission statement Sept 2019

We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply/be considered for a place here.

Further details about the school can be found in our prospectus which is available from the school office or on our website <https://www.stdubriciuscofeschool.co.uk/our-school/prospectus/>

1b Contact details

St. Dubricius Church of England First School
Parsons Street
Porlock
Minehead
Somerset
TA24 8QJ

Telephone: 01643 862249

Email: stdubricius.school@educ.somerset.gov.uk

Website: www.stdubriciuscofeschool.co.uk

Headteacher:

Mr Chris Blazey

School Secretary:

Mrs Nikki Sexton

Chair of Governors:

Mrs Susie Brown

1c The Published Admission Number (PAN)

St Dubricius CofE First School has an admission number of 18 for entry in the reception year in 2021.

The school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Governing Body will offer places at the school to all those who have applied.

Part 2 – Over- subscription Criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Children Looked After – 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 1)
2. Children without an EHC plan identified with sensory, physical or medical disability (High Needs Pupils), where a multi-agency professional team has identified the schools as the nearest accessible school.* (See important note 2)
3. Children living in the catchment area with a sibling at the school at the time of admission and who live at the same address. (See Definitions)
4. Children living in the school catchment area (see Definitions).
5. Children living outside the catchment area, with a sibling at the school at the time of admission, and who live at the same address.
6. Children who themselves and/or whose parent/carers are practising members of a Church in the Porlock benefice or any other place of Christian Worship and who live outside the catchment area (see guidance notes regarding the definition of 'practising'*).
7. Children living outside the catchment area but nearest to the school determined by straight line measurement using a GIS mapping system.

Tie-break Statement

If in categories 1-7 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured in a straight line by a Geographical information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home.

Random allocation by drawing lots supervised by someone independent of the school will be used as a tie-break in categories 1-7 above to decide who has highest priority for admission if in two or more cases the children's homes are equidistant from the school.

However, if children of multiple births (twins and triplets) are tied for the final place, those siblings will be admitted over PAN

*** Important Notes**

1. 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).
2. Criterion 2 enables schools to plan with SEN Officers for the school entry of children with physical, medical or sensory impairments, where significant capital works (e.g. accessible toilets, changing space, access to classrooms) are required. The lead time on these projects mean that school place outcome dates are too late for work to be completed in time for school entry in September. However, with the support of this criterion plans can be actioned with certainty early in the year.

Supplementary information form (SIF)

Supplementary information forms must be completed in order for applications to be considered against criterion 6. Applicants will need to use the attached SIF (Part A & B) in order to demonstrate their ability to meet the criterion. The form will need to be completed and signed by a member of the clergy and submitted along with the school place application

Part 3 – Starting the Reception Year Group for the First Time

Applications must be submitted to the home LA. If this is Somerset applications can be made on-line at www.somerset.gov.uk/admissions. Paper applications are available to download from the Somerset County Council website at www.somerset.gov.uk/admissions, or upon request by telephoning Somerset Direct on 0300 123 2224.

Applications must be received by 23:59 hours on 15 January 2021, otherwise the application will be recorded as late. Late applications will be considered after those received on time. Please see the Somerset LA co-ordinated scheme for full details.

Outcomes for on time applications will be sent out by email (for on line applicants) or second class post on 16 April 2021 (or next working day if this falls on a weekend or bank holiday).

Part 4 - Admission to a year group during the 2021/22 academic year (in-year admission)

In year applications must be submitted directly to the school using the in-year application form which can be obtained on the school website or by request to the school office.

The governors' admissions committee will consider batches of applications on a weekly basis with a 4pm deadline every Friday (term time only) for receipt of applications. If more applications are received than there are places available, the over-subscription criteria will be applied

A decision will be notified in writing to the applicant within ten school days.

Proof of address may be required to be submitted with the application. This will be either the formal 'exchange of contracts' letter from the solicitor for a house purchase, a recent utility bill or the signing of a minimum of a six month tenancy agreement. **The Governing body reserve the right to seek further documentary evidence to support a claim of residence.**

Where there are more applications than places available within a particular year group, applications will be considered against the published oversubscription criteria and allocated up to the admission number/ limit.

Places will not be allocated more than six school weeks or half a term in advance of being required. The only exceptions are children of UK service personnel and other crown servants (including Diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).

Part 5 – Further Information

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer entry, or to take the 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 beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.]

Full-time schooling

Parents have a right to a full-time place at school for their child from the September following their fourth birthday.

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 to a year group outside their normal age range, for instance where the child is summer born or where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the Governing Body 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. If a request is refused, the child will still be considered for admission to their normal age group.

The parent is required to make an on-time application for the child's normal age group (if relevant) but can submit a request for admission out of the normal age group at the same time. The LA will ensure the parent is aware of whether the request for admission out of age group has been agreed before National Offer Day and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

If a request for delayed admission is agreed, the school place application may be withdrawn before a place is offered and a new school place application will need to be made as part of the normal admissions round the following year.

If a request for a child to be admitted to school a year early is agreed, the school place application will be processed and an outcome will be sent on the National Offer Day.

If a request for delayed admission is refused, the parent must decide whether to accept the offer of a school 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.

If a request for a child to be admitted to school a year early is refused, the school place application will not be processed and a new school place application will need to be made as part of the normal admissions round the following year.

There is no right of appeal against the decision not to allow your child to be admitted outside of their normal age group.

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.

For further information and important things you should consider please visit;

<http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/starting-or-transferring-school-early-or-late/>

Children from Overseas

The Governing Body will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

The Governing Body will process applications for children who are citizens of the European Economic Area (EEA) and for UK citizens living abroad. If proof of the Somerset address is not available 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 UK with a confirmed posting to the area (see Children of UK service personnel).

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. In such cases the LA will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition. Applicants who are citizens of countries from outside the EEA should first check that their visas will not be invalidated by taking up a maintained school or academy place before applying. If in doubt, parents should contact the Home Office

Waiting List

The governors operate waiting lists for every year group. Where a child is formally refused admission to any year group, parents may request that his/her child's name is placed on the

appropriate waiting list. This is held in ranked order according to the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. Waiting lists will be maintained until the end of the academic year. If a place becomes available within the Published Admission Number or admission limit this will be offered for the highest ranked child at that time.

School Charging

The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences that would otherwise be impossible. The costs for these are kept to a minimum, however parents may be asked for a voluntary contribution to trips and visits. Parents will be expected to contribute as a minimum the costs of board and lodging for residential visits. Extra-curricular clubs carry a small charge (currently £1 per club per week). No child however will be excluded and parents are encouraged to speak to the Head Teacher in event of difficulties. Children eligible for Free School Meals will have further financial support via the Pupil Premium and these activities will therefore be free at the point of delivery.

Part 5 - Appeals

Appeals Procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Details of how to appeal are included in the outcome email or letter.

Information on the timetable for the appeals process is published on our website by 28 February each year.

Part 6 - Definitions

Home Address

For the purposes of school admission, the governors' definition of a child's home address is considered to be where the child resides for the majority of their time with the person(s) who legally has/have care of the child. Documentary evidence of house ownership or a minimum six-month rental agreement may be required, together with proof of the child's residence at the property concerned. Places will not be allocated on the basis of a future house move unless this can be confirmed through the exchange of contract or a signed minimum six month formal lease agreement in place at the time of application. 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 reserve the right to seek further documentary evidence to support any claim of residence which could include contacting the estate agent, solicitor landlord or relevant professional.

An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. The governors may withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.

Where shared residence arrangements are in place and it is necessary to determine the home address, each parent may 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.

Sibling Definition

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.

Parent / Carer Definition

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.

Practising Definition

"Practising" is defined as attendance at church at least once a month by at least one parent and/or child (where necessary this may be confirmed with a member of the clergy). (Attendance judged over a 6 month period). (Please see Appendix 2, 2a & 2b)

Withdrawal of Places

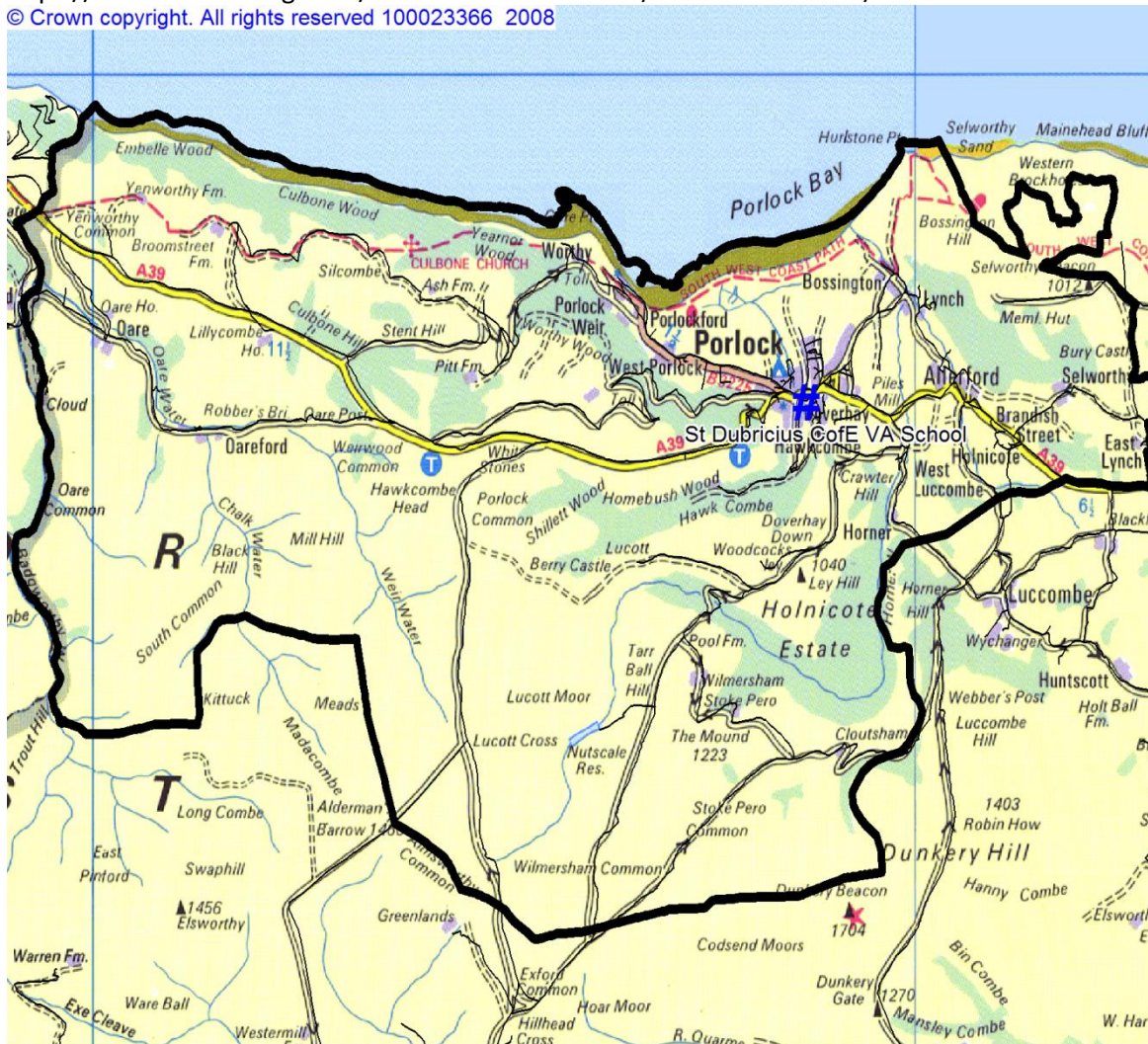
The Governing Body will consider withdrawing the offer of a place if;

- An address used to support an application is subsequently found to be fraudulent or misleading.
- A child has not started at the school within 21 days of an agreed in-year admission start date

Catchment Area

The Catchment Area for St Dubricius Church of England First School includes the parishes of Porlock, Stoke Pero, Culbone, Oare and Selworthy as defined by the attached school governors' catchment map: The catchment area can also be viewed online at <https://www.somerset.gov.uk/education-and-families/school-catchment/>

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The Age of Pupils Transferring to the Next Phase of Education

Children transfer to the next phase of education at nine years old. Children will transfer to the next school if the appropriate age is reached between 1 September and 31 August (both dates inclusive).

-----Head Teacher ----- Date

----- Chair of Governors ----- Date

Contact Details for further Information:

St Dubricius Church of England First School, Porlock, Minehead, Somerset TA24 8QJ:
01643 862249 stdubricius.school@educ.somerset.gov.uk

Somerset County Council, County Hall, Taunton, Somerset TA1 4DY
0300 1232224 somersetdirect@somerset.gov.uk

Appendix 1: Application for a place at St. Dubricius Church of England First School – In-Year Application

Please use the (SCC) County Form for In-Year Applications and Return to:

St Dubricius Church of England First School
Parsons Street
Porlock
Minehead
Somerset
TA24 8 QJ

Or by email to: **stdubricius.school@educ.somerset.gov.uk**

You can access the Application Form on the following website:

www.stdubriciuscofeschool.co.uk

Under School Policies – In-Year Application Form

Appendix 2: Church of England Voluntary Aided and Foundation Schools in the Diocese of Bath & Wells

School Admission Supplementary Information Forms

Notes for those applying for places at Church of England Voluntary Aided or Foundation 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 15th January 2021 for first admission.

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 2a: Supplementary Information Form St Dubricius C of E First School

SUPPLEMENTARY INFORMATION FORM (SIF) PART A Admission in 2021

To be completed by the Parent/Guardian

St Dubricius CofE First School is a Voluntary Aided school/Church of England Foundation school. The governing body of these categories of school 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 has been met. If you wish your child to be considered under the religious grounds of criteria 6 please complete this form and return it with the school application form by the closing date of 23:59 on **15th January 2021**. If you do **not** wish your child to be considered under the above criteria, this form is **not** necessary.

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 with their school place application form by the closing date for submissions. Only where both parts are returned by the closing date of 15 January 2021 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 the school application being considered under the “non-church” criteria.

It is entirely the responsibility of the applicant to ensure that any Supplementary Information Form is returned on time.

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

<p>Please place a tick in the box which describes your circumstances</p> <p>criterion 6 <input type="checkbox"/></p>	<p>Children who themselves and/or whose parent/carers are practising members of a Church in the Porlock benefice or any other place of Christian Worship and who live outside the catchment area.</p>
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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.

**Appendix 2b: Supplementary Information Form
St Dubricius C of E First School**

**SUPPLEMENTARY INFORMATION FORM
PART B
Admission in 2021**

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 criteria 6.

<p>Please place a tick in the box which describes your circumstances</p> <p>critterion 6 <input type="checkbox"/></p>	<p>Children who themselves and/or whose parent/carers are practising members of a Church in the Porlock benefice or any other place of Christian Worship and who live outside the catchment area.</p>
---	---

Signed

NameDate:

Position

Church/place of worship

It is entirely the responsibility of the applicant to ensure that this form is returned with the school place application form by 23:59 on 15th Jan 2021.

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

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

**Appendix 3: Supplementary Information Form
St Dubricius C of E First School**

**SUPPLEMENTARY INFORMATION FORM
Form C
Retained or Accelerated application**

Admission in 2021

To be completed by the parent

In accordance to our statement in our published admissions arrangements the governors will consider applications for delayed 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.

Please state the reasons for the request	
Please indicate any reports from Professionals that you wish to be considered to support your request and the schools subsequent decision	

Signed

NameDate:

It is entirely the responsibility of the applicant to ensure that this form is returned with the school place application form by 23:59 on 15th Jan 2021.

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

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

**Appendix 4: Supplementary Information Form
St Dubricius C of E First School**

**SUPPLEMENTARY INFORMATION FORM
Form D - SEN SIF**

To be completed by the parent/carer

Child's Name	
Details of any Special Needs	
Details of specific Disability	

Signed

NameDate:

It is entirely the responsibility of the applicant to ensure that this form is returned with the school place application form by 23:59 on 15th Jan 2021.

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

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

St Dubricius C of E First School

**SUPPLEMENTARY INFORMATION FORM
Form E - Fair Access SIF**

To be completed by the parent

Child's Name	
Explanation of Fair Access Criteria ticked.	

Signed

NameDate:

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

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