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Cutcombe Church of England First School
Admissions Policy 2021/2022



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

Admission arrangements must be consulted on a minimum of every 7 years. Cutcombe CofE First School last consulted for the 2014/15 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 criterion 3 from the over-subscription criteria which prioritised ‘Children of families who are practising members of the Church of England and who live within the catchment area.’ This is because it was acknowledged that Church of England schools exist to serve the people/children in their communities, whatever their religious beliefs, or none. A religious priority still exists under criterion 6.
- Removing the word ‘older’ from the sibling criteria so this criteria can apply for all siblings at the school.
- Clarifying the home address definition
- Clarifying the information 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.

Cutcombe Church of England First School
Admissions Policy 2021/2022



Our Ethos Statement: *“Building on our Christian Foundation, and in partnership with our school and wider communities, we live, love and learn together in God's ever-changing world”*

1. About Our School

Cutcombe Church of England First School is a Voluntary Aided 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.

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 on our website:

<https://www.cutcombecofefirstschool.co.uk/https://www.cutcombecofefirstschool.co.uk/>

2. The Published Admission Number

Cutcombe First School has a published admission number of 12 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.

3. Over Subscription Criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan (EHCP) 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.
2. Children without an EHCP, identified with a sensory, physical or medical disability (High Needs Pupils), where a multi-agency professional team has identified the school as the nearest suitable school.
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 notes for definition of ‘sibling’).
4. Children living in the designated catchment area.
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 of families who are practising members of the Church of England and who live outside the catchment area. (See notes regarding the definition of ‘practising’). A supplementary information form will be required.
7. Children living outside the catchment area but nearest to the school, determined by straight-line measurement using a GIS mapping system.

Important notes

A “Looked After Child” means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was “a previously Looked After Child” means a child who after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, a Residence Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989.

Criterion 2 enables schools to plan with SEN Officers for the school entry of children with physical, medical or sensory impairments. This includes children that are in receipt of Early Years School Action Plus funding at level 3 and / or where significant capital works (eg, accessible toilets, changing space, access to classrooms) are required.

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 the distance between a child's home and the school is equidistant in any two or more cases.

However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

4. Starting School in the Reception Year Group for the first time

Applications must be made to the home Local Authority for reception places for **2021** by **15th January 2021**. 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. Any supplementary forms must also be sent to the LA by the deadline if applicants wish to be considered against that specific criterion.

The home Local Authority will inform parents of individual decisions on **16th April 2021** by email or second class post.

5. 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).

6. Admission of pupils to school for the first time

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/>

7. 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

8. Supplementary information form (SIF)

Supplementary information forms must be completed in order for applications to be considered against criterion 3 & 7. 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.

9. 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.

10. Appeal 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.

11. Children of UK service personnel

The Admissions Authority endeavors 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 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, a 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 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 proof of 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.

For further information please refer to the DfE explanatory note on Admission of Children of Crown Servants;

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461481/Admission_of_children_of_crown_servants.pdf

12. Definitions for school admission purposes:

a) 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.

b) 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. Please see the information on shared residency arrangements which will apply if necessary in order to determine the sibling's permanent home address.

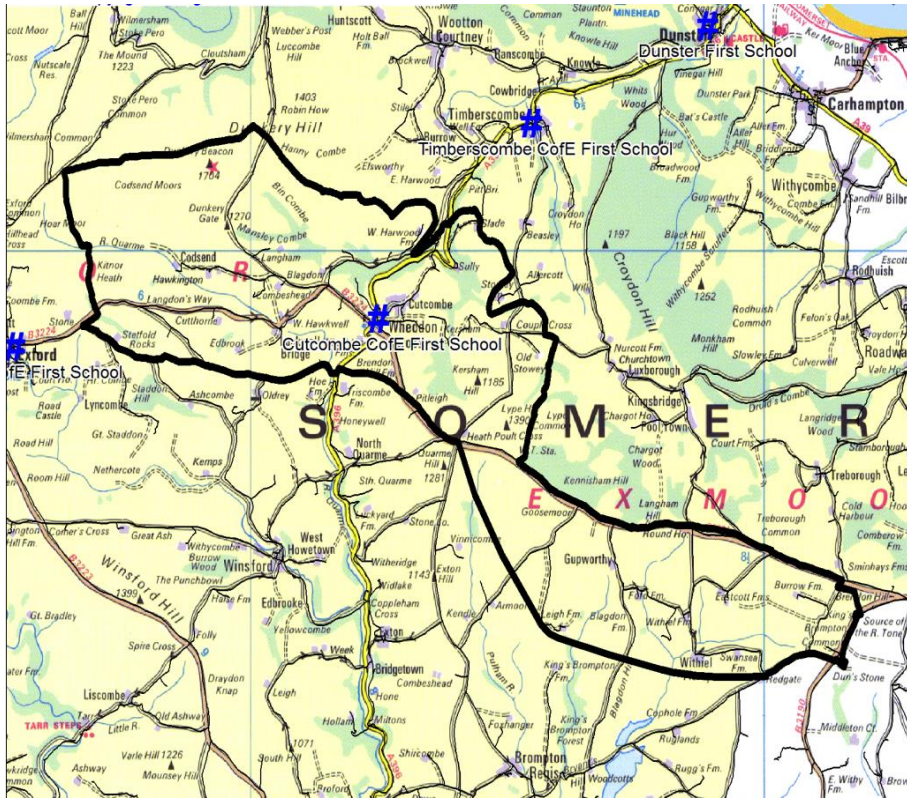
c) Parent / Carer Definition

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.

d) Practising Definition – Attendance at Church

“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).

e) Catchment Area: The Catchment Area for Cutcombe Church of England First School is defined by the attached Local Authority catchment map and can be viewed on the Local Authority website <https://www.somerset.gov.uk/education-and-families/school-catchment/>:



f) 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).

----- Headteacher

----- Date

----- Chair of Governors

----- Date

Contact Details for further Information:

Cutcombe School, Cutcombe, Minehead, Somerset TA24 7DZ:

01643 841462 office@cutcombe.somerset.sch.uk

Somerset County Council, County Hall, Taunton, Somerset TA1 4DY

0300 123 2224 somersetdirect@somerset.gov.uk

Common Application Form and online application available at:

<https://www.somerset.gov.uk/education-and-families/apply-to-start-school/>



School Admission Supplementary Information Forms:
Application for a place at Cutcombe Church of England First School
 In Year Application

Date Received by School: _____

Important Notes For The Applicant

Applications will be processed in strict date order and a decision will be notified within ten school days
 If you have any queries about the In-Year application process, please telephone the school on **01643 841462**

PART ONE – Child’s Details

Child’s Surname	
Child’s Forename	
Date of Birth	
Male / Female (please circle)	Male / Female
Current Address	
Postcode	
(If applicable) Address if Moving	
Postcode	
Date if moving	
Current / Previous School	
Address	
If Previous School, last date on roll:	

PART TWO – Applicant’s Detail

Title:	Mr / Mrs / Ms / Miss / Other (Please state)
Parent / Carer’s Surname	
Parent / Carer’s Forename	
Relationship to Child	
Current Address (if different from child’s)	
Postcode	
(If applicable) Address if Moving	
Postcode	
Daytime telephone number	
E-mail Address	
Do you have legal Parental Responsibility for this child	Yes / No (please circle)

PART THREE – Supporting Information

Your answers to the following questions are very important and the admissions Authority will use this information in conjunction with the appropriate published over-subscription criteria to help determine whether your child has a priority for a place at our school (in the event of over subscription and entry onto the waiting list)

1. Is this application for a child currently in the care of a local authority?	Yes / No (please circle)
If Yes , which local Authority?	
Name of Social Worker:	

2. Does your child have a statement of Special Educational Needs (SEN) or Education Health and Care Plan (EHCP)?	Yes / No (please circle)
If No , do you believe there are important medical or special needs reasons why a place should be allocated at our school (This does not guarantee a place, but the admissions authority may need to consider this information in connection with published over-subscription criteria)	Yes / No (please circle)
Does your child have any specific disability of which a school should be aware?	Yes / No (please circle)
If the answer is Yes , please describe this on a SEN Supplementary Information Form (SIF)	

3. Are you involved with the life and worship of a Church?	Yes / No (please circle)
If Yes , please provide details of your Priest/Minister/Leader and explain the relationship on the appropriate SIF	Name: Address:

4. Will there be any siblings on roll at our school at the time the school place is required? The sibling must be resident at the same address. If **Yes**, please provide details of each sibling(s):

Child's Legal Surname:	
Child's Forename(s)	
Date of Birth	
Male / Female (please circle)	Male / Female
Child's current Year	
Child's Legal Surname:	
Child's Forename(s)	
Date of Birth	
Male / Female (please circle)	Male / Female
Child's current Year	
Child's Legal Surname:	
Child's Forename(s)	
Date of Birth	
Male / Female (please circle)	Male / Female
Child's current Year	

5. Fair Access Criteria – please tick if any of the following applies to your child.

Children who have been out of education for longer than one school term, as they become known to the Local Authority	
Children of refugees and asylum seekers	
Homeless children	
Children returning from the criminal justice system	
Children without a school place and with a history of serious persistent attendance problems.	
Traveller children	
Children who are carers	

Children of UK Service personnel and other Crown Servants	
Children withdrawn from schools by their family, following fixed term exclusions and unable to find another place	
Children with unsupportive family backgrounds, where a school place has not been sought	
Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places	
Children known to the police or other agencies	
Children with special educational needs (but without a statement)	
Children with disabilities or medical conditions	
Children attending a Pupil Referral Unit who need to be reintegrated back into mainstream education	

If you have ticked any of the boxes above please describe / explain this on a Fair Access Supplementary Information Form.

PART FOUR – Declaration

I understand that applications must be made by the child’s legal parent/carer and that by signing the declaration below I will be confirming my understanding of the information provided by the school on this application form and that the information I have provided is correct. I accept that the school reserves the right to withdraw school places which have been obtained by providing incorrect or misleading information.

I understand the parent’s responsibility to ensure the school receives the completed application form safely. I accept that the child’s home address must be the place where my child permanently resides for the majority of the time. This would normally be the same address as the person who has Parental Responsibility for the child and is their main carer. Evidence of parental responsibility will be required should there be doubt.

DATA PROTECTION ACT 1998
 The information that you give on this form will be used by the admissions authority for the purpose of processing your application for a school place for your child. The information will be shared with the Local Authority. It will not be used for any other purpose.

Signature of Parent / Carer / Guardian: _____ **Date:** _____

Submitting your application form

When you are satisfied that you have provided all the relevant information on your application form and any necessary Supplementary Information Form(s), please ensure that you have signed the declaration in Part Four and then submit your completed application by post or email to;

Cutcombe Church of England First School
 Cutcombe
 Minehead
 Somerset
 TA24 7DZ
 Or by email to: cutcombe@educ.somerset.gov.uk

(The above address is used for in-year admissions made direct to the school)

School Admission Supplementary Information Forms – Church Attendance Criteria

Notes for those applying for places at Church of England Voluntary Aided or Foundation Schools in the Diocese of Bath & Wells

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

1. That the attached form is completed by you and signed by the relevant church representative (vicar, priest, minister, pastor, church warden)
2. 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.
3. 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.
4. 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.
5. 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.



Supplementary Information Form for Admission to School 2021

PART A

In the event of oversubscription, priority will be given in Criteria 7 of the oversubscription criteria (as published) to children who themselves, or whose parent(s)/carer(s) regularly attend (minimum of once a month for at least 6 months before the date of application) a Church of England church.

Please only complete this form if you believe that you meet Criteria 7

Please complete Part A, and give this form to your clergy leader (priest/minister/pastor), who will complete Part B and return it to your home local authority. The relevant clergy must return this form to the LA by the deadline for admissions application for the 2021 academic year, which is **15th January 2021**.

Details of Child/Children

Surname:

First Name/s:

Address:

Tel:

Details of Church/Clergy

Name of Church:

Name of Clergy:

Address of Clergy:

Tel:

Signed:

Relationship to child/children:

Date:



PART B

To be completed by clergy.

The parent/carer identified in Part A has applied for a place for their child/children at Cutcombe School for the academic year 2021. We ask that you confirm that either the child or the parent(s)/carer(s) regularly attends your church – at least once per month and has done for a minimum of 6 months prior to the date of application.

Please return this form to the home Local Authority by the deadline for admission applications, which is **15th January 2021.**

Thank you for your assistance in completing this supplementary form.

Please note

If this form is not completed or does not reach the LA by the prescribed date, the applicant cannot be considered as eligible for consideration under any church attendance criterion.

.....

I,.....(insert name of clergy) confirm that the child or parent(s)/carer(s) identified in Part A has

attended(name of church) at least once a month for not less than 6 months prior to the date of application.

Signed:

Date:

Return to:

School Admissions Team
County Hall
Taunton
Somerset
TA1 4DY

Customer Contact on **0300 123 2224**

Church of England Voluntary Aided and Foundation 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:

1. That the attached form is completed by the applicant and signed by the relevant church representative (vicar, priest, minister, pastor, church warden)
2. 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..**
3. 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.**
4. **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.**
5. 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 2021 for first admission or 31st October 2020 for secondary transfer.
6. That a separate supplementary form be completed for each VA or Foundation church school for which the applicant is applying as each is likely to have differing admissions criteria.
7. 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.**