



CRISPIN SCHOOL

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

Admission arrangements must be consulted on a minimum of every 7 years. Crispin 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;

- Clarifying the process for parents and carers requesting a child is educated outside of their chronological year group
 - Clarifying the home address definition

2021-22 School Admission Arrangements

Part 1 - General information

1.1 About our School

Crispin is an Academy School and the Academy Trust is the Admissions Authority. All admission decisions are delegated to an Admissions Committee consisting of at least three school Governors.

The Academy provides comprehensive education for pupils aged 11-16 from Street and its surrounding villages. It is a very popular school and is highly regarded both for its academic achievements and for the individual care it provides for children. It is also a very happy school and parents know that if their children come here they will be joining a strong, caring community where everyone can be sure of support and encouragement at all times.

Central to our philosophy is the promotion of the traditional values of respect, good manners and hard work in a modern, century educational context. Above all Crispin is a warm and welcoming school where high quality learning and teaching are valued and good relationships with pupils are cherished.

Quite simply we aim for excellence in everything we do and to provide the best possible standard of education for all our pupils. Every child is valued here and care and concern for others is central to our work. We recognise that qualifications are the 'keys' which 'open doors' to further opportunities and all our pupils are expected to achieve their full potential and become well equipped for adult life.

Children who come to Crispin can be sure of a rich and well-rounded education, including a wealth of extra-curricular activities, which will develop their creativity, broaden their horizons and encourage their participation in society as responsible citizens. We strive to continually improve the quality of education we provide and, consequently, the next few years will bring further improvements. We seek to promote a genuine partnership between home and school, based on mutual trust and respect.

1.2 Contact details

Crispin School
Church Road
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Somerset
BA16 0AD

Tel: 01458 442714

School Office, email: office@crispinschool.co.uk

Headteacher: Mr P Reddick

School website: www.crispinschool.co.uk

Somerset Local Authority website: www.somerset.gov.uk/admissions

1.3 The Published Admission Number

A statutory Published Admission Number applies for Year 7, which indicates the minimum number of places that will be offered if sufficient applications are received.

The Governors' Admissions Committee will consider all applications for Year 7 in accordance with these admission arrangements and places will be offered until the Published Admission Number is reached.

The Published Admission Number for Year 7 is currently set at **224**

1.4 Relevant Documents: Please read this information before applying for a school place

Important documents published by your Local Authority are relevant to some areas of school admissions procedure. Applicants are strongly advised to contact their home Local Authority or access the Local Authority website and ensure that they read and understand this information before proceeding with an application for a school place. Related documents of particular importance are:

- The Local Authority Coordinated Admissions Scheme (this applies to starting and transferring school for the first time)
- The Composite Prospectus (Secondary Admissions guide)
- The Local Authority Fair Access Protocol
- The Local Authority School Transport policy
- Pupil Premium and Free School Meal Entitlement

Part 2 - Over Subscription Criteria

- 2.1** Where there are more applications than there are places available within the requested year group, the Admissions Committee will apply the following oversubscription criteria for every application

received. This will rank applications according to priority up to the admission number or admission limit in place at the time.

- 2.2** Before applying the oversubscription criteria, a place will be allocated for any child with an Education Health and Care Plan that names Crispin as the school the child must attend.

2.3 Over Subscription Criteria

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 of staff employed at the school for a minimum of two years prior to application, or children of a new appointee where there is a demonstrable skills shortage for the vacant post
3. Children on roll at the following partnership schools at the time of application and eligible for transfer to Year 7:

Brookside Primary School
Elmhurst Junior School
Walton Primary School
Ashcott Primary School
Cadcott Primary School

4. Children with a sibling on roll at the school at the time of application and still on roll at the time of admission, who lives at the same home address (see sections 6.5 Siblings and 6.7 Home address)
5. Children on roll at the following partnership schools at the time of application and eligible for transfer to year 7:

St Benedict's C of E VA Junior School
Meare Village Primary School
Butleigh Primary School
Baltonsborough C of E VC Primary School
West Pennard C of E VC Primary School
6. Children in receipt of Pupil Premium at the time of application
7. Children not satisfying a higher criterion

Important Note

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'.

2.4 Calculating a Distance Measurement and Tie Breaker:

If in any of the categories 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 any of the categories 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.

Part 3 – Transferring to Year 7 in September 2021

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 31 October 2020, otherwise the application will be recorded as late. Late applications will be considered after those received on time. Please see the Somerset LA coordinated scheme for full details.

Outcomes for on time applications will be sent out by email (for on line applicants) or second class post on 1 March 2021 (or next working day if this falls on a weekend or bank holiday).

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

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 - 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 and Important Information

6.1 Waiting Lists

The Governors operate waiting lists for every oversubscribed 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 in accordance with the oversubscription criteria and each time a child's name is added, the list will be re-ranked. Waiting lists will be maintained until the end of the academic year in question and then shut down. If a place becomes available within the Published Admission Number or other admission limit, this will be offered for the highest ranked child at that time.

6.2 Applications for children to enter a year group other than chronological age

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or in extreme circumstances where a child has suffered from particular social or medical issues impacting his or her schooling. There are many considerations to be made when admitting a child outside their normal age range and we would recommend parent(s) visit Crispin to discuss the matter with relevant colleagues.

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 8 child for a Year 7 place will be considered alongside applications for Year 7.

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 transfer 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 school place application will be processed and an outcome will be sent on the National Offer Day

If a request for a child to transfer 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/>

6.4 **Children from Overseas**

The Governors will process admission applications for children living overseas who have European Economic Area (EEA) citizenship, are United Kingdom (UK) citizens living abroad, or for children who hold an appropriate Home Office Visa at the time of application. All applications will be considered according to the child's home address at the time of submission unless proof of the child's future UK address is provided with the application (see 6.7 Home Address). The only exceptions are children of UK Service personnel and other Crown Servants (including Diplomats) returning to the UK with a confirmed posting within the area.

6.5 **Siblings**

For the purpose of school admission, the Governors' definition of a sibling is '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 at the time of application and remaining so at the time of admission'. Please see the information on shared residency arrangements which will apply if necessary in order to determine the sibling's permanent home address.

6.6 **Parent**

A 'parent' in education law includes natural parents, whether they are married or not and a person other than the natural parent(s) who has parental responsibility or care of a child or young person. Having 'care' of a child or young person means that person who looks after the child and with whom the child lives, irrespective of what their relationship is with the child.

6.7 **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 e.g. 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.

6.8 **Withdrawing an offer of a school place**

In the case of in-year applications, the child must then be attending school within five weeks of the date of the original offer letter. The Governors reserve the right to withdraw the offer of a place if these conditions are not met and to reallocate the place to the highest ranked child on a waiting list, or to a new applicant where no waiting list exists. The Governors may also withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.
