

West Buckland Primary School admission arrangements for 2021-2022

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

West Buckland Primary School is part of the Richard Huish Trust. West Buckland Primary School are now consulting on their 2021/22 admission arrangements.

The main changes are:

- Including a priority for children living in the catchment area and attending West Buckland Nursery at criterion 4
- Including a priority for children living outside of the catchment area and attending West Buckland Nursery at criterion 7

West Buckland Primary School admission arrangements for 2021-2022

West Buckland is a four class primary school located in a village setting near to Wellington. Our school is the perfect size for everyone to know and care for each other really well whilst allowing plenty of scope for friendships and flexibility for challenge in learning.

We are very proud to be a member of the Richard Huish Trust and to be part of an organisation which strives for excellence, giving children depth of learning, richness of experience and a strong sense of belonging to our school family.

Admission number(s)

The school has an admission number of 15 for entry in year Reception

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

Cyclical Application process (September Year R places)

The Local Authority will process applications within the normal local authority process for co-ordinating school offers. This means you will need to complete your LA common application form

Applications for this school should be sent to Somerset County Council.

The closing date for applications is 15 January 2021.

Offers will be made on 16 April 2021.

The application form can be obtained from www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/apply-to-start-school/

In Year Application process

In year applications must be submitted directly to the school using the in-year application form. Application forms can be downloaded from the school website and then be sent to the school office at westbucklandprimary@educ.somerset.gov.uk

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.

Oversubscription criteria

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

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.¹
2. Children without an Education Healthcare Plan (EHP), identified with sensory, physical or medical disability (High Needs Pupil) where a multi-agency professional team has identified West Buckland Primary School as the nearest accessible school.
3. Children living in the catchment with an older sibling at the school at the time of admission, and who lives at the same address.
4. Children living in catchment who have been on roll at West Buckland Nursery for **one complete term** immediately prior to the application closing date.
5. Children living in the catchment area
6. Children living outside the catchment area with an older sibling at the school at the time of admission, and who lives at the same address.
7. Children living outside the catchment area who have been on roll at West Buckland Nursery for **one complete term** immediately prior to the application closing date
8. a) Children of permanent staff employed at the school for at least two years prior to the application closing date.
b) Children of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.
9. Other children

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).

Tie-break

'If in categories 2-9 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 undertaken by the local authority will be used as a tie-break in categories 2-9 above to decide who has the highest priority for admission if the distance between a child's home and the academy is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

Late applications

All applications received by the LA after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. 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.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

Waiting lists

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the

Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with 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.

Appeals

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.

Appellant should submit their appeal form to the School Appeal Co-ordinator at the Admissions and Entitlement Team at Somerset County Council within 20 school days of the date of the refusal letter. For more information on how to appeal please see the Somerset County Council website at www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/appeal-a-school-admissions-decision/ for information on how to appeal. Information on the timetable for the appeals process is on our website at <https://www.westbucklandprimary.org.uk/>

Notes:

Home address

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Sibling

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.