



# **Bishop Henderson Church of England Voluntary Aided Primary School**

*'Learning together for life in all its fullness.'*

Bishop Henderson CofE VA Primary School are consulting on the 2023/24 admissions arrangements. The main proposed changes are as follows;

- The proposed Criteria 5 re. children of school staff was previously Criteria 7
- Proposed Criteria 6 was previously Criteria 5. Also now specifies 0.5 miles from school front door (Main School reception) as the crow flies.
- Proposed Criteria 7 was previously Criteria 6.



# **Bishop Henderson Church of England Voluntary Aided Primary School**

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## **SCHOOL ADMISSION ARRANGEMENTS 2023/2024**

**SCHOOL MISSION STATEMENT:**

*We believe that the sort of person a child becomes is often more important than what a child knows.*

*It is our responsibility to create a stable and secure Christian environment within which children may grow in confidence, experience success and acquire skills of lifelong value.*

# School Admission Arrangements – 2023/24

## **Introduction**

These Admission Arrangements comply with the requirements of the 2014 School Admissions Code and the 2012 School Admission Appeals Code issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998 and are reviewed and published annually by the School Governing Body (The Admission Authority). Should the governors propose to alter any aspect of policy or practice, a public consultation will be conducted in accordance with the statutory requirements set out in the School Admissions Code.

In the interests of clarity, this document is set out under the following headings:

- 1.0 - General Information
- 2.0 - Starting School in September 2023 - The 'normal' admissions-round
- 3.0 - Changing School - The 'In-Year' application process
- 4.0 - The Oversubscription Criteria
- 5.0 - Lodging an Appeal
- 6.0 - Key Contact Details

- Appendix A: Glossary and Definitions
- Appendix B: In-Year Application Form
- Appendix C: Supplementary Information Form
- Appendix D: School Catchment Map

If you would like to discuss your particular circumstances or require further help with any aspect of the school admissions process, please contact the School Office - telephone: 01823 274770  
It is recommended that you also visit the school website which provides a lot of useful information about the school community and curriculum which will be helpful when choosing a school  
<http://www.bishophendersonschool.co.uk/>

Any concern relating to the statutory compliance of these admission arrangements, or the fairness and equality of local policy/practice, should be raised initially via the School Office. If the matter cannot be resolved locally, a complaint may be lodged with the Office of The Schools Adjudicator (OSA).

<b>1.0</b>	<b>General information</b>
1.1	The School
	Bishop Henderson Church of England (C of E) Voluntary Aided (VA) Primary 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.
1.2	Who can apply for a school place?
	A parent, registered carer, or another person who has legal responsibility for the child concerned (referred to throughout this document as 'the parent') may submit a school admission application on behalf of that child for any United Kingdom (UK) state funded school.
1.3	The child
	A child of compulsory school age who resides within the UK has a right to receive an education. The child must, at the time of applying for a school place, be a UK citizen, or have European Economic Area Citizenship, or hold an appropriate Home Office Visa entitling him/her to reside in the UK.

1.4	The home address
	<p>For admission purposes, the Admission Authority will consider the home address to be: <i>The address at which the child concerned is living, at the time of application, for more than 2.5 school days per week, with the person(s) who has legal responsibility for this child.</i> This home address should be clearly stated on the application form.</p> <p>Where the child will be moving to a new home address and the parent wishes this to be taken into account, one of the following documents must be made available <u>at the time of application</u> in order to evidence the new home address:</p> <ul style="list-style-type: none"> <li>• A legal ‘exchange of contract’ which confirms the purchase of the property</li> <li>• A copy of a formal tenancy agreement (minimum six month term) signed and dated by the applicant and the Landlord for the property</li> <li>• Where the child will be living at an address other than the parental family home, for more than 2.5 school days per week (for example; with an extended family member, or in emergency or other public accommodation): A formal written letter, signed and dated by the person responsible for the address in question can be provided. This must explain the living/care arrangements for the child and state how long these arrangements are expected to remain in place.</li> <li>• For Children of UK service personnel with a confirmed posting to the area or Crown servants returning from overseas: An official letter confirming a relocation date and Unit postal address or quartering area address</li> </ul>
1.5	Siblings
	<p>The oversubscription criteria set out in section 4.2 of these admission arrangements includes an admission priority for children with a sibling attending the school at the time of application who will still be on roll at the time of admission.</p> <p>If a parent wishes a sibling connection to be taken into account, the sibling’s details must be provided on the admission application form and he/she must qualify as a full, half, step or adoptive brother or sister, or a child living for the majority of his/her school time (more than 2.5 school days per week) within the same family unit and at the same home address.</p> <p>The Published Admission Number or admission limit will be exceeded, in order that multiple birth siblings of the same family (twin, triplet etc.) can all be offered places, where otherwise one or more of these children would be refused</p>
1.6	Waiting lists
	<p>When an admission application is refused, the child’s name will be entered onto a waiting list for that year group, which will be maintained by the Admission Authority until the end of the school year and then shut down. Names on waiting lists are held strictly in ranked order according to the child’s compliance with the oversubscription criteria. Each time a name is added, the waiting list concerned will be re-ranked. If a place becomes available in the appropriate year, this will be offered for the child ranked highest on the waiting list at that time. A child’s name will be removed from the waiting list if a place is offered and accepted or offered and declined, or the parent requests in writing, that the school removes his/her child’s name.</p>
1.7	Misleading or false information
	<p>Should the Admission Authority become aware that a place was secured for a child at the school on the basis of misleading or false information, it will consider withdrawing the offer, or where a child has already started to attend the school may remove the child from the school roll. Before doing so, the circumstances of the case will be discussed with the parent and, where required, the application will be considered afresh taking into account any new information.</p>

<b>2.0</b>	<b>Starting School in September 2023 (The 'normal' admissions-round)</b>
2.1	The Published Admission Number (PAN)
	The PAN for Foundation (reception) is 60. This is the number of places that can be provided according to the resources available and the need to maintain the size of infant classes within the requirements of statutory Infant Class Size legislation (a maximum of 30 children per teacher unless a child qualifies as a permitted exception admission in accordance with section 2.15 of the 2014 School Admissions Code). If 60 or fewer reception applications are received for September 2023, every applicant will be offered a place for their child, without condition. If more than 60 applications are received, the Admission Authority will apply the oversubscription criteria set out in section 4.2 of this document, in order to rank all the applications and identify a priority for the offer of places up to the PAN. Further places will only be offered where there is sufficient resource available to enable this.
2.2	Ensuring an 'on time' application
	For a child to start school in September 2023, the parent must complete the Common Application Form (CAF) available from the <u>home</u> local authority (the authority in whose area the child resides). In order for the application to be considered as 'on time' the CAF must be submitted to this local authority by 23:59 hours on <u>15 January 2023</u> . The CAF may be completed and submitted using the home local authority's 'on line' procedure, or as a paper form. Full details about the application process and information about the schools in the local authority area are explained in the 'Composite Prospectus' document, which each local authority must make available on 12 <sup>th</sup> September annually.  For families living in Somerset, the <u>home</u> local authority is Somerset County Council <a href="http://www.somerset.gov.uk/admissions">www.somerset.gov.uk/admissions</a>
2.3	Late applications
	Most local authorities will coordinate 'normal' admissions-round, reception applications until 31 August 2023, although if the Application Form is submitted to the home local authority after the initial application deadline of <u>15<sup>th</sup> January 2023</u> , it will be considered as a 'late' application and will not be administered until all on time applications have been processed, at which point there may no longer be a place available at the preferred school(s).
2.4	Notifying the application decision
	Parents will receive an admission decision in writing from the <u>home</u> local authority on or about 17 April 2023. The exact date and the procedure for notifying applicants is set out in the local authority's Composite Prospectus.
2.5	Education Health and Care plan (EHCP)
	A place will be provided for any child who has an EHCP agreed at the time of application, which names Bishop Henderson C of E VA Primary School as the education provider. This place will be made available within the Published Admission Number (PAN) before the consideration of any other applications, or above the PAN if places have already been offered at that time.
2.6	Starting school on a full or part time basis
	A parent may apply for his/her child to start school for the first time in the September following the fourth birthday and, where a place is offered, may choose for the child to start full time from day one, or to attend on a part time basis until compulsory school age is reached during the term following the child's fifth birthday.
2.7	Deferred entry to school
	Where a place is offered and accepted for a child who has not yet reached compulsory school age, his/her parent may choose to defer the child's entry to school until later in the school year. However, it is not permitted to defer entry beyond the point at which the child reaches compulsory school age, or beyond the start of the last term in the school year. Somerset Local

	Authority operates a six-term school year.
2.8	Applying for 'delayed entry' on behalf of a summer born child (born 1 April – 31 August)
	<p>A parent of a 'summer born' child who is old enough to start school in September 2023, has the lawful right to delay the child's entry to school until September 2024, where he/she considers this arrangement to be in the child's best educational interests. In these circumstances, the parent may request a 'retained' place in the 2024/25 reception year, or choose to submit an In-Year application for a place in year 1 (the relevant age year group).</p> <p><b>Please note:</b> Although the Admission Authority will accept an application for a retained reception place required in September 2024, there can be no indication given as to whether a place will be available until the 2024 'normal' admissions-round is complete.</p> <p>The following application process must be followed:</p> <ol style="list-style-type: none"> <li>1. The parent must submit an Admission Application to the 'home' local authority during the 2023 'normal' admissions-round, making it clear on the application form that he/she wishes to delay the child's entry until September 2024. Where the intention is for the child to start with the 2024 <u>reception</u> cohort, this must also be clearly stated on the application form. The Admission Authority will formally note the parent(s) instruction and will <u>not</u> process the 2023 Admission Application any further. Effectively, the child concerned will no longer be part of the 2023 'normal' admissions-round.</li> <li>2. The parent must then wait and make an entirely new application as part of the <u>2024</u> 'normal' admissions-round in accordance with the application process set out in the 'home' local authority 2024 Composite Prospectus document. This will be made available on the local authority website from 12<sup>th</sup> September 2023. The parent should also take account of the Governors' published 2024/25 Admission Arrangements.</li> <li>3. If the school is undersubscribed with reception applications for September 2024, the applicant will receive the offer of a place (without condition) for his/her child on or around 16<sup>th</sup> April 2024. If the school is oversubscribed with applications for September 2024, the published oversubscription criteria will be applied in order to rank all the applications received (including 'delayed entry' reception applications) and a priority will be identified for the offer of available places. <u>Whether a place can be offered will depend on the outcome of the 2024 application ranking exercise.</u></li> <li>4. If the September 2024 (retained) reception application is refused, the right of appeal will apply.</li> <li>5. Where a parent chooses to delay his/her child's entry until 2024 and applies for the child to join <u>Year 1</u> (the relative age group) rather than reception, he/she will need to submit an In-Year application within six school-weeks of the place being required.</li> </ol>

<b>3.0</b>	<b>Changing school – The 'In-Year' application process</b>
3.1	The Admission Limit
	<p>The Admission Authority will agree an admission limit for each year group other than the year of entry (for years 1-6) as a guideline to the number of places available. Admission limits will be set in order to ensure that as many places as possible can be offered without prejudicing <i>'the efficient delivery of education and/or the efficient use of resources'</i> and that the statutory Infant Class Size limit is adhered to. In determining a suitable admission limit, the Admission Authority will take into account factors such as; school budget, accommodation, class organisation, the particular needs of the children on roll and the wellbeing of pupils and staff.</p>

	Consequently, admission limits may be varied from time to time and so the number of places that can be offered will alter accordingly.
3.2	Submitting an In-Year application
	A parent may apply for a child, to join the school during the 2023/24 school year, by completing the In-Year Application Form which is available to download from the school website or upon request to the school office. The completed In-Year Application Form may be returned directly to the school at any time, but applications are only administered during school term time and within six <u>school</u> weeks of the place being required, unless the application is for a child from a Service family or the parent is a Crown Servant returning from overseas. In these circumstances, an application will be considered further in advance providing an official letter is submitted with the application, which sets out a relocation date and confirms a Unit postal address or quartering area address.
3.3	Applying for a year group other than the child's relative (chronological) age
	<p>The In-Year Application Form will usually be submitted for the year group associated with the child's age. However, a parent may apply for an alternative year group where he/she considers this would be in the best educational interests of the child concerned. In this case, the application must be accompanied with as much information as possible to support the case for 'retaining' or 'accelerating' the child. The Admission Authority will then process the application and decide on a 'case by case' basis whether to support a request for a year group other than the relative age, taking into account the information provided and what is deemed by the Admission Authority to be in the best educational interests of the child concerned.</p> <p>Where an application for a 'retained' or 'accelerated' placement is refused, the Admission Authority will further consider whether a place can be offered in the relative age year group. The applicant will have the right to appeal the decision where a place cannot be offered in the relative age year group.</p> <p>'Retained' and 'accelerated' placements secured through the In-Year admissions process will be reviewed annually with the child's parent.</p>
3.4	The admission decision
	<p>Providing all the required information has been provided and the declaration signed/accepted, the Admission Authority will process an In-Year application within 10 <u>school</u> days of receipt. The applicant will be notified of the admission decision by first class letter to be posted out within this timeframe.</p> <p>Whether a place can be offered in the required year group will depend on the circumstances at the school at the time the application is considered. The application will be refused where a further admission would impact negatively on the school and prejudice '<i>the efficient delivery of education or the efficient use of resources</i>' and/or breach the statutory Infant Class Size Limit.</p>
3.5	Accepting the offer of a place
	Where a place is offered, it is very helpful if the applicant can confirm acceptance of the offer in writing (by letter or email) within ten school days of receipt of the offer letter although, the school place will remain available for six school weeks from the date of the decision letter. If the child concerned is not attending school with this time frame, the Admission Authority will write to the applicant with a view to withdrawing the offer and making the place available for another child.
3.6	Applying the Fair Access Protocol
	The Admission Authority is committed to 'Fair Access to school for every child'. Therefore, where an application is refused and the child concerned is not on roll or attending another school, the Admission Authority will consider where the child satisfies any of the criteria set out in the Somerset County Council Fair Access Protocol (FAP), which is published on the

	council website. If the child concerned satisfies any of the FAP criteria, the Admission Authority will make Somerset County Council aware of the position and provide a copy of the completed In-Year Application Form. This will enable the authority to decide whether it would be appropriate to engage with the applicant in order to help identify a suitable educational placement without undue delay.
3.7	Children issued with an Education Health and Care Plan (EHCP)
	If a child is the subject of an EHCP which names a specific school, his/her parent should consult the local authority that issued the EHCP, <u>before</u> applying for the child to change school. This Local Authority must be involved in the process of agreeing any change of school.

<b>4.0</b>	<b>The Oversubscription Criteria</b>
4.1	Oversubscription
	If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admission Authority will assess every application against the oversubscription criteria set out in section 4.2 in order to rank these applications in priority order, before any places are offered. The oversubscription criteria will also be applied in order to rank children's names on a waiting list.
4.2	The Oversubscription Criteria
	<ol style="list-style-type: none"> <li>1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who, at the time of application, 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 (section 22 (1) of the Children Act 1989 applies).</li> <li>2. Children with a sibling attending the school at the time of application, who will still be on roll at the time of admission and who lives at the same home address.</li> <li>3. Children who themselves, or whose parent(s), attend a service of worship at St George's Church, Wilton or St Michael's Church, Galmington on at least one day per month and have done so for the six months prior to application. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church has been available for public worship.</li> <li>4. Children living within the designated school catchment area.</li> <li>5. Children whose parent is a permanent member of the school staff and has been employed at the school for a minimum period of at least two years prior to application.</li> <li>6. Children living within a 0.5 mile radius of the school front door (reception entrance) as the crow flies.</li> <li>7. Children who themselves, or whose parent(s) attend a service of Christian worship at a registered place of worship on at least one day per month and have done so for the six months prior to application. In the event that during the period specified for attendance at worship the relevant place of worship has been closed for public</li> </ol>

worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the place of worship has been available for public worship.

8. Children not satisfying a higher criterion.

**Notes:**

- Refer to section 1.4 of these Admission Arrangements for the definition of 'home address'
- Refer to section 1.5 of these Admission Arrangements for the definition of 'sibling'
- The Supplementary Information Form must be completed and submitted in conjunction with the school place application **if** the applicant wishes the child to be considered against criterion 1, 3, or 7 (refer to section 4.5 of these admission arrangements)
- A map indicating the School Catchment Area and the 0.5 mile radius is available on the school website (Appendix D). A copy is also available to view in the school office by appointment

4.3	<b>Prioritising applications by distance measurement</b>
	<p>In the event of oversubscription, every application will be ranked in priority order according to the oversubscription criteria until the Published Admission Number/admission limit is reached (60 places available). This limit may be reached part way through a particular oversubscription criterion, with some applications still left to rank. Consequently, there will be a need to further refine the order of these applications and any that fall below this 'cut off' criterion.</p> <p>The ranked order of these applications will be determined by calculating the straight line distance between each child's home and the school with the shorter distance receiving the higher priority. Distances will be calculated electronically using digital mapping software and Ordnance Survey 'National Address Base' coordinates for Bishop Henderson C of E VA Primary School and the child's home address. Measurement will be to a minimum of three decimal places accuracy. In the case of a multi-dwelling building, such as a block of flats, the same distance will apply for all occupants.</p>
4.4	<b>Applying a tie-breaker</b>
	Where two or more distances are exactly the same and it proves necessary to determine a priority for these particular applications, the ranked order will be decided by the drawing of lots. This lottery exercise will take place at the school and be supervised by a person entirely independent of the Admission Authority and the school.
4.5	<b>Supplementary Information Form (SIF)</b>
	A Supplementary Information Form (SIF) is provided on the school website (Appendix C). This is used to collect information required in order to evidence that a child qualifies against oversubscription criterion 3 or 7. This SIF <u>must</u> be completed and submitted <u>if</u> the parent wishes qualifying information to be taken into account in the event that the oversubscription criteria is applied in order to rank applications. In some cases, a member of the Admission Authority, or an appointed agent, may need to contact the parent to discuss the information submitted on the SIF.

<b>5.0</b>	<b>Lodging an appeal</b>
5.1	<b>The legal right to an appeal hearing</b>
	The administration of school admission appeals is subject to statutory procedure set out in the 2012 School Admission Appeals Code issued by the Department for Education. A parent whose child is refused admission to the school is legally entitled to appeal this decision. The refusal letter issued by the Admission Authority will explain how an appeal may be lodged using the Appeal Form which is available to download from the school website, or from the School Office
5.2	<b>The basis on which an admission application may be refused</b>
	The Admission Authority can refuse to admit a child where a further admission would ' <i>prejudice the efficient delivery of education or the efficient use of resources</i> ' or where the admission would unlawfully breach the statutory Infant Class Size (ICS) Limit, resulting in an infant teaching group of more than 30 children to one qualified teacher for part or all of the school day. In the case of an ICS refusal, specific conditions set out in section 4 of the 2012 School Admission Appeals Code are 'tested' at the appeal hearing by an independent appeal panel. The grounds on which an appeal panel can uphold an ICS appeal are very limited.
5.3	<b>The Appeals Timetable</b>
	The Appeals Timetable is published on the school website by 28 February each year. This sets out the statutory time frame within which an appeal must be heard as well as the administrative timeframe within which the Admission Authority will process any appeal lodged with the school.
5.4	<b>Complaints about the administration of the appeals process</b>
	The decision of an independent appeal panel is binding on all parties. However, where there is concern that the appeal <u>procedure</u> has not been properly administered in accordance with

	the 2012 School Admission Appeals Code, a complaint should be raised with the School Governing Body. Where no local resolution is reached the parent may escalate the matter to the Local Government Ombudsman.
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6.0 Key contact details	
<b>The School</b>	<p>Bishop Henderson C of E VA Primary School Henderson Close Taunton Somerset TA1 4TU</p> <p>Telephone 01823 274770 School website: <a href="http://www.bishophendersonschool.co.uk/">http://www.bishophendersonschool.co.uk/</a> School Office: Email: <a href="mailto:Sch.333@educ.somerset.gov.uk">Sch.333@educ.somerset.gov.uk</a> Headteacher: Mrs Rachel White</p>
<b>For families resident in Somerset the 'home' local authority is Somerset County Council</b>	<p>Admissions and Entitlements Team County Hall, Taunton, Somerset TA1 4DY</p> <p>Email: <a href="mailto:schooladmissions@somerset.gov.uk">schooladmissions@somerset.gov.uk</a> Telephone: 0300 123 2224 Fax: 01823 356113</p> <p>Opening Hours: Monday to Thursday 8:30am to 5pm, Friday: 8:30am to 4:30pm, Saturday and Sunday closed.</p>
<b>The Office of the Schools Adjudicator</b>	<a href="https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator">https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator</a>
<b>The Local Government Ombudsman</b>	<a href="http://www.lgo.org.uk">www.lgo.org.uk</a>
<b>The Department for Education</b>	<p>The Department for Education Sanctuary Buildings, 20 Great Smith St, London SW1P 3BT Telephone 0370 000 2288 Electronic contact form: <a href="http://form.education.gov.uk">form.education.gov.uk</a> Website: <a href="http://www.education.gov.uk">www.education.gov.uk</a></p>
<b>School Admissions Code</b>	<a href="https://www.gov.uk/government/publications/school-admissions-code--2">https://www.gov.uk/government/publications/school-admissions-code--2</a>
<b>School Admission Appeals Code</b>	<a href="https://www.gov.uk/government/publications/school-admissions-appeals-code">https://www.gov.uk/government/publications/school-admissions-appeals-code</a>