



Admissions Policy for 2018-19

FINAL

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| Admissions Policy for 2018-19 | | |
| - based on SDBE guidance | 01/11/16 | |
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The Directors have paid due regard to the impact of all aspects of equality in the writing of this policy

1. Introduction

1.1 This document sets out the 2018/19 Admission Arrangements for all schools within the Saturn Education Trust ("The Trust"). The Trust is a multi-academy trust responsible for three local Purbeck schools; Corfe Castle CE Primary School, Swanage St Mark's CE Primary School and Wareham St Mary CE Primary School. The Trust is the Admissions Authority responsible for the production of this document and for admission decisions in connection with all the schools within the Trust.

1.2 All schools within the Trust are committed to provide our children with excellent education; we are committed to nurture and inspire our children to achieve their potential; morally, spiritually, socially, culturally and academically; regardless of their educational needs and their social, economic or cultural background. Each of the schools recognises its historic foundation and will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level. The schools aim to support children and their families by providing an education of the highest quality within the context of Christian belief and practice. They encourage an understanding of the meaning and significance of faith, and promote Christian values through the experiences they offers to all our pupils. However parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

1.3 Every year the Trust will review and publish admission arrangements. We will set Published Admission Numbers (PANs) for each school, which indicate the number of places available within the normal year of entry which is the Reception year. This information will explain how places will be allocated until the PAN is reached at which point the Trust will consider whether the resources available at the time will enable additional places to be made available. If not, the decision will be to refuse all applications that would lead to the admission of a pupil above the PAN. Where there are more applications for admission than places available at the School, then places will be offered in accordance with the over-subscription criteria at section 2 of this policy.

1.4 The PANs for Reception are set for the 2018/19 school year at:

- Corfe Castle CE Primary School: 15
- Swanage St Mark's CE Primary School: 30
- Wareham St Mary CE Primary School: 30

If this is increased at any point in time, the revised PAN will be clearly advised on the school website. A non-statutory admission limit has been set for all other year groups. This may be increased or decreased from time to time according to the level of resource available at the school and the preferred year group/class organisation.

1.5 Where a child has an education, health and care plan (EHCP) which names the School, then that child will be admitted to the School and the number of available places in the PAN will reduce correspondingly. Admission of children with an EHCP is dealt with by the home Local Authority (LA). This is based on where you reside, most likely Dorset County Council for those wishing to apply for admission to any of the Trust's schools.

1.6 When applying to start school in Reception in September 2018 you must apply to your home LA. All applications for first admission must be received by your home LA by the closing date of 15 January 2018. The home LA will make a single offer of a place on 16 April 2018 (or next working day).

2. Over-subscription Criteria

- 2.1** The policy of the Trust is to always offer a place, where one is available, irrespective of gender, religion, ethnicity or country of origin, disability or academic ability. However, where more applications are received than there are places available to offer, the over-subscription criteria set out below will be applied for all applications received, in order to rank applications and so determine a priority for the offer of available places.
- 2.2** ***For Swanage St Mark's School Only.*** Where a parent wishes his/her application to be prioritised on the grounds of complying with a faith criterion, he/she must submit the school's Supplementary Information Form (SIF) which is available from the school office and school website. This form must be fully completed and returned to the school at the same time as the application is made otherwise it will not be considered during the admissions process. Confirmation of status may be requested from the relevant priest/pastor.
- 2.3** Where a School is oversubscribed (there are more applicants than places available) places will be allocated in accordance with the following criteria and in the following order. **Please read the explanatory notes at Appendix A for further guidance.**
- a.** Looked After Children or Previously Looked After Children: A child who is in the care of an LA, or was in the care of a LA but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order.
 - b.** Vulnerable Children: A child is eligible in this category where the child has an identified social or medical need.
 - c.** Children living in the Catchment Area with a sibling at the School: A child living inside the Catchment Area is eligible for this category where they have a sibling attending the School on the date of application and the sibling will still be attending the School at the time of admission.
 - d.** Children living in the Catchment Area
 - e.** Children living outside the Catchment Area with a sibling at the School: A child living outside the Catchment Area is eligible for this category where they have a sibling attending the School on the date of application and the sibling will still be attending the School at the time of admission.
 - f.** **For Swanage St Mark's School Only: Children living outside the Catchment Area who meet the faith criterion:** A child living outside the Catchment Area is eligible for this category where the child is a regular practising Christian at a Recognised Church or Religious Group.
 - g.** All other children
- 2.4** **Over-subscription:** If one of the schools is oversubscribed within any criterion above, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the respective school. Those living closer to the school will be given priority. If two or more children with the same priority for admission live an indistinguishable distance from the school but cannot all be admitted then the available places will be decided by the casting of lots supervised by someone independent of the school or the Local Authority.

3. **Supplementary Information Form (SIF)**

- 3.1 Where seeking priority under the vulnerable children (2b) or faith criterion (2f) parents must fully complete the relevant part of the SIF and provide the required supporting evidence. Where relying on the faith criterion the SIF must be signed off by the relevant Church representative. Where relying on the vulnerable children criterion you must supply evidence to support the application.
- 3.2 The SIF must be returned to the School office on or before 15th January 2018. The SIF is available at Appendix B to this document or a paper copy may be requested from the School office.

4 **Appeals**

- 4.1 Where an application is unsuccessful the parents/carers have the statutory right to bring an appeal against that decision to an independent appeal panel. Details of how to appeal will be included in the letter advising that the application has been unsuccessful.
- 4.2 The admission appeal timetable is published on the School's website by 28th February each year.

5 **Important Information**

- 5.1 **Waiting Lists:** If the School is oversubscribed for September 2018 entry a waiting list will be maintained until 31st December 2018. The position of the child on the waiting list will correspond with the over-subscription criteria; it will not be based on length of time on the waiting list. The right of appeal at Section 4 remains. You may request your child's name be removed from the waiting list at any time. If a place is offered but refused then the child's name will be removed from the waiting list.
- 5.2 **Summer Born children:** Summer born children (which refers to children born from 1 April to 31 August) are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning year 1. Should the parent wish their child to be admitted to reception **in September 2019**, rather than year 1, they may request that the child is admitted out of their normal age group. Please note the following:
- (i) **You must make an application for admission to the School for September 2018 entry but make it clear on the application form that you wish your child to enter the reception class in September 2019.**
 - (ii) Discussions with the School are strongly recommended prior to making a decision to decline entry for an entire year **and** to be admitted to reception in September 2019. Any decision will be on the basis of the circumstances of each case and in the best interests of the child concerned.
 - (iii) If the request is agreed the September 2018 application may be withdrawn before a place is offered **but a fresh application will need to be made** for September 2019 entry **which will be processed as a fresh application along with all other applications and in accordance with the School's admission arrangements.** PLEASE NOTE

that it is possible even if the request is agreed that the child may not be admitted in September 2019 as there is no guarantee of a school place.

- (10) If the request is refused the parent must decide whether to accept the offer of a 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.

5.3 A child may start at the School in the academic year in which he/she reaches the age of 5.

Where the child has not yet reached statutory school age (5 years old), the child is entitled to a full time place and parents may choose for their child to attend full time. Alternatively parents may choose for their child to attend part time until their child attains compulsory school age. If parents do not consider their child is ready to start school then they may defer entry altogether to later in the school year but not beyond the point at which the child reaches compulsory school age or not beyond the beginning of the final term in the school year (whichever is the sooner).

5.4 Admission of children outside their normal age group:

Parents may seek a place for their child outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Such requests should be discussed with the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the School sufficient time to make a decision regarding the request before the closing date for applications and national offer day. Decisions to admit a pupil outside their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. We may request supporting professional evidence to assist in the decision-making. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional. However, failure to provide this may impede our ability to make an informed decision.

5.5 Multiple Birth Applications: Where there are multiple birth applications the PAN will, provided it is practicable, be exceeded or increased at the point of allocation in order to ensure that multiple birth siblings can be allocated places at the School.

5.6 Withdrawal of an Offer: The School may withdraw an offer where it has been offered in error, has been made on the basis of a fraudulent or intentionally misleading application, or a parent has not responded to an offer of a place within a reasonable period of time.

5.7 In Year Admissions

- Applications for in year admission may be submitted at any time during the school year. The application form is on the School website or a paper copy may be requested from the School office.
- Where the School has no spaces available, because the admission of another child would prejudice the efficient education of others at the School or would prejudice the efficient use of resources, or would breach Infant Class Size Regulations, the application will be refused and a right of appeal, as set out in Section 4, will arise.

The over-subscription criteria at Section 2 will be only used where the School is considering more than one in year application at the same time and there are not enough spaces to accept all applicants.

6 **Further Information**

- a. Important information published by the LA applies to some aspects of school admissions. If you are considering applying for a place at one of the Trust's school's you are advised to refer to your home LA's website.
- b. If you have any questions in relation to these admission arrangements please contact:

| Contact: | Telephone | Email |
|--|------------------|--|
| Saturn Education Trust: Nigel Beckett | 01929 480428 | office@corfecastle.dorset.sch.uk |
| Corfe Castle CE Primary School: Emma Morgan | 01929 480428 | office@corfecastle.dorset.sch.uk |
| Swanage St Mark's CE Primary School: Sally Craig | 01929 422949 | office@stmarksswanage.dorset.sch.uk |
| Wareham St Mary CE Primary School: Nigel Beckett | 01929 552517 | office@warehamstmary.dorset.sch.uk |

- c. The School will handle all personal data in accordance with the requirements of the Data Protection Act 1998.

Appendix A: Explanatory Notes for Over-subscription Criteria

Looked After Children or Previously Looked after 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) at the time of making an application to a school.
2. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).
3. Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
4. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Vulnerable Children

1. **Medical need** means where written evidence has been provided from a senior clinical medical officer or the child's general practitioner / specialist showing that the child's condition would make it detrimental to the child's health not to admit him/her to the School. This may include written evidence where the parent has a medical need and/or disability which would make it detrimental for the child to attend a different school; this may be supported by evidence of the child as a young carer. Evidence to be relied upon must be submitted with the Supplemental Information Form and sent to the School on or before 15th January 2018.
2. **Social Need** means where the child is of confirmed refugee status. Written evidence of this from the home LA must be submitted with the Supplemental Information Form and sent to the School on or before 15th January 2018.

Catchment Area means the geographical area from which children will be afforded priority for admission to the School. A map indicating the catchment area of each school within the Trust can be found on the Local Authority website at <https://www.dorsetforyou.com/school-admissions/catchment-areas>. A hard copy is available at the School office.

Sibling means brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister, or the child of the parent/carer's partner where the child for whom admission is sought is living in the same family unit as that sibling and at the same address.

Faith Criterion Requirements

1. **Regular practising Christian** means a child who attends a **Recognised Church or Religious Group regularly** prior to application.
2. **Regularly** means monthly for 6 months prior to application.

3. **Recognised Church or Religious Group** means a church that is the same denomination as (or is in fellowship with or partnership with) a member of:

Churches Together in Britain and Ireland (see ctbi.org.uk); the Evangelical Alliance (see eauk.org); the Fellowship of Independent Evangelical Churches (see www.fiec.org.uk); Affinity fellowship of Churches (see www.affinity.org.uk).

Home address means the place where the child resides for the majority of the school week (Sunday to Thursday) with the person/s who legally has care of the child (child care arrangements are excluded). The School may require documentary evidence of house ownership or tenancy together with evidence of the child's residency at the property.

Appendix B: 2018/19 Supplementary Information for (St Mark's School ONLY)

The over-subscription criteria set out in section 2 of the Trust's published Admission Arrangements will be used to prioritise the offer of school places where there are more applications received than places available. There are two criteria which, if you wish your application to be considered against, require this form to be completed: 2b – Vulnerable Children; 2f Children outside the Catchment Area who meet the Faith Criterion.

Swanage St Mark's CE Primary School

This Page Applies to "Children outside the Catchment Area who meet the Faith Criterion"

A child [who] is a regular practising Christian at a Recognised Church or Religious Group

Regular practising Christian means a child who attends a Recognised Church or Religious Group regularly prior to application.

Regularly means monthly for 6 months prior to application.

Recognised Church or Religious Group means a church that is the same denomination as (or is in fellowship with or partnership with) a member of: Churches Together in Britain and Ireland (see ctbi.org.uk), the Evangelical Alliance (see eauk.org), the Fellowship of Independent Evangelical Churches (see www.fiec.org.uk), Affinity fellowship of Churches (see www.affinity.org.uk).

If you wish your admission application to be prioritised on this basis you must ensure that this Supplementary Information Form is completed by the vicar, priest, minister, pastor or church-warden of the attended Church in order to confirm that the requirements of the above statement have been met.

Part B – Submitting your Supplementary Information Form

For a child to start in Reception in September 2018 - your completed Supplementary Information Form must be delivered directly to the school office on or before 15th January 2018.

For a child to join any year group during the 2018/19 school year - your completed Supplementary Information Form must be delivered with your admission application form directly to the school office.

Part C – Declaration to be made by vicar, priest, minister, pastor or church warden

I have consulted with the local church leadership team and can confirm that (enter child's name) attends Church and has done so at least monthly for the last 6 months

Signed.....

Print name.....

Position.....

Date.....

Note: The church leadership team includes clergy, church wardens and those responsible for Sunday School

Saturn Education Trust – All Schools

This Page Applies to “Vulnerable Children”

A child is eligible in this category where the child has an identified social or medical need.

Medical need means where written evidence has been provided from a senior clinical medical officer or the child’s general practitioner / specialist showing that the child’s condition would make it detrimental to the child’s health not to admit him/her to the School. This may include written evidence where the parent has a medical need and/or disability which would make it detrimental for the child to attend a different school; this may be supported by evidence of the child as a young carer. Evidence to be relied upon must be submitted with the Supplemental Information Form and sent to the School on or before 15th January 2018.

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Part C – Medical / Social Need Information

Please set out in detail the Medical or Social Need of the child. **Please remember** to attach relevant written evidence from (for example) the child’s general practitioner / specialist.

[please use additional paper if necessary]

Print name..... Signed.....

Date.....