

Kilmersdon CE VA Primary School Admissions

Proposed Changes to 2025-26 Admissions

Summary Front Sheet

Following the Diocesan Board of Education advice that ‘faith-based oversubscription criteria should not be used in admission arrangements’ we aim to change our admission criteria as noted below.

On page 3 of our admissions:

Over Subscription Criteria – the following has been removed:

3. Children of families who are practising members of the Church of England, residing within the parishes of Kilmersdon or Holcombe and who can provide the necessary supporting evidence from the church on a supplementary information form.
4. Children of families who are practising members of the Church of England living within 1.5 mile radius of the school and who can provide the necessary supporting evidence from the church on a supplementary information form.
7. Children of families who are practising members of the Church of England and who can provide supporting evidence from the church on supplementary information form.

On page 9 of our admissions:

Part 6 – Important Information – the following sections have been removed:

6.9 Worship and regular attendance

For the purposes of school admissions, the governors define ‘practicing member of the Church of England’ as the parent and/or child having attended a service of worship at least once per month for a minimum period of six months prior to submitting a school place application. Evidence of attendance will be required by appropriate completion of the governors Supplementary Information Form (see section 6.10)

6.10 Supplementary Information Form (SIF)

The governors SIF must be completed in order to provide the required evidence in connection with criterion 3, 4 and 7. Applicants must ensure that the vicar, priest, minister, pastor or warden of their Church also completes the relevant sections. A

completed SIF must be submitted directly to the Admissions & Entitlements Team by the relevant published application deadline. For In Year admissions, the completed SIF must be submitted directly to the school office alongside the application form.

The supplementary information form as shown below has been removed:

Kilmersdon Church of England (C of E) Primary School

SUPPLEMENTARY INFORMATION FORM

Part A – Please ensure that you read before completing

The oversubscription criteria set out in the governors published Admission Arrangements, will be used to prioritise admission to school where there are more applications received than places available. The oversubscription criteria include a priority for:

Children of families who are practising members of the Church of England

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.

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] 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 [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

Part B – Submitting your Supplementary Information Form

For a child to start in reception for the first time in September 2024 - your admission application form and your completed Supplementary Information Form must be sent to the Admissions & Entitlements Team, PPC402C, Somerset County Council, County Hall, Taunton, Somerset, TA1 4DY by the published deadline.

For a child to join any year group during the 2024/25 academic year - your completed Supplementary Information Form must be submitted by post with your admission application form directly to the school office.

Part C – Declaration

I have consulted with the local church leadership team and can confirm that (enter child or parent/s name/s)

attends Church and has done so for at least once per month for the last six months.

Signed.....

Print name.....

Position.....

Date.....

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

On page 1 of our admissions:

Additional Proposed Change (Paragraph 3)

We have 7 classes in our school, with single form entry. We aim to have a separate reception class and for all year 6 children to be taught in the same class, although this is dependent on pupil numbers. The school is housed in two buildings. There are three classrooms, a hall and a therapy suite in the newer building. This is where the youngest children start school. **Four classes are taught in the lower building.** There are a number of additional spaces which are used for small group teaching and music provision, and a library. We have 2 playgrounds and a large school field.

Changed to:

The school is housed in two buildings. There are three classrooms, a hall and a therapy suite in the newer building. This is where the youngest children start school. There are four classrooms in the lower building. There are a number of additional spaces which are used for small group teaching and music provision, and a library. We have 2 playgrounds and a large school field.

Kilmersdon Church of England (C of E) Primary School

‘Belong, Believe, Succeed’

School Admission Arrangements for 2025/26 Academic Year

Part 1 - General information

1.1 About our School

Kilmersdon C of E VA Primary School caters for children in the 4-11 year age range. As a voluntary aided school the governing body is also our school’s admissions authority and as such make decisions about admitting children based on our published admissions number and our admissions criteria. At the age of 11 (at the end of Year 6) the children leave us to go to secondary school. The majority of children transfer to either Writhlington School or to Norton Hill School.

We have a strong ethos in our school based on the belief that all children are individuals and that they all have talents and strengths. We aim to create learning opportunities which enable all children to enjoy coming to school and to make good progress throughout the time they are with us. We recognise the importance of developing excellent basic skills in reading, writing and maths. These are taught as discrete subjects but opportunities are taken throughout the curriculum to develop them. RE is central to our curriculum as a church school and “Spiritual, moral, social and cultural education” helps to underpin the school ethos. Our curriculum is broad and balanced and where possible links between different subject areas are made, in order to make children’s learning more meaningful. Learning in the classroom is enhanced by a wide range of extracurricular activities, including clubs and trips. By the time the children leave us we aim for them to be confident independent learners who are well equipped to meet the challenges of secondary school.

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We aim to create a strong sense of community in our school and this is reflected in the fact that all children wear school uniform. The school day starts at 8:55 and finishes at 3:10. A fruit break, playtime and lunchtime break up the day and allow the children to focus more easily on learning when in their classrooms. Hot meals are available each day. Some children choose to bring a packed lunch each day. Under some circumstances children are entitled to free transport to our school. This is particularly relevant for those living in Holcombe.

1.2 Contact details

School website: www.kilmersdon.somerset.sch.uk/

Admissions contact: School Business Manager

School Office: school.office@kilmersdonprimary.co.uk or 01761 432283

Local Authority (Somerset County Council) website: www.somerset.gov.uk/admissions

1.3 The Published Admission Number (PAN)

Kilmersdon CofE Primary School has an admission number of 27 for entry in the reception year in 2024.

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.

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

Important documents published by every Local Authority are relevant to some areas of school admissions procedure. Applicants are strongly advised to contact their 'home' Local Authority (the area in which your child lives) 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 Local Authority Composite Prospectus 'Primary Guide for Parents'
- The Local Authority Fair Access Protocol
- The Local Authority School Transport policy
- Free School Meal Entitlement

Part 2 - Over Subscription Criteria

When Kilmersdon CofE primary school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

Over Subscription Criteria

1. Looked After Children and all previously looked after children – Children who are in the care of a Local Authority or have been previously and are now formally adopted or subject to a child arrangement order or special guardianship order, (see important note), 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.
2. Children with a sibling in the school at the time of admission.
3. Children living in the parishes of Kilmersdon and Holcombe.
4. Children living within a 1.5 mile radius of the school, allocated according to nearest to the school.
5. Children not satisfying a higher criterion.

Important Note

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 (see the definition in Section 22 (1) of the Children Act 1989) or (c) appears (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.

Adoption is defined under the terms of the Adoption and Children Act 2002.

For Children Previously Looked After: this includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the terms of the Adoption and Children Act 2002(see section 46 adoption orders).

Tie Breaker:

If in categories 1-5 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 1-8 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.

Part 3 – Starting School in The Reception Year Group for the first time

Applications must be submitted to the home Local Authority (the authority in whose area the child resides). 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 supporting information must be received by the closing date for applications using the appropriate Supplementary Information Form (SIF) where relevant.

Applications must be received by 23:59 hours on 15 January 2025, otherwise the application will be recorded as late. Late applications will be considered after those received on time. Please see the Somerset LA co-ordinated scheme for full details.

Outcomes for on time applications will be sent out by email (for on line applicants) or second class post on or around the 16th April 2025.

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 12th September annually.

Part 4 - Admission to any year group during the 2025/26 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).

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 28th February each year.

Part 6 – Important Information

6.1 Waiting Lists

The academy/school will operate a waiting list for the entry year group until the end of the first term. This will be maintained by the Academy Trust/Governing Body and any child refused a place will automatically be placed on the waiting list.

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.

6.2 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 31st August, 31st December and 31st March.]

6.3 Full-time schooling

Parents have a right to a full-time place at school for their child from the September following their fourth birthday.

6.4 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)

6.4 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/>

6.5 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 Governing Body 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.

6.6 Siblings

For the purpose of school admission, the governors' definition of a sibling is "a child who is 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.

6.7 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.

6.8 Home Address

For the purposes of school admissions, the governors' definition of a child's home address is considered to be where the child spends the majority of their time with the person(s) who legally 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 minimum six month signed formal tenancy agreement from a letting agency 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 Local Authority 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. A representative of the Governing Body may carry out a home visit/s without prior notice to verify a pupil's home address. 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.

6.11 Children with Education, Health and Care plans

Children with an Education, Health and Care Plans are admitted to school in accordance with a separate process administered by the Local Authority (LA) in whose area the child lives. The governors must always admit a child whose Plan names Kilmersdon CofE VA Primary School.

6.12 Withdrawing an allocated place

The governors will expect parents to confirm by post or email within 21 school days, their acceptance of any in year place offered at the school. 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.

6.13 Children of UK Service Personnel

The Admissions Authority endeavours 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.

6.14 School Parish boundary maps

The governors prioritise some school places on the basis of the Kilmersdon Parish or Holcombe Parish boundary and a 1.5mile radius from the school.

The Parish maps can be found on the following website;

<http://www.achurchnearyou.com/parishfinder.php>

The map showing the 1.5 mile radius of the school is shown below.

