



## Admissions Arrangements

Approved by: Headteacher	<b>Melissa Gibbons</b>	<b>Date: October 2024</b>
Approved by: Chair of Governors	<b>Georgina Griffiths &amp; Jane Billington</b>	<b>Date: October 2024</b>
Last reviewed on:	August 2023	
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## **Introduction**

These Admission Arrangements comply with the requirements of the 2021 School Admissions Code and the 2022 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 2025 - 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: 01935 822674 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 <https://www.ashprimaryschool.co.uk>

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

## **1.0 General information**

### **1.1 The School**

Ash Church of England (C of E) Primary School is a popular and successful school offering high quality education for children aged 4 -11. The Governors welcome applications on behalf of any child but prioritise admission for siblings and children living within a defined catchment area before those children living further away from the school.

### **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 United Kingdom has a right to receive an education.

### **1.4 The home address**

A child's permanent home address is considered to be where the child spends the majority of their time with parents or carers. (Please see shared care arrangements information below).

Documentary evidence of home ownership or suitable rental agreement may be required, together with proof of permanent residence at the property concerned. Places cannot be allocated on the basis of an intended future address, unless the house move can be confirmed through the formal 'exchange of contracts' or the signing of a minimum of a six month formal tenancy agreement from a letting agency. Please note private letting agreements may not be accepted as proof of residence. An address change due to a move to live with other family members 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 Admissions 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 LA 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. Fraudulent claims relating to the home address of a particular child may lead to the withdrawal of any offer of a school place.

The LA and/or Admissions Authority must be notified of any change of address during the admissions procedure.

### **1.5 Shared care arrangements**

Where shared care arrangements are in place and parents/ carers of the child submit two separate applications for different schools, the Admissions Authority will only accept one application which will be the application made by the parent/carer that lives at the same permanent home address as the child. Where there are exceptional grounds such as on-going court proceedings for example, these applications will be considered on a case by case basis.

Where it is necessary to establish the permanent home address for the child parent/carers will be asked the number of days each week the child spends with them. The Admission Authority may also ask for evidence of which parent/carer was in receipt of child benefit at the point of application. If the parent/carer is not in receipt of child benefit, the Admission Authority will ask for proof of the child's home address as held by the doctor's surgery at the point of application. If the child's home address cannot be verified the Admission

Authority reserve the right to request **further documentary evidence to support any claim of permanent home address.**

### **1.6 Siblings**

The oversubscription criteria set out in section 4.2 of these admission arrangements include 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.

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. 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

### **1.7 Waiting lists**

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 will be reranked. 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.

### **1.6 Misleading or false information**

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. The circumstances of the case will be fully discussed with the parent and, where required, the application will be considered afresh, taking account of any new information.

### **2.7 Children from overseas**

The Admission Authority will treat applications for children coming from overseas in accordance with Home Office rules for Foreign nationals.

This is the most recent guidance;

<https://www.gov.uk/guidance/schools-admissions-applications-from-overseaschildren>

### **2.0 Starting School in September 2025 (The 'normal' admissions-round)**

## **2.1 The Published Admission Number (PAN)**

The PAN for Foundation (reception) is 21. 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 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 2021 School Admissions Code). If 21 or fewer reception applications are received for September 2025, every applicant will be offered a place for their child, without condition. If more than 21 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 2025, the parent must complete the Common Application Form (CAF) available from the home 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 15 January 2025. 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 12th September annually.

For families living in Somerset, the home local authority is Somerset County Council  
[www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions)

## **2.3 Late applications**

Most local authorities will coordinate 'normal' admissions-round, reception applications until 31 August 2025. However, if an application form is submitted to the home local authority after the initial application deadline of 15th January 2025, 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**

The home local authority will send parents a written decision in connection with their admission application, on or about 16th April 2025. The exact date and 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 at the time of application, which names Ash C of E 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 Summer Born Children**

Parents of summer born children (1<sup>st</sup> April – 31 August) 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).

### **2.9 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 (delayed or accelerated admission / transfer), for instance where the child is summer born (between 1<sup>st</sup> April and 31<sup>st</sup> August) 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 Admission Authority will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. The Admission Authority will take into account the parent's views and any supporting information provided and the views of the Headteacher. Also relevant is information about the child's academic, social and emotional development, where relevant, their medical history and the views of a medical professional, whether they have previously been educated out of their normal age group, whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Applications for delayed or accelerated entry or transfer must be made on the online form on the webpage [Delayed or Accelerated Admission](#).

A written outcome will be sent including any reasons for refusal if applicable.

It is advised that an on-time school place application is also submitted for the correct chronological year group. If the delayed admission / transfer request is agreed, the on-time school place application can then be withdrawn.

Where an Admission Authority agrees to a parent's request for their child to be admitted out of their normal age group the parent must apply for that year group according to the published timescales. If a school place application is submitted after the closing date it will be considered as late and processed according to the relevant timescales.

If a request for delayed admission is refused, the parent must decide whether to apply for a school place for the chronological age group, or to make an in year application for admission to year one for the September following the child's fifth birthday.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied and been refused. This right does not apply if they are offered a place at the school but it is not in their preferred 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;  
<https://www.somerset.gov.uk/education-and-families/starting-school-early-or-late/>

### **3.0 Changing school – The 'In-Year' application process**

#### **3.1 The Admission Limit**

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 'the efficient delivery of education and/or the efficient use of resources' 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. 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 2025/26 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 school 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**

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.

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.

'Retained' and 'accelerated' placements secured through the In-Year admissions process will be reviewed annually with the child's parent.

### **3.4 The decision**

Providing all the required information has been provided and the declaration signed/accepted, the Admission Authority will process an In-Year application within 10 school days of receipt. The applicant will be notified of the admission decision by first class letter to be posted out within this timeframe.

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 *'the efficient delivery of education or the efficient use of resources'* and/or breach the statutory *Infant Class Size Limit*.

### **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 particular school, his/her parent should consult the local authority that issued the EHCP, before applying for the child to change



school. This Local Authority must be involved in the process of agreeing any change of school.

#### **4.0 The Oversubscription Criteria**

##### **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**

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 arrangement order, or special guardianship order. 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).
2. Children who, at the time of application, live within the designated School Catchment Area and have a sibling attending the school, who will still be on roll at the time of admission and who lives at the same home address
3. Children who, at the time of application, live within the designated School Catchment Area or with a confirmed move to an address within this catchment
4. Children of staff who, at the time of application, have been employed by the school on a permanent contract for a minimum of two years
5. Children who live outside the designated School Catchment Area with a sibling attending the school, who will still be on roll at the time of admission and who lives at the same home address
6. 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 1.6 of these Admission Arrangements for the definition of 'sibling'
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- A map indicating the School Catchment Area is available on the school website (Appendix 9D) and on the Local Authority website [School catchment](#) . A copy is also available to view in the school office by appointment

##### **4.3 Prioritising applications by distance measurement**

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 (30 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.

The ranked order of these applications will be determined with the child living closest to the school 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. 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.

#### **4.4 Applying a tiebreaker**

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 determined by the drawing of lots. This activity will take place at the school and be supervised by a person entirely independent of the Admissions Authority and the school.

### **5.0 Lodging an appeal**

#### **5.1 The legal right to an appeal hearing**

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 The basis on which an admission application may be refused**

The Admission Authority can refuse to admit a child where a further admission would 'prejudice the efficient delivery of education or the efficient use of resources' 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 per 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 The appeal timetable**

An appeals timetable is published on the school website by 28th 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 Complaints about the administration of the appeals process**

The decision of an independent appeal panel is binding on all parties. However, where there is concern that the appeal procedure 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.

## 6.0 Key contact details

**The School** Ash Church of England Primary School  
Main Street Ash  
Somerset TA12 6NS  
Telephone: 01935 822674  
Website: [www.ashprimaryschool.co.uk](http://www.ashprimaryschool.co.uk)  
Email: [office@ash.ppat365.org](mailto:office@ash.ppat365.org)  
School Secretary/Admissions Administrator: Mrs Michelle Flashman

For family's resident in Somerset the 'home' local authority is  
Somerset County Council  
Admissions and Entitlements Team  
County Hall,  
Taunton,  
Somerset TA1 4DY  
Email: [schooladmissions@somerset.gov.uk](mailto:schooladmissions@somerset.gov.uk)  
Telephone: 0300 123 2224  
Opening Hours: Monday to Thursday 8:30am to 5pm,  
Friday: 8:30am to 4:30pm, Saturday and Sunday closed.

The Office of the Schools Adjudicator  
<https://www.gov.uk/government/organisations/office-of-the-schoolsadjudicator>  
The Local Government Ombudsman [www.lgo.org.uk](http://www.lgo.org.uk)  
The Department for Education  
The Department for Education  
Sanctuary Buildings, 20 Great Smith St,  
London SW1P 3BT  
Telephone 0370 000 2288  
Electronic contact form: [form.education.gov.uk](http://form.education.gov.uk)  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
School Admissions Code <https://www.gov.uk/government/publications/school-admissions-code--2>  
School Admission Appeals Code <https://www.gov.uk/government/publications/school-admissions-appeals-code>