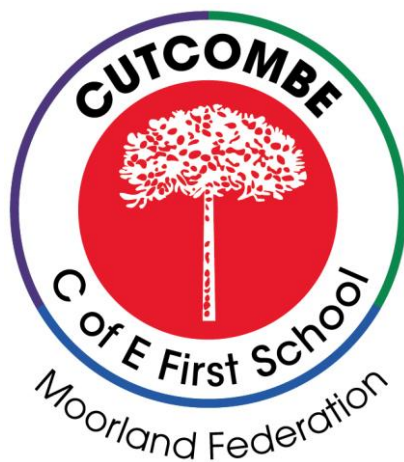


Admission Arrangements for 2026-2027 Academic Year



Cutcombe Church of England First School

Version: R8

Adopted at: FGB Nov 2024

Review Date: September 2027



Moorland Federation



Cutcombe Church of England First School

The Moorland Federation are consulting on the admission arrangements for Cutcombe CofE First School.

The arrangements have been generally updated in line with the School Admissions Code 2021 and the proposed changes to the over-subscription criteria are as follows;

- Removal of criteria 2 that relates to children identified with a sensory, physical or medical disability.
- Removal of the faith based criteria following a recommendation from the Diocese of Bath and Wells.
- Addition of a criteria prioritising children entitled to pupil premium funding at criterion 5
- Addition of a criteria prioritising children of staff at criterion 6

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Part 1 – Cutcombe School

1a About the School

Cutcombe School is a Voluntary Aided First School and the governing body is the admissions authority for the school. The 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. This policy should be taken as part of the overall strategy of the school and operated within the context of our vision, aims and values as a Church of England School.

*'Building on our Christian Foundation,
and in partnership with our school and
wider communities, we live, love and learn
together in God's ever-changing world'*

Cutcombe School Ethos Statement

1b Contact details

Cutcombe Church of England First School
Wheddon Cross
Minehead
Somerset TA24 7DZ

Telephone: 01643 841462

Email: cutcombe@moorlandfed.co.uk

Website: www.cutcombefeschool.co.uk

Executive Headteacher: Mrs Naomi Philp

Head of School: Mrs Alison Blackmore

School Administrator: Mrs Helen Sloley

Chair of Governors: Mrs Helen Jenkinson; Mrs Frances Nicholson

Local Authority: Somerset Council, County Hall, Taunton, TA1 4DY 0300 1232224

1c The Published Admission Number (PAN)

Cutcombe CofE First School has an admission number of 12 for entry in the reception year in 2024.

The school will accordingly admit 12 pupils into the Reception year group each year if there are sufficient applications. All applicants will be admitted if 12 or fewer apply.

2. Over Subscription Criteria

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

1. Children Looked After – Children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a child arrangement order or special guardianship order. Previously looked after children also includes 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. (See important note 1)
2. Children living in the catchment area, with a sibling at the school at the time of admission, and who live at the same address. (See notes for definition of 'sibling').
3. Children living in the catchment area.
4. Children living outside the catchment area, with a sibling at the school at the time of admission, and who live at the same address.
5. Children with Pupil Premium entitlement. (See important note 2)
6.
 - a) Children of staff employed by the school for at least two years prior to the application closing date.
 - b) Children of staff employed by the school recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. Children living outside the catchment area but nearest to the school.

Important notes

1. A "Looked After Child" means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "a previously Looked After Child" means a child who after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, a child arrangement order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989, as well as 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 child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society
Relevant evidence will be required to be submitted.

2. Consideration under this criterion will be determined by entitlement to free school meals. The parent/carer must make an application for free school meals and confirmation of entitlement must be received by the exemption closing date for primary admissions (3rd February 2025) for on time applications. For second round applications, confirmation of entitlement must be received by the closing date (2 May 2025). For all post second round applications, confirmation of entitlement must be received with the application.

If applicable, a child's position on the waiting list will be adjusted in line with the over-subscription criteria should evidence of free school meal entitlement be received after the exemption/closing date. If a child lives in another Local Authority area then evidence of entitlement from the home Local Authority will be required by the relevant dates above.

Tie-Break Statement

If in categories 1-7 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 1-7 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.

3. Starting School in the Reception Year Group for the first time

Applications must be made to the home Local Authority for reception places for **2026** by **15th January 2026**. If this is Somerset applications can be made on-line at www.somerset.gov.uk/admissions. Paper applications are available upon request by telephoning Somerset Direct on 0300 123 2224.

Any supporting information must be sent to the LA by the deadline if applicants wish to be considered against that specific criterion.

The home Local Authority will inform parents of individual decisions on the National Offer Day of **16th April 2026** by email or second class post.

4. Admission to a year group during the 2026/27 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).

5. Admission of pupils to school for the first time

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

Commented [NP1]: We think it needs to reference national offer day here as it is mentioned on P4 twice without a date noted- so this would add clarity to include that reference point at this point.

Commented [LB2R1]: Yes I agree

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 31 August, 31 December and 31 March.]

Full-time schooling

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

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)

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; [Delayed or Accelerated Admission \(somerset.gov.uk\)](#)

6. Children from Overseas

The Governing Body 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>

8. Waiting List

The governors operate waiting lists for every year group. Where a child is formally refused admission to any year group, parents may request that his/her child's name is placed on the appropriate waiting list. This is held in ranked order according to 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. Waiting lists will be maintained until the end of the academic year. If a place becomes available within the Published Admission Number or admission limit this will be offered for the highest ranked child at that time. Looked after children, or previously looked after children allocated a place at the school in accordance with the fair access protocol will take precedence over those on a waiting list.

9. Appeal 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 28 February each year.

10. Children of UK service personnel

The Governing Body endeavour to ensure that the 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.)

Commented [NP3]: Do we need to add a statement such as this: Looked after children, or previously looked after children allocated a place at the school in accordance with the fair access protocol will take precedence over those on a waiting list.

Commented [LB4R3]: Yes this is factually correct and you could certainly add it in.

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.

For further information please refer to the DfE explanatory note on Admission of Children of Crown Servants;

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461481/Admission_of_children_of_crown_servants.pdf

11. Definitions for school admission purposes:

a) Home address

For the purposes of school admission, the governors' definition of a child's home address is considered to be where the child resides for the majority of their time with the person(s) who legally has/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 signed minimum six month formal lease agreement 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 eg 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 Governing Body 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 without prior notice to verify a pupils 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.

Proof of address will not be required for Traveller families where the address is confirmed by the Traveller Education Service. A foster carer will not be required to supply proof of address for a child placed with them by a LA. The Governing Body recognise that some families may be unable to provide the proof of address requested. Parents who can't provide this evidence should contact the Governing Body. There is no intention to disadvantage families when there is a genuine reason why evidence cannot be provided.

Where shared care arrangements are in place and parents/ carers of the child submit two separate applications for different schools, only one application will be accepted 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 to write to the Local Authority (LA) stating the number of days each week the child spends with them. The LA 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 LA 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 LA reserve the right to request further documentary evidence to support any claim of permanent home address.

b) Sibling definition

For the purposes of Admissions, a sibling is defined as children living at the same permanent home address. Please see the information on shared residency arrangements which will apply if necessary in order to determine the sibling's permanent home address.

Commented [NP5]: We wondered if we could add in something such as this: Those in temporary housing would be taken in a case by case basis... or something to address those that are facing those difficulties.

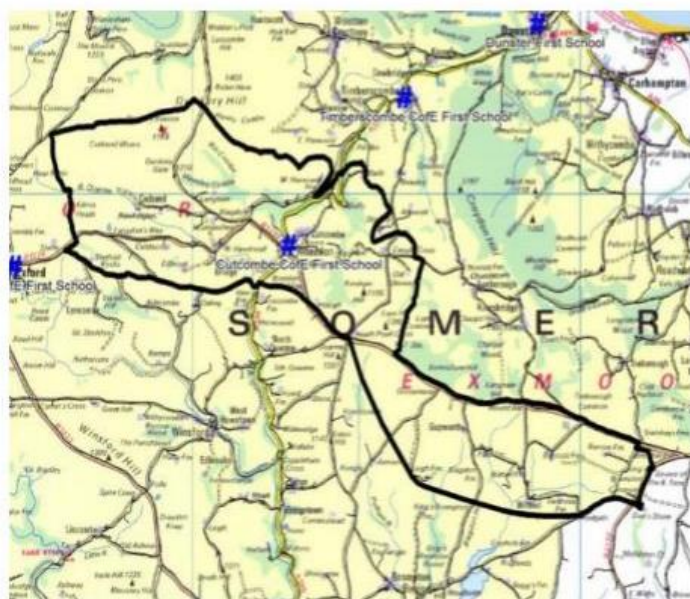
Commented [LB6R5]: It's tricky as this can contradict the section about living with family and friends (which is written as it is to try to prevent fraudulent/ misleading applications as we know this is commonly where they occur) You need to have an address to process the application on and usually whether it is a permanent or temporary address is not an issue as long as sufficient proof can be provided should you need/request it. If there are spaces in the year group it is irrelevant of course. Maybe some sort of wording like this would help? The Governing Body recognise that some families may be unable to provide the proof of address requested. Parents who can't provide this evidence should contact the Governing Body. There is no intention to disadvantage families when there is a genuine reason why evidence cannot be provided.

c) Parent / Carer Definition

Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child) is considered to be a parent in education law.

Catchment Area

The Catchment Area for Cutcombe Church of England First School is defined by the attached school governors' catchment map: The catchment area can also be viewed online at <https://www.somerset.gov.uk/education-and-families/school-catchment/>



The Age of Pupils Transferring to the Next Phase of Education

Children transfer to the next phase of education at nine years old. Children will transfer to the next school if the appropriate age is reached between 1 September and 31 August (both dates inclusive).