



## **St Cuthbert's Church of England (CofE) Academy** **Infants and Pre-School**

### **2024/25 School Admission Arrangements for the Infants School**

#### **1.0 Introduction**

- 1.1 These Admission Arrangements reflect the statutory requirements of the 2014 School Admissions Code and the 2012 School Admissions Appeals Code [www.education.gov.uk](http://www.education.gov.uk) issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998. They are reviewed and published annually by the Academy Trust which is the statutory Admission Authority for the School.
- 1.2 The administrative practices described in these arrangements are designed to be fair and reasonable and are managed by an Admissions Committee comprising of at least three School governors. Objections concerning the compliance, fairness or reasonableness of published Admission Arrangements should be raised with the Academy Business Committee Chair (Mrs Christine Raphael) in the first instance. If no local resolution is agreed, a formal objection may then be lodged with the Office of the Schools Adjudicator <https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>
- 1.3 All data submitted by parents in connection with school admission applications will be handled according to the requirements of the General Data Protection regulation UK (2018). Please contact the school if you would like to discuss your circumstances or requirements in more detail:

St. Cuthbert's CofE Academy  
Infants and Pre-School  
Keward Walk  
Wells  
Somerset  
BA5 1TZ

Telephone: 01749 672591

Email: [office@stcuthbertsacademywells.co.uk](mailto:office@stcuthbertsacademywells.co.uk)

Mrs Sheryl Cooper - Headteacher

Mrs Christine Raphael - Trustee, Business Committee Chair (School Admissions)

- 1.4 The information set out in these Admission Arrangements explain:

- How to apply for a place at St Cuthbert's CofE Academy Infants School;
- How admission applications are administered;
- How to appeal against a decision to refuse admission.

## **2.0 Information to Consider before applying for a school place**

St Cuthbert's CofE Academy is a two form entry Infant School with a fully inclusive ethos. The school approach is to be forward thinking, embracing a vibrant mixed culture that enhances the school community. Admissions are prioritised for siblings and children living nearest to the school before offering places more widely.

### **The Application Form**

In order to be considered for a place at St Cuthbert's C of E Academy Infants and Pre-School, an application form must be completed. Starting school applications can be made on-line at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions) or a paper form can be obtained from Somerset Local Authority. In-Year applications must be submitted directly to the School using the Application Form which is available on the School website or from the school Office.

### **Relevant Documents**

Important information published by local authorities apply to school admissions procedure. If you are considering submitting an application for your child to start or transfer school you are advised to refer to your local authority's website first. Documents of particular importance for families living within the Somerset Local Authority area include:

- The Somerset Local Authority Primary Coordinated Admissions Scheme
- The Somerset Local Authority Composite Prospectus (this will include detailed information about how to apply for a your child to start school for the first time)
- The Somerset Local Authority School Transport policy
- The Somerset Local Authority Fair Access Protocol (this document only applies for In-Year applications)

[www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions)

### **The Published Admission Number (PAN) and Admission limits**

A statutory PAN applies for Reception which indicates the minimum number of places that will be offered if sufficient applications are received (currently 60). A non-statutory admission limit applies for years 1 and 2 which is set and periodically reviewed by the Admissions Committee according to the level of resource available to support the year group concerned. The Admissions Committee will consider all admission applications in accordance with these admission arrangements and places will be offered until the PAN or agreed admission limit is reached. Applications will be refused when all available places have been offered.

### **Over Subscription Criteria**

If there are more applications received at the same time than there are places available within the requested year group, the Admissions Committee will apply the following oversubscription criteria in order to rank every application in priority order. A place will be provided for any child issued with a Local Authority Education Health & Care Plan which names St Cuthbert's CofE Academy Infants School as the appropriate educational setting before the oversubscription criteria are applied and any other application is processed.

#### **The Over Subscription Criteria**

1. 'Looked after children' or children who were previously looked after but immediately after being looked after became subject to a child arrangements order or special guardianship

order. 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. The definition in Section 22(1) of the Children Act 1989 applies. Looked after 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 enrolled at St Cuthbert's C of E Academy Infants School at the time the admission application is considered
3. Children living within a 2 mile radius of St Cuthbert's C of E Academy Infants and Pre-School (a geocoded reference point applies for the purpose of measuring this radius which is illustrated on the 'Priority map' published on the School website)
4. Children of staff employed on a permanent contract at St Cuthbert's Academy Infants and Pre-School who have been so for at least two years at the time the admission application is submitted, or children of staff newly recruited to fill a vacant post for which there is a demonstrable skill shortage
5. Children not satisfying a higher criterion

#### **Distance measurements**

It may prove necessary to further rank applications within a particular criterion because the PAN or agreed admission limit is reached and there are still applications to consider but no more places available. In these circumstances, applications will be ranked and prioritised according to the shortest straight-line distance between each child's home address and the school. Measurements will be computed using the Somerset Local Authority Geographical Information System (GIS) to calculate the straight line distance between the geocoded point of the School and the geocoded point of the child's home. In the case of a multi-dwelling building such as a block of flats, the same distance will apply for all occupants.

Where two or more distances are exactly the same and it is necessary to prioritise these applications, the order will be determined by the drawing of lots to take place at the school and be supervised by a person entirely independent of the Admissions Authority and the school.

#### **Home Address**

For admission purposes, the Admission Authority will consider the home address to be: The address at which the child concerned is living, at the time of application, for more than 2.5 school days per week, with the person(s) who has legal responsibility for this child. The home address should be clearly stated on the application form.

Where the child will be moving to a new home address and the parent wishes this to be taken into account, one of the following documents, depending on the circumstances of the case, must be made available at the time of application.

- A legal 'exchange of contract' which confirms the purchase of the property
- A copy of a formal tenancy agreement (minimum six month term) signed and dated by the applicant and the Landlord for the property
- Where the child will be living at an address other than the parental family home, for more than 2.5 school days per week (for example; with an extended family member, or in emergency or other public accommodation): A formal written letter, signed and dated by the

person responsible for the address in question. This must explain the living/care arrangements for the child and state how long these arrangements are expected to remain in place.

- For Children of UK service personnel with a confirmed posting to the area or Crown servants returning from overseas, an official letter confirming a relocation date and Unit postal address or quartering area address

### **Siblings**

The oversubscription criteria set out in these Admission Arrangements prioritise applications for children with a sibling attending the school at the time of application. If a parent wishes a sibling connection to be taken into account, a 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 PAN or admission limit will be exceeded, where necessary, 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

### **Waiting Lists**

The names of all children refused admission to St Cuthbert's CofE Academy Infants School will be entered onto a waiting list for the year group concerned, which will be maintained by the Admissions Committee until the end of the school year and then shut down. Names on waiting lists are ranked in strict order according to the child's compliance with the oversubscription criteria and each time a name is added the waiting list concerned will be re-ranked. If a place becomes available in the required year group, 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 the school, in writing, to remove his/her child's name.

### **Intentionally 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 withdraw 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 the admission application will be considered afresh, taking account of any new information.

## **3.0 Applying to start school for the first time in September 2024 (Reception)**

- 3.1 For a child to start school for the very first time in September 2024, the child's 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 the Local Authority by 23:59 hours on 15 January 2024. The CAF can be completed and submitted using the home Local Authority's 'on line' procedure, or using a paper version of the form. Full details about the application process and information about local schools are set out in a 'Composite Prospectus' document which each local authority must make available annually on 12<sup>th</sup> September. For families living within Somerset the home local authority is Somerset Council.
- 3.2 The number of places that can be offered in Reception will be determined according to the level of resources available at the time applications are administered. This will be the level at

which the PAN is set (currently 60), or at a higher limit if this would not impact negatively on the planned use of resources or cause an unlawful breach of the statutory Infant Class Size limit which requires infant classes to be organised on the basis of no more than 30 children per teacher.

- 3.3 If an application form is submitted to the home local authority after the application deadline of 15<sup>th</sup> January 2024 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).
- 3.4 Parents will receive an admission decision in writing from the home local authority on or about 17 April 2024, according to the procedure set out in the Local Authority's Composite Prospectus.
- 3.5 Where a place is offered, the parent may choose for their child to start on a full time basis from day one, or if below compulsory school age on a part time basis until this is reached in the term following the fifth birthday. A parent can also delay school entry for one year for a summer born child (born 1 April - 31 August).

#### **4.0 Applying to transfer to St Cuthbert's Academy Infants School during the 2024/25 academic year (In-Year admission application)**

- 4.1 The In-Year application form is available to download from the School website. This may be completed and submitted directly to the school at any time, but will only be administered during school term time and within six school weeks of the place being required. However, (in accordance with statutory requirement) if the application relates to a child of a Service family or the parent is a Crown Servant returning from overseas, the application may be considered further in advance providing an official letter is provided with the application, which confirms a relocation date and a Unit postal address or quartering area address.
- 4.2 On receipt of the signed and dated In-Year Application Form, the Admission Authority will determine whether a place can be made available within the required year group without prejudicing '*the efficient delivery of education or the efficient use of resources or unlawfully breaching the statutory Infant Class Size Limit*'. The Governors' Admissions Committee will consider applications on a weekly basis with a 4pm deadline every Friday and the admission decision will be notified to the applicant in writing within ten school days of receipt of the In-Year Application Form.
- 4.3 The In-Year application will usually be submitted for the year group associated with the child's age (the relevant year), however, a parent may apply for a different year group if he/she feels this would be in the best educational interests of the child concerned. In these circumstances, the application must be accompanied with as much information as possible to support the case for 'retaining' or 'accelerating' the child. It is then for the Admissions Committee to consider the application according to the circumstances of the case and determine what would be educationally most appropriate for the child concerned. If an application for a retained or accelerated placement is refused, the Admission Authority will consider whether a place can be offered in the relative age year group. The parent has the right to appeal the decision where a place cannot be offered at the school. Retained and accelerated places secured through the in-year admissions process will be reviewed annually.

- 4.4 Where a place is offered, the parent will be asked to confirm acceptance in writing (by letter or email) within ten school days of receipt of the offer letter, following which the place will remain available for the remainder of six school weeks from the date of the offer letter. If the child concerned is not attending school within this school six-week time frame, the Admission Authority reserves the right to withdraw the offer.
- 4.5 Each local authority must publish an In-Year Fair Access Protocol (FAP) setting out criteria to help identify and support children who are not on the roll of any school and who cannot secure a school place via the In-Year admissions process. The Admissions Committee will consider all refused applications (where the child is not on the roll of any school at the time of application) against the criteria set out in the Somerset Local Authority FAP. If the child concerned satisfies any of the published criteria, the refused In-Year application will be referred to the local authority, which may then decide to engage with the family in order to provide support and help identify a suitable educational placement. The applicant's right of appeal against the decision to refuse admission still applies.
- 4.6 If a child is the subject of a Local Authority Education Health and Care Plan 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 via the In-Year admissions process.

## 5.0 Lodging an appeal

- 5.1 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 lodge an appeal against this decision with an independent appeal panel. The refusal letter issued by the Admission Authority will explain how to complete this process using the Appeal Form which is available to download from the school website, or from the School Office
- 5.2 The Admission Authority is required to publish an Appeals Timetable on the school website before 28 February each year. This sets out the statutory time frame within which an appeal must be heard as well as the administrative timeframe within which the Admission Authority will process any appeal lodged with the school.
- 5.3 The decision of an independent appeal panel is binding on all parties. However, if there is concern that the appeals procedure has not been administered in accordance with the 2012 School Admission Appeals Code, a complaint may be raised with the Education Skills and Funding Agency.

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## **Glossary and Definitions – Appendix A**

<b>The ‘normal’ admissions-round</b>	The period during which parents are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus on 12 September, with the deadlines for parental applications being, 15 January for primary places (and 31 October for secondary) and subsequent offers made to parents on National Offer Day
<b>In-Year admission application</b>	A school admission application submitted for a place required during the academic year. In most cases and where the local authority has chosen not to coordinate in-year applications, the application form will be submitted directly to the school concerned.
<b>Home Local Authority</b>	A child’s home local authority is the local authority in whose area the child resides.
<b>Maintaining Local Authority</b>	The area in which a school is located is referred to as the maintaining local authority.
<b>Academy</b>	A State funded school in England, set up as a non-profit making charitable Trust, which is independent of local authority control and funded directly via the Education Funding Agency.
<b>Admission Authority</b>	The body responsible for setting and applying a school’s admission arrangements. For community or voluntary controlled schools, this body is the local authority unless it has agreed to delegate responsibility to the governing body. For foundation or voluntary aided schools, this body is the governing body of the school. For Academies, this body is the Academy Trust.
<b>Admission Arrangements</b>	The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.
<b>Published Admission Number – (PAN)</b>	The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school’s admission arrangements.
<b>Admission Limit</b>	A non-statutory limit applying to year groups other than the year(s) of entry which indicates the number of places that can be offered, usually determined in accordance with the level of resource available
<b>Common Application Form (CAF)</b>	The form parents complete, listing their preferred choices of schools, and then submit to local authorities when applying for a school place for their child as part of the local co-ordination scheme, during the normal admissions- round. Parents must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow parents to express a higher number of preferences if they wish.
<b>Composite prospectus</b>	The prospectus that a local authority is required to publish by 12 September in the offer year. This prospectus must include detailed admission arrangements of all maintained schools in the area (including admission numbers and catchment areas).

<b>Co-ordinated Scheme</b>	All local authorities are required to co-ordinate the normal admissions-round for primary and secondary schools in their area. Schools can take in-year applications directly from parents, provided they notify their local authority of each application and its outcome. Each Local Authority must produce and publish a Coordinated Admissions Scheme
<b>Infant Class Size Limit</b>	<p>Section 1 of the SSFA 1998 limits the size of an infant class (i.e. a class in which the 'majority' of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher.</p> <p>The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. These are set out in paragraph 2.15.</p>
<b>National Offer Day</b>	<p>The day each year on which local authorities are required to send the offer of a school place to all parents of secondary age pupils in their area.</p> <p>For primary pupils, offers are sent annually out on or about 16 April (and secondary on or about 1 March). The specific date will be published in the home local authority Composite Prospectus.</p>
<b>Offer Year</b>	The school year immediately preceding the school year in which pupils are to be admitted to schools under the admission arrangements in question. This is the school year in which the offers of school places are communicated.
<b>Oversubscription Criteria</b>	This refers to the published criteria that an admission authority applies when a school has more applications than places available and so must rank applications in priority.
<b>Reception Class</b>	Defined by Section 142 of the SSFA 1998 as a class in which education is provided which is suitable for children aged five and any children who are under or over five years old whom it is expedient to educate with pupils of that age.
<b>Relevant Age Group</b>	The age group to which children are normally admitted. Each relevant age group must have admission arrangements, including an admission number. Some schools (for example schools with sixth forms which admit children into the sixth form) may have more than one relevant age group.
<b>School Year</b>	The period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July, as defined by Section 579 of the Education Act 1996.