

Sutton Benger CE Primary School Admissions Policy for 2022/23

The Diocese of Bristol Academies Trust (DBAT) is the admissions authority for Sutton Benger CE Primary School but the Local Board has delegated authority to determine the annual admissions arrangements for the academy in consultation with DBAT and, where appropriate, Wiltshire Council. The 2022/23 policy complies with the latest DBAT guidance and the School Admissions Code.

Sutton Benger CE Primary School's Published Admissions Number (PAN) will be 30 for the 2022/23 academic year.

Children normally start school in the September before their fifth birthday. If a child's birthday is in September they will start school in the September of their 5th birthday.

School Vision

Sutton Benger Primary School is a small, friendly Church of England primary school. The School's vision is:

Together as one family we...

Strive "for faith, love and peace" (2 Timothy 2:22)

Believe in the values of God

Succeed with grace

The School aims to serve its community by creating a happy family atmosphere within a Christian environment, where pupils are encouraged to learn and to work to the full extent of their abilities and each child and member of staff feels secure and has a sense of purpose, achievement and responsibility. Christian values are upheld not only in Worship and Religious Education but also across the whole life of the School. We aim to nurture our children in these values, as well as to develop links with the church and community together with a sensitivity and respect for others and the environment.

Applications Procedure

Applications for Reception Year entry for the academic year starting in September 2022 must be submitted to your home local authority. If you live in Wiltshire, this will be Wiltshire Council, County Hall, Trowbridge and you must use the Wiltshire Council common application form which should be **submitted by midnight on 15 January 2022**. (If you are applying from outside the area please use the form provided by your home local authority and refer to its website.) Applications may be made online – please see www.wiltshire.gov.uk for details. Application forms can also be obtained from the school office.

Priority for admission is not given on a first come, first served basis; all applications made on time are considered together once the deadline has passed.

Applications can be submitted after the closing date but they will be considered as late for the purposes of Wiltshire Council's Co-ordinated Admissions Scheme. This means they will be considered after all the on-time applications and in order of receipt. Wiltshire Council and the School will endeavour to deal with late applications before the offer date, but it may not be possible to do this in every circumstance.

Parents who are considering making an application are encouraged to visit the School beforehand.

Places will be offered by letter on 16th April 2022 and need to be accepted by 2nd May 2022. Acceptance or decline of an offer of a place at the School should be made direct to the Local Authority.

Deferred entry and part-time provision

Children are entitled to a full-time place in the September before their fifth birthday.

However, parents of children who are offered a place at the School before they are of compulsory school age may choose to defer their child's entry until later in the school year. Where entry is deferred, a place will be held for that child and not offered to another child during the remainder of the school year for which application was made. It is not possible, however, to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

In addition, parents of a summer born child (defined in the School Admissions Code as a child born from 1st April to 31st August) may choose not to send that child to School until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. A place for the following year is not guaranteed and a further application would need to be made, following the Admissions process for that year. There are also certain other circumstances in which the parent may seek a place for their child outside the normal age group (for example, ill-health). All applications for children requesting admission outside their normal age group will be processed as outlined in Wiltshire Council's co-ordinated scheme that has been drafted in line with the School Admissions Code.

Until a child's fifth birthday, part-time provision (defined as five mornings or five afternoons a week) may also be arranged with the school.

In-Year Transfers

Applications for entry into year groups other than Reception can be made at any time of the year, for example following relocation to the area. However, parents wishing to transfer their children from a neighbouring school are encouraged to discuss any concerns they might have with the Head teacher of their existing school before applying.

Parents wishing to apply in-year should contact Wiltshire Council for an application form which should then be submitted to Wiltshire Council. The School encourages parents to time the transition for the beginning of term wherever possible.

Considerations for admission

1. The Admission Policy takes into account the Christian foundation and the community focus of the school.
2. **Educational, Health and Care Plans-** All children whose Education and Health Care Plan (EHCP) names the school will be admitted. Other children without an Education, Health and Care Plan will be subject to the general admission arrangements.

Oversubscription Criteria

If the School is not oversubscribed, all applicants will be offered a place.

Where there are more applications than places available, allocations will be made in the following order:

1. Children in Care (Looked after children) or children who were previously in care-

- Children in care (looked after children) are children who are in the care of a local authority or provided with accommodation by a local authority in the exercise of their social services functions (See section 22 of the Children Act 1989).
- A previously in care child is one who, immediately after being looked after, became subject to an Adoption order, Child Arrangements Order or Special Guardianship Order.

2. Vulnerable Children - from families registered with the National Asylum Support Service or children with a medical condition where written evidence is available from a senior clinical medical officer, the child's general practitioner or specialist showing that it would be detrimental to the child's health or family not to admit him/her to the school.

- For purposes of this criterion, the word 'families' is determined as living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date.

3. Siblings - children with a sibling attending the School at the time of application and at the time the child starts school.

- Siblings refer to brother or sister, including natural brothers or sisters, half brother or sister, step brother or sister, adopted siblings, foster brothers and sisters or the child of the parent/carer's partner where the child for whom the place is sought is living permanently in the same family unit at the same address as that sibling.

4. Connection to a Christian Church –

This will be established by completing a Supplementary Information Form (Appendix 1) along with the application form. The SIF should be returned to the school. The following question will be determined using the SIF;

Has the child attended worship at least once a month for a minimum of two years prior to the date of application? In the event that during the period specified for attendance at worship, the church 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 alternative premises have been available for public worship

5. Geography - children by distance from the School, with priority for admission given to children who live nearest to the School, as measured by using Ordnance Survey data to plot an address in this system. Distances are measured from the main entrance of the child's home to the main door of the School. The home address is the place where the child is permanently resident.

Tiebreak

If in categories 2-5 above a tie-break is necessary to determine which child is admitted, random allocation undertaken by the local authority or another body unconnected with the Academy Trust will be used as a tie-break to decide who will be admitted. Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

Waiting List

1. In the event of oversubscription, the school will maintain a clear, fair and objective waiting list until 31 December following the September of admission.
2. The waiting list will be ranked according to the criteria set out within this policy. Applicants will join the waiting list according to these criteria regardless of the order in which the applications are received. Each added child will require the list to be ranked again in line with the published oversubscription criteria.
3. If a child has not successfully gained admission to the school, their name will automatically be placed on a waiting list.
4. When a place becomes available the applicant with the highest ranking criteria will be offered the place.

Induction

Children are invited to introductory sessions in the School in the term prior to starting school. Meetings are also arranged for new parents during this time.

Appeals Procedure

If an application for a child's place is unsuccessful, the parents/guardians have the right to appeal. Appeals must be made in writing to the Local Board at the School via the School Office within 14 days of receiving the refusal letter.

The person/s submitting the appeal will be given the opportunity of appearing before an independent appeals panel to make a verbal representation. They may be accompanied by a friend or represented by another person. The panel's decision will be conveyed in writing to the person making the appeal.

Enquiries about this Policy should be addressed to the Local Board, c/o Sutton Benger Primary School.

Notes

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents,

then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Sibling:

‘Sibling’ means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

Establishing Faith:

‘Faith’ will be established by a Supplementary Information Form.

Christian church

‘Christian church’ means either an Anglican Church or another church or ecclesial community which confesses the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church; and to fulfil their mission to proclaim the Gospel by common witness and service in the world. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and Churches Together in Britain and Ireland are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

This Policy was agreed by the Main Board, at Sutton Benger Primary School on 10th December 2020.



Appendix 1- SUPPLEMENTARY INFORMATION FORM

This application form should be used if you wish to apply for a place related to Faith.

The supplementary information should be returned to the school at the same time as the common application form is submitted to Wiltshire Council.

PLEASE COMPLETE IN BLOCK CAPITALS

Parent or Carer Details			
Forename		Surname	
Relationship to the child			
Home Address			
Telephone number (Home)		Telephone (Mobile or Work)	
Email address			

Child's Details						
Legal Forename(s)				Legal Surname		
Date of Birth	D	D	M	M	Y	Y
Current Home Address						

Faith

If your child regularly worships at a Christian Church please complete this section. 'Christian church' means either an Anglican Church or another church or ecclesial community which confesses the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church; and to fulfil their mission to proclaim the Gospel by common witness and service in the world.

An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

Does your child regularly worship in an Anglican Church or any other Christian Church?

Yes/No

If yes, please enter the name and address of the Church:

Please ask the Religious leader of your place of worship to complete the section below

Religious leader's recommendation

To the best of my knowledge the above child attends religious services at the Church named above.

Has the child attended worship at least once a month for a minimum of two years prior to the date of application? In the event that during the period specified for attendance at worship, the church 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 alternative premises have been available for public worship

Yes/No

Please enter the name and address of the Church:

Signed (religious leader)

Date

Name (printed)

Position

DECLARATION

I state, to the best of my knowledge and belief, that the information I have given is correct and complete and I will advise the Diocese of Bristol Academies Trust in writing of any changes to the information on this form. I understand that the provision of incorrect information could lead to the withdrawal of an offer of a school place.

Signed (parent / carer)

Date

