

# Abbot Alphege Academy admission arrangements for 2017/18

## Introductory statement

Abbot Alphege Academy is a brand new Primary School in Bath opening in September 2017 on the old MOD Ensleigh site, Lansdown, Bath. It will operate as a Free School as part of the Comenius Academy Trust which was established in April 2016 and is already running the successful Weston All Saints Primary School under the leadership of Dr Anne Bull OBE.

## Admission number(s)

The school has an admission number of 30 for entry into its Reception Year in September 2017, along with spaces available within other year groups.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

## Application process

**Reception Applications:** Residents of Bath & North East Somerset Local Authority will make applications on a common application form. This application form will be available on line or paper copies will be issued on request to the parents of all pupils resident in Bath & North East Somerset who are due to start infant or primary school in September 2017. The application form can be used to apply for **any** school within **any** authority including Academy, Foundation or Voluntary Aided schools. Bath & North East Somerset will inform the other LAs of any applications made for schools within their area.

Applications for children who are due to start school in September 2017 must be made using the common application forms which can be paper copies or on-line applications. For information and the common application forms, please see:

<http://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools>

The closing date for applications is 15/01/2017.

Offers will be made on 17/04/2017.

## **In-Year Transfer Applications (Changing Schools in an Existing Year Group):**

The School will process in-year applications outside the normal Local Authority process for co-ordinating school offers. This means that if Abbot Alphege Academy is your 1<sup>st</sup> preference for an in-year transfer, you will need to complete the relevant In Year Admissions application form for Primary Schools form and return it directly to the school.

Applications for this school should be sent to Dr Anne Bull at the following address Weston All Saints CE Primary School, Broadmoor Lane, Weston, Bath, BA1 4JR, or by email: westonallsaints\_pri@wasp-school.org.uk

The application form can be obtained from <http://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools/changing-schoolscasual-admissions>

An Expression of Interest form is also required, and this can be provided to interested parents/guardians if they contact Weston All Saints CE Primary School.

The closing date for applications is on-going through the 2017/18 academic year. Offers will be made as soon as possible after application, and are normally only considered approximately 4 weeks prior to a requested start date.

## **Oversubscription criteria**

When the academy/free school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Priority will next be given to the siblings of pupils attending the school at the time the application is received. In every case the child should be living in the same family unit at the same normal permanent home address.
3. Other Children

## **Tie-break**

If in categories 1-3 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 from the child's permanent home address to the front gates of the school in a straight line. Measurements will be determined using the Local Authority's GIS computerised mapping system. This GIS system would not be able to calculate a staircase measurement in the case of multi-level dwellings. If the distance between two children's homes and the school is exactly the same then a random allocation would be used for any such cases.

This will be undertaken by a person entirely independent of the Admission Committee and with no current connection to the school

## **Multiple birth applications (for example twins)**

In the event of the school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births the school will breach the admission number to allow these children to be offered places. In the case where there would be Infant Class Size issues such children will remain as an 'excepted pupil' under the Admissions Code for the time they are in an infant class or until the class numbers fall back to the normal class size limit of 30.

## **Late applications**

For Reception Applications, all those received by the Local Authority after the deadline will be considered to be late applications.

## **Deferred entry for infants**

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. 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.

## **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place. Please note that Abbot Alphege Academy will operate with only a Reception Class for the 2017/18 academic year.

When such a request is made, the academy trust 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.

For Reception intake applications, the parent of a summer born 4 year old (i.e. born after 31<sup>st</sup> March but before 31<sup>st</sup> August) may choose to delay his/her entry to school until September 2018 when he/she is 5. Parents who wish to do this should apply to the Local Authority for a Reception place at the normal time but also state they wish to delay entry to the September following their child's 5th Birthday for the request to be considered. A request for delayed entry must be made at the time the application is submitted. Further guidance can be found in the Local Authority's delayed accelerated admission policy.

## **Waiting lists**

For in-year transfer applications, the school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

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.

## Appeals

Parents who are unsuccessful in their in-year application for a place at the school have the right to appeal to an Independent Appeal Panel. Further information concerning how to appeal will be explained in the decision letter.

## Children with a Statement of Special Educational Needs or Education Health and Care Plan (EHC)

Children with an Education Health and Care Plan [EHC] are dealt with separately through the statutory assessment process or a review of their plan. All schools are consulted before being named on a pupil's plan and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school.

### Notes:

#### 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.

#### Permanent home address:

The permanent 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.

***For families moving to the area:*** The child's normal permanent home address where he/she lives with his/her parent/legal guardian will be used to decide where a child lives. Temporary addresses cannot be used to obtain school places. If parents/guardians plan to move, appropriate documentary evidence will be required in order for address changes to be taken into account.

Examples of evidence that may be acceptable to determine a child's address are:-

- A solicitor's letter confirming exchange of contracts and completion date for a property which is being purchased or a property which is being sold.
- A copy of a signed rental agreement or a solicitor's letter if moving to a council or rented property and proof of your sale or Notice to Quit on your current/previous property.

- A copy of a council tax bill or utility bill such as water, gas or electricity in your name for your newly owned or rented property together with proof of your sale or Notice to Quit on your current/previous property.
- A child benefit book.
- If you are moving in with a relative a letter from them will be required confirming the date you will be moving in together with a copy utility bill showing their name and address. A solicitor's letter will also be required confirming that completion of contracts has taken place on your sale or Notice to Quit on your current/previous property.
- In the case of children of UK Service Personnel or Crown Servants returning from overseas, with a confirmed posting to the area an official letter declaring the relocation date and a Unit postal address or quartering area address should be provided.

For Reception applications made to the Local Authority, the appropriate documentary evidence should be received by the closing date of 15 January 2017. However, if details of a change of address that will occur after the closing date (and before the start of term 1) is received with the appropriate documentary evidence by 30 January 2017 i.e. before the Local Authority has sent details of applications to other councils, it will be considered in the first round of applications.