



Admissions Arrangements 2024 - 2025

Approved by: Headteacher	Melissa Gibbons	Date: October 2024
Approved by: Chair of Governors	Georgina Griffiths & Jane Billington	Date: October 2024
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Introduction

These Admission Arrangements comply with the requirements of the 2014 School Admissions Code and the 2012 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. The child must, at the time of applying for a school place, be a UK citizen, or have European Economic Area Citizenship, or hold an appropriate Home Office Visa entitling him/her to reside in the UK.

1.4 The home address

For admission purposes, the Admission Authority considers 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

1.5 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

1.6 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.

1.7 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.

2.0 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 2014 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

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 (formerly a Statement of Special Educational Needs) agreed 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 Applying for 'delayed entry' on behalf of a summer born child (born 1 April – 31 August)

A parent of a 'summer born' child who is old enough to start school in September 2025, has the lawful right to delay the child's entry to school until September 2026, where he/she considers this arrangement to be in the child's best educational interests. In these circumstances, the parent may request a 'retained' place in the 2025/26 reception year or choose to submit an In-Year application for a place in year 1 (the relevant age year group).

Please note: Although the Admission Authority will accept an application for a retained reception place required in September 2025, there can be no indication given as to whether a place will be available until the 2025 'normal' admissions round is complete.

The following application process must be followed:

1. The parent must submit an application to the 'home' local authority during the 2025 - 2026 'normal' admissions-round, making it clear on the application form that he/she wishes to delay the child's entry until September 2026. Where the intention is for the child to start with the 2026 reception cohort, this must also be clearly stated on the application form. The Admission Authority will formally note the parent(s) instruction but will not process the 2025 Admission Application Form any further. Effectively, the child concerned will no longer be part of the 2025 'normal' admissions-round.
2. The parent must then wait and make an entirely new application as part of the 2026 'normal' admissions-round in accordance with the application process set out in the 'home' local authority 2026 Composite Prospectus document. This will be made available by the local authority from 12th September 2026. The parent should also take account of the published 2026/27 Admission Arrangements which apply to the school.
3. If the school is undersubscribed with reception applications for September 2026, the applicant will receive the offer of a place (without condition) for his/her child on or around 16th April 2026. If the school is oversubscribed with applications for September 2026, the published oversubscription criteria will be applied in order to rank all the applications received (including delayed entry applications) and a priority will be identified for the offer of available reception places. Whether a place can be offered will depend on the outcome of the 2026 application ranking exercise.
4. If the September 2025 (retained) reception application is refused, the right of appeal will apply.
5. Where a parent chooses to delay his/her child's entry until 2026 and applies for the child to join Year 1 (the relative age group) rather than reception, he/she will need to submit an In-Year application within six school-weeks of the place being required.

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 1.5 of these Admission Arrangements for the definition of 'sibling'
- The Supplementary Information Form must be completed and submitted in conjunction with the school place application if the applicant wishes the child to be considered against criterion 1 or 4 (refer to section 4.5 of these admission arrangements)
- A map indicating the School Catchment Area is available on the school website (Appendix 9D). 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 tie-breaker

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.

4.5 Supplementary Information Form (SIF) A Supplementary Information Form (SIF) is provided on the school website (Appendix C). This is used to collect information required in order to evidence that a child qualifies against oversubscription criterion 1 or 4. The SIF must be completed and submitted if the parent wishes qualifying information to be taken into account in the event that the oversubscription criteria is applied in order to prioritise applications. In some cases, a member of the Admission Authority, or an appointed agent, may need to contact the parent to discuss the information submitted on the SIF and relevant evidence may be requested.

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
Email: 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
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

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

Website: 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>