



Founded in 1810 by Rev. John Poole

Enmore Church of England Primary School
Enmore, Bridgwater, TA5 2DX

Tel: 01278 671370 **e-mail: office@enmore.somerset.sch.uk**
www.enmoreprimaryschool.org.uk

Admission Arrangements For 2013 year of entry onwards and 2012 onwards in year admissions

As our school is a Church of England Academy School, the Governing Body determines the admission arrangements in consultation with the Diocese and the Local Authority (LA). The Governing Body is the 'Admissions Authority' for our school.

Every child has a statutory right to be enrolled as a pupil at the school providing there is a place available. This is regardless of ability or aptitude. All parents are encouraged to visit the school prior to making any decision in regard to their child's education.

The school will be required to admit a child with a statement of Special Educational Needs if the statement names the school.

Fair Access Protocol

The school supports, and is fully committed to, the LA's Fair Access Protocol which aims to find school places for the most vulnerable children.

Admission of Pupils- First time Admissions to year R

All requests for year of entry should be made directly to the applicant's home LA School Admission Team, using the Common Application Form (CAF). The CAF is available on the website www.somerset.gov.uk or by calling Customer Contact on 0845 456038 or by writing to:

School Admissions Team
Children and Young People's Directorate
County Hall
Taunton
Somerset
TA1 4DY

The School Admissions Team will inform the Governing Body of the school of all applications for places. The Governing Body will then determine whether a place can be offered.

The school follows the LA's timetable for applications, guidelines for late applications and the offer of places.

The national submission date for 2013 places is 15th January, 2013. Electronic applications must be submitted by 23.59 on this day.

Pupils will be admitted in the September during the school year in which they attain the age of 5.

The school follows LA guidelines regarding deferred entry. This enables parents/carers of children born between 1 April and 31 August to defer entry for the autumn term only. Their child may then start school in the following January. Where a parent chooses to defer entry, their child will always join their chronological year group.

The School's current Admission Number is 21 and it is proposed to retain this number. This is the number of places available. Places will be ranked and allocated in strict priority order up to the published admission number using the following admissions criteria:

1. Children in Care (currently in the care of the LA)
2. Children who currently reside in the ecclesiastical parishes of Enmore or Goathurst;
3. Children with a sibling (living at the same address) attending the school at the time the child will start school
4. Children of school staff;
5. Any further places will be decided by proximity of the child's home to the school, as measured by the shortest distance, using a GIS system.

First preference applications do not take precedence over second. The school will exceed the admission number in order to avoid splitting siblings of multiple births unless this would cause the infant class size limit to be breached.

In any 'tie breaker' situation places will be decided by straight line distance using a GIS system. If straight line distance is identical a lottery will be necessary.

Waiting Lists

Where an application for a place is unsuccessful, the application will be kept on a waiting (refusal) list until the end of term. Should a place become available it will be offered to the next highest ranked applicant on the list. The waiting list is held in over subscription criteria order.

Definition of Terms:

The school follows the glossary of terms included at the end of this document.

Maps

Maps of ecclesiastical parishes are available from the school office and the LA.

Admission of Pupils at Other Times i.e. in year Applications

Parents are encouraged to visit the school prior to applying for a place.

All in year applications for places should be made to the school. Application forms are available from the school office and school website.

Unless there are exceptional circumstances, pupils applying for places at other times will be admitted if:

- a) The year group admission number has not been reached, and
- b) The sum of three consecutive year groups does not exceed 64 children. (NB this does not effect First Time Admissions.)

Applications for places will be considered by the Governing Body's Admissions Sub-committee. This committee will meet within 10 days of an application being received.

If multiple applications are received at the same time i.e. before the admissions sub-committee meet, the first time admission over-subscription criteria and, if necessary, tie- breaker procedure will be used to allocate places.

The school does not operate waiting lists.

Appeals

In the event that the school is unable to offer a place for your child you can appeal against that decision. Your appeal should be presented in writing to the Chairman of the School Governors. An Appeals committee comprising of independent members will consider the appeal and make an appropriate independent judgement. The committee will invite you to discuss the matter with them before a decision is made. You may be accompanied by a friend or request someone to represent you.

When a judgement has been reached by the Appeals Committee, you will be informed in writing of their decision.

Full details of the appeals procedure can be found in the [Appeals Code of Practice](#).

Glossary of Terms

Glossary of Terms	
Admission Arrangements	The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any means used to determine whether a school place is to be offered.
Admission Authority	The body responsible for setting and applying a school's admission arrangements. For foundation schools, the governing body of the school is the admission authority.
Children in Care	Children who are in the care of local authorities as defined by section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is only considered as such if the local authority confirms he or she will be in public care when he or she is admitted to a school.
Common Application Form	The form parents complete and submit to local authorities listing their preferred choices of schools 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. Often called a CAF.
Co-ordinated Scheme	Co-ordinated schemes must be consulted upon across all relevant admission authorities and determined in the year prior to which they are to apply. All local authorities are required to coordinate primary and secondary admissions for all schools in their area. Although individual admission authorities rank all applicants in order of priority for admission, offers are sent out by the local authority on 1 March for secondary pupils and on an agreed date for primary pupils.
DFE	Department for Education
Equal Preference with Ranking	This approach requires the Local Authority to rank all applications against the published over-subscription criteria for the school concerned and where schools are over subscribed, places will be allocated up to the published admission number in strict priority order. Where more than one school can be offered, the highest ranked preference will be allocated.
GIS System	Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail. In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.
Governing Bodies	School governing bodies are bodies corporate responsible for conducting schools with a view to

	<p>promoting high standards of educational achievement. Governing bodies have three key roles: setting strategic direction, ensuring accountability, and monitoring and evaluation.</p>
Home address	<p>The home address is important as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child.</p> <p>Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. The admission authority reserves the right to seek further documentary evidence to support your claim to residence.</p>
In-year admissions	<p>A term to describe the process of enrolling a child at a school other than at the earliest point</p>
LA	<p>In this policy, this means Somerset County Council acting in their capacity as Local Authority</p>
Looked After Children	<p>See children in care.</p>
Net Capacity	<p>The capacity of a school is the number of pupil places available. The net capacity is intended to provide a single, robust and consistent method of assessing the capacity of schools.</p>
Oversubscription Criteria	<p>The list of criteria an admission authority must adopt for its school(s) which are used only when the school is oversubscribed to assess which children will be offered a place. Once determined, admissions criteria, including the admission number, must be published by the school and in the local authority composite prospectus by 12 September in the offer year.</p>
Oversubscription	<p>Where a school has a higher number of applicants than the school's published Admission Number.</p>
Parent	<p>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).</p>
Published Admission Number	<p>The number of school places that the admission authority must offer in the year of entry of a school for which it is admission authority. Admission numbers are part of a school's admission arrangements, and must be consulted upon with the rest of a school's admission arrangements and be published with those arrangements in the local authority composite prospectus.</p>

Reception Class	Defined by section 142 of the SSFA 1998. An entry class to primary schools for children who are aged 5 during the school year and for children who are younger than 5 who it is expedient to educate with them.
Sibling	For the purpose of admissions, Somerset LA defines a sibling as a child living at the same address as a half or full brother or sister, an adoptive brother or sister or children of the same household. Children will only meet the siblings criterion when they will have a brother or sister (using above definition) on roll at the school they are applying for at the time of admission. E.g. a Year 6 sibling on roll at a Primary school or a Year 11 sibling at a Secondary phase school at the time of application will not be counted.
Staff	A member of staff is a person with a permanent contract of employment with the school.
Statement of Special Educational Need (SEN)	A legal document issued by the local authority specifying the particular needs, resources and provision required to support the child, and can include a named school that is suitable for providing education for that child.