



# Marksbury Church of England Primary School Admissions Arrangements

Headteacher : Mrs. Julie Player

## Admission Arrangements for 2021/22 Academic Year

These admission arrangements apply to all applications for admissions to Marksbury CE Primary School for reception entry in September 2021 and any in year applications from 1st September 2021.

### Introduction

The Admission Authority for Marksbury C of E Primary School is The Bath & Mendip Partnership Trust.

An Admissions Committee comprising of Governors is responsible for taking admission decisions for children starting in reception and for joining the school during the academic year.

Bath & North East Somerset Council (B&NEs) is responsible for coordinating all applications for children starting school. These admissions arrangements should be read in conjunction with B&NEs published coordinated Admissions Scheme for September 2021.

### The Published Admission Number

Marksbury C of E Primary School has an admission number of 15 for entry in the reception year for 2021.

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

### Applications for reception year in 2021

Applications must be submitted to the home LA. If this is B&NEs, applications can be made online at [www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools](http://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools).

Paper applications are available to download from the B&NEs Council website at [www.bathnes.gov.uk/admissions](http://www.bathnes.gov.uk/admissions), or upon request by telephoning 01225 394312. Any supporting information must be received by the closing date for applications.

Applications must be received by 23:59 hours on 15 January 2021, otherwise the application will be recorded as late. Late applications will be considered after those received on time. Please see the B&NEs LA coordinated scheme for full details, outlined below.

Outcomes for on time applications will be sent out by email (for on line applicants) or second class post on 16 April 2021 (or next working day if this falls on a weekend or bank holiday).

## **In Year Applications**

- Applications for a school place during the academic year must be made by completing the 'Bath and North East Somerset in year application form'. This can be downloaded from the school website or obtained from the school office.
- In year application forms should be handed/sent directly to the Marksbury CE primary school office.
- The date and time the school office receives each application will be noted on the front page of the form.
- The Governors' Admissions Committee will consider applications on a weekly basis in term time only, with a closing date of 4.00pm every Friday.
- Governors will consider applications in the order in which they were received by the school office.
- Applicants will receive a written response within 7 school days following consideration of the application.
- Where a school place is offered it will be held open for 20 school days. The applicant will need to confirm acceptance within this time.
- Where a school place is refused, the applicant will be made aware of the Appeals Process.
- Applications will be considered no more than 5 weeks in advance of the required start date. Applications for school places received more than 5 weeks in advance of the required start date will be held until the 5 week date is reached. Holidays are not included in the 5 week period.
- The Admissions Committee will not ordinarily offer places above the Published Admission Number (PAN) in any year group.
- In cases where the Admissions Committee considers that it will prejudice the education of children already on roll at the school, it will not offer Year 3 to Year 6 places where class sizes exceed 30 pupils.
- Applications for Reception in year places (1st September – 31st December of each academic year) must be supported by proof of address in the form of a copy of a signed tenancy agreement or exchange of contracts for a house purchase. This is to enable in year applications to be ranked alongside applications that might exist on a 'waiting list' formed during the initial admission of Reception children each September.

## **2021/22 ACADEMIC YEAR PRIMARY ADMISSIONS CRITERIA FOR COMMUNITY & VOLUNTARY CONTROLLED SCHOOLS**

### **PRIORITY A**

Children in Public care (Looked after Children) or a child who was previously looked after but immediately after being looked after became subject to an adoption, care arrangement, or special guardianship order.

### **PRIORITY B [The 2 categories in this criterion will be given equal consideration].**

- Children who live within a 1.5 mile radius\* of the school and for whom there will be a sibling in attendance on the admission date at the preferred school.
- Children who live outside a 1.5 mile radius\* of the school but it is their closest School and for whom there will be a sibling in attendance on the admission date at the preferred school.

### **PRIORITY C**

Children who live closest to the school as measured in a direct line.

#### **Additional Notes**

To be considered under the above criteria parents must have named the school as a preference. Under the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

\* The 1.5 mile radius will be measured from the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). In the case of paired Infant and Junior Schools the 1.5 mile radius will apply from the address point of both schools with the exception of Oldfield Park Infant School, Oldfield Park Junior School, St Michael's Junior School and Twerton Infant School. For these particular schools the 1.5 mile radius will be measured from a midpoint between the paired schools. For Oldfield Park Infant and Oldfield Park Junior Schools the midpoint is 29 Maybrick Road, BA2 3PU and for St Michael's Junior and Twerton Infant Schools the midpoint is 29 Cleeve Green BA2 1SD.

In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system.

If under all the above criteria any single category resulted in oversubscription, those living closer to the preferred school would receive the higher priority. Where there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants the place(s) will be allocated by random allocation.

Applications for twins, triplets or other multiple births will be considered as individual applications. In the event of the school being oversubscribed the authority will breach the admission number to allow these children to be offered places where either:

- A child from a multiple birth has qualified for the last available place within the admission number but the other child(ren) from that multiple birth have not qualified for a place.
- A child from a multiple birth has had a place named at that school as part of their Education, Health and Care Plan (EHC) during the normal admissions round but the other child(ren) from that multiple birth have not qualified for a place.

In the case of schools where there would be Infant Class Size issues such children will remain as an 'excepted pupil' to the class size limit for the time they are in an infant class or until the class numbers fall back to the normal class size limit of 30.

For the purposes of Criterion B, a paired infant and junior school will usually be treated as one school but please refer to the individual policies for these schools where this may not be the case. The paired schools are Chandag Infant and Junior Schools, Moorlands Infant and Junior Schools, Oldfield Park Infant and Junior Schools, Paulton Infant and Junior Schools, St Saviour's Infant and Junior Schools, Twerton Infant and St Michael's Junior Schools and Widcombe Infant and Junior Schools.

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.

Parents/Carers who make a formal appeal against their allocated school will have their child's name kept on a waiting list for any places which may become available at their preferred school. They may also ask for their child to remain on the waiting list without making a formal appeal. Any places which do become available will be reallocated using the Admissions Criteria, taking into account those parents who have asked to remain on the waiting list or who have lodged a formal appeal together with any late applications received. However children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

The child's home address is defined as the permanent address where he or she generally resides with their parent. Temporary addresses may not be used to obtain school places. A random sample of 10% of all applications received each year will be checked to confirm addresses using the Council Tax Office, Electoral Roll and if appropriate the school currently attended before allocations are made. A copy of a utility bill may also be requested. In certain additional cases proof of residency will also be determined by using

the above methods. Once proof is obtained that the parent is resident at the address given, it will be accepted that the child is also resident at this address.

Where parents share parental responsibility for a child but live separately if two applications are received from the child's parents the LA will ask them to determine which application it should consider and which application should be withdrawn. This is because the LA will offer only one school place to a child at any one time. If parents cannot agree they should resolve the issue through the court system for example to obtain a 'Specific Issues Order' which specifies which parent has responsibility to make decisions on school preferences. However, in the absence of any Order the application received from the parent who receives Child Benefit for the child will be the only one considered. Parents may be asked to provide supporting documentation confirming receipt of child benefit. Where the parents/carers are not entitled to Child Benefit the LA will ask for proof of the child's home address as held by the doctor's surgery at the point of application. Bath & North East Somerset Council cannot become involved in disputes between parents/carers.