



## St Andrew's Church School

### Admission Arrangements for the 2019/20 Academic Year

#### General Information

1. St Andrew's Church School is a school for children aged 3 to 11. The Bath and Wells Multi Academy Trust is the admissions authority for the school.
2. We strive to offer a high quality education underpinned by a distinctively Christian ethos. We have been on our present site in Julian Road since 1991, but the school's origins can be traced back to the late 18<sup>th</sup> Century, when St Swithin's Church set up schools for the children of Walcot Parish. Today we continue to work in close partnership with St Swithin's, seeking to serve all within our community, of all faiths and none. The school aims to instil in the children a love of learning and a love of life itself – 'life in all its fullness'. We encourage them to take a lead in their own learning, recognising that their curiosities will often take them further than the boundaries of a fixed curriculum.

#### Contact Details

For further information please see the school website  
<http://www.standrewsprimarybath.com/>

To arrange to visit the school please contact the school office:

St Andrew's Church School  
Northampton Street  
Julian Road  
Bath BA1 2SN  
Telephone 01225 310135  
Email [office@standrewsbath.bwmat.org](mailto:office@standrewsbath.bwmat.org)

The local authority contact details are as follows:

Bath and North East Somerset Council  
Admissions and Transport Unit  
Lewis House  
Manvers Street  
Bath BA1 1JG  
Telephone 01225 394312  
Email: [admissions\\_transport@bathnes.gov.uk](mailto:admissions_transport@bathnes.gov.uk)  
Website: <http://www.bathnes.gov.uk/>

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3. These Admission Arrangements comply with the requirements of the School Admissions Code and the School Admission Appeals Code issued by the Department for Education. The current edition of these codes came into force on 19 December 2014. <https://www.gov.uk/government/organisations/department-for-education>

4. The Governing Body undertook a public admission arrangement consultation between 13 November 2015 and 15 January 2016. No comments were received and the full governing body approved the arrangements and the accompanying Supplementary Information Form at its meeting on 4 February 2016. All admission applications for the 2019/20 school year received in connection with St Andrew's Church School will be administered in accordance with the published arrangements

5. Applicants are strongly advised to ensure that they read the following important documents produced by Bath & North East Somerset Council before proceeding with an application for a school place:

- The B&NES Co-ordinated Primary Admissions Scheme (this applies to starting for the first time and transferring school)
- The B&NES Composite Prospectus 'Primary Admissions Booklet'
- The B&NES Online School Admissions Guidance
- The B&NES Fair Access Protocol (this document applies only in connection with applications for a place required during the school year (in-year admission))
- The B&NES School Transport Policy

All of these are available on the B&NES website <http://www.bathnes.gov.uk/>

### **The Published Admission Number and Admission Limits**

6. The Published Admission Number for the Reception year group and the admission limit for years 1 to 6 is **30**. The governors will normally admit up to these limits and refuse all other applications.

### **Oversubscription Criteria**

7. The Special Educational Needs Code requires the governors to admit any children with a Statement of Special Educational Needs or an Education Health and Care Plan (EHCP) naming St Andrew's Church School, before the consideration of any other applications.

8. Following the admission of any children with a Statement or EHCP naming this school, the governors will consider all other applications received by the relevant closing date and, where there are fewer applications than places available within the Published Admission Number or admission limit set for the relevant year group, will normally admit the children concerned.

9. Where there are more applications received than there are places available within the required year group, the governors will consider all applications received by the closing date against the following oversubscription criteria. This will enable the

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governors to rank children according to priority and identify those children who should be allocated a place within the Published Admission Number or admission limit and those who should be refused.

- a. Children in the care of a Local Authority at the time of application, or whose care has ceased because s/he has become adopted or the subject of a child arrangement order or special guardianship order<sup>1</sup>
- b. Children with siblings attending the school and who will continue to be in attendance when the child starts at the school
- c. Children who attend, or whose parent, grandparent or carer attends, a service of worship at St Swithin's Walcott on at least one day per month and who have attended consecutively for the previous six months prior to application, as confirmed in a Supplementary Information Form submitted to the school by the closing date
- d. Children who at the time of application are attending St Andrew's Nursery for at least one session per week<sup>2</sup>
- e. Children who attend, or whose parent, grandparent or carer attends, a service of Christian worship at another registered Church or place of worship on at least one day per month and who have attended consecutively for at least six months prior to application, as confirmed in a Supplementary Information Form submitted to the school by the closing date
- f. Children whose parent or carer is a member of the school staff, employed at the school in a paid position on a contract for a minimum of two consecutive years at the time of application
- g. Children living closest to the school by straight line measurement and not satisfying a higher criterion

### Tiebreaker

When applications within the above categories exceed the number of places available, priority will be given to children who live nearest the school;

If it is necessary to use a tie breaker to distinguish between two or more applications, **a distance criterion will be used**. Priority would be given to those children living nearest the school as measured in a straight line from the address point of the child's home address to the address point of the school as defined by the Local Land and Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's Geographic Information System (GIS) computerised mapping system with those living closer to the school receiving higher priority. The GIS system used within this LA 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.

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<sup>1</sup> In applying this criterion the admission authority will follow the guidance in paragraph 1.7 of the School Admissions Code

<sup>2</sup> Parents of children attending the nursery must apply for admission to reception in the same way as all other applicants.

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This will be undertaken in the school building by a person entirely independent of the Admissions Committee and with no current connection to the school. The Chair of Governors will observe this process.

### **Admission to the Reception Year Group for the first time**

10. Please note: the following information should be read in conjunction with the 2019 Co-ordinated Admissions Scheme published by the Local Authority in which area the child subject to the application lives (the home Local Authority).

Additionally, applicants should read the information contained in the Local Authority's Primary Guide for Parents, which will explain the admission application process in detail. These documents should be available on the home Local Authority's website or on request to that Local Authority.

11. Parents may apply for their child to start school for the first time in the September following his/her fourth birthday. Application forms relating to starting school in September 2019 must be submitted directly to the home Local Authority, to arrive no later than 23.59 hours on 15 January 2019. Any Supplementary Information Forms relating to the over subscription criteria 9c and 9e should be sent to the school, also by 15 January 2019.

12. Parents of a summer born child may choose not to send that child to school until the September following his/her fifth birthday and may request that s/he is admitted out of their normal age group, to reception rather than year 1. Any parent considering whether to seek admission outside the normal age group should discuss this with the head teacher before submitting their application. The admission authority will take decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the views of the head teacher. Where a parent decides to delay sending a summer-born child to school until the following year, the admission authority will consider the application for the subsequent year as part of the normal admissions round, applying the over-subscription criteria if applicable.

13. The home Local Authority will forward applications directly to the Local Authority in which area the preferred school is located and the school governing body will be notified of all applications received for St Andrew's Church School. The governors' admissions committee will rank every application received on time against the governors' oversubscription criteria and places will be allocated in strict order up to the Published Admissions Number and all other applications refused.

14. The governors' allocation decisions will be notified to Bath & North East Somerset Local Authority in accordance with the B&NES Co-ordinated Admissions Scheme timetable, and the home Local Authority will then inform parents of individual decisions on 16 April 2019 by email or second class post.

15. Where a child has been offered a place at the school s/he is entitled to a full-time place in the September following their fourth birthday. However parents of children aged four, but who have not yet reached their fifth birthday, have the right to defer the date at which the child is admitted until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning

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of the final term<sup>3</sup> of the school year for which the application was made. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. All children must be in full time education by the start of the term following their fifth birthday.

16. Where a child is formally refused admission to start in the Reception year group in September, where requested his/her name will be held on a waiting list in ranked order according to the oversubscription criteria. This list will be maintained until the end of the school year. If a place becomes available within the Published Admission Number this will be offered for the highest ranked child at that time.

### **Admission to any year group during the 2019/20 school year (in-year admission)**

17. Applicants must complete an In-year application form which is available from the school office or by downloading from the school website or from B&NES. Completed application forms must be returned directly to the school office.

18. The admission authority will consider applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group either side of the chronological age year group. The reasons for the request must be fully explained in a covering letter included with the school place application form.

19. The admission authority will consider applications on a weekly basis in the light of the admission limit for the year group concerned. If there are more applications than places available, the governors will rank them against the oversubscription criteria in order to determine whether a place can be made available. Decisions will be notified to applicants by email or second class letter post within 10 days of receipt of the application.

### **Appeal Procedure**

20. Parents whose school place application is refused have the legal right of appeal to an Independent Appeals Panel. Details concerning how to appeal will be explained in the decision letter. B&NES publish a booklet describing the appeal process which can be found on their website

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

### **Glossary, Definitions and Special Cases**

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

In the case of multiple birth applications, the Published Admission Number or admission limit will be increased at the point of allocation to ensure multiple birth siblings can be allocated places at the same school (sibling definition applies).

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<sup>3</sup> For the purposes of this paragraph 'term' means the summer term of a three-term year (term 5 of the six-term year).

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### 2 Siblings

A sibling is defined as a child living at the same address as a half or full brother or sister, a step brother or sister, an adoptive brother or sister, or children of the same household.

### 3 Parent

A 'parent' in education law includes: natural parents, whether they are married or not; a person other than the natural parent(s) who has parental responsibility or care of a child or young person. (Having care of a child or young person means that person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child).

### 4 Compulsory School Age

A child reaches compulsory school age on the prescribed day following his/her fifth birthday (or on his/her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

### 5 Summer born children

A summer born child is a child born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).

### 6 Children from overseas

The governors will treat applications for children from overseas in strict accordance with European Union Law or Home Office rules for non-European Economic Area nationals. Guidance is available on the Department for Education website and applicants are advised to ensure an understanding of these requirements before applying for a school place.

<https://www.gov.uk/government/organisations/department-for-education>

Applications will be considered in line with the guidance given in the Admissions Code. Governors will require proof of residency. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area (see below).

### 7 Children of UK service personnel (UK Armed Forces) and crown servants returning from abroad

The school governors will allocate a place in advance for a child of service personnel relocating to the area or crown servants returning from abroad to reside in the UK, providing a school place is available. The school place application form will be considered in line with the governors' published admission arrangements and where necessary the oversubscription criteria. If it is possible to offer a place, then this will be reserved pending the relocation. In order for the school place application to be considered, it must be accompanied by an official letter declaring a relocation date and a unit postal address or quartering area address. Alternatively, if the relocation to the area is to an existing private residence, then proof of ownership or a six month minimum tenancy agreement will be required at the time of application.

### 8 Home Address

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. 'Majority of their

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time' is defined as more than 50% of the nights during the school year excluding holiday periods. 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. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

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**Supplementary Information Form for Admission to St Andrew's School 2019  
Criterion 9c and Criterion 9e**

In the event of oversubscription, priority will be given under Criteria 9c and 9e of the published oversubscription criteria to children who themselves, or whose parent(s)/carer(s)/grandparent(s) regularly attend (minimum of once a month for at least 6 months before the date of application) the church(es) named within the school's admissions arrangements.

Please only complete this form if you believe that you meet Criterion 9c or 9e.

Please complete Part A, and give this form to your clergy leader (priest/minister/pastor), who will complete Part B and return it to the school. The relevant clergy must return this form **to St Andrew's school office** by the deadline for admissions application for the 2019/20 academic year, which is 15 January 2019.

**PART A**

**To be completed by parent/carer**

**Details of Child/Children**

Surname:

First Name/s:

Address:

Tel:

**Details of Church/Clergy**

Name of Church:

Name of Clergy:

Address of Clergy:

Tel:

Signed:

Relationship to child/children:

Date:

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**To be completed by clergy.**

The parent/carer identified in Part A has applied for a place for their child/children at St Andrew's School for the academic year 2019/20. We ask that you confirm that either the child or the parent(s)/carer(s)/grandparent(s) regularly attends your church – at least once per month - and has done for a minimum of 6 months prior to the date of application.

Please return this form to **St Andrew's Primary School** by the deadline for admission applications, which is **15 January 2019**.

Thank you for your assistance in completing this supplementary form.

**Please note**

If this form is not completed or does not reach the school by the prescribed date, the applicant cannot be considered as eligible for consideration under any church attendance criterion.

**PART B**

I, ..... (*name of clergy*) confirm that the child or parent(s)/carer(s)/grandparent(s) identified in Part A has attended

.....(  
*name of church*)

at least once a month for not less than 6 months prior to 15 January 2019 .

Signed:

Date:

**Please return this form by 15 January 2019 to**

**St Andrew's Church of England Primary School  
Northampton Street  
Julian Road  
Bath BA1 2SN**

Telephone: 01225 310135

Email: [office@standrewsbath.bwmat.org.uk](mailto:office@standrewsbath.bwmat.org.uk)