



ADMISSIONS POLICY

2017 ~ 2018

The aims of our school:

**For each child to be empowered to be the best they can be,
with a thirst for learning, a zest for living
and a spirit of kindness.**

Introduction to the school:

Our caring and friendly school serves the families of Watchet, Williton and the surrounding area. We strive for excellence and joy in all we do and celebrate each child's individual personality and talents. Our aim is to make everyone involved with our school feel valued as a member of an inclusive, lively and happy community.

In all areas of our curriculum, we aim to engage, enrich and extend each child. We strive to provide stimulating lessons that are purposeful, enjoyable and responsive to each child, helping each child to progress well in their learning and reach good standards. Our school also offers a wide range of extra curricular activities such as the choir, various sports clubs, swimming pool, bookworms (library club) and our popular before and after school provision, Parrot Club.

Prospective parents are encouraged to visit the school, to meet members of staff and to see the facilities we have to offer. Please contact Mrs Frances Burns if you have any questions or would like to see around the school. Our website may also be useful for more information: www.knightstemplarfirst.co.uk

Knights Templar CofE and Methodist VA First School is a Voluntary Aided School and as such the governing body is the admissions authority for the school. The school was established to serve all within its community, those of all faiths and of none, and strives to offer a high quality education underpinned by a distinctively Christian ethos. As a church school, we believe that everyone should be treated fairly and with respect, with equality of opportunity and positive attitudes. We strive to create a stimulating environment where everyone's spiritual and Christian moral beliefs are nurtured. In approving this policy, the governors have considered their responsibilities to achieve these aims and the School's Christian foundation.

The Published Admission Number (PAN) for the year of intake is **60**.

Applications to start in the Reception year in September 2017

A Common Application Form (CAF) must be completed. The CAF is available from Local Authorities or on request to the school office. Completed application forms must be received by your home Local Authority by the closing date of 23:59 hours on 15th January 2017. The Local Authority will forward all applications that are received on time to the Governing Body who will consider the applications and make their decisions. If there are more applications than places available, the governors will rank them against the

Knights Templar Church School ~ Admission Policy 2017/18

published Oversubscription Criteria set out below. A list indicating those children to be allocated places will be returned to Somerset Local Authority and the Local Authority will send out decision letters on behalf of the Governing Body by email or second class post on 16th April 2017. Applications received after the deadline will be recorded as late and cannot then be administered until all on time applications have been considered by which time places may no longer be available with the Published Admission Number.

Applications during 2017/18 academic year (in-year)

Applications must be submitted using the governor's in-year application form which is available from the school office or to download from the school website. Applications may be submitted directly to the school at any time during the academic year by email or by post to the School Office. Applications will not be processed more than six weeks or half a term in advance of being required. Proof of address may be required to be submitted with the application.

The Governors' Admissions Committee will consider applications on a weekly basis with a 4pm deadline every Friday. Where possible, applicants will receive a written response within **10** school days following receipt of the application. Where a school place is offered, it will be held open for 14 school days and applicants will need to confirm acceptance within this time.

All in-year and cyclical applications will be allocated strictly in accordance with the national Equal Preference with Ranking method.

In the **event of over-subscription** children are allocated places in the following order of priority up to the PAN set for the school: The school will be required to admit a child with a statement or EHC plan of Special Educational Needs if the statement or EHC plan names the school.

Over Subscription criteria:

1. Looked After Children, children in the care of a Local Authority, or have previously been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order. (See important note)
2. Children living within the school's catchment area, with an older sibling at the school at the time of admission, and who live at the same address.
3. Children living within the school's catchment area.
4. Children with an older sibling at the school at the time of admission and who live at the same address.
5. Children who themselves or whose parent/carer is a practising member of a Christian church.
6.
 - a) Children eligible for the Early Years Pupil Premium who are registered to attend Little Vikings Nursery at the closing date for applications.
 - b) Children eligible for the Service Premium who are registered to attend Little Vikings Nursery at the closing date for applications.
7. Children living outside the catchment area but nearest to the school using a straight line measurement.

Important Note

A looked after child is a child who 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 (see the definition in Section 22 (1) of the Children Act 1989).

Tie breaker

If the PAN is reached in any criterion, priority will be given to applicants who live closest to the school as determined by a straight line measurement between the child's home and the school, using a Geographical Information System (GIS) method. If two distances are identical, then priority for remaining places will be determined by independent drawing of lots.

Knights Templar Church School ~ Admission Policy 2017/18

Notes:

1. Appeals Procedure

If the Governing Body is unable to offer a place at the preferred school, parents have a legal right of appeal to an Independent Appeal Panel. Full details including an application form will be made available.

2. Waiting Lists

Where an application has been refused, the child will be placed on a waiting list. This will be kept in order of oversubscription criteria by the Governing Body, and will be maintained until the end of the academic year to which the application applies. Where places become available within the Admission Number, they will be allocated to the highest ranked eligible child on the maintained list.

Children who are the subject of a direction by a Local Authority to admit or who are allocated to the school in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

3. Parent or parent/carer

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).

4. 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.

Documentary evidence of ownership or suitable 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 minimum of a six month formal lease agreement from a letting agency. Please note private letting agreements may not be accepted as proof of residence. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required eg proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice. The Governing Body reserves the right to seek further documentary evidence to support any claim to residence.

5. Admission of children below compulsory school age

Parents are entitled to a part-time or full-time place at school for their child in the September following their fourth birthday. Where the 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. A child becomes of compulsory school age when they reach the age of five and, where a parent has elected to register their child at school, they must start school on a full time basis in the term following their fifth birthday.

6. Deferred Entry

The Department for Education (DfE) requires all Admission Authorities to offer parents the opportunity to defer their child's entry to school. This means rather than the usual September entry, you can choose for your child to start later in the year, usually in January at the beginning of the Spring Term. You can defer until later in the year if you wish but not beyond the beginning of the final term of the school year for which the application was made and not beyond the point at which the child reaches compulsory school age.

Knights Templar Church School ~ Admission Policy 2017/18

7. Summer Born Children

Parents of summer born children (born between 1 April and 31 August) may request that they are admitted into reception rather than year one when they become of compulsory school age. Applications will be considered as set out below (see Retained or Accelerated Application)

8. Retained or Accelerated application

The governors 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 on the appropriate application form (available from the school website or office) and submitted alongside the school place application form. The Governing Body will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. The Governing Body will set out clearly the reasons for their decision.

7. Children living outside the UK

The Governing Body will process applications for children who are citizens of the European Economic Area (EEA) if proof of the Somerset address and the expected date of arrival in the UK are provided by 15 January for primary phase applications. The application can then be considered on this address. If proof of the Somerset address is not available by the dates above the application will be considered on the current address. Please click on this link for a list of the countries in the EEA. <http://www.dwp.gov.uk/international/social-security-agreements/list-of-countries/>

The Governing Body will also process applications for UK citizens living in any other country if proof of the Somerset address and the expected date of arrival back in the UK are provided by 15 January. The application can then be considered on this address. If proof of the Somerset address is not available by the dates above the application will be considered on the current address. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

The Governing Body will not allocate a place to any non EEA citizen moving into Somerset from outside the UK prior to their arrival in the country. The Local Authority will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition.

8. Siblings

For the purposes of Admissions, a sibling is defined 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.

9. Multiple-birth applications

In the case of multiple birth applications, where to allocate to the Admission Number would involve splitting siblings, a place(s) will be allocated above Admission Number at the point of allocation. This will ensure that multiple birth siblings can be allocated places at the same school (sibling definition still applies).

This includes situations whereby admitting a multiple birth siblings would breach the Infant class size legislation of a statutory limit of 30 infants (key stage 1 children) per qualified teacher.

10. Practising

Practising is defined as at least once a month attendance at church for the six months previous to application by at least one parent and/or child (where necessary this may be confirmed with a member of the clergy).

11. Issues relating to shared residency arrangements

Legislation and guidance states that only one offer per child is made by the Local Authority. Therefore where separated parents issue separate applications for their child, the Local Authority can only offer one place. In this situation the Governing Body requires parents to resolve matters

Knights Templar Church School ~ Admission Policy 2017/18

between themselves. If an agreement cannot be reached parents may wish to seek legal advice. The Governing Body will not become involved in private disputes. The Governing Body does recognise that there may be situations where parents cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the Governing Body to take a decision. Where this is the case the Governing Body will try to establish where the child spends the majority of their time and prioritise the application made by the parent living at this address.

Each parent will be required to write to the Governing Body and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Governing Body may ask for additional information including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered. When the Governing Body has received all the necessary information from both parents a decision will be reached based on the evidence provided.

12. Distance Measurements

For the purpose of measuring home to school distance, all calculations will be measured using a straight-line measurement from the address point of the home to the address point of the school using a GIS mapping 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.

13. Withdrawal of places

The Governing Body will consider withdrawing the offer of a place if;

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading.
- The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.
- If a school is offered on the basis of an address that is subsequently found to be different from a child's permanent home address then that place is liable to be withdrawn.

14. Children of UK Service Personnel

The Admissions Authority endeavour to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided as proof of posting (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting.)

Usually, an in year place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel with a confirmed posting to the area and crown servants returning from overseas to live in the area. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting, the admissions authority will process the application.. If a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

15. Supplementary Information Form (SIF)

In order for applications to be considered against criterion 5, applicants will need to complete a Supplementary Information Form (SIF) in order to demonstrate their ability to meet the criteria. The

Knights Templar Church School ~ Admission Policy 2017/18

SIF will need to be completed and signed by a member of the clergy and submitted along with the school place application.

16. Equal Preference with Ranking

The equal preference with ranking allocation system requires the admission authority to consider all preferences received for a particular school (first, second, third, fourth and fifth) equally and, where the school is oversubscribed, apply the oversubscription criteria. Where more than one preference can be met the local authority will offer the highest ranking preference.

17. Catchment Map

The Governing Body prioritise some school places on the basis of living within a designated catchment area. Details of the catchment boundaries can be found at www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/check-catchment=school1/.

18. Objections to Admission Arrangements

Objections to the 2017/18 admission arrangements policies can be made to the schools adjudicator. This must take place in the period between the admission authority determining their admission arrangements for 2017/18 which must take place by 28 February 2016 and the deadline for making objections which is 15 May 2016. Objections may still be considered after this date but this is at the discretion of the adjudicator.

For further information on how to make an objection please visit the Office of the Schools Adjudicator website <http://www.education.gov.uk/schoolsadjudicator/> or phone the office on 01325 735303.

Supplementary Information Form for Knights Templar Church School

This form must be completed and submitted to the school if you would like your application for a Knights Templar Church School to be considered under criterion 5 of the over subscription criteria relating to regular church attendance which is:

Children who themselves or whose parent/carer is a practising member of a Christian Church

Practising is defined as at least once a month attendance at church for the six months previous to application by at least one parent and/or child (where necessary this may be confirmed with a member of the clergy).

Please ensure that the attached form is completed by you and signed by the relevant church representative (vicar, priest, minister, pastor, church warden). It must be received by the school by midnight on 9 February 2017 for primary admissions. For in year admissions it must be submitted directly to the school alongside an in year application form.

Failure to send the correctly completed supplementary information form to the school by the closing date will mean that your application cannot be considered under the church attendance criterion.

Please return form to:

Knights Templar Church School, Liddymore Road, Watchet, TA23 0EX

Notes for Clergy

Notes for clergy or those responsible and authorised to sign supplementary information forms for those applying to church schools under a church attendance criterion.

The recommendation of the Bath & Wells DBE is that it is best practice to have a sub-committee of at least three members, including clergy, church wardens and those with responsibility for Sunday school to consider these requests and be authorised to sign the form if it is agreed appropriate.

Please also note that if this form is not received by the school prior to the published deadline the child cannot be considered eligible under any church attendance criteria.

In order for the application to be considered under any church attendance criteria within the school's admissions arrangements, the following must be ensured:

1. The DBE does recommend that the child or a parent has attended actual worship and that attendance at toddler groups or other activities that are held at the church does NOT meet the requirements.
2. The completed form must be received by the school by midnight on 9 February 2017 for primary admissions. For in year admissions the parent/carer must submit it directly to the school alongside an in year application form.
3. For applicants who have recently, or are about to move to a different area, the supplementary information form should be completed by the clergy at the church where they have been regularly worshipping. It is the responsibility of the applicant to organise this and ensure that the SIF is completed and sent in on time.

Please Note:

The application process is a legal one and every effort **MUST** be made to ensure that applications and any supplementary forms are completed accurately and on time. If applicants are unsuccessful, they have the right to appeal. **Clergy should not be pressured into signing a form if they know that the applicant does not, or are in doubt as to whether the applicant does, meet the criteria laid down by the school. This is one reason why a committee should consider every application. It is also particularly helpful where there is an inter-regnum or where clergy have been in post less than 6 months.**

Knights Templar Church School ~ Admission Policy 2017/18

Please complete your child's details then give this form to your clergy leader (priest/minister/pastor), who will complete the remaining part of the form.

Details of Child/Children

Applicants Name:.....

Childs Full Name:.....

Childs Date Of Birth:.....

Details of Church and Church Representative

Name and Address of Church:.....

.....

Name and Position of Church Representative.....

.....

Church Denomination (ie Anglican, Methodist etc).....

Tel:.....

Declaration

I, (insert name).....

confirm that the child and/or parent(s)/carer(s identified above has attended

(name of church).....

at least once a month for a minimum of 6 months prior to the date of application.

Signed:.....

Date:.....

Please return form to: Knights Templar Church School, Liddymore Road, Watchet, TA23 0EX