

**KNIGHTS TEMPLAR CHURCH OF ENGLAND  
AND METHODIST VA COMMUNITY  
FIRST SCHOOL, WATCHET**



# **ADMISSIONS POLICY 2018 ~ 2019**

**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](http://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.

**Published Admission Number**

Knights Templar CofE First School has an admission number of 60 for entry into the reception year in 2018.

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 Governing Body will offer places at the school to all those who have applied.

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### Applications to start in the Reception year in September 2018

Applications must be submitted to the home LA. If this is Somerset applications can be made on-line at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions). Paper applications are available to download from the Somerset County Council website at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions), or upon request by telephoning Somerset Direct on 0300 123 2224. Any supporting information must be received by the closing date for applications using the appropriate Supplementary Information Form (SIF) where relevant.

Applications must be received by 23:59 hours on 15 January 2018, otherwise the application will be recorded as late. Late applications will be considered after those received on time. Please see the Somerset LA co-ordinated scheme for full details.

Outcomes for on time applications will be sent out by email (for on line applicants) or second class post on 16 April 2018 (or next working day if this falls on a weekend or bank holiday).

### Applications during 2018/19 academic year (in-year)

In year applications must be submitted directly to the school using the in-year application form which can be obtained on the school website or by request to the school office.

The Governors' Admissions Committee will consider batches of applications on a weekly basis with a 4pm deadline every Friday (term time only) for receipt of applications. If more applications are received than there are places available, the over-subscription criteria will be applied

A decision will be notified in writing to the applicant within ten school days.

Proof of address may be required to be submitted with the application. This will be either the formal 'exchange of contracts' letter from the solicitor for a house purchase, a recent utility bill or the signing of a minimum of a six month tenancy agreement. **The Governing body reserve the right to seek further documentary evidence to support a claim of residence.**

Where there are more applications than places available within a particular year group, applications will be considered against the published oversubscription criteria and allocated up to the admission number/ limit.

Places will not be allocated more than six school weeks or half a term in advance of being required. The only exceptions are children of UK service personnel and other crown servants (including diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).

### Over-subscription Criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

#### 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.

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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 as named by Churches Together in England. (In order to be considered under this criterion a Supplementary Information Form must be provided.)
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.In order to be considered under this criterion, a Supplementary Information Form and evidence of eligibility may be required. The school may request confirmation from the applicant's home local authority
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). For Children previously looked after: this includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders)

A list of the Churches Together in England can be found here (or a paper copy can be supplied upon request to the school)

[http://www.cte.org.uk/Groups/234772/Home/Contacts/Member\\_Churches\\_list/Member\\_Churches\\_list.aspx](http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx)

### Tie Breaker

If in categories 1-7 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be 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.

Random allocation by drawing lots supervised by someone independent of the school, will be used as a tie-break in categories 1-7 above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

### Notes:

#### 1. Appeals Procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Details of how to appeal are included in the outcome email or letter.

Information on the timetable for the appeals process is published on our website by 28 February each year.

#### 2. Waiting Lists

## **Knights Templar Church School ~ Admission Policy 2018/19**

The school will operate a waiting list for each year ~ group until the end of the academic year. This will be maintained by the Governing Body and any child refused a place will automatically be placed on the waiting list.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the 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 which could include contacting the estate agent, solicitor landlord or relevant professional. A representative of the Governing Body may carry out a home visit/s without prior notice to verify a pupil's home address.

Where shared residence arrangements are in place and it is necessary to determine the home address, each parent may 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.

### **5. Deferred entry for infants**

Parents offered a place in reception for their child have a right to defer entry, or to take the place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.]

### **6. Full-time schooling**

Parents have a right to a full-time place at school for their child from the September following their fourth birthday.

### **7. Summer Born Children**

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Parents of summer born children 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 admission of children outside their normal age group)

### **8. Admission of children outside their normal age group**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is summer born or where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the Governing Body will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent. If a request is refused, the child will still be considered for admission to their normal age group.

The parent is required to make an on-time application for the child's normal age group (if relevant) but can submit a request for admission out of the normal age group at the same time. The LA will ensure the parent is aware of whether the request for admission out of age group has been agreed before National Offer Day and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

If a request for delayed admission is agreed, the school place application may be withdrawn before a place is offered and a new school place application will need to be made as part of the normal admissions round the following year.

If a request for a child to be admitted to school a year early is agreed, the school place application will be processed and an outcome will be sent on the National Offer Day.

If a request for delayed admission is refused, the parent must decide whether to accept the offer of a school place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

If a request for a child to be admitted to school a year early is refused, the school place application will not be processed and a new school place application will need to be made as part of the normal admissions round the following year.

There is no right of appeal against the decision not to allow your child to be admitted outside of their normal age group.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

For further information and important things you should consider please visit;

<http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/starting-or-transferring-school-early-or-late/>

### **9. Children living outside the UK**

The Governing Body will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

The Governing Body will process applications for children who are citizens of the European Economic Area (EEA) and for UK citizens living abroad. If proof of the Somerset address is not available the

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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 UK with a confirmed posting to the area (see Children of UK service personnel).

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. In such cases the Governing Body will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition. Applicants who are citizens of countries from outside the EEA should first check that their visas will not be invalidated by taking up a maintained school or academy place before applying. In if doubt, parents should contact the Home Office.

### **10. 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 who, in any of these cases, will be living with them at the same address at the date of their entry to the school

Please see the information on shared residency arrangements which will apply if necessary in order to determine the sibling's permanent home address.

### **11. 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 must be confirmed by a member of the clergy on a Supplementary Information Form).

### **12. 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.

### **13. 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

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consideration will be given to the application under the grounds of the application being made by a service family.

### **14. 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/](http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/check-catchment=school1/).

### **15. 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 the closing date 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.**

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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