



Chandag Road, Keynsham, Bristol, BS31 1PQ  
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[www.chandagjuniorschool.org.uk](http://www.chandagjuniorschool.org.uk)

# Admissions policy & arrangements

## 2020/21

Policy referenced in statutory guidance ( <a href="https://www.gov.uk/government/consultations/advice-on-statutory-policies-for-schools">Gov.uk - Advice on statutory policies for schools</a> ) Review frequency: annual	
<i>Status</i>	<i>Date</i>
Last review	Oct 2020
Next review	Oct 2021

**Chandag Junior School is an academy school and part of the Wellsway multi-academy trust (WMAT) within Bath & North East Somerset and therefore abides by the Local Authority's Admissions Policy and timetable, published every year.**

How to make an application for a place Chandag Junior School is part of Bath and North East Somerset's Co-ordinated Admissions Scheme. All applications for admission must be submitted to your home Local Authority (LA) by the published closing date. The LA will forward all applications to the school and the Governing Body will rank all applications against the admissions criteria. The ranked list will then be returned to the LA under the coordinated admissions scheme and they will make a single offer of a place on the published date.

For the purposes of Admission criteria based on priority Chandag Junior School is considered a paired school with Chandag Infant School and is classed as a Non-Rural School and follows this process.

The School's Planned Admission Number, PAN (the number of pupils in each year group) is set by the Governing Body in agreement with the Local Authority.

Chandag Junior School's Planned Admission Number is currently **68**.

### **Special Educational Needs**

The Special Educational Needs Code of Practice requires that Governing Bodies admit any children with a Statement of Special Educational Need or an EHCP naming Chandag Junior School, before it will consider any other applications. Following the admission of any children with a Statement of Special Educational Need or an EHCP, the Governing Body will consider all other applications received by the closing date. Where there are fewer applications than places available within the school's Published Admission Number, the Governing Body will admit those children. Where there are more applications received than there are places available within the required year group, the Governing Body will consider all on time applications against the criteria as set out below.

#### **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, child arrangement order, or special guardianship order.

#### **PRIORITY B**

Children who live within a 1.5 mile radius\* of the school and for whom there will be a sibling in attendance at either Chandag Infant or Chandag Junior School 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 at either Chandag Infant or Chandag Junior School on the admission date at the preferred school.

#### **PRIORITY C**

Children of staff where that member of staff has been employed for two or more years at the time at which the application for admission to the Academy is made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### **PRIORITY D**

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

**In Year Admissions (i.e. all applications for existing year groups)**

All applications must be made directly to the school. An application is made by completing an [application form](#) which must be forwarded to the school. If no form is submitted the school will not be able to process the application. All applications will be considered by the Admissions Committee of the Governing Body and places will be offered if this will not prejudice efficient education of others at the school or the efficient use of resources. Where there are more applicants at any one time than there are places available, priority will be determined by applying the Oversubscription Criteria as set out below.

There are four academic year groups, giving a maximum school population of **272**.

If parents request a place in a year group that is full, then the request is denied. Parents are able to appeal against this decision and lodge an 'Appeal' with the Local Authority. An independent panel will hear this and the decision of the panel is binding for both the school and parents for that current academic year.

**B&NES admissions information:**

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

In-year admissions information:

[In Year Admissions - Changing Schools in an existing year group](#)

Infant KS1 to Junior KS2 transfer information:

[Infant to Junior Transfer Form 2020-21](#)

Secondary transfer information:

[Secondary Transfer Form 2020/21](#)

### **Admission in Year 3**

- All pupils and parents are invited to the school prior to admission.
- Pupils spend half a day at our school - 'Moving up day' - working with their new teachers.
- Pupils are given a Year 6 'Buddy' to look after them on arrival in Year 3 and to meet weekly with them during Year 3.
- Parents are invited to a 'New Parents' Evening' when they are given all the information they need, they meet the Headteacher, Deputy Headteacher and class teachers. They can visit the Year 3 classrooms and purchase school uniform from Harvem in Keynsham.
- Additional activities to promote liaison and transition are arranged with the Infant school.
- Infant and Junior teachers meet to exchange information prior to the children moving to Junior School.
- Both schools have established a list of agreed documentation that is passed to the Junior School on admission.

Full information on admissions is available on the B&NES website:

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

### **Bath & North East Somerset Local Authority**

Admissions and Transport  
Bath & North East Somerset Council  
Lewis House  
Manvers Street  
Bath  
BA1 1JG

Telephone: 01225 394312  
Email: [admissions\\_transport@bathnes.gov.uk](mailto:admissions_transport@bathnes.gov.uk)

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