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# Admissions policy & arrangements

## 2022/23

Policy referenced in statutory guidance ( <a href="https://www.gov.uk/government/guidance/advice-on-statutory-policies-for-schools">Gov.uk - Advice on statutory policies for schools</a> ) Review frequency: annual	
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Last review	September 2021
Next review	September 2022

Chandag Junior School is affiliated with the Wellsway Multi Academy Trust (WMAT) which constitutes the statutory Admission Authority for the school. All admission decisions are delegated to an Admissions Committee comprising of at least three school governors.

These Admission Arrangements have been compiled in accordance with the requirements of the 2014 School Admissions Code and the 2012 School Admission Appeals Code issued by the Department of Education, and with the law relating to admissions.

These Admission Arrangements apply for all admission applications received in connection with the 2022/23 school year: Starting school in September 2022 (the 'normal' admissions round) and 'In-Year' applications to join the school during the year.

Objections relating to the statutory compliance of these admission arrangements and/or the fairness and equality of local policy/practice should initially be raised with the School Office but may be lodged with the Education Funding Agency where the matter is not resolved locally.

The following information should be read in conjunction with Bath & North East Somerset's Coordinated Admission Scheme.

### **How to make an application for a Year 3 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.

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 Educational Health and Care Plan (EHCP) naming Chandag Junior School, before it will consider any other applications. Children with an Educational Health and Care Plan will be dealt with through the SEND Code of Practice and their placement is determined through the statutory assessment process or an annual review of their statement. All schools are consulted before being named on a pupil's Statement or Educational Health and Care and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a school is named on a Statement or Educational Health and Care Plan 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 wish to transfer their child from a setting named in the Education Health and Care Plan must seek approval to do so via the Local Authority that issued the plan before applying for an In-Year transfer.

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.

## **Admission Criteria**

### **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 [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 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.

## **Notes**

For **Priority C** applicants the Academy's Supplementary Information Form must also be completed and returned direct to the Academy by the closing date of 15th January 2021.

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) using the Local Authority's Geographic Information System (GIS) computerised mapping system.

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.

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.

## **Multiple Births**

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.

### **Home Address & Families moving into the area**

The child's normal permanent home address where he or she lives with his or her parents or legal guardians for more than 2.5 school days per week will be used to decide where the child lives. Temporary addresses cannot be used to obtain school places. If parents or carers plan to move, documentary evidence will be required and in order for address changes to be taken into account in the first round of allocations made on 16 April 2021 the appropriate documentary evidence should be sent to the LA and received by the closing date of 15 January 2021. However, if details of a change of address that will occur after the closing date (and before the start of term 1) is received with the appropriate documentary evidence by 30 January 2021 i.e. before the LA has sent details of applications to other councils, it will be considered in the first round of applications. **In all cases, it is the responsibility of the applicant to make sure the LA has received the documentary evidence.**

Examples of evidence that may be acceptable to determine a child's address are: -

- A solicitor's letter confirming exchange of contracts and completion date for a property which is being purchased or a property which is being sold.
- A copy of a signed rental agreement or a solicitor's letter if moving to a council or rented property and proof of your sale or Notice to Quit on your current/previous property.
- A copy of a council tax bill or utility bill such as water, gas or electricity in your name for your newly owned or rented property together with proof of your sale or Notice to Quit on your current/previous property.
- Child benefit paperwork if in receipt.
- If you are moving in with a relative a letter from them will be required confirming the date you will be moving in together with a copy utility bill showing their name and address. A solicitor's letter will also be required confirming that completion of contracts has taken place on your sale or Notice to Quit on your current/previous property.
- In the case of children of UK Service Personnel or Crown Servants returning from overseas, with a confirmed posting to the area an official letter declaring the relocation date and a Unit postal address or quartering area address should be provided.

The Admissions Authority reserves the right to investigate home addresses and may ask applicants to supply further evidence of the home address. This may include Council Tax,

Electoral Roll, Utility Bills, GP registration, and Child Benefit records. An application or place allocated on the basis of fraudulent information may be withdrawn.

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

The Admissions Committee 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 their chronological age group. The reasons for the request must be fully explained and included with the application form.

### **Late applications for Year 3 places**

Local authorities must coordinate 'normal round' junior applications until 31 August 2022, for children starting in year 3 at a junior school in September 2022. However, if an application is submitted to the home local authority after the application deadline of 23.59 hours on 15 January 2022, it will be considered as a 'late' application and will not be administered until all on time applications have been processed, at which point there may no longer be a place available at the school.

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

All In-Year applications must be made directly to the school using the application form which is available to download from the school website or as a paper copy from the School Office. If no form is submitted the Governing Body/Trust will not be able to process the application.

All applications will be considered by the Admissions Committee and applicants will be sent a written decision by post within 20 school days of receipt of the In-Year application form, or receipt of any subsequent information (submitted to support the application) where this is deemed necessary in order to determine the admission decision. If an application is refused, the decision letter will set out the reasons for refusal and explain how to appeal against the Admissions Committee decision.

If a place is offered, the applicant will be asked to confirm acceptance in writing within ten school days of receipt, following which the place will remain available for 28 school days from the date of the decision letter. If the child concerned is not attending school after this time frame, the Admissions Committee will write to the original applicant with a view to withdrawing the offer.

The Governing Body/Trust supports fair access to school for all children. If a suitable place cannot be secured using the normal admission arrangements as the child meets the Council's Fair Access criteria, a school place will be identified for the child by the Area Placement Panel in accordance with Bath and North East Somerset's Fair Access Protocol. The Fair Access Protocol does not override the right of Parents/Carers to state a preference for a school place.

Where there are more applications at any one time than there are places available, priority will be determined by applying the Admissions criteria set out above.

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

## **Right of Appeal**

Parents who are unsuccessful in their application for a place at the school have the right to appeal to an Independent Appeal Panel. Further information concerning how to appeal will be explained in the decision letter. The appeal form is also published on the school website and must be completed and returned to the school office within 30 days of the admission decision being issued. The admission authority will make appropriate arrangements for an appeal hearing to take place in accordance with the Appeal Timetable which is also published on the school website. The Independent Appeal Panel's decision is legally binding for all parties concerned.

Where there is concern that the appeal process has not been properly administered in accordance with the 2012 School Admission Appeals Code, a complaint may be raised with the Education and Skills Funding Agency for further consideration.

[www.gov.uk/government/organisations/education-funding-agency](http://www.gov.uk/government/organisations/education-funding-agency)

## **Waiting List**

Parents/Carers who make a formal appeal 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.

### **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:

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

### **Admission in Year 3**

- All pupils and parents are invited to the school prior to admission.
- Pupils spend carefully planned sessions at our school – which includes a ‘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 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

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

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