



## CHEW STOKE CHURCH SCHOOL

### Admission Arrangements 2024/25

#### Introduction

These Admission Arrangements apply for all admission applications received in connection with the 2024/25 school year: starting school in September 2024 (the 'normal' admissions round) and 'in-year' applications to join the school during the year. Please also refer to the school website, where there is useful information, which will be of help when choosing a school [www.chewstokeacademy.org](http://www.chewstokeacademy.org). If you would like to discuss your particular circumstances or require further help with the school admissions process, please contact the School Office. Telephone: 01275 332354.

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 Office of The School's Adjudicator (OSA) where the matter is not resolved locally.

In the interests of clarity, this document is set out under the following headings:

- 1.0 - General Information (to be read before applying for a place at the school)
- 2.0 - Starting School in September 2024
- 3.0 - Changing School. Completing an in-year application
- 4.0 - The Oversubscription Criteria
- 5.0 - Lodging an Appeal
- 6.0 - Key contact details

Appendix A: Glossary and definitions

Appendix B: Catchment map

Appendix C: In-Year application Form

Appendix D: Supplementary Information Form

These Admission Arrangements comply with the requirements of the School Admissions Code 2021 and the 2012 School Admission Appeals Code issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998. They are reviewed and published annually by the school Governing Board (the Admissions Authority) and, where the decision is taken to alter any aspect of local policy or practice the proposed revisions will be subject to a public consultation in accordance with statutory requirement.

<b>1.0</b>	<b>General Information</b>
1.1	Parent/Applicant
	A parent, registered carer, or other person(s) who has a legal responsibility for the child concerned (referred to throughout this document as 'the parent') may submit a school admission application on behalf of that child for any United Kingdom (UK) state funded school.
1.2	Home address
	For admission purposes, the Governing Board will consider the home address to be: The address at which the child concerned is living, at the time of application, for the majority of the school week (more than 2.5 days) with the person(s) who has legal

	<p>responsibility for this child. This address should be clearly stated on the application form.</p> <p>Where the child will be moving to a new home address and the parent wishes this to be taken into account, one of the following documents, depending on the circumstances of the case, must be made available <u>at the time of application</u>.</p> <ul style="list-style-type: none"> <li>• A legal 'exchange of contract' which confirms the purchase of the child's new residence.</li> <li>• A copy of a formal tenancy agreement (minimum six month term) signed and dated by the Landlord for the property and the applicant</li> <li>• Where the child will be living at an address other than the parental family home, for the majority of the school week (for example, with an extended family member, or in emergency or other public accommodation) a formal letter written, signed and dated by the person responsible for the address in question. This must explain the living/care arrangements for the child and state how long these arrangements will be in place.</li> <li>• For children of UK service personnel with a confirmed posting to the area or Crown servants returning from overseas, an official letter confirming a relocation date and Unit postal address or quartering area address</li> </ul>
1.3	<b>Siblings</b>
	<p>A sibling connection may be considered against the relevant oversubscription criteria, providing that the sibling's details are set out on the application form and that he/she qualifies as a full, half or adoptive brother or sister, or is a child living for the majority of time (more than 2.5 days every week) within the same family unit and at the same home address.</p> <p>The published Admission Number or admission limit for a particular year group will be exceeded in order that multiple birth siblings can be allocated places at the same school</p>
1.4	<b>Waiting lists</b>
	<p>If an admission application is refused because the year group concerned is full, the applicant will be asked whether he/she would like the child's name to be entered onto a waiting list for that year group, which will be maintained until the end of the academic year. Children's names are held in priority order according to compliance with the oversubscription criteria and each time a child's name is added, the waiting list will be re-ranked. If a place becomes available in the relevant year group, this will be offered for the child ranked highest on the waiting list at that time.</p>
1.5	<b>Misleading or false information</b>
	<p>If the admission authority becomes aware that a place was offered for a child on the basis of misleading or false information, it will consider withdrawing that offer, or allocated place where a child has already started to attend the school, or firm arrangements have been made for the child to start. The circumstances of the case will be discussed with the original applicant and if ultimately the decision is taken to withdraw the offer/place, the application will be considered afresh according to the correct, verified information.</p>

<b>2.0</b>	<b>Starting School in Reception - September 2024 (The 'normal' Admissions round)</b>
2.1	<b>The Published Admission Number (PAN)</b>
	<p>The PAN for the year of entry (reception) is 28. This is the maximum number of places that can be provided according to the resources available. If 28 or fewer reception applications are received for September 2024, every applicant will be offered a place for their child, without condition. If more than 28 applications are received, the Admissions Authority will apply the oversubscription criteria in order to rank all the</p>

	applications and identify a priority for the offer of places up to the PAN. Further places will be offered should the level of resource increase sufficiently at any time to enable this.
2.2	<b>Submitting an 'on time' Reception application</b>
	For a child to start school in September 2024, the applicant must complete the Common Application Form (CAF) available from the 'home' local authority (the home local authority is the authority in whose area the child concerned lives). In order for the application to be considered as 'on time' the CAF must be submitted to this local authority by 23.59 hours on <u>15 January 2024</u> . The Common Application Form may be accessed and completed via the home local authority's 'on line' application system, or obtained as a paper form. Full details about the application process and information about the schools in the local authority area are explained in the 'Composite Prospectus' document, which each local authority must publish by 12 <sup>th</sup> September annually.  For families living in Bath and North East Somerset, the <u>home</u> local authority is Bath and North East Somerset Council (BaNES) <a href="http://www.bathnes.gov.uk">www.bathnes.gov.uk</a>
2.3	<b>Late Reception applications</b>
	Local authorities must coordinate 'normal round' reception applications until 31 August 2024, for children starting school in September 2024. However, if an application is submitted to the home local authority after the application deadline of 23.59 hours on <u>15<sup>th</sup> January 2024</u> , 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.
2.4	<b>Notifying the Reception application decision</b>
	Applicants who submitted an 'on time' application will receive an admission decision in writing from the <u>home</u> local authority on or about 17 April 2024, according to the procedure set out in this local authority's Composite Prospectus.
2.5	<b>Education Health and Care plan</b>
	A place will automatically be provided in reception for any child who has an Education Health and Care Plan (EHCP), which names Chew Stoke Church School as the education provider. Depending on when the EHCP is issued, the place will be allocated within the Published Admission Number (PAN) before the consideration of any other applications, or above the PAN if places have already been offered at that time.
2.6	<b>Starting school on a full or part time basis</b>
	The applicant may apply for his/her child to start school for the first time in the September following the fourth birthday. Where a place is offered, the parent may choose for him/her to start full time from day one, or to attend on a part time basis until statutory school age is reached during the term following the child's fifth birthday.
2.7	<b>Deferred entry to school</b>
	While a child is below statutory school age, the applicant may choose to defer his/her child's entry to school until later in the school year. However, he/she cannot defer beyond the point at which the child reaches statutory school age or beyond the start of the last term in the school year (the school operates on the basis of a six term year)
2.8	<b>Applying on behalf of a summer born child (born 1 April – 31 August)</b>
	A parent of a 'summer born' child entitled to start school in September 2024 may choose to delay his/her entry to school until September 2025, where the parent(s) considers this arrangement to be in the best educational interests of the child. The parent(s) may request to apply for reception in September 2025 rather than year 1. However, there is a risk attached to deciding this approach, which the parent must be clear about. Although the Admission Authority may agree to a new application being submitted for a reception place in September 2025, there can be no indication given as to whether a place will available until the 2025 'normal' admissions round is

	<p>complete. The following process will apply:</p> <ol style="list-style-type: none"> <li>1. The applicant must submit an application to the home local authority during the 2024 'normal' admissions round, making it clear in the text box on the application form that he/she wishes to delay the child's entry until September 2025. Where the intention is for the child to start with the 2025 <u>reception</u> cohort, this must also be clearly stated on the form. The Admission Authority will formally note the applicant's instruction and will consider the request. If a request to delay is approved, the application should be withdrawn and effectively the child will no longer be part of the 2024 'normal' admissions round. A new application will need to be submitted as part of the main admission round for the following year in September 2025.</li> <li>2. The applicant must then wait and make an entirely new application as part of the <u>2025 'normal' admissions round</u> in accordance with the application process described in the home local authority 2025 Composite Prospectus document. This will be made available by the local authority on 12<sup>th</sup> September 2024. The parent should also take account of the 2025/26 Admission Arrangements applying to the school.</li> <li>3. If the school is undersubscribed with reception applications for September 2025, the applicant will receive the offer of a place, without condition, for his/her child on or around 16<sup>th</sup> April 2025. If the school is oversubscribed with applications for September 2025, the published oversubscription criteria will be applied in order to rank all the applications received (including delayed entry applications) and identify a priority for the offer of available reception places. <u>Whether a place can be offered will depend on the outcome of the application ranking exercise.</u></li> <li>4. If the September 2025 reception application is refused, the right of appeal will apply.</li> <li>5. Where the applicant delays a child's entry until 2025 and decides that he/she should join <u>year 1</u> rather than reception, he/she will need to make an in-year application within six school weeks of the place being required.</li> </ol>
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<b>3.0</b>	<b>Changing school (Completing an In-Year application)</b>
3.1	The Admission Limit
	The statutory Published Admission Number (28) applies <u>only</u> for the year of entry. For every other year, the Admissions Committee will set a non-statutory admission limit, as a guideline to the number of places available. Admission limits will reflect the accommodation available, the needs of the children and the resources required to support the children. Accordingly, admission limits may be varied from time to time.
3.2	Applying for a year group other than the child's relative age (chronological)
	An in-year application will usually be submitted for the year group associated with the child's age. However, parents may apply for an alternative year when they consider this would be in the best educational interests of their child. In these circumstances, the application must be accompanied with as much information as possible to support the case for 'retaining' or 'accelerating' a child. It is for the Admissions Authority to decide whether to support such a request, which will be considered according to the information provided, the circumstances of the case and what is deemed to be in the best educational interests of the child concerned. If an application for a retained or accelerated year is refused, the Admissions Committee will consider whether a place can be offered in the chronological age year group. Retained and accelerated placements will be reviewed annually.

3.3	<b>Submitting an in-year application</b>
	In-year applications may be submitted at any time but will only be administered during school term time and within six <u>school</u> weeks of the place being required unless the application is for a child from a <u>Service</u> family locating to the area or a Crown servant returning from overseas. In these circumstances, an application may be considered further in advance, where this is confirmed by official letter that sets out a relocation date as well as a Unit postal address or a quartering area address. This must be submitted as part of the application. The In-Year application form is provided in appendix C, which must be completed and returned directly to the School Office.
3.4	<b>The decision</b>
	On receipt of a signed and dated in-year application form, the Admissions Committee will evaluate whether a place can be made available without prejudicing 'the efficient delivery of education or the efficient use of resources' and/or breaching the Government statutory Infant Class Size Limit. The committee's decision will be notified to the applicant in writing within ten school days of receipt of the admission application form.
3.5	<b>Accepting the offer of a place</b>
	If a place is offered, the parent(s) will be asked to confirm acceptance in writing (by letter or email) within ten school days of receipt, following which the place will remain available for the remainder of six school weeks from the date of the decision letter. If the child concerned is not attending school with this time frame, the Admissions Committee will write to the original applicant with a view to withdrawing the offer.
3.6	<b>Applying the Fair Access Protocol</b>
	Where it is has not been possible to offer a place, the Admissions Committee will consider the application against the criteria set out in the Bath and North East Somerset (BaNES) Local Authority Fair Access Protocol (FAP), which is published on the authority's website. If the child concerned satisfies any of the FAP criteria, the In-Year application will be referred to the local authority, which may then decide to engage with the family in order to identify a suitable educational placement.
3.7	<b>Children issued with an Education Health and Care plan</b>
	If a child is the subject of an Education Health and Care Plan (EHCP) which names a particular school, his/her parents should consult the local authority that issued the EHCP <u>before</u> applying for their child to transfer to another school.

<b>4.0</b>	<b>The Oversubscription Criteria</b>
4.1	<b>Oversubscription</b>
	If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admissions Committee will assess every application against the oversubscription criteria set out in section 4.2, in order to identify a priority for the offer of available places. The oversubscription criteria will also be applied in order to rank names held on a waiting list.
4.2	<b>The oversubscription Criteria</b>
	1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who, at the time of application, 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 (section 22 (1) of the Children Act 1989 applies. This also includes "looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted".

	<p>2. Children living in the Ecclesiastical parish of Chew Stoke with Nempnett Thrubwell who, at the time of admission, are eligible to receive a Pupil premium (In order to qualify against this criterion, the Supplementary Information Form must be completed)</p> <p>3. Children living within the Ecclesiastical Parish of Chew Stoke with Nempnett Thrubwell</p> <p>4. Children who have a sibling on the school roll at the time of admission</p> <p>5. Children who themselves, or whose parent(s) regularly attend a place of Christian worship. Governors expect regular church attendance to be at least once per month for the six month period immediately prior to application (in order to qualify against this criterion, the Supplementary Information Form must be completed)</p> <p>In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.</p> <p>6. Children not satisfying a higher criterion</p> <p>Note: A map showing the parish boundaries/catchment is kept at the school and is available to view on the school website as appendix B to these admission arrangements.</p>
4.3	<p>Prioritising applications by distance measurement</p>
	<p>In the event of oversubscription and the consequent need to rank all applications against the oversubscription criteria, the admission number/limit may be reached part-way through a particular criterion. The ranked order for applications satisfying this 'cut off' criterion and any lower placed criterion will be determined according to the straight line distance between each child's home and the academy. This will determine a priority for the offer of available places.</p> <p>In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land &amp; Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system.</p>
4.4	<p>Applying a tie-breaker</p>
	<p>Where two or more distances are exactly the same and it proves necessary to rank the relevant applications in order to identify a priority for the offer of available places, the order of priority will be determined by the drawing of lots. This will take place at the school and be supervised by a person entirely independent of the Admissions Authority and the school.</p>
4.5	<p>Supplementary Information Form (SIF)</p>
	<p>A Supplementary Information Form (SIF) is provided in appendix D. This is designed to collect information required in order to evidence that a child qualifies against one or more of the oversubscription criteria. The SIF <u>must</u> be completed and submitted in conjunction with the admission application form where the applicant wishes qualifying information to be taken into account, should it prove necessary for the oversubscription to be applied in order to prioritise applications. In some cases, a member of the Admissions Committee, or an appointed agent, may need to contact the applicant to discuss the information submitted on the SIF.</p>

<b>5.0</b>	<b>Lodging an appeal</b>
5.1	The legal right to an appeal hearing
	<p>The administration of school admission appeals is subject to statutory procedure set out in the School Admission Appeals Code 2022 issued by the Department for Education.</p> <p>A parent whose child is refused admission to the school is legally entitled to lodge an appeal against this decision. The admission decision letter issued to the applicant will explain the reasons for refusal and how to lodge an appeal. Appeal forms are available to download from the school website, or can be requested from the School Office.</p> <p>The applicant may lodge an appeal when an admissions application is refused by the Admissions Authority, unless the application was for a year other than the child's relative age and a place could be offered in the relative school year.</p>
5.2	The basis on which an admission application may be refused
	<p>The Admission authority can refuse to admit a child where a further admission would <i>'prejudice the efficient delivery of education or the efficient use of resources'</i> or where the admission would breach the Governments statutory Infant Class Size (ICS) Limit, resulting in an infant teaching group of more than 30 children to one qualified teacher for part or all of the school day. In the case of an ICS refusal, specific conditions set out in section 4 of the 2012 School Admission Appeals Code are 'tested' at the appeal hearing by an independent appeal panel. The range of circumstances whereby an appeal panel may find in favour of an appellant are limited to the appeal panel's review of these conditions and the reasonableness of the decision.</p>
5.3	The appeal timetable
	<p>An appeals timetable is published on the school website by 28 February each year. This sets out the statutory time frame within which an appeal must be heard as well as the administrative timeframe within which the Admissions Authority undertakes to process any appeal lodged with the school.</p>
5.4	Complaints about the administration of the appeals process
	<p>The decision of an independent appeal panel is binding on all parties. However, where there is concern that the appeal <u>process</u> has not been properly administered in accordance with the School Admission Appeals Code 2022, a complaint may be raised with the Education Skills and Funding Agency.</p>

<b>6.0</b>	<b>Key contact details</b>	
<b>The School</b>	<p>Chew Stoke Church School  School Lane  Chew Stoke  Bristol BS40 8UY</p> <p>Telephone: 01275 332354  School website: <a href="http://www.chewstokeacademy.org">www.chewstokeacademy.org</a>  School Office: Email: <a href="mailto:office@chewstokeacademy.org">office@chewstokeacademy.org</a>  Headteacher: Mr Ben Hewett  Admissions enquiries: Contact the School Secretary</p>	
<b>For families resident in Somerset, the 'home' local authority is Bath and North East Somerset (BaNES)</b>	<p>Admissions and Transport  Bath &amp; North East Somerset Council  Lewis House  Manvers Street</p>	

	<p>Bath BA1 1JG</p> <p>Telephone: 01225 394312</p> <p><a href="http://www.bathnes.gov.uk">www.bathnes.gov.uk</a></p>
<b>The Education &amp; Skills Funding Agency</b>	<a href="https://www.gov.uk/government/organisations/education-and-skills-funding-agency">https://www.gov.uk/government/organisations/education-and-skills-funding-agency</a>
<b>The Department for Education</b>	<p>The Department for Education</p> <p>Sanctuary Buildings, 20 Great Smith St, London SW1P 3BT</p> <p>Telephone 0370 000 2288</p> <p>Electronic contact form: <a href="http://form.education.gov.uk">form.education.gov.uk</a></p> <p>Website: <a href="http://www.education.gov.uk">www.education.gov.uk</a></p>
<b>School Admissions Code</b>	<a href="https://www.gov.uk/government/publications/school-admissions-code--2">https://www.gov.uk/government/publications/school-admissions-code--2</a>
<b>School Admission Appeals Code</b>	<a href="https://www.gov.uk/government/publications/school-admissions-appeals-code">https://www.gov.uk/government/publications/school-admissions-appeals-code</a>



## Supplementary Information Form (SIF)

### 1. The purpose of this SIF – please read before completing

If, at any one time, there are more admission applications received than places available within a particular year group, it will be necessary for the Admissions Authority to rank every application according to the oversubscription criteria published in section 4.5 of the school Admission Arrangements. This will determine a priority for the offer of available places.

Before completing this SIF, the applicant should refer to the published oversubscription criteria and determine which criterion his/her child satisfies. In order for the admission application to be ranked against a particular criterion this SIF **must** be completed and submitted in conjunction with the admission application form according to the instructions set out in section 2.0 below. In the event that the school is oversubscribed with applications and it is necessary to apply the oversubscription criteria, the information provided on this SIF will be taken into account.

**Please note:** The Admission authority will require the stated evidence to be provided in order to back up this claim. Without a fully completed SIF, it will not be possible to prioritise an admission application, other than based on the information provided on the school admission application form.

### 2. Submitting your completed SIF

- For admission applications made as part of the 'normal' admissions round, which is coordinated by local authorities (Reception – starting school), the SIF must be submitted to the home local authority by **15<sup>th</sup> January 2021**.
- For applications in connection with a place required in any year group during the school year (in-year application) the SIF must be submitted directly to the School Office with the admission application form.

### 3. Declaration

I confirm that my child satisfies the criterion/criteria indicated in Part 4 of this SIF. I understand that any offer of a school place may be withdrawn where this claim is found to be fraudulent or misleading and that, by signing this declaration, I grant the Admission Authority permission to seek further confirmation where it is deemed necessary to do so.

Print and sign applicant's name	Date

### 4. Compliance with the Oversubscription Criteria

Child's Name: First Name/Surname	Date of Birth

Criterion		Evidence required	Applicant to initial				
1.	A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order	Attach a copy of a certificate, statement or other written confirmation from the issuing local authority.					
3.	Children who at the time of application are entitled to one or more of the following premiums (tick as appropriate):  <p style="text-align: right;"><b>Tick</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Early Years premium</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Pupil premium</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Early Years premium	<input type="checkbox"/>	Pupil premium	<input type="checkbox"/>	Attach a copy of a certificate or letter of entitlement issued by the home local authority.	
Early Years premium	<input type="checkbox"/>						
Pupil premium	<input type="checkbox"/>						
5.	Children who attend a service of Christian worship at a registered Church or place of worship on at least one day per month and have attended consecutively for the previous six months prior to application.  In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.	The declaration at the foot of this SIF must be signed by the Vicar, Pastor or member of the clergy responsible for the Church or place of worship.					

**Declaration by the Vicar, Pastor, or member of the clergy to confirm that the child named on this SIF fully satisfies the requirements of Criterion 5.**

I have consulted with the local church leadership team and can confirm that

.....(enter the child's name)

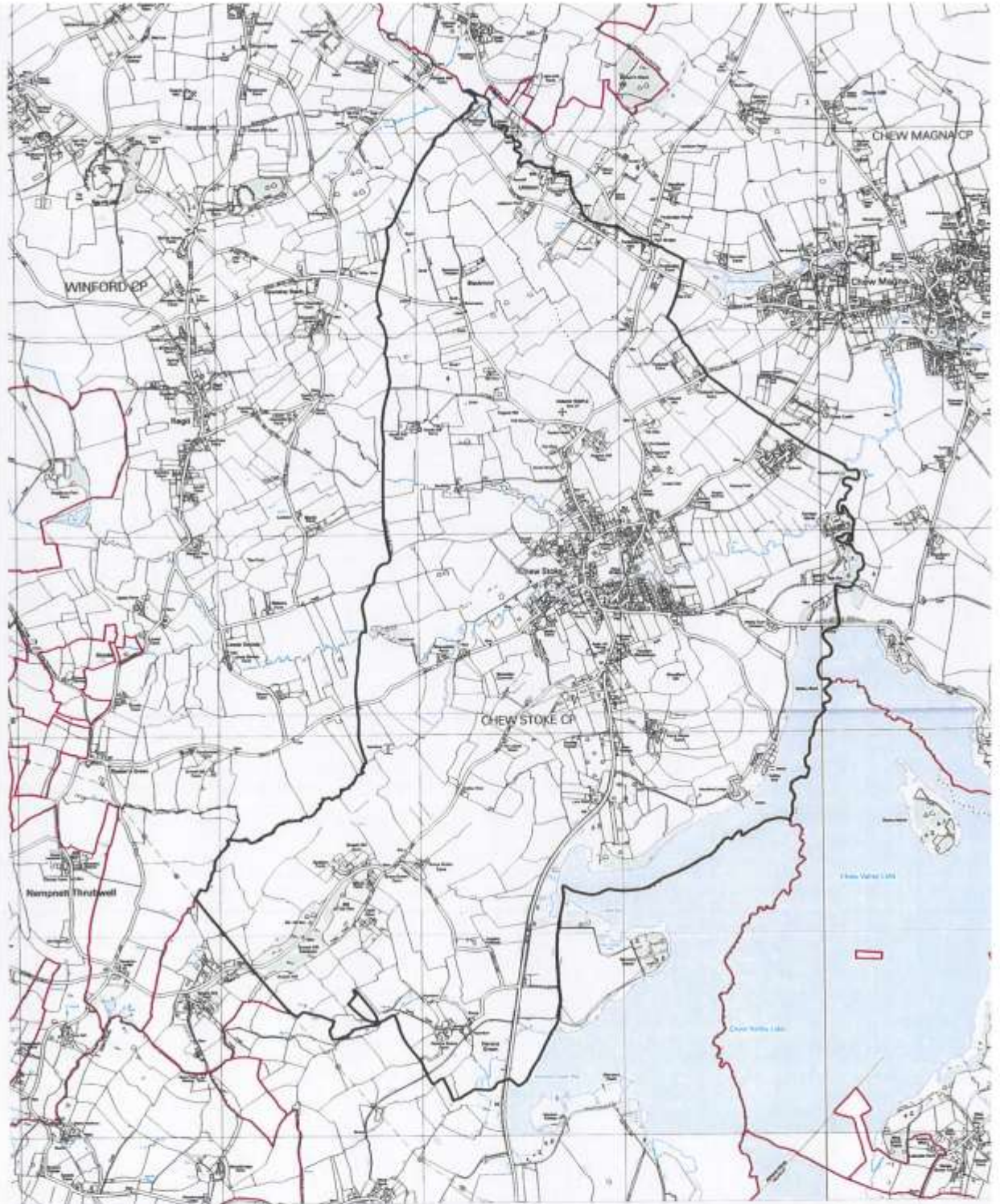
attends ..... Church or place of worship and has done so for at least once per month for the last six months.

**Signed** .....

**Print name** .....

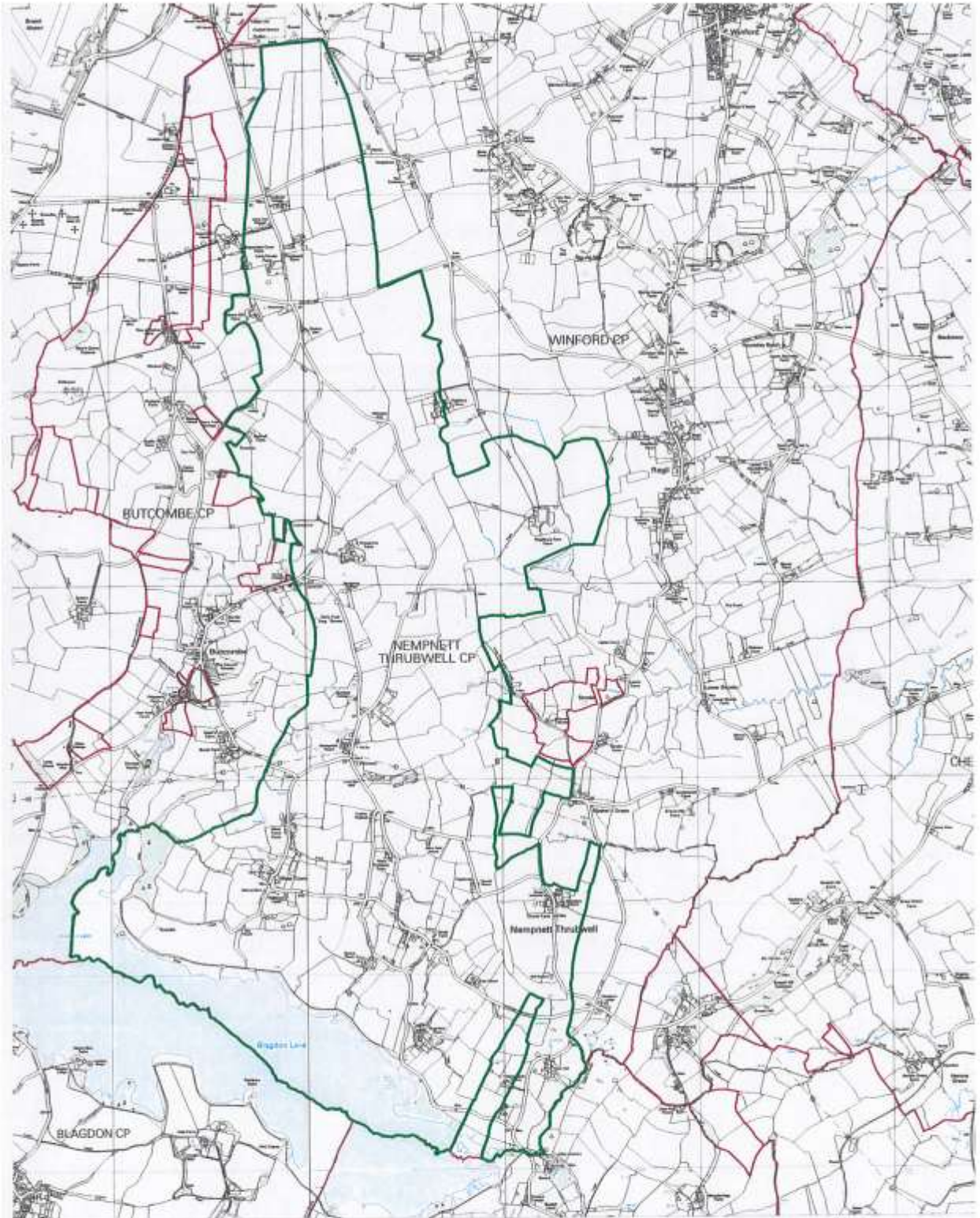
**Position** .....

**Date** .....



Ecclesiastical Parish of Chew Stoke  
16th March 2009

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The Old Deanery, Wells, BA5 2UG



Ecclesiastical Parish of Nempnett Thrubwell  
16th April 2009

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