



St Anne's Church of England VA Primary School

School Admission Arrangements ~ 2019-20 School Year

These Admission Arrangements apply for the admission of children to St Anne's Hewish and St Anne's West Wick school campuses.

1. About our school

St Anne's Church of England Voluntary Aided Primary School (St Anne's) is a distinctive 'dual campus' school, providing primary education for children on the long established St Anne's Hewish campus and the newly developed St Anne's West Wick campus that opened on 1 January 2015.

These published admission arrangements apply to St Anne's overall. There will be 60 places available across two school campuses. Parents may express a preference for a place at the school, but cannot specify which site. Parents have the option to complete a Supplementary Information Form to express their preference for a site. Please see the site allocation section below.

The West Wick campus will grow incrementally with the minimum annual addition of a further reception year group year on year, until the campus's full capacity is reached in 2020/21 (210 places for aged 4-11 year olds).

Everyone at St Anne's is committed to 'Learning without Limits'. This means that we believe in fostering children's intrinsic motivation to learn. We believe that there is more in every child than anyone thinks. We encourage children to 'Learn to Love and to Love to Learn', in all areas of school life.

The governors, head teacher and staff place great emphasis on the development of personal and social skills and positive attitudes, so that children learn what it means to be caring and responsible members of the community. This sense of community, and the importance of everyone's contribution within it, is an essential part of the child's experience at our school. We are growing learners to shape and create a better world in the future for themselves and for those around them.

2. The following information should be read in conjunction with the 2019-20 Coordinated Admission Scheme published by the Local Council in which area the child subject to the application lives (the home council). For those living within North Somerset, the schools admission arrangements for Reception Intake are in conjunction with the North Somerset Co-ordinated Admission Scheme for new intake primary admissions for 2019-20. To see a copy of the scheme contact North Somerset Council (see No.6 below for contact details).
3. St Anne's C of E Voluntary Aided Primary School's Governing Body, in accordance with the School's Voluntary Aided status, is responsible for admissions to the School.

4. The Published Admissions Number (PAN)

The admissions number for St Anne's C of E Voluntary Aided Primary School is 60. The school operates across two campuses, Hewish and West Wick. Typically there are 30 places available at each campus.

5. The Oversubscription criteria for the 2019-20 school year

If the school is **not** oversubscribed for Reception Intake, all new intake applicants will be offered a place. If the school receives more Reception Intake applications than the Admission Number the following criteria will be used to determine who will be allocated the places. All applications will be ranked in accordance with the criteria below given in order of priority.

- i. Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care
- ii. Children of St Anne's C of E Voluntary Aided Primary School staff employed on a permanent contract by the school for at least two years at the time of application, or where the member of St Anne's C of E Voluntary Aided Primary School staff has been recruited to fill a post for which there is a demonstrable skill shortage. This does not include staff who work on the school campus for other employers
- iii. Children with a brother or sister who was attending the school prior to 1st September 2017 attending the school at time of admission
- iv. Children living within the first geographical area and have a brother or sister attending the school at time of admission
- v. Children living within the first geographical area who attend church or a service at a place of Christian worship with a family member, or children of a parent(s) who attend a church or a service at a place of Christian worship. Defined as attending a church or a service each month for a consecutive period of six months prior to application and evidenced by a signed Supplementary Information Form (see below)
- vi. Children living within the first geographical area
- vii. Children living outside the first geographical area and have a brother or sister attending the school at time of admission
- viii. Children living outside the first geographical area who attend church or a service at a place of Christian worship with a family member, or children of a parent(s) who attend a church or a service at a place of Christian worship. Defined as attending a church or a service each month for a consecutive period of six months prior to application and evidenced by a signed Supplementary Information Form (see below)

ix. Children living outside the geographical area.

In applying criteria iv, v and vi, allocations will be equally split within the first geographical area between Area A and Area B. In the event of there being an odd number of places available that cannot be equally split, the ranking of applications will be made by drawing lots.

Priority within each criterion will be given to children living closest to the school. This will be measured by direct line from the home address to the nearest school site. Where the direct line distances are equal, the ranking of applications will be made by drawing lots.

Where a school is named in a child's Statement of Special Educational Needs or Education, Health and Care Plan, the Admission Authority is legally required to admit the child to the school. Where St Anne's C of E Voluntary Aided Primary School is named in the Statement or Plan, such children will therefore be allocated places before the oversubscription criteria are applied. Applications of this type will take priority over all other requests for places.

First Geographical Area

The Governors of St Anne's have agreed to identify an area to serve as the school's geographical area. A map of the first geographical area is available to download from the school website, viewing at either school site or at the end of this policy.

A First Geographical Area is an area of priority for a school. Living in this area does not guarantee a child a place at the school but they may receive priority over children who live outside the First Geographical Area.

Area A is an area which includes the areas defined as Puxton, Hewish and Wick St Lawrence. Area B is an area known as West Wick.

In Area A, there is overlap with St Andrew's VC Primary School at Moorland Park, Hewish.

Supplementary Information Forms (SIF)

Completed Supplementary Information Forms should be submitted to the school by 23:59 on 15 January 2019 to be considered in the first round of allocations.

Attendance at a Church or place of Christian worship must be each month for a consecutive period of six months prior to application. Applicants must complete the governors Supplementary Information Form and ensure that the vicar, priest, minister, pastor or warden of their church also completes the relevant sections.

Parents should complete the Supplementary Information Form to state which of the St Anne's sites they wish their child to attend. The school will determine site allocation and take parental preferences into account where possible.

Site Allocation

Admission to St Anne's VA Primary School is to the school only and not to any particular site. As part of this, a separate site allocation process needs to be completed. Parents are asked to complete a Supplementary Information Form to state which of the St Anne's sites they wish their child to attend.

Site allocation will be decided by using the school's allocation list. The allocation list is a list of all children who have been successful at gaining a place at St Anne's Primary, and will, for reception intake, contain around 60 children's names that ranked in accordance with the school's oversubscription criteria. Each ranked child will be considered for site allocation.

The site allocation will be processed in rank order, so the child ranked first will get first site allocation, the second child will get the second site allocation and so on.

If when looking at the ranked applications, the applicant has submitted a SIF, providing there are still places at the site they are requesting, they will be allocated their preferred site.

If an applicant has not submitted a SIF, allocations will be made in order of:

- 1) Child has a brother or sister attending a site.
- 2) Direct line distance measured from the child's home to the nearest school site.

If an applicant submits a SIF and their preferred site is already full, the child will still be offered a place at St Anne's Primary School however it will be at a different site to their preference.

6. Reception Intake only:

Applications can be made online or on paper and should be submitted to your home council. If you live in North Somerset you should apply to:

Email: admissions@n-somerset.gov.uk
Website: www.n-somerset.gov.uk/admissions
Tel No: 01275 884078
Address: North Somerset Council
People and Communities
School Admissions Team
Town Hall
Walliscote Grove Road
Weston-super-Mare
BS23 1UJ

Applications must be submitted on or after 12 September 2018 and before the closing time and date of 23:59 on 15 January 2019 in order to be considered in the first round of school place allocations.

Applications submitted after the closing time and date will be treated as a late application and so will not be considered in the first round of allocations except where both of the following are the case:

- Such late applications are received before North Somerset Council has sent details of applications to other Councils;

- The applicant's home council has accepted them as if they had been submitted by the closing time and date.

All other late applications will not be considered until after the first round of allocations; this may mean that all of the places have been allocated.

On time applicants will be informed of the outcome of their application on 16 April 2019 by their home Council.

The school will hold a list of those Reception applicants still seeking a place at the school, until the 31 December 2019. All applications will be ranked in line with the school's over-subscription criteria and allocations will be made in accordance with it. Each added child to the list will require the list to be ranked again in line with the above published oversubscription criteria. Priority will not be given on the basis simply of the date an application was added to the list. Children who are the subject of a direction by a Council to admit, Children in Care, Children previously in Care or those who are allocated a school in accordance with a Fair Access Protocol for school places, will take precedence over those on the waiting list.

ADDITIONAL INFORMATION:

7. In-Year Applications:

If there are more applicants than vacancies for any year group, In-Year applications will be considered in accordance with the above oversubscription criteria. An In-Year application form is available upon request from North Somerset Council.

The school will, where appropriate, consider allocations for children identified as being from vulnerable groups in accordance with North Somerset Council's Fair Access Protocol (full details available from North Somerset Council).

8. Children in Care

'Children in Care' are children who are (a) in the care of a local council or (b) being provided with accommodation by a local council in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

For Children previously in Care:

- 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)
- child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order
- in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).

9. Brothers and sisters

To be considered as a brother or sister a child must be living at the same address for the majority of the time (for at least 50% of the time) as a full, half, step or adoptive brother or sister. Full and adoptive brothers/sisters are defined as children who have the same either biological or adoptive parents. Half brothers/sisters are defined as children who share only one either biological or adoptive parent. Step brothers/sisters are defined as children who are not necessarily related biologically (including Foster children) but are living in the same household for the majority of the time at the address considered to be the address of the child for whom the application is made.

A brother or sister must be attending (or is expected by the school and/or North Somerset Council to be attending) the school at the time of admission.

A child attending a nursery/pre-school part of a school does not count as a brother or sister attending the school at the time of admission.

10. Home address

A child's home address is considered to be the place where the child permanently and ordinarily resides for the majority of the time. This would normally be the same address as the person who has parental responsibility for the child as their main carer. Those moving should normally provide independent confirmation of the new address.

11. Parent:

This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989.

12. Children with a Statement of Special Educational Needs or an Education, Health and Care Plan

There is a different procedure for Children with a Statement of Special Educational Needs or an Education, Health and Care Plan. Their parents should apply for a place via the service dealing with Special Education Needs in their home council.

13. Right of Appeal

Parents whose school place application is refused have the legal right to appeal against this decision. Details concerning how to appeal will be explained in the decision letter.

14. Admissions of children outside their normal chronological age group (delayed or accelerated entry)

Applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group that is not the chronological age year group, will be considered. The admissions authority for the school will make the final decision.

In addition, parents of summer born children (born on or between 1 April and 31 August) can request to admit their child into the Reception year, one year after they would normally enter the school. The admissions authority for the school will make the final decision.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. This will include taking account:

- the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The admissions authority must also take into account the views of the head teacher.

Parent will need to write to the school to request that their child starts a year later or earlier than their chronological age. Parents will need to give reasons for the request and details of the child's particular needs. Any reports or evidence to support your request should also be enclosed.

For reception and junior intake applications, it is advised that an on time application is submitted for the correct chronological year group. If the delay/accelerated request is agreed, the on time application can be withdrawn and a new application should be made the following year. If the request is not agreed, and the child stays in their chronological age group, the on time application can still be processed. If a request is not agreed and the child does not have an on time application then a late application would need to be submitted.

Where the admission authority agrees to a parent's request for their child to be admitted out of their normal age group the parent must apply according to the timescales of the agreed admission cohort. The application will be processed as part of the main admissions round (including applying the oversubscription criteria where applicable), unless the parental request is made too late for this to be possible. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied and been refused. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Where the admission authority does not agree a request for a summer born child to be admitted into the Reception Year Group, the parent may apply for their child to be admitted with their chronological age group for admission at the time they would normally enter the school. Such children who do not start school in the school year that they become 5 will normally be placed in a Year 1 class and will miss the Reception year.

15. Deferred Entry

Depending on their child's date of birth, places may be deferred until the start of term 3 or 5 but not later than the term following the child's fifth birthday and cannot be deferred until the start of the following academic year. Parents should make any request to the school for a deferment once they have received an offer of a school place. The school place will be held for that child and will not be available to be offered to another child.

If parents wish to defer their child's admission and the term following their fifth birthday would be September 2020, parents will need to notify the school, where a place has been offered, of their intentions to do so. Parents will need to put this in writing to the school and their child's place at the school will be withdrawn and may

be offered to another child. It is then the parent's responsibility to apply for a school place in year 1, with their chronological cohort.

Parents should be aware that a school might become full in the Reception age group with pupils whose parent applies for a place during the 2019-20 school year. If a class in a school becomes full in Reception, there may be no places available the following year when the class becomes a Year 1 class in a preferred school for those who defer their child's admission until Year 1. These parents will need to apply for a Year 1 school place for their child at the relevant time.

16. All children offered a place are entitled to a full-time place in the September following their fourth birthday. Parents may also request that their child takes up their place on a part time basis until the child reaches compulsory school age.
17. All applications will be considered equally regardless of the ranking of a parent's preference for the school.
18. To contact St Anne's C of E Primary School, please write, phone, email or fax:

St Anne's Church of England
Voluntary Aided Primary School
Bristol Road
Hewish
Weston-super-Mare
BS24 6RT

St Anne's Church of England
Voluntary Aided Primary School
1 Scot Elm Drive
West Wick
Weston-super-Mare
BS24 7JU

Website: www.stannesprimaryschool.co.uk

Email: stannes.pri@n-somerset.gov.uk

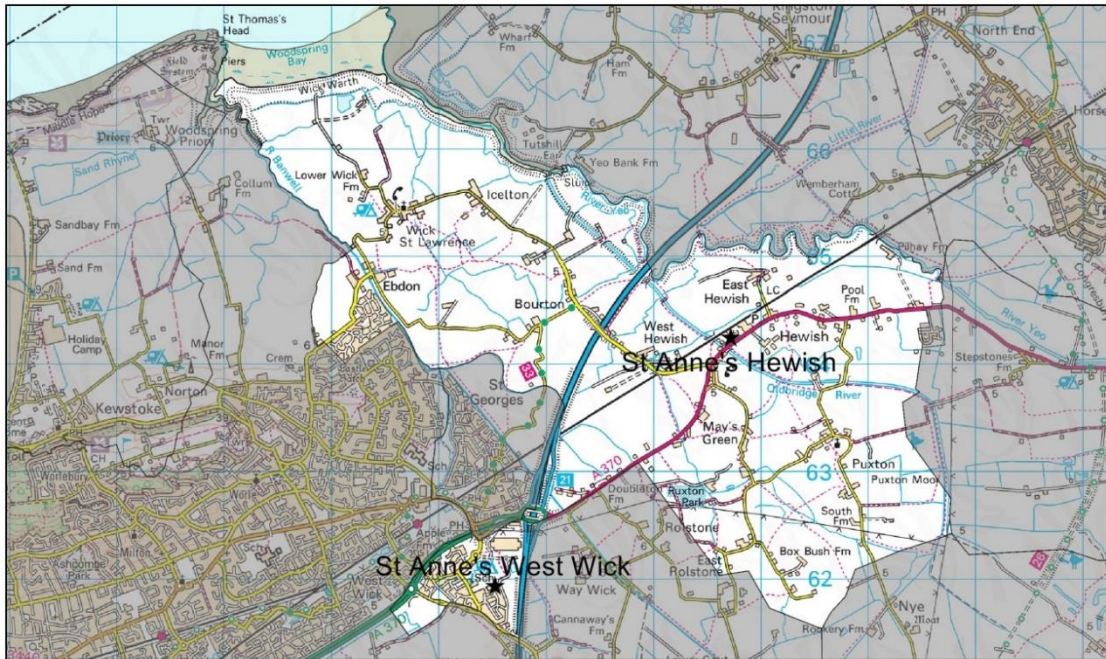
Telephone: @Hewish 01934 832159 @West Wick 01934 520461

Fax: @Hewish 01934 835568

Headteacher: Mrs Lisa Dadds

Chair of Governors: Mrs Jonquil Brooks

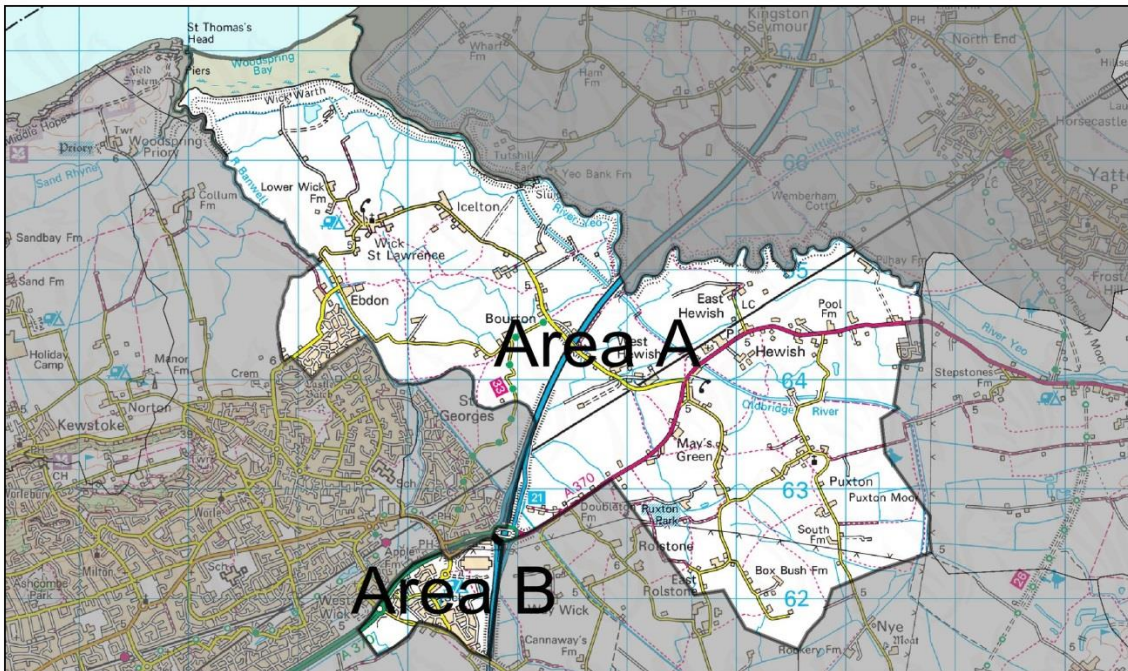
Local Authority website: www.n-somerset.gov.uk/admissions



St Anne's Primary School FGA

North Somerset COUNCIL

Scale: 1:37000
 Drawn by: Stephanie Hyde
 Date: 29 November 2016
 Time: 14:27:16



St Anne's Primary School
 Area A and B Map

North Somerset COUNCIL

Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ

Scale: 1:37000
 Drawn by: Stephanie Hyde
 Date: 22 February 2017
 Time: 09:18:07

SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO ST ANNE'S CHURCH OF ENGLAND VA SCHOOL

It is the parent's responsibility to ensure that the requirements, detailed in this Supplementary Information Form, are fully met prior to submission.

Please make sure this is completed and returned to the school by 23:59 on 15 January 2019 to be considered in the first round of allocations.

Admission to St Anne's VA Primary School is to the school only and not to any particular site. As part of this, a separate site allocation process needs to be completed (please see above for details). Please complete this form if you wish to state your preferred site of either St Anne's at Hewish or St Anne's at West Wick.

Please give details of any half, full or adoptive brother or sister, or child of the same household already in attendance at St Anne's Church of England VA School, and the site at which they currently attend.

Child's Name				
Date of Birth				
Preferred Site (please tick)	Hewish		West Wick	
Sibling's name				
Sibling's date of birth				
Sibling's school site				
Parent's signature				
Date signed				

Please return the completed and signed form to either:

St Anne's Church of England Voluntary Aided Primary School Bristol Road Hewish Weston-super-Mare BS24 6RT	St Anne's Church of England Voluntary Aided Primary School 1 Scot Elm Drive West Wick Weston-super-Mare BS24 7JU
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SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO ST ANNE'S CHURCH OF ENGLAND VA SCHOOL

It is the parent's responsibility to ensure that the requirements, detailed in this Supplementary Information Form, are fully met prior to submission.

Please make sure this is completed and returned to the school by 23:59 on 15 January 2019 to be considered in the first round of allocations.

The school to which you are applying is a voluntary aided Church of England school, meaning that members of its local Parish and the Diocese of Bath and Wells have contributed towards the building of the school and continue to pay towards its maintenance.

The school is designated as a school with a religious character and as such is permitted to give priority to applicants who are of the faith of the school. The purpose of the Supplementary Information Form is to verify the Christian commitment of the parent(s) applying for a place at a voluntary aided Church of England school and to identify a parent(s) preferred site.

This form should be completed if you want your application to be considered using the Christian commitment oversubscription criterion of the school admissions policy and/or to indicate your preferred site.

Failure to complete this form will affect the oversubscription criterion in which your child is placed.

Child's Name	
Date of Birth	
Parent(s) Name(s)	
Address	
Declare Christian Commitment, for at least the previous six months, described as: (please tick)	
Children who attend church or a service at a place of Christian worship with a family member, each month for a consecutive period of six months prior to application.	
Children of a parent(s) who attend a church or a service at a place of Christian worship, each month for a consecutive period of six months prior to application.	
Parent's signature	
Parent's signature	
Date signed	

**PLEASE GET THIS COMPLETED FORM SIGNED BY THE PERSON
VERIFYING YOUR DECLARATION e.g. vicar/priest**

Signature of Vicar/Minister/Priest	
Print Name	
Date	
Name and Address of church	
Status within church	
Work address / telephone number	
Any Comments	

Please return the completed and signed form to either:

St Anne's Church of England Voluntary Aided Primary School Bristol Road Hewish Weston-super-Mare BS24 6RT	St Anne's Church of England Voluntary Aided Primary School 1 Scot Elm Drive West Wick Weston-super-Mare BS24 7JU
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