



South Marston Primary Church of England Academy

Primary Phase Admissions Policy 2023- 2024

Introduction

This document sets out the admission arrangements of **South Marston Primary** Church of England Academy. For the purposes of this policy, the Diocese of Bristol Academies Trust is the admission authority.

Ethos Statement

Vision

The Diocese of Bristol Academies Trust (DBAT) shares the Church of England's Vision for Education 2016, "Deeply Christian, Serving the Common Good", which includes four basic elements wisdom, hope, community and dignity. We aim to deliver values-led education with the very best outcomes for children and young people.

Values

DBAT cherishes the principle of family. We believe that pupils' needs are collectively met through collaboration, joint purpose and a strong Christian ethos which allows all children and staff to flourish. Christian values are central to all our work; generosity, compassion, courage, forgiveness, friendship, respect, thankfulness, trust, perseverance, justice, service and truthfulness.

Introductory Statement

South Marston Primary Church of England Academy is a **4-11** Academy with a faith designation and a Christian religious ethos that is both distinctive and inclusive. Distinctive in the sense that all decisions about the nature and purpose of the Academy are taken through the lens of Christian values, inclusive in the sense that all students and staff are equally valued for their uniqueness in the eyes of God and their belonging to the school community.

Admission Numbers

The school has a published admission number (PAN) of **20** for entry in year Reception for 2023.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applications are received than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places to all that have applied on behalf of the school.

Application Process

1. Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of **15th January 2023**.
Children attending the Nursery at the school must apply for admission into Reception. There is no automatic place awarded for attendance at the Nursery
2. The Local Authority will inform parents of the offer of a place on behalf of the Diocese of Bristol Academies Trust on the national offer date **16th April 2023** or the next working day.
3. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

Oversubscription Criteria

1. **Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)**

Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children. As this is a legal requirement, it automatically appears as the first of the school's oversubscription criteria.

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 order⁹¹ including those 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.

A "Looked After Child" (LAC) 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) at the time of making an application to a school.

A "Previously Looked After Child" (PLAC) is a child who was looked after 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 looked after.

2. **Siblings of pupils attending the school at the time of entry to the school** . 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in 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.

3. **Pupil Premium**

Children eligible for the pupil premium including the Early Years pupil premium and the Service premium. Parents/guardians will be required to provide evidence of eligibility and the school may request confirmation from the applicant's home local authority. Children given priority under this criterion fall into the following categories:


- a. Children eligible to be registered for free school meals and children who have been registered as eligible for free school meals at any point in the last six years;
- b. Children eligible to receive the Early Years premium; and
- c. Children whose parent(s) are serving in the regular UK armed forces, the children of regular armed forces personnel who were serving in the past 3 years, or children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.

Priority will also be given under this criterion to children eligible for Pupil premium, Early years pupil premium, Service premium attending School's own Nursery setting.

4. **Faith based**

Remaining places will be allocated to Christian Children prioritised in the following order:

First Floor Hillside House, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YU

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- a) Regular attendance at public worship at **St Mary Magdalene Church**, South Marston.

Attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least **12** times in the **12** months immediately prior to the date of application.

- b) Attendance at public worship in any other Christian church.

'Christian church' means either an Anglican Church or another church or ecclesial community which confesses the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church; and to fulfil their mission to proclaim the Gospel by common witness and service in the world.

An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and Churches Together in Britain and Ireland are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf.

A parent or parents wishing to apply against this criterion must complete a Supplementary Information Form. Attendance at public worship (or its specified equivalent for faith bodies which are not a Christian church where that is provided for in the admissions arrangements) will be established by information provided on the Supplementary Information Form, including verification by the relevant Minister/Faith Leader or their designated officer. For the purposes of these admission arrangements 'regular' means attendance at least **12** times in the **12** months immediately prior to the date of application.

5. Distance from school – Catchment Area

Priority will next be given to children living within the proximity set out in the order set out below.

- a) **South Marston CoE Primary School** operates a catchment area. Our catchment area is detailed below (Appendix A).
- b) Proximity to the school with those living closest to the school having priority calculated by:

Distance is as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school within each oversubscription criteria. If the direct distance measurement does not separate applicants, places will be offered by random allocation

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week (Monday to Friday in term-time).

6. If any places still remain, they will be allocated to other children

Tie-breaker

Proximity to the school. Distance is as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school within each oversubscription criteria. If the direct distance measurement does not separate applicants, places will be offered by random allocation

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

Late applications

Applications received after the closing date and before the Admission Authority's admission meeting will be placed last in the criteria in which they fall unless the Admission Authority is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time.

Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time.

In the absence of such supporting evidence, the allocation of places will be made on the basis of the application alone.


In-Year admissions

From time to time a place becomes available further up the school. The allocation of places is in accordance with the oversubscription criteria.

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 gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

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The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- 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; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, 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.

The school is part of the Swindon Borough Council, in-year co-ordinated application scheme. Parents may apply via Swindon using the Local Authority Common Application Form.

Waiting Lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until 31st December 2023.

This will be maintained by the individual Academy and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. 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 following oversubscription criteria whenever anyone is added to or leaves it.

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.

Appellants should contact Swindon Borough Council at **Swindon Borough Council, School Admissions Team, Swindon, SN1 2JH** within **20 days** of the date of the letter refusing your child a place at the school for information on how to appeal.

Information on the timetable for the appeals process is on our website at www.southmarstonprimary.co.uk.

School age

A full-time school place in the Reception class is available for children from the September following their 4th birthday.

Deferred entry for infants

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age of 4. However, places cannot be deferred until the next academic year.

Address definition


The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week (Monday to Friday in term-time).

Enquiries

Should be to **Admissions** at **South Marston CE Primary School, Old Vicarage Lane, South Marston, Swindon, SN3 4SH.**

First Floor Hillside House, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YU

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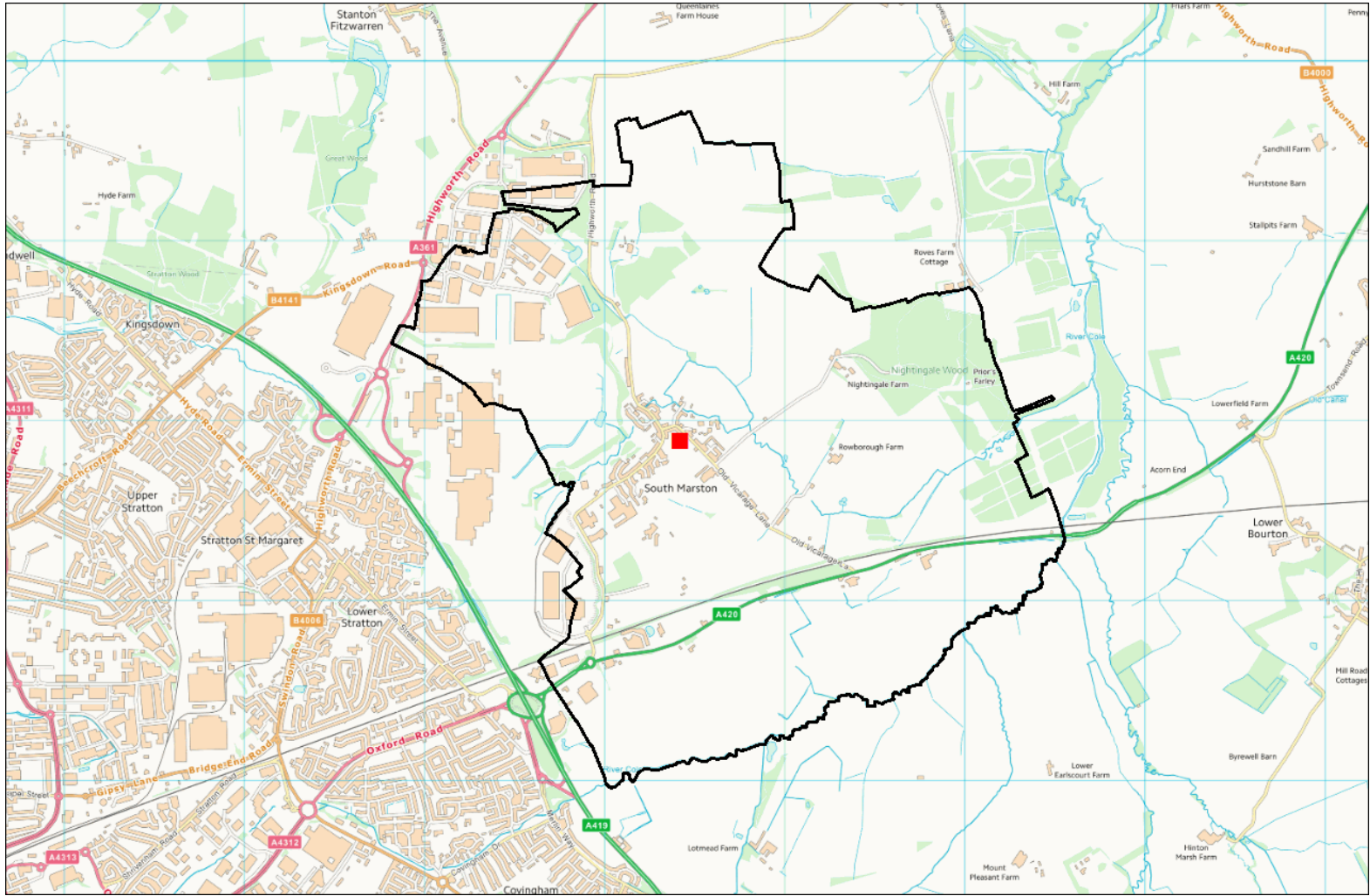


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'Let your light shine' (Matt 5:15)

Appendix A: Catchment Area

South Marston Primary Church of England Academy operates a catchment area. Our catchment area is detailed below.





School Admissions Supplementary Information Form

This application form should be used if you wish to apply for a place related to Faith, and/or Pupil Premium.

The supplementary information should be sent with your application and should be returned to **Admissions, South Marston CE Primary School, Old Vicarage Lane, South Marston, Swindon, SN3 4SH.**

You will receive an acknowledgement that we have received your postal form if you enclose a stamped addressed postcard or envelope.

PLEASE COMPLETE IN BLOCK CAPITALS

Parent or Carer Details			
Forename		Surname	
Relationship to the child			
Home Address			
Telephone number (Home)		Telephone (Mobile or Work)	
Email address			

Child's Details						
Legal Forename(s)		Legal Surname				
Date of Birth	D	D	M	M	Y	Y
Current Home Address						

Please complete

Section A for Free School Meals Pupil Premium and/or

Section B for Faith

Section A - Pupil Premium, Service Premium

Please tick which category applies to your child. The notes below explain what evidence you will need to provide.

Category 1	My child is entitled to be registered as eligible for free school meals	
Category 2	My child has been registered as eligible for free school meals within the past six years	
Category 3	My child is eligible for Early Years Premium funding	
Category 4	My child is entitled to Service Premium funding	

Notes

Category 1

Children are likely to be eligible for free school meals if the parents receive any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Children who are paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Children are also likely to be eligible for free school meals if the parents receive any of the above benefits and the child is both:

- younger than the compulsory age for starting school
- in full-time education

Parents will be required to provide evidence of eligibility with their application and an offer of a place may be removed if obtained on the basis of incorrect information.

Category 2 and 3

You will be required to provide some evidence of your child's eligibility for free school meals within the last 6 years, and/or Early Years Premium funding. This may be a letter from a previous school or your local authority confirming eligibility for free school meals or other evidence showing your child was registered as eligible for/ in receipt of free school meals.

Category 4

You will be required to provide some evidence of your child's eligibility to receive the Service premium grant. The following is indicative of the evidence required:

- Children whose parent(s) are serving in the regular UK armed forces,
- The children of regular armed forces personnel who were serving in the past 3 years,
- Children who are in receipt of a pension under the Armed Forces Compensation Scheme and the War Pensions Scheme because their parent(s) died on active service with the UK armed forces.



Faith

If your child regularly worships at a Christian Church, please complete this section. 'Christian church' means either an Anglican Church or another church or ecclesial community which confesses the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church; and to fulfil their mission to proclaim the Gospel by common witness and service in the world.

An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and Churches Together in Britain and Ireland are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

For the purposes of these admission arrangements 'other Christian church' means a church which is Designated under the Ecumenical Relations Measure 2018, nationally by the Archbishops of Canterbury and York, or locally by the diocesan bishop, or which is a member of Churches Together in England, or affiliated to the Evangelical Alliance or a Partner Church of Affinity. The list of nationally Designated churches can be found at

https://www.churchofengland.org/sites/default/files/2019-04/list_of_designated_churches_3_oct_18.pdf

Does your child regularly worship in an Anglican Church or any other Christian Church?		Yes/No
If yes, please enter the name and address of the Church:		
Please ask the Religious leader of your place of worship to complete the section below		
Religious leader's recommendation		
To the best of my knowledge the above child attends religious services at the Church named above.		
Has the child attended worship at least 12 times in 12 months prior to the date of 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 alternative premises have been available for public worship		Yes/No
Please enter the name and address of the Church:		
Signed (religious leader)		Date
Name (printed)		Position
Declaration		
I state, to the best of my knowledge and belief, that the information I have given is correct and complete and I will advise the Diocese of Bristol Academies Trust in writing of any changes to the information on this form. I understand that the provision of incorrect information could lead to the withdrawal of an offer of a school place.		
Signed (parent/carer)		Date