# Admissions Arrangements – Academic Year 2028/29

These admission arrangements apply to all applications for admissions to Huish Episcopi Primary School for Reception entry in September 2028 and any in-year applications from 1 September 2029.

## Introduction

The Admissions Authority for Huish Episcopi Primary School is the Governing Body.

An Admissions Committee comprising of Governors, or a nominated member of such a committee, is responsible for taking admission decisions for children starting in reception and for joining the school during the academic year.

Somerset Local Authority is responsible for co-ordinating all applications for children starting School in the Reception year group. These admissions arrangements should be read in conjunction with Somerset's published co-ordinated Admissions Scheme for September 2028.

## The Published Admission Number

The Governing Body has set an Admission Number of 30 for the year of entry.

## Applying for a school place

Whilst parents may make initial enquiries by telephone, to be considered for a place at Huish Episcopi Primary School, an application form must be completed. For Reception places, applications should be made on-line at www.somerset.gov.uk/admissions and must be received by the closing dates and times mentioned below.

## Applications for the Reception year in 2028

The closing date for Reception year applications in September 2028 is 15 January 2028. Outcomes will be sent by the Local Authority on behalf of the Governing Body by e-mail or second class post on the published outcome date, 18 April 2028 (or next working day if this falls on a weekend or bank holiday).

Any supplementary information must be submitted alongside the application form. Any applications received after the closing date will be recorded as late and cannot then be administered until all on time applications have been considered by which time places may no longer be available within the published admission number.

## In-year applications

Applications for a place during the academic year must be made directly to the school office, by completing the in-year application form which is available from the school or the website. Applications will not be processed more than half a term in advance of being required. The only exceptions are children of UK service personnel and other crown servants (including Diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel). Proof of address is required to be submitted with the application. This will be either the formal 'exchange of contracts' letter from the solicitor for a house buy, a recent utility bill or the signing of a minimum of a six month tenancy

agreement. The Governing Body reserve the right to seek further documentary evidence to support a claim of residence.

The Governors' Admissions Committee will consider all applications in order of receipt. Applicants will receive a written response within 10 school days following receipt of the application. Where a school place is offered it will be held open for 10 working days and applicants will need to confirm acceptance within this time before the offer is withdrawn.

## Oversubscription Criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked After Children: children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a child arrangement order or special guardianship order. Children who appear (to the admission authority) to have been in state care outside England and ceased to be in state care as a result of being adopted (see note 1).

2. Children of staff:
    a. where the member of staff has been employed by PPAT at the school for two or more years at the time of application for admission to the school.
    b. the member of staff is recruited to fill a vacant post in the school where there is a demonstrable skill shortage.

3. Children living in the catchment area, with a sibling at the school at the time of admission, and who live at the same address (see below for sibling definition).

4. Children living outside the catchment area, with a sibling at the school at the time of admission, and who live at the same address (see below for sibling definition).

5. Children living in the catchment area of the school.

6. Children not satisfying a high criterion.

## Important Notes

Note 1: A 'Looked After Child' means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was 'a previously Looked After Child' means a child who after being looked after became subject to an Adoption Order under section 46 of the Adoption and Children Act 2002, a Residence Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989; as well as 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. Relevant evidence will be required to be submitted.

## Tie Breaker

If in categories 1-6 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured in a straight line by a

Geographical information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home.

Random allocation by drawing lots supervised by someone independent of the school will be used as a tie-break in categories 1-7 above to decide who has highest priority for admission if in two or more cases the children's homes are equidistant from the school.

However, if children of multiple births (twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

### Waiting Lists

The Governing Body will maintain a waiting list for starting school applications until 31 December 2028 and children will automatically be placed on the waiting list if a place is refused. For refusals for Reception pupils from January, and for pupils in all other year groups, the parent applying can request for the child to be placed on a waiting list.

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 oversubscription criteria whenever anyone is added to or leaves the waiting list. It is the responsibility of the parent to ensure the Governing Body are informed of any changes that may affect their child's position on the waiting list.

### Withdrawal of places

The Governing Body will consider withdrawing the offer of a place if:

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading
- The parent/carer has not responded to the offer within 10 working days

### Admission of children below compulsory school age

Parents are entitled to a part-time or full-time place at school for their child in the September following their fourth birthday. Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. A child becomes of compulsory school age when they reach the age of five and, where a parent has elected to register their child at school, they must start school on a full time basis in the term following their fifth birthday.

### Deferred Entry

Parents offered a place in reception 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. However, places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

### Full-time Schooling

Parents have a right to a full-time place at school for their child from the September following their fourth birthday.

## Summer Born Children

Parents of summer born children may request that they are admitted into reception rather than Year one when they become of compulsory school age. Applications will be considered as set out below (see admission of children outside their normal age group).

## 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 summer born or where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the Governing Body will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent. If a request is refused, the child will still be considered for admission to their normal age group.

The parent is required to make an on-time application for the child's normal age group (if relevant) but can submit a request for admission out of the normal age group at the same time. The Governing Body will ensure the parent is aware of whether the request for admission out of age group has been agreed before National Offer Day 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. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

If a request for delayed admission is agreed, the school place application may be withdrawn before a place is offered and a new school place application will need to be made as part of the normal admissions round the following year.

If a request for a child to be admitted to school a year early is agreed, the school place application will be processed and an outcome will be sent on the National Offer Day.

If a request for delayed admission is refused, the parent must decide whether to accept the offer of a school place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

If a request for a child to be admitted to school a year early is refused, the school place application will not be processed and a new school place application will need to be made as part of the normal admissions round the following year.

There is no right of appeal against the decision not to allow your child to be admitted outside of their normal age group.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

For further information and important things you should consider please visit;

https://www.somerset.gov.uk/education-and-families/starting-school-early-or-late/

## Children from overseas

The Governing Body will treat applications for children coming from overseas in accordance with Home Office rules for Foreign nationals.

This is the most recent guidance which takes account of the post-Brexit immigration system.

https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children

## Appeals

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.

Details of how to appeal are included in the outcome email or letter. Information on the timetable for the appeals process is available on the school website by 28 February each year.

Refused a place at your preferred school

## Children of UK Service Personnel

The Admissions Authority endeavour to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided as proof of posting (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting.)

Usually, an in year place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting, the admissions authority will process the application on that address. If proof of a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address. An offer of service family accommodation from the housing department is not sufficient to be accepted as proof of address, the signed tenancy agreement would be required.

If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

## Definitions

### Home Address

The home address is very important as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with primary parents/carers.

Documentary evidence of home ownership or suitable rental agreement may be required, together with proof of permanent residence at the property concerned. Places cannot be allocated on the basis of an intended future address, unless the house move can be confirmed through the formal 'exchange of contracts' or the signing of a minimum of a six month formal tenancy agreement. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required e.g. proof of the house sale, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord. The Governing Body reserve the right to seek further documentary evidence to support a claim of residence.

An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. Fraudulent claims relating to the home address of a particular child may lead to the withdrawal of any offer of a school place.

The Governing Body must be notified of any change of address during the admissions procedure.

### Shared Care Arrangements

Where shared care arrangements are in place and parents/carers of the child submit two separate applications for different schools, the LA will only accept one application which will be the application made by the parent/carer that lives at the same permanent home address as the child. Where there are exceptional grounds such as on-going court proceedings for example, these applications will be considered on a case by case basis.

Where it is necessary to establish the permanent home address for the child parent/carers will be asked to write to the LA stating the number of days each week the child spends with them. The LA may also ask for evidence of which parent/carer was in receipt of child benefit at the point of application. If the parent/carer is not in receipt of child benefit, the LA will ask for proof of the child's home address as held by the doctor's surgery at the point of application. If the child's home address cannot be verified the LA reserve the right to request further documentary evidence to support any claim of permanent home address.

The LA will also use the above to establish the permanent home address of a child on behalf of own admission authority schools and academies if this is not stated in their admission arrangements.