

SHERBORNE AREA SCHOOLS' TRUST



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Admissions Policy

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SAST Schools' Admissions Policy

2019-2020



Sherborne Area Schools' Trust (SAST) is the Admissions Authority for all Trust schools. This document sets out the policy of SAST with respect to Admissions for the academic year 2019/2020.

SAST schools are:

Name	Planned Admission Number (PAN) 2017/2018
Buckland Newton C of E Primary School*	15
Sherborne Abbey C of E Primary School*	45
Sherborne Primary School	48
St Andrew's C of E Primary School*	30
St Mary's C of E Primary School*	17
The Gryphon School*	240
Thornford C of E Primary School*	15

Admission of Pupils – General Principles

- SAST follows the national Schools Admissions Code.
- SAST schools serve a wide area of North West Dorset and South Somerset. We welcome those of all faiths and of no faith.
- Those SAST schools with a religious character* are subject to the religious authority of the Diocese of Salisbury (see section below)
- Those SAST schools with a religious character* must comply with the Infant Class Size Regulations where Reception, Year 1 and 2 classes are limited to 30 children.
- Admission arrangements are consistently and equally applied to all.
- The allocation of school places are made up to the planned admission number and in accordance with the oversubscription criteria.

SAST Schools with a Religious Character*

For schools designated with a religious character, the school's religious authority is the Diocese of Salisbury and the school must have regard to its religious authority when setting the terms of its admission arrangements. Recognising their historic foundation, SAST schools with a religious character will preserve and develop that character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level. Each school aims to support children and their families by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

Catchment Area and Published Admission Numbers (PANs)

The catchment area for SAST Schools in Dorset is available on an interactive map at www.dorsetforyou.com/school-catchment-areas. Published Admission Numbers (PAN) for each year group are listed above. Infant Class Size Regulations apply to the normal year of entry (and Year 1 and Year 2). These regulations require classes to be no bigger than 30 children although the PAN may be much lower than 30. Where there are multiple birth applications the PAN will, provided it is practicable, be exceeded or increased at the point of allocation in order to ensure that multiple birth siblings can be allocated places at the school.

Applying for a place at a SAST School

Parents who wish their children to be admitted to a SAST school must complete the relevant Admissions application form available through the Local Authority they reside in. Applications for children living in Dorset can be made online www.dorsetforyou.com/schooladmissions and in paper form <https://www.dorsetforyou.gov.uk/school-admissions/paper-applications>. The timetable, and information on how to apply, is available from the Local Authority (LA). Parents are responsible for providing all relevant information with the application. If you live in Somerset you should apply through Somerset admissions. This is then passed onto Dorset. When applying to start school in Reception in September 2019 you must apply by the closing date of 15 January 2019. The LA will make a single offer of a place on 16 April 2019 (or next

working day). When applying to start school in Year 7 in September 2019 all applications for admission must be received by your LA by the closing date of 31 October 2018. The LA will make a single offer of a place on 1 March 2019 (or next working day).

Admissions outside Chronological Age

Applications for a child to be placed outside of their normal chronological year group will only be considered under exceptional circumstances. The placement of a child outside his or her normal age group is not an appropriate strategy for meeting special educational needs. This is in recognition of the significant and long term impact on children who are placed outside of their normal year group. Again, only in exceptional circumstances, where a child is outstanding in every respect, will a child be considered for admission early or above their normal year group. Back/Forward Yearing will also only be considered through the agreement of the Head Teacher, in conjunction with other professionals, where they have identified exceptional medical, physical, social or/and educational reasons for this. If a child is placed outside of their chronological age in a Dorset school it is expected that the arrangement will continue.

In-Year Admissions

If applying into an already established year group you must contact the Dorset school admissions team to discuss place availability as part of the LA co-ordinated scheme. Moving into an area does not guarantee a place at your preferred, nearest or catchment school. You need to be aware of any likely alternative schools which may be offered and the implications of this if you move into an area where schools are full.

Special Educational Needs

Where a child has an education, health and care plan (EHCP) school admissions for those living in Dorset are dealt with by the SEN Team <https://www.dorsetforyou.gov.uk/school-admissions/apply-for-a-school-place>. For those children with an EHCP naming the school they will be given a place and the PAN number reduced accordingly.

School Transport

The preference of school and the admissions criteria will affect their entitlement to 'free' or concessionary school transport. This includes later changes (e.g. change of address) which could have a bearing on continued eligibility for school transport. Some SAST schools also contract their own bus services. Details are available on the school website.

Withdrawal of School Places

Places will only be withdrawn where a place has been offered in error by the admission authority and the affected child/ren have not yet started at the preferred school; a place has been offered on the basis of a false, fraudulent or deliberately misleading application; the place has not been taken up by the agreed date – the parent will be contacted in advance of the withdrawal of a place; or the place has been declined by the parent.

Waiting Lists

If the school is oversubscribed for children due to start in 2019-2020 a waiting list will be maintained by the LA for the entire academic year. The position on the list will be determined by applying the published over-subscription criteria and not by date of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the over-subscription criteria. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant. Parents can apply to have their child's name placed on a waiting list for a period of one term following refusal. If parents wish to keep a child on a waiting list beyond this term they will need to write in for an extension each term.

Deferred entry and part time attendance below statutory school age for those applying to start in Reception

Every child must legally start their education the term after their 5th birthday and it is expected that most children will begin school in the September following their 4th birthday. However, a parent applying for a place in September may defer entry until later in that academic year but not beyond the point they reach compulsory school age and not beyond the last term of that year. Any request for deferred entry must be discussed and agreed by the Headteacher and will be decided on a case by case basis in accordance with LA guidance.

Delayed entry of Summer Born children applying to start in Reception

Parents/carers of summer born children (which refers to children born from 1 April to 31 August) may wish to consider delaying the start date of their child's school place until the September after their 5th birthday. This must be discussed with the Headteacher and will be decided on a case by case basis according to the LA guidance. Note that:

- (i) You must make an application for admission to the School for **September 2019** entry but make it clear on the application form that you wish your child to enter the Reception class in **September 2020**.

- (ii) Discussions directly with the chosen school are strongly recommended prior to making a decision to decline entry for an entire year and to be admitted to Reception in September 2019. Any decision will be on the basis of the circumstances of each case and in the best interests of the child concerned.
- (iii) If the request is agreed the September 2019 application may be withdrawn before a place is offered **but a fresh application will need to be made** for September 2020 entry **which will be processed as a fresh application along with all other applications and in accordance with the School's admission arrangements**. PLEASE NOTE that it is possible even if the request is agreed that the child may not be admitted in September 2019 as there is no guarantee of a school place.
- (iv) If the request is refused the parent must decide whether to accept the offer of a 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 5th birthday.

Appeals Procedure

Parents have a right of appeal to an independent panel against the decision of the Trust to refuse application for a school place. Details of the appeals procedure are sent out with all refusal letters.

OVERSUBSCRIPTION CRITERIA

Where all parental preferences for places at the school can be satisfied, all children seeking a place will be admitted. Where there are too few places available to satisfy all preferences, places will be allocated according to the following priority order by an Oversubscription Panel administered by the LA. Headteachers may be asked to attend this panel.

1. **Looked after or previously looked after children**, i.e. a "Child in Care" 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 "previously a Child in Care" 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.

2. Where a **Child Protection Order or Child in Need document** identifies that there is a need for the child to be educated in a school closest to home or in an identified particular school/setting for their own safety.

3. **Children who have a physical or medical disability** where the identified school would be the only school providing specially adapted facilities to support the needs of the child or, in the case of the condition resulting in prolonged or recurring absence each year, would be best supported attending a particular school. This must be fully evidenced and supported by a community paediatrician or consultant.

4. **Children living within the school's catchment area who will have a sibling** (s)** attending the school at the time of admission.

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7. **Children living outside the school's catchment area and who were attending one of the preferred school's recognised maintained feeder schools** during the previous year (**secondary schools only**).

8. **Children living outside the school's catchment area who meet the faith criterion***** where the child is a regular practising Christian at a Recognised Church or Religious Group prior to application.

9. **Children of staff** with at least two years continuous service at the school or who have been recruited to a vacancy to meet a demonstrable skills shortage as at the date of application (in year) or relevant closing date under the LA co-ordinated scheme (normal year of entry) and who still intend to be employed at the school at the time of the child's admission.

10. **All other children living outside the school's catchment area.**

If oversubscribed within any of the priority order categories above, places will be allocated on the basis of the shortest straight line measurement using a geographical information based system which identifies an Easting and Northing for the home address and the school building and calculates the distance between the two locations. NB. School transport is based on walking and driven distances.

Notes

The term 'sibling**' means full brother or sister, half or step brother or sister, adoptive brother or sister and other non-blood related children who live with married or cohabiting parents in the same household and relates to all year groups provided by the school.

*** In order to qualify for consideration under the '**faith criterion**' category, parents/guardians will need to show that the child to whom the application relates has been attending a church that is the same denomination as (or is in fellowship with or partnership with) a member of: Churches Together in Britain and Ireland (www.ctbi.org.uk), the Evangelical Alliance

(www.eauk.org), the Fellowship of Independent Evangelical Churches (www.fiec.org.uk); or Affinity fellowship of Churches (www.affinity.org.uk), and regularly attends church at least once a month for a minimum of a year prior to the closing date for applications. The application must also be supported by a Supplementary Information Form (SIF) including a written statement from a church representative.

If you have any questions in relation to this Admission Policy please contact the SAST Head Office.

SAST
c/o Gryphon School
Bristol Road
Sherborne
Dorset DT9 3EQ

The School will handle all personal data in accordance with the requirements of the General Data Protection Regulations 2016 and the Data Protection Act 2018.