



## **Neroche Primary School Admissions Arrangements for 2023/24 Academic Year**

These admission arrangements apply to all applications for admissions to Neroche Primary School for reception entry in September 2023 and any in year applications from 1st September 2023.

### **Introduction**

The Admissions Authority for Neroche Primary School is the Uffculme Academy Trust Board of Directors and is responsible for taking all 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. These admissions arrangements should be read in conjunction with Somerset's published co-ordinated Admissions Scheme for September 2022.

### **The Published Admission Number (PAN).**

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

The School will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Trust will offer places at the school to all those who have applied.

### **Applying for a school place**

Applications must be submitted to the home LA. In order to be considered for a place at Neroche Primary School, applications can be made on-line at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions) or paper forms can be obtained from Somerset County Council website at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions), or upon request by telephoning Somerset Direct on 0300 123 2224. Any supporting information must be received by the closing date for applications using the appropriate Supplementary Information Form (SIF) where relevant.

### **Applications for reception year in 2022**

The closing date for reception year applications in September 2023 is 23.59 on 15 January 2023. Outcomes will be sent by the Local Authority on behalf of the Trust by e-mail or second class post on the published outcome date, 16 April 2024 (or next working day if this falls on a weekend or bank holiday).

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.

Places will be allocated strictly in accordance with the National Equal Preference with Ranking allocation method.

### **Admissions during the Academic Year (In Year Admissions)**

In year applications must be submitted directly to the school using the in-year application form which can be obtained on the school website or by request to the school office.

The Trusts' Admissions Committee will consider batches of applications on a weekly basis with a 4pm deadline every Friday (term time only) for receipt of applications. If more applications are received than there are places available, the over-subscription criteria will be applied.

A decision will be notified in writing to the application within 10 school days. Where a school place is offered it will be held open for 14 school days and applications will need to confirm acceptance within this time.

Proof of address may be required to be submitted with the application. This will be either the formal 'exchange of contracts' letter from the solicitor of a house purchase, a recent utility bill or the signing of a minimum of a six-month tenancy agreement. The Trust reserves the right to seek further documentary evidence to support a claim of residence.

Where there are more applications than places available within a particular year group, applications will be considered against the published over subscription criteria and allocated up to the admission number/limit.

Places will not be allocated more than 6 school weeks or 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).

### **Oversubscription Criteria**

Where there are more applications received than places available within the Published Admission Number or Admission Limit the following criteria will be applied to determine how the places will be allocated.

The school will be required to admit any child with a Statement of Special Educational Needs (SEN) or Education, Health and Care plan (EHCP), if the school is named, then:

1. Children Looked After– Children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order. 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. (See important note)
2. Children without a statement of Special Educational Needs, identified with a sensory, physical or medical disability (High Needs Pupils), where a multi-agency professional team has identified the school as the nearest suitable school. (See important note 2).
3. (a) Children of staff employed at the school for at least two years prior to the application closing date.  
(b) Children of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children living in the catchment area, with an older sibling at the school at the time of admission, and who live at the same address.
5. Children living in the catchment area.
6. Children living outside the catchment area, with an older sibling at the school at the time of admission, and who live at the same address.

## 7. Children outside the catchment area.

### **Tie Breaker**

In the event of oversubscription within any of the criteria listed above, preference will be given to applicants who live closest to the school. 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 for the pupil's home.

Where two distances are equal and it is therefore not possible to differentiate between them, priority will be determined by drawing of lots supervised by someone independent of the school.

### **Multiple birth applications (for example twins)**

In the case of multiple birth applications, where it would only normally be possible to admit one child within Admission Number, a place(s) will be allocated above Admission Number at the point of allocation. This will ensure that multiple birth siblings can be allocated places at the same school (sibling definition still applies).

### **Important Notes**

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.

Criterion 2 enables schools to plan with SEN Officers for the school entry of children with physical, medical or sensory impairments. This includes children that are in receipt of Early Years School Action Plus funding at level 3 and / or where significant capital works (e.g., accessible toilets, changing space, access to classrooms) are required and / or children that are identified as requiring a place at a Resource Base attached to a mainstream school.

### **Waiting Lists**

Where an application has been refused in any year group, the child will be placed on a waiting list. This will be kept strictly in order of oversubscription criteria by the Trust, and the child will remain on the waiting list until the end of the term the refusal was made in. If a parent wishes for their child to remain on the waiting list they must request this in writing. It is the parent's responsibility to make this request to the school. Where places become available within the Admission Number they will be allocated to the highest ranked eligible child on the maintained list. It is the parent's responsibility to inform the school of any change of circumstances that may affect their child's position on the waiting list.

Children who are the subject of a direction by a Local Authority to admit or who are allocated to the school in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

### **Withdrawal of places**

The Trust 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 a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.

### **Issues relating to shared residency arrangements**

Where shared residence arrangements are in place and parents/ carers of the child submit two separate applications for different schools, the LA requires parents to resolve matters between themselves, taking legal advice if necessary, and inform the LA which application should be processed. The LA will not become involved in private disputes. If more than one offer of a school place is made, the LA would expect one of the places to be withdrawn by the parent. If this is not the case, when the child starts school, the alternative school place will be withdrawn by the LA.

### **Children from Overseas**

The Trust will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nations.

The Trust will process applications for children who are citizens of the European Economic Area (EEA) and for UK citizens living abroad. If proof of the Somerset address is not available, the application will be considered on the current address. 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).

The Trust will not allocate a place to any non-EEA citizen moving into Somerset from outside the UK prior to their arrival in the country. In such cases the Governing Body will require copies of passports, appropriately endorsed visas and proof of residency – see home address definition. Applications who are citizens of countries from outside the EEA should first check that their visas will not be invalidated by taking up a maintained school or academy place before applying. If in doubt, parents should contact the Home Office.

### **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.

For further information please refer to the DfE explanatory note on Admission of Children of Crown Servants:

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/461481/Admission\\_of\\_children\\_of\\_crown\\_servants.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461481/Admission_of_children_of_crown_servants.pdf)

### **Deferred Entry**

Parents offered a place in Reception for their child have a right to defer entry, or to take the 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 5<sup>th</sup> birthday (or on their fifth birthday if it falls on a prescribe 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 Yr1 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 and talented or where a child has suffered from particular social or medical issues impacting their schooling.

When such a request is made, the Trust will decide 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 Head teacher 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.

### **Appeals**

Applicants whose school place application is turned down have the legal right to appeal against the decision to refuse admission. Details concerning how to appeal are explained in the decision letters sent out when a place is refused.

### **Catchment Map**

The catchment map can be found at:

[www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/check-catchment+school1/](http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/check-catchment+school1/)

### **Contact Information**

Neroche Primary School

Broadway

Iminster, Somerset, TA19 9RG

Web: [Neroche Primary School – Live and learn for life!](http://www.nerocheschool.co.uk)

Email: [school@nerocheschool.co.uk](mailto:school@nerocheschool.co.uk)

Telephone: 01460 52664

Somerset Local Authority

Admissions & Entitlements Team

County Hall

Taunton, Somerset TA1 4DY

[www.somerset.gov.uk](http://www.somerset.gov.uk)

Telephone: 0300 123 2224

Uffculme Academy Trust  
Chapel Hill  
Uffculme, Devon EX15 3AG  
Email: admin@uffculmetrust.org  
Telephone: 01884 840900

### **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 parents or 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 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 LA 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 Admissions Authority must be notified of any change of address during the admissions procedure.

#### **Sibling**

For the purpose of admissions, a sibling is defined as a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother 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.

#### **Parent/Carer**

Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).

#### **Distance Measurements**

For the purpose of measuring home to school distance, all calculations will be measured using a straight-line measurement from the address point of the home to the address point of the school using the GIS mapping system. (Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail). In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.