

Crowcombe Church of England (CofE) Voluntary Aided (VA) Primary School

2025/26 School Admission Arrangements

1.0 Introduction

- 1.1 These Admission Arrangements reflect the statutory requirements of the 2014 School Admissions Code and the 2012 School Admissions Appeals Code www.education.gov.uk issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998. They are reviewed and published annually by the School Governing Body which is the statutory Admission Authority for the School.
- 1.2 The administrative practices described in these arrangements are designed to be fair and reasonable and are managed by an Admissions Committee comprising of at least three School governors. Objections concerning the compliance, fairness or reasonableness of published Admission Arrangements should be raised with the Clerk to the Admissions Committee in the first instance. If no local resolution is reached, a formal objection may be lodged with the Office of the Schools Adjudicator <https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>
- 1.3 All data submitted by parents in connection with school admission applications will be handled according to the requirements of the General Data Protection regulation UK (2018). Please contact the school if you would like to discuss your circumstances or requirements in more detail:

Crowcombe CofE VA Primary School
Crowcombe
Taunton
Somerset
TA4 4AA

Telephone: 01984 618273
School website: www.crowcombeandstogumberprimaryschools.co.uk
Email: Crowcombeoffice@crowstog.co.uk
Mrs Kate Lewis: Headteacher
Mrs Janis Dean: Chair of Board of Governors
Mrs Alexis Tisshaw: Clerk to the Admissions Committee

- 1.4 The information set out in these Admission Arrangements explain:

- How to apply for a place at Crowcombe CofE VA Primary School;
- How admission applications are administered;
- How to appeal against a decision to refuse admission.

2.0 Information to Consider before applying for a school place

- 2.1 Crowcombe CofE VA Primary School is situated at the foot of the Quantock Hills, in rural West Somerset. Our school community is based on a foundation of compassion, co-operation, investigation and creativity. We are driven by high standards and an enthusiastic love of learning, within a positive Christian ethos. Crowcombe CofE VA Primary School is federated with Stogumber CofE VC Primary School, which means that we share a headteacher, a governing body and a PTA. This enables us to offer extended opportunities to our children with a wider range of activities and staff expertise. Normally, Reception, Year 1 and Year 2 from both schools are educated at Stogumber; and all children in Years 3, 4, 5 & 6 are taught

at Crowcombe; although these arrangements are reviewed on an annual basis. We have our own mini-bus which is used on a daily basis to provide free transport between the schools. We have small classes and a high ratio of adults to children which enables pupils of all abilities to learn to their full potential.

2.2 The Admission Application Form

In order to be considered for a place at Crowcombe CofE VA Primary School, an Admission Application Form must be completed. Starting school applications can be made on-line at www.somerset.gov.uk/admissions (see Section 3 of this document) or a paper form can be obtained from Somerset Local Authority. In-Year applications must be submitted directly to the School using the In-Year Admission Application Form which is available on the School website or from the school Office.

2.3 Relevant Documents

Important information published by local authorities apply to school admissions procedure. If you are considering submitting an application for your child to start school you are advised to refer to your local authority's website first. Documents of particular importance for families living within the Somerset Local Authority area include:

- The Somerset Local Authority Primary Coordinated Admissions Scheme
- The Somerset Local Authority Composite Prospectus (this will include detailed information about how to apply for a your child to start school for the first time)
- The Somerset Local Authority School Transport policy
- The Somerset Local Authority Fair Access Protocol (this document only applies for In-Year applications)

2.4 www.somerset.gov.uk/admissions

The Published Admission Number (PAN) and Admission limits

A statutory PAN applies for Reception which indicates the minimum number of places that will be offered if sufficient applications are received (currently 8). A non-statutory admission limit applies for all other year groups which is set and periodically reviewed by the Admissions Committee according to the level of resource available to support the year group concerned. The Admissions Committee will consider all admission applications in accordance with these admission arrangements and places will be offered until the PAN or agreed admission limit is reached. Applications will be refused when all available places have been offered.

2.5 Over Subscription Criteria

If there are more applications received at the same time than there are places available within the requested year group, the Admissions Committee will apply the following oversubscription criteria in order to rank every application in priority order. A place will be provided for any child issued with a Local Authority Education Health & Care Plan which names Crowcombe CofE VA Primary School as the appropriate educational setting before the oversubscription criteria are applied and any other application is processed.

2.6 The Over Subscription Criteria

1. 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 order. A looked after child is a child who, at the time of application, 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 (section 22 (1) of the Children Act 1989 applies)
2. Children living within the defined Crowcombe C of E Primary School catchment area with a sibling attending the school at the time of admission and who live at the same address. (*The catchment area incorporates the Election Civil Parish boundaries of Crowcombe, Stogumber, Bicknoller, Monksilver,*

Elworthy, West Bagborough, and adjacent communities. A map defining the limits of this Catchment area is available to view on their common school website).

3. Children living in the catchment area.
4. Children living outside the defined Crowcombe C of E Primary School catchment area with a sibling attending the school at the time of admission and who live at the same address.
5. Children not satisfying a higher criterion

Distance measurements

It may prove necessary to further rank applications within a particular criterion because the PAN or agreed admission limit is reached and there are still applications to consider but no more places available. In these circumstances, applications will be ranked and prioritised according to the shortest straight-line distance between each child's home address and the school. Measurements will be computed using the Somerset Local Authority Geographical Information System (GIS) to calculate the straight line distance between the geocoded point of the School and the geocoded point of the child's home. In the case of a multi-dwelling building such as a block of flats, the same distance will apply for all occupants.

Where two or more distances are exactly the same and it is necessary to prioritise these applications, the order will be determined by the drawing of lots to take place at the school and be supervised by a person entirely independent of the Admissions Authority and the school.

Home Address

For admission purposes, the Admission Authority will consider the home address to be:

The address at which the child concerned is living, at the time of application, for more than 2.5 school days per week, with the person(s) who has legal responsibility for this child. The home address should be clearly stated on the application form.

Where the child will be moving to a new home address and the parent wishes this to be taken into account, one of the following documents, depending on the circumstances of the case, must be made available at the time of application.

- A legal 'exchange of contract' which confirms the purchase of the property
- A copy of a formal tenancy agreement (minimum six month term) signed and dated by the applicant and the Landlord for the property
- Where the child will be living at an address other than the parental family home, for more than 2.5 school days per week (for example; with an extended family member, or in emergency or other public accommodation): A formal written letter, signed and dated by the person responsible for the address in question. This must explain the living/care arrangements for the child and state how long these arrangements are expected to remain in place.
- For Children of UK service personnel with a confirmed posting to the area or Crown servants returning from overseas, an official letter confirming a relocation date and Unit postal address or quartering area address

Siblings

The oversubscription criteria set out in these Admission Arrangements prioritise applications for children with a sibling attending the school at the time of application. If a parent wishes a sibling connection to be taken into account, a sibling's details must be provided on the Admission Application Form and he/she must qualify as a full, half, step or adoptive brother or sister, or a child living for the majority of his/her school time (more than 2.5 school days per week) within the same family unit and at the same home address.

The PAN or admission limit will be exceeded, where necessary, in order that multiple birth siblings of the same family (twin, triplet etc.) can all be offered places, where otherwise one or more of these children would be refused

Waiting Lists

The names of all children refused admission to Crowcombe CofE VA Primary School will be entered onto a waiting list for the year group concerned, which will be maintained by the Admissions Committee until the end of the school year and then shut down. Names on waiting lists are ranked in strict order according to the child's compliance with the oversubscription criteria and each time a name is added the waiting list concerned will be re-ranked. If a place becomes available in the required year group, this will be offered for the child ranked highest on the waiting list at that time. A child's name will be removed from the waiting list if a place is offered and accepted or offered and declined, or the parent requests the school, in writing, to remove his/her child's name.

Intentionally misleading or false information

Should the Admission Authority become aware that a place was secured for a child at the school on the basis of misleading or false information it will withdraw the offer, or where a child has already started to attend the school may remove the child from the school roll. The circumstances of the case will be fully discussed with the parent and the admission application will be considered afresh, taking account of any new information.

3.0 Applying to start school for the first time in September 2024 (Reception)

- 3.1 For a child to start school for the very first time in September 2025, the child's parent must complete the Common Application Form (CAF) available from the home local authority (the authority in whose area the child resides). In order for the application to be considered as 'on time' the CAF must be submitted to the Local Authority by **23:59 hours on 15 January 2025**. The CAF can be completed and submitted using the home Local Authority's 'on line' procedure or using a paper version of the form. Full details about the application process and information about local schools are set out in a 'Composite Prospectus' document which each local authority must make available annually on or around 12th September. For families living within Somerset the home local authority is Somerset Council. schooladmissions@somerset.gov.uk
- 3.2 The number of places that can be offered in Reception will be determined according to the level of resources available at the time applications are administered. This will be the level at which the PAN is set (currently 8), or at a higher limit if this would not impact negatively on the planned use of resources or cause an unlawful breach of the statutory Infant Class Size limit which requires infant classes to be organised on the basis of no more than 30 children per teacher.
- 3.3 If an application form is submitted to the home local authority after the application deadline of 15th January 2025 it will be considered as a 'late' application and will not be administered until all on time applications have been processed, at which point there may no longer be a place available at the preferred school(s).
- 3.4 Parents will receive an admission decision in writing from the home local authority on or about 16 April 2025, according to the procedure set out in the home Local Authority's Composite Prospectus.
- 3.5 Where a place is offered, the parent may choose for their child to start on a full time basis from day one, or if below compulsory school age on a part time basis until this is reached in the term following the fifth birthday. A parent can also delay school entry for one year for a summer born child (born 1 April - 31 August); the child therefore will enter at Year 1.
- 3.6 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 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. If the Headteacher does not feel the child is coping with fulltime school there can be alternatives put in place such as a reduced timetable or a deferral offered to parents as set out in the SEND policy.

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 Admissions Committee 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 LA 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; <http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/starting-or-transferring-school-early-or-late/>

4.0 Applying to transfer to Crowcombe CofE VA Primary School during the 2025/26 academic year (In-Year admission application)

- 4.1 The In-Year Admission Application Form is available to download from the School website. This may be completed and submitted directly to the school at any time, but will only be administered during school term time and within six school weeks of the place being required. However, (in accordance with statutory requirement) if the application relates to a child of a Service family or the parent is a Crown Servant returning from overseas, the application may be considered further in advance providing an official letter is submitted with the application, which confirms a relocation date and a Unit postal address or quartering area address.
- 4.2 On receipt of the signed and dated In-Year Application Form, the Admissions Committee will determine whether a place can be made available within the required year group without prejudicing *'the efficient delivery of education or the efficient use of resources or unlawfully breaching the statutory Infant Class Size Limit'*. The admission decision will be notified to the applicant in writing within ten school days of receipt of the In-Year Admission Application Form.
- 4.3 In-Year applications will usually be submitted for the year group associated with the child's age (the relevant year), however, a parent may apply for a different year group if he/she feels this would be in

the best educational interests of the child concerned. In these circumstances, the application must be accompanied with as much information as possible to support the case for 'retaining' or 'accelerating' the child. It is then for the Admissions Committee to consider the application according to the circumstances of the case and determine what would be educationally most appropriate for the child concerned. If an application for a retained or accelerated placement is refused, the Admissions Committee will consider whether a place can be offered in the relative age year group. The parent has the right to appeal the decision where a place cannot be offered at the school. Retained and accelerated places secured through the In-Year admissions process will be reviewed annually.

- 4.4 Where a place is offered, the parent will be asked to confirm acceptance in writing (by letter or email) within ten school days of receipt of the offer letter, following which the place will remain available for the remainder of six school weeks from the date of the offer letter. If the child concerned is not attending school within this school six week time frame, the Admission Authority reserves the right to withdraw the offer.
- 4.5 Each local authority must publish an In-Year Fair Access Protocol (FAP) setting out criteria to help identify and support children who are not on the roll of any school and who cannot secure a school place via the In-Year admissions process. The Admissions Committee will consider all refused applications (where the child is not on the roll of any school at the time of application) against the criteria set out in the Somerset Local Authority FAP. If the child concerned satisfies any of the published criteria, the refused In-Year application will be referred to the local authority, which may then decide to engage with the family in order to provide support and help identify a suitable educational placement. The applicant's right of appeal against the decision to refuse admission still applies.
- 4.6 If a child is the subject of a Local Authority Education Health and Care Plan (EHCP) which names a particular school, his/her parent should consult the local authority that issued the EHCP before applying for the child to change school via the In-Year admissions process.

5.0 Lodging an appeal

- 5.1 The administration of school admission appeals is subject to statutory procedure set out in the 2012 School Admission Appeals Code issued by the Department for Education. A parent whose child is refused admission to the school is legally entitled to lodge an appeal against this decision with an independent appeal panel. The refusal letter issued by the Admission Authority will explain how to complete this process using the Appeal Form which is available to download from the school website, or from the School Office
- 5.2 The Admission Authority is required to publish an Appeals Timetable on the school website before 28 February each year. This sets out the statutory time frame within which an appeal must be heard as well as the administrative timeframe within which the Admission Authority will process any appeal lodged with the school.
- 5.3 The decision of an independent appeal panel is binding on all parties. However, if there is concern that the appeals procedure has not been administered in accordance with the 2012 School Admission Appeals Code, a complaint may be raised with the Local Government Ombudsman www.lgo.org.uk
