BATH & WELLS
Multi Academy Trust

'That they may have life, life in all its fullness' John 10:10

School Admission Arrangements
2023/24 School Year

For Bath and Wells Multi Academy Schools located in the Bath and North East Somerset Local Authority Area

Introduction

The Bath and Wells Multi Academy Trust (The Trust) comprises a family of fully inclusive schools seeking to provide the highest standard of education for primary age children. Geographically the schools are spread across three local authority areas: Somerset, Bath and North East Somerset and North Somerset. These Admission Arrangements refer to The Trust's schools that are located in the Bath and North East Somerset Local Authority area and apply equally for all the incorporated schools with the exception of 'oversubscription criteria' which can differ from school to school and individual contact information.

These Admission Arrangements comply with the requirements of the **2021 School Admissions Code** and the **2012 School Admission Appeals Code** issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998. Concerns relating to statutory compliance or the fairness and equality of local policy/practice, may be raised with The Trust. If the matter cannot be resolved locally, a complaint may be lodged with the Office of The Schools Adjudicator (OSA):

Bath and Wells Multi Academy Trust	Email: Enquiries@bwmat.org	Tel: 01749 372700
The Office of The Schools Adjudicator	Website: www.gov.uk/government/organisations/office-of-the-schools-adjudicator	

The Trust will republish these Admission Arrangements on an annual basis unless changes are proposed in which case a further public consultation will be carried out. Day to day admission enquiries and decisions should be made directly to the school concerned.

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1.0 Important General Information

1.1 A person with legal responsibility for the child concerned may submit a school admission application on behalf of that child for any United Kingdom state funded school. The child must, at the time of application, be a UK citizen or have European Economic Area Citizenship, or hold an appropriate Home Office Visa entitling residency in the United Kingdom.

NOTE:
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 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

1.2 The admissions authority will refuse an admission application where a further admission would 'prejudice the efficient delivery of education or the efficient use of resources *'or where the admission would breach the statutory infant class size (ICS) Limit, resulting in an infant class of more than 30 children to one qualified teacher for part or all of the school day.'* Children who are formally refused admission will be entered onto a waiting list for the required year group. This will be maintained by the school concerned until the end of the school year and then shut down. Names on waiting lists are held strictly in ranked order according to the child's compliance with the published oversubscription criteria and each time a name is added, the waiting list will be re-ranked. If a place becomes available 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 in writing, that the school removes his/her child's name.

1.3 Admission applications for some Trust schools will require the completion of a Supplementary Information Form (SIF) in order to prove qualification against one or more of the oversubscription criteria which apply for the school concerned. The oversubscription criteria are set out in 'Appendix A' of this document and applicable SIFs in 'Appendix D". The SIF can also be found on the appropriate School websites.

1.4 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 a person who has legal responsibility for this child*. This home address must be clearly stated on the application form. Where the child will be moving to a new home address and the applicant wishes this to be taken into account, one of the following documents must be made available in conjunction with the admission application:

- A legal 'exchange of contract' which confirms the purchase of the child's new residence

- 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 and 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.

NOTE:
The Trust reserve the right to seek further documentary evidence to support any claim of residence which could include contacting the estate agent, solicitor, landlord or relevant professional. A representative of the Trust may carry out a home visit/s without prior notice to verify a pupil's home address.

1.5 The oversubscription criteria (Appendix A) include an admission priority for children with a sibling attending the school at the time of application (e.g. the date that each application is made).

1.6 If a parent wishes a sibling connection to be taken into account, the sibling's details must be provided on the admission application form. The sibling must be living at the same permanent home address (see section 1.4 for home address definition) 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.

1.7 The Published Admission Number 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. After the over-subscription criteria has been applied, if children of multiple births (twins and triplets) are tied for the final place within the Published Admission Number, those siblings will be admitted over PAN.

1.8 If an admission application is found to include false or misleading information, the application will initially be withdrawn and the applicant informed. The application will then be considered again using the correct verified information.

2.0 Starting School for the first time in September 2023

Applicants should refer to 2023 'Apply for a primary school place (Reception)' information published by Bath and North East Somerset Local Authority from 12 September 2022. This explains the application procedure in detail and the time frame for submitting applications and how to appeal a decision to refuse a place at the preferred school.

Bath and North East Somerset Local Authority	**Email:** admissions_transport@bathnes.gov.uk	**Tel: 01225 394312**

NOTE:
Children can lawfully start school for the first time in the September following their 4th birthday and, where a place is offered may attend full time from day one or on a part time basis until compulsory school age is reached on a prescribed date during the term following their fifth birthday. Where compulsory school age has not yet been reached, the child's entry to school may be deferred until later in the school year but not beyond compulsory school age or the start of the last term in that school year. All the Trust's schools operate a six-term year.

A child born between 1 April and 31 August is described as 'summer born' and entry to school for this child may be lawfully delayed for one year where this is considered by the applicant to be in the child's best educational interests. The applicant must still apply for a place in September 2023, but can explain the intention to delay entry until the following September. This could be on the basis of a 'retained' Reception place or the submission of a later In-Year application for Year 1.

2.1 Applicants must complete the 'Common Application Form' issued by the home Local Authority (LA) and submit this according to published procedure before 15 January 2023. Applications submitted after this deadline will be considered 'late' and will not be processed until on time applications have been administered by which time a place at the preferred school may no longer be available.

2.2 Places will be offered by the Admission Authority in the Reception Year at the preferred school up to the Admission Number published for the 2023 school year. The published Admission Number (PAN) is set according to the resources available and the need to maintain the size of infant classes within the requirements of statutory Infant Class Size legislation (a maximum of 30 children per teacher unless a child qualifies as a permitted exception admission in accordance with section 2.16 of the 2021 School Admissions Code). If fewer applications are received than PAN, every applicant will be offered a place for their child without condition. If more applications are received than PAN, the Admission Authority will apply oversubscription criteria in order to rank all the applications and identify a priority for the offer of places up to PAN.

2.3 Application decisions will be notified by the home local authority on 16 April 2023 to all applicants who submitted an 'on time' application.

3.0 Changing School In-Year

3.1 The applicant may apply for a child within his/her care to change school during any academic year, or within six school weeks of that academic year commencing. The In-Year Application Form which can be found on the School website or provided as a paper copy by the School Office, must be completed and returned directly to the school. If the application is being made for a child from a Service family or the parent of the child is a Crown Servant returning from overseas, the application may be submitted more than six school weeks in advance of the place being required, providing an official letter is submitted with the application, which sets out a relocation date and confirms a Unit postal address or quartering area address.

Note:
Children who have an Education Health and Care Plan agreed or already in place may not change school without the parent/carer first discussing the desire for a change of school with the local authority that issued the care plan.

3.2 The applicant may apply for the child to join the year that he/she feels is most appropriate for his/her educational needs. In most cases, this will be the year that is relatively (chronologically) correct for the child's age. Where this is not the case and the preferred year is full, further consideration will be given to whether a place can be made available within the relative (chronological) age year. The right of appeal will apply where a place cannot be offered in this year.

3.3 The Trust delegates In-Year admission decisions to a sub-group of the school governors (The Admissions Committee) and this committee will issue a decision to the applicant in writing within ten school days of receipt of a completed and signed In-Year Admission Application Form.

3.4 A place will be offered for the child concerned in the preferred year, where a further admission would not 'prejudice the efficient delivery of education or the efficient use of resources or the admission would not breach the statutory Infant Class Size Limit of thirty children per teacher (applies for years Reception, one and two). Where a place is offered, this offer will remain open for six school weeks from the date of the offer letter. Most children will join their new school very quickly and it is always helpful if the applicant can discuss an early start date with the school office, however, where the child is not on roll and attending within this six school week deadline, the offer will be withdrawn.

3.5 The Trust is committed to 'Fair Access to school for every child'. Consequently, when an application is refused and the child concerned is not already attending another school, the Admissions Committee will consider whether the child satisfies any of the criteria set out in the 'Bath and North East Somerset local authority Fair Access

Protocol' (FAP) which is published on the local authority website. If the child concerned satisfies any of the FAP criteria, the Admissions Committee will inform the local authority and provide a copy of the completed In-Year Application Form. This will enable the local authority to decide whether it would be appropriate to engage with the applicant in order to help identify an alternative suitable educational placement without undue delay. This does not remove the right for the applicant to appeal the Admission Committee's decision to refuse admission.

The in-years admission application form which is available from each school or to download from the school website or from the home local authority sets out the procedure for determining whether a child complies with the FAP criteria.

4.0 Lodging An Appeal

4.1 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. The applicant may lodge an appeal when an admission application is refused by the Admission Authority unless the application was for a year other than the child's relative age and a place could be offered in the relative age year.

4.2 The admission decision letter issued to the applicant will explain the reasons for refusal and explain how to lodge an appeal. An appeals timetable is published on every school website by 28 February annually which explains the time frame for the appeal process.

4.3 The decision of an independent appeal panel is binding on all parties. However, where there is concern that the appeal procedure has not been properly administered in accordance with the 2012 School Admission Appeals Code and/or the published Appeals Timetable, the Appellant may choose to raise the matter with the Trust. Where no local resolution is reached the appellant may escalate the matter to the Education Skills and Funding Agency.

B&NES web page – How school admissions and appeals work
https://beta.bathnes.gov.uk/how-school-admissions-and-school-admissions-appeals-work

GOV.UK – Schools Admissions – Appealing a school's decision
https://www.gov.uk/schools-admissions/appealing-a-schools-decision

GOV.UK – Advice for parents and guardians on school admission appeals
https://www.gov.uk/government/publications/admission-appeals-for-school-places/advice-for-parents-and-guardians-on-school-admission-appeals

Appendix A – Schools and Oversubscription Criteria

Note:
Where more admission applications are received at any one time than there are places available within the preferred year group (oversubscription), the Admissions Committee will arrange for every application received to be assessed against the oversubscription criteria applying for the preferred school. This is in order to rank the applications in priority order and identify the children for whom a place can be offered within the published admission number/admission limit and those that will be refused. The oversubscription criteria will also be applied in order to rank children's names on a waiting list.

Should more than one application rank with the same level of priority, a refined order of these applications will be determined by calculating the straight line distance between each child's home and the school with the shorter distance receiving the higher priority.

In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system to a minimum of three decimal places accuracy. In the case of a multi-dwelling building, such as a block of flats, the same distance will apply for all occupants. Tie Breaker: Where two or more distances are exactly equal, the ranked order will be decided by the drawing of lots. This lottery exercise will take place at the school and be supervised by a person entirely independent of the Trust and the school.

A place will be provided for any child who has an Education Health and Care Plan (EHCP) agreed by Bath and North East Somerset local authority or in place at the time of application which names the preferred school as the education provider. This place will be allocated within the Published Admission Number/limit before the consideration of any other applications, or above this limit if places have already been offered at that time.

The first 'criterion' or 'priority' is statutory and refers to 'Looked after Children'. 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.

Oversubscription Criteria

Bathampton Primary School, Bath, BA1 6TQ		
Email: enquiries@bathampton.bwmat.org		**Telephone: 01225 465229**
Published Admission Number (PAN): **30**	Catchment Area: **No**	Supplementary Information Form (SIF): **No**

Priority A - 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 notes on page 8)

Priority B - The 2 categories in this criterion will be given equal consideration.

- Children who live within a 1.5-mile radius* of the school and for whom there will be a sibling in attendance at the time of application at the preferred school.
- Children who live outside a 1.5-mile radius* of the school but it is their closest School and for whom there will be a sibling in attendance at the time of application at the preferred school.

Priority C - Children living closest to the school, as measured in a direct line.

Notes:

Please see Section 1.6 for definition of Siblings.

* The 1.5-mile radius will be measured from the address point of a school as defined by the Local Land & Property Gazetteer (LLPG).

Batheaston Church School, School Lane, Batheaston, Bath, BA1 7EP		
Email: office@batheaston.bwmat.org		**Telephone: 01225 858555**
Published Admission Number (PAN): **30**	Catchment Area: **No**	Supplementary Information Form (SIF): **No**

Priority A - 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 notes on page 8)

Priority B - The 2 categories in this criterion will be given equal consideration.

- Children who live within a 1.5-mile radius* of the school and for whom there will be a sibling in attendance at the time of application at the preferred school.
- Children who live outside a 1.5-mile radius* of the school but it is their closest School and for whom there will be a sibling in attendance at the time of application at the preferred school.

Priority C - Children living closest to the school, as measured in a direct line.

Notes:

Please see Section 1.6 for definition of Siblings.

* The 1.5-mile radius will be measured from the address point of a school as defined by the Local Land & Property Gazetteer (LLPG).

Bathford Church School, Dovers Park, Bathford, Bath, BA1 7UB		
Email: office@bathford.bwmat.org		**Telephone: 01225 858776**
Published Admission Number (PAN): **30**	Catchment Area: **No**	Supplementary Information Form (SIF): **No**

Priority A - 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 notes on page 8)

Priority B - Children who, at the time of application, have a sibling attending Bathford Church School.

Priority C - Children living closest to the school, as measured in a direct line.

Notes:

Please see Section 1.6 for definition of Siblings.

Bathwick St Mary Church School, Darlington Road, Bath, BA2 6NN		
Email: office@bsm.bwmat.org		**Telephone: 01225 465654**
Published Admission Number (PAN): **30**	Catchment Area: **Yes**	Supplementary Information Form (SIF): **Yes**

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 notes on page 8)

2. Children who, at the time of application, have a sibling attending Bathwick St Mary Church School.

3. Children who, at the time of application live within the Bathwick Parishes and are eligible to receive a Pupil Premium.

4. Children of School Staff - A member of staff may apply for a Reception place at the school for their child. They must have been a) employed at the school for at least two consecutive years at the time of application and/or b) recruited to fill a vacant post for which there is a demonstrable skill shortage. Members of staff are full time and part time, teaching and non-teaching staff employed at the school and who are paid through the school's payroll system.

5. Children who themselves, or whose parent(s) / carers regularly attend (15 times per year for a minimum of two years before the admission application is submitted) a service of Christian worship at the Bathwick Parish Churches and live within the Bathwick Parishes. (Supplementary Information Form must be completed – See Appendix D)

6. Children who, at the time of application, live within the Bathwick Parishes.

7. Children living closest to the school, as measured in a direct line.

Notes:

Please see Section 1.6 for definition of Siblings.

Freshford Church School, Freshford Lane, Freshford, Bath, BA1 7WE		
Email: office@freshford.bwmat.org		**Telephone: 01225 723331**
Published Admission Number (PAN): **20**	Catchment Area: **Yes**	Supplementary Information Form (SIF): **No**

Priority A - 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 notes on page 8)

Priority B - Children who, at the time of application, have a sibling attending Freshford Church School.

Priority C - Children of School Staff - A member of staff may apply for a Reception place at the school for their child. They must have been a) employed at the school for at least two consecutive years at the time of application and/or b) recruited to fill a vacant post for which there is a demonstrable skill shortage. Members of staff are full time and part time, teaching and non-teaching staff employed at the school and who are paid through the school's payroll system.

Priority D - Children for whom Freshford Church School is **their closest school** as measured in a direct line from the Child's home address (e.g. the distance from a child's home address to Freshford church School is **less than** from the child's home address to any other school).

Priority E - Children living closest to Freshford Church School, as measured in a direct line.

Notes:

Please see Section 1.6 for definition of Siblings.

St Andrew's Church School, Northampton Street, Julian Road, Bath, BA1 2SN		
Email: enquiries@standrewsbath.bwmat.org		**Telephone: 01225 310135**
Published Admission Number (PAN): **30**	Catchment Area: **Yes**	Supplementary Information Form (SIF): **Yes**

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 notes on page 8)

2. Children who, at the time of application, have a sibling attending St Andrew's Church School.

3. Children who at the time of application are attending St Andrew's Nursery regularly for at least 2 sessions per week*.

4. Children who live within the City of Bath and the family are 'practising' members of any Church. 'Practising' is defined as attendance at church at least once a month for not less than 6 months immediately prior to the application closing date. (Supplementary Information Form must be completed – See Appendix D)

5. Children living closest to the school, as measured in a direct line.

Notes:

Please see Section 1.6 for definition of Siblings.

Please see Appendix B for the map detailing the City of Bath Boundary.

*Parents of children in Nursery need to make a separate application for transfer from Nursery to Primary School through Bathnes School Admissions website - https://beta.bathnes.gov.uk/apply-primary-school-place-reception

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.

St Michael's Junior Church School, Newton Road, Bath, BA2 1RW		
Email: office@stmichaels.bwmat.org		**Telephone: 01225 421888**
Published Admission Number (PAN): **60**	Catchment Area: **No**	Supplementary Information Form (SIF): **No**

Priority A - 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 notes on page 8)

Priority B - Children who, at the time of application, have a sibling attending St Michael's Junior Church School.

Priority C - Children living closest to the school, as measured in a direct line.

Notes:

Please see Section 1.6 for definition of Siblings.

St Nicholas Church School, Kilmersdon Road, Radstock, Bath BA3 3QH		
Email: stnicholas_pri@bathnes.gov.uk		**Telephone:** 01761 432101
Published Admission Number (PAN): **60**	Catchment Area: **No**	Supplementary Information Form (SIF): **No**

Priority A - 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 notes on page 8)

Priority B [The 2 categories in this criterion will be given equal consideration].

- Children who live within a 1.5-mile radius* of the school and for whom there will be a sibling in attendance on the admission date at the preferred school.
- Children who live outside a 1.5-mile radius* of the school but it is their **closest** School and for whom there will be a sibling in attendance on the admission date at the preferred school.

Priority C - Children living closest to the school, as measured in a direct line.

Notes:

Please see Section 1.6 for definition of Siblings.

St Saviour's Infant Church School, Spring Lane, Larkhall, Bath, BA1 6NY		
Email: infantenquiries@stsaviours.bwmat.org		**Telephone: 01225 421998**
Published Admission Number (PAN): **60**	Catchment Area: **No**	Supplementary Information Form (SIF): **No**

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 notes on page 8)

2. Children who, at the time of application, have a sibling attending St Saviour's Infant Church School or St Saviour's Junior Church School.

3. Children of School Staff - A member of staff may apply for a Reception place at the school for their child. They must have been a) employed at the school for at least two consecutive years at the time of application and/or b) recruited to fill a vacant post for which there is a demonstrable skill shortage. Members of staff are full time and part time, teaching and non-teaching staff employed at the school and who are paid through the school's payroll system.

4. Children living closest to the school, as measured in a direct line.

Notes:

Please see Section 1.6 for definition of Siblings.

St Saviour's Junior Church School, Eldon Place, Larkhall, Bath, BA1 6TG		
Email: juniorenquiries@stsaviours.bwmat.org		**Telephone: 01225 310137**
Published Admission Number (PAN): **60**	Catchment Area: **No**	Supplementary Information Form (SIF): **No**

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 notes on page 8)

2. Children who, at the time of application, have a sibling attending St Saviour's Infant Church School or St Saviour's Junior Church School.

3. Children who, at the time of application attend St Saviour's Infant Church School, who do not have a sibling at St Saviour's Infant Church School or St Saviour's Junior Church School.

4. Children of School Staff - A member of staff may apply for a Year 3 place at the school for their child. They must have been a) employed at the school for at least two consecutive years at the time of application and/or b) recruited to fill a vacant post for which there is a demonstrable skill shortage. Members of staff are full time and part time, teaching and non-teaching staff employed at the school and who are paid through the school's payroll system.

5. Children living closest to the school, as measured in a direct line.

Notes:

Please see Section 1.6 for definition of Siblings.

St Stephen's Church School, Richmond Place, Bath, BA1 5PZ		
Email: office@ststephens.bwmat.org		**Telephone: 01225 311665**
Published Admission Number (PAN): **60**	Catchment Area: **No**	Supplementary Information Form (SIF): **No**

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 notes on page 8)

2. Children who, at the time of application, have a sibling attending St Stephen's Church School.

3. Children living closest to the school, as measured in a direct line.

Notes:

Please see Section 1.6 for definition of Siblings.

Swainswick Church School, Innox Lane, Bath		
Email: enquiries@swainswick.bwmat.org		**Telephone: 01225 859279**
Published Admission Number (PAN): **12**	Catchment Area: **No**	Supplementary Information Form (SIF): **No**

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 notes on page 8)

2. Children who, at the time of application, have a sibling attending Swainswick Church School.

3. Children of School Staff - A member of staff may apply for a Reception place at the school for their child. They must have been a) employed at the school for at least two consecutive years at the time of application and/or b) recruited to fill a vacant post for which there is a demonstrable skill shortage. Members of staff are full time and part time, teaching and non-teaching staff employed at the school and who are paid through the school's payroll system.

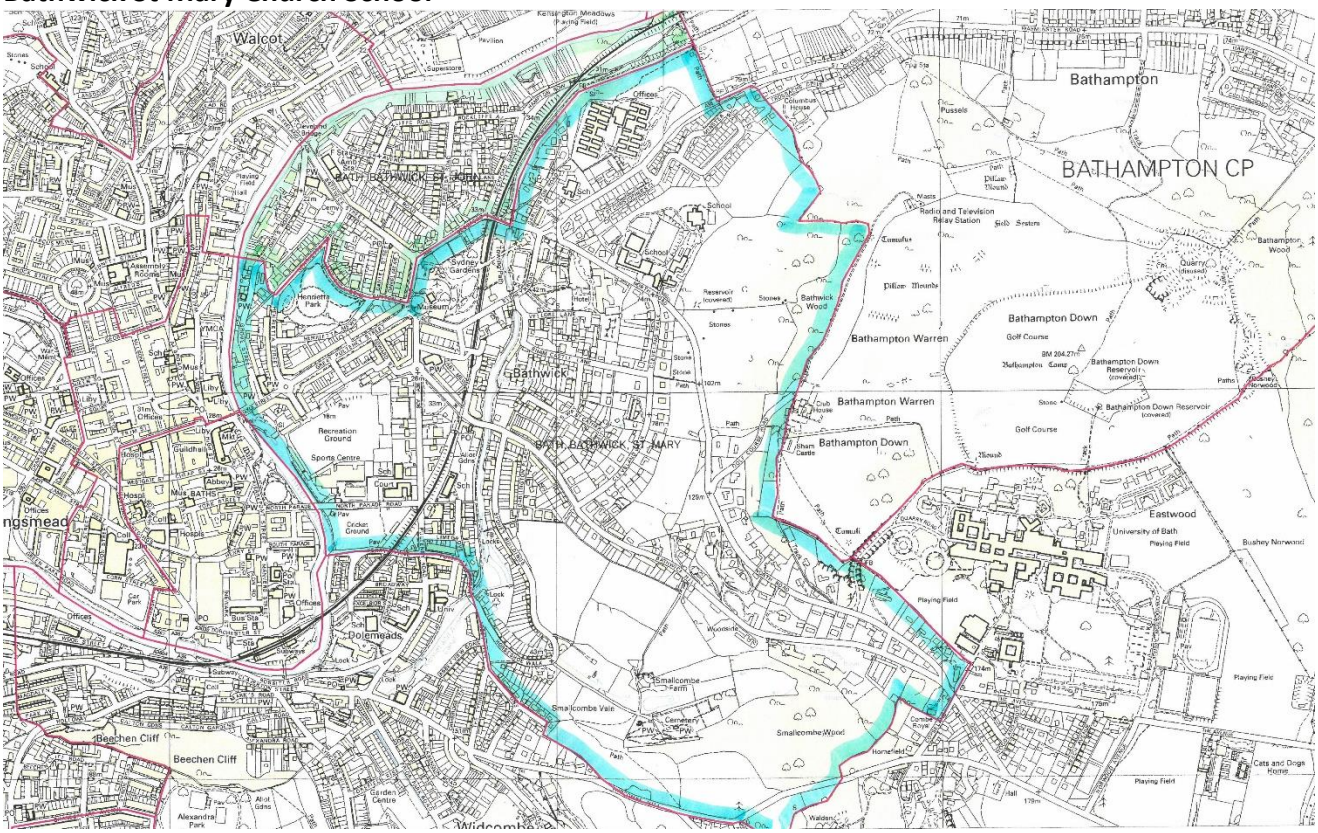
4. Children living closest to the school, as measured in a direct line.

Notes:

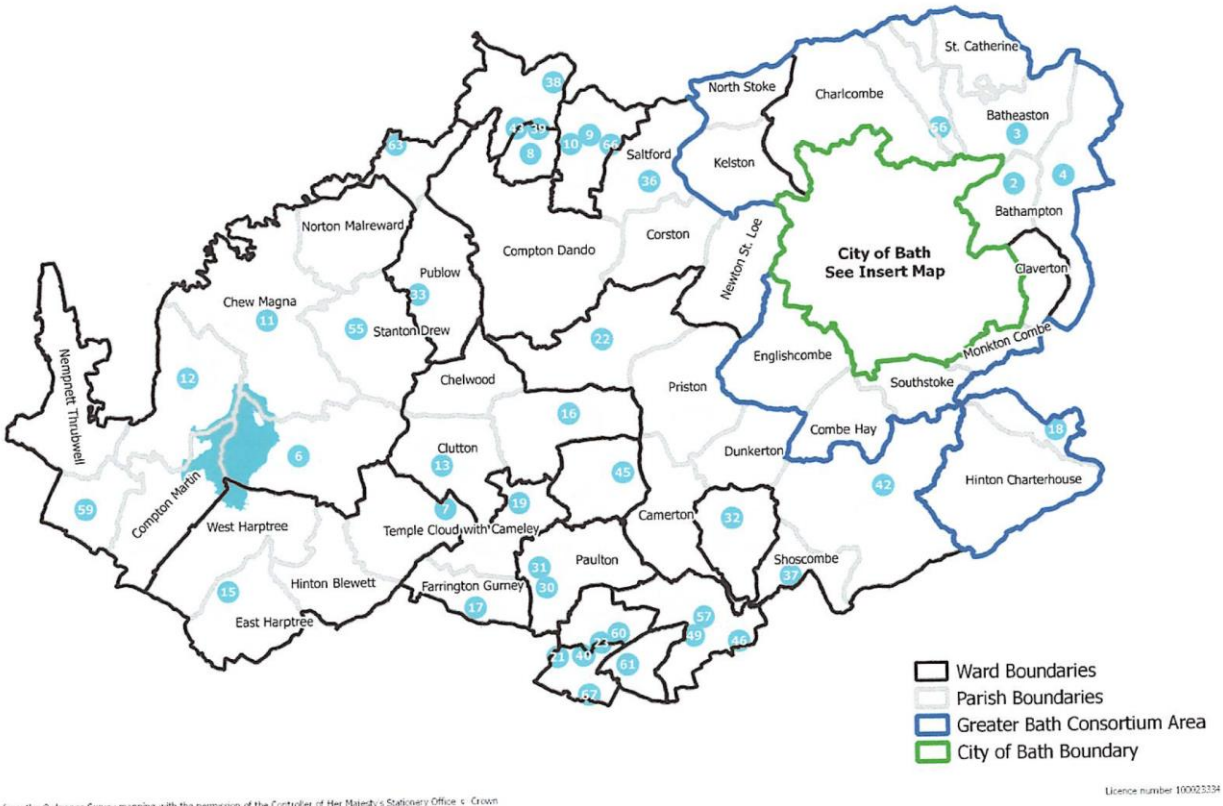
Please see Section 1.6 for definition of Siblings.

Appendix B – Catchment Maps

Bathwick St Mary Church School



St Andrew's Church School (2 maps)



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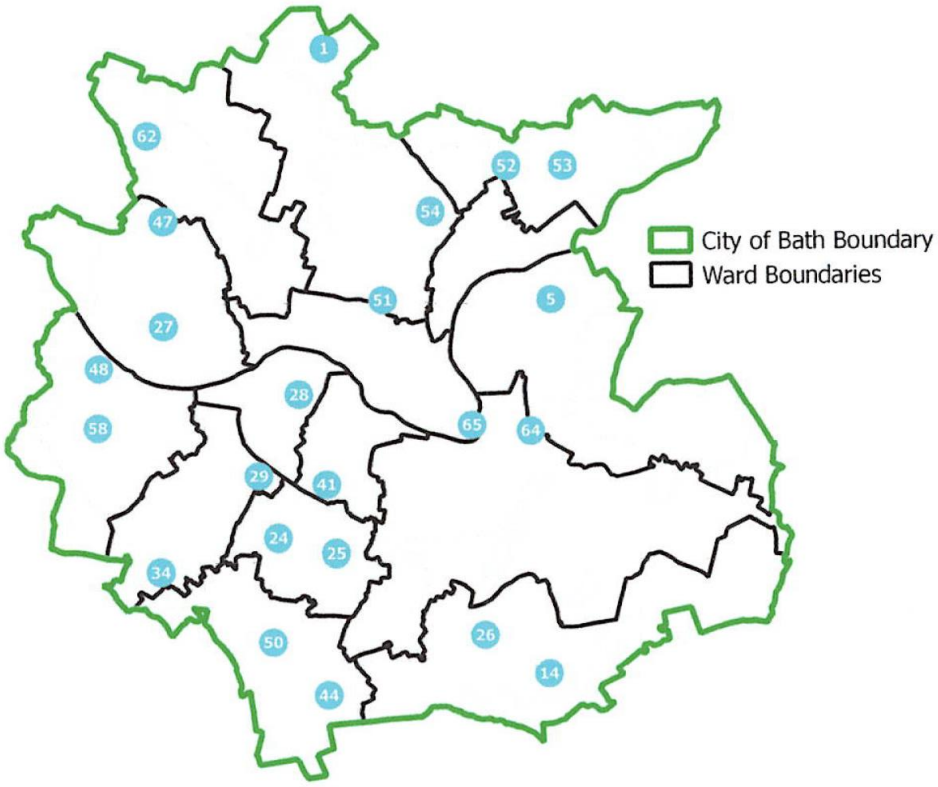
Bath & North East Somerset Council



City of Bath

1 Abbot Alphege Academy
5 Bathwick St Mary Church School
14 Combe Down C of E Primary
24 Moorlands Infant
25 Moorlands Junior
26 Mulberry Park Educate Together Primary
27 Newbridge Primary
28 Oldfield Park Infant
29 Oldfield Park Junior
34 Roundhill Primary
41 St John's Catholic Primary
44 St Martins Garden Primary
47 St Mary's Catholic Primary
48 St Michael's Junior Church School
50 St Philips C of E Primary
51 St. Andrew's Church School
52 St. Saviour's Infant Church School
53 St. Saviour's Junior Church School
54 St. Stephen's Primary Church School
58 Twerton Infant
62 Weston All Saints C of E Primary
64 Widcombe C of E Junior
65 Widcombe Infant

North East Somerset

2 Bathampton Primary
3 Batheaston Church School
4 Bathford Church School
6 Bishop Sutton Primary
7 Cameley C of E Primary
8 Castle Primary
9 Chandag Infant
10 Chandag Junior
11 Chew Magna Primary
12 Chew Stoke Church School
13 Clutton Primary
15 East Harptree C of E Primary
16 Farmborough Church Primary
17 Farrington Gurney C of E Primary
18 Freshford C of E Primary
19 High Littleton Church of England Primary
21 Longvernal Primary
22 Marksbury C of E Primary
23 Midsomer Norton Primary
30 Paulton Infant
31 Paulton Junior
32 Peasedown St John Primary
33 Pensford Primary
36 Saltford C of E Primary
37 Shoscombe Church School
38 Somerdale Educate Together Primary
39 St Johns C of E Primary (Keynsham)
40 St John's C of E Primary (Midsomer Norton)
42 St Julian's Church School
43 St Keyna Primary
45 St Mary's C of E Primary (Timsbury)
46 St Mary's C of E Primary (Writhlington)
49 St Nicholas' C of E Primary
55 Stanton Drew Primary
56 Swainswick C of E Primary
57 Trinity Church School
59 Ubley C of E Primary
60 Welton Primary
61 Westfield Primary
63 Whitchurch Primary
66 Two Rivers C of E Primary School
67 Norton Hill Primary School

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Appendix C – In Year Application Form (actual documents available on school website)

Bath & North East Somerset Council

IN-YEAR APPLICATION FORM – VA & ACADEMY SCHOOLS ONLY

This form is for parent(s)/carer(s) who wish to apply for a place in an existing year group at a school in Bath & North East Somerset.

Please complete one form for each child requiring a school place. All sections must be fully completed, additional delays may be incurred if there is any missing information. The Admissions Authority reserves the right to request further information and/or evidence at any time. **Please note that section 4** of the form needs to be completed by your child's current or most recent school attended so please plan for this. Failure to have this section completed may delay your child's application.

You **must not** use this form to apply for a change of school place if your child has an Education Health and Care Plan. Please contact the Special Educational Needs Team for guidance on the admissions process for your preferred school.

The school admissions website, which includes the In-Year application process, definitions and over subscription criteria for VA & Academy schools in Bath & North East Somerset can be found at School Admissions

Applications are normally processed within 10 school days of receiving a complete application and are processed in strict date order.

In Bath & North East Somerset we operate a Fair Access Protocol (FAP). Further details regarding the FA Protocol can be found on the authority's website.

FAPs are intended to act as a safety net for the most vulnerable. As such, they may only be used to place children that come under certain categories where a child is having difficulty in securing a school place in-year, and it can be demonstrated that reasonable measures have been taken to secure a place through the in-year admissions process. Only children without a school place will be regarded as fair access, that is; they are not on a school roll **and** meet the fair access criteria.

The information requested on your child in section 3 & 4 is used solely for the purpose of identifying if your child should be considered for a place using this protocol. It is not required for any other purpose and will not be used to make the decision whether to offer your child a school place under the In-Year scheme.

Section 4 of the application form can be left blank if your child is being home educated.

Applicants for children from outside of the UK, who are not Irish or UK citizens, will need to provide evidence of the right to abode in the UK, such as copies of the child's and applicant's passport and visa or settled/pre-settled status for EU citizens, to confirm they are entitled to receive a state funded education in England.

We recommend that foreign nationals, who wish to apply for a state-funded school place, to please check that they have a right of abode or that the conditions of their immigration status otherwise permit them to access a state-funded school. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school.

Please return your completed form by email or post direct to the VA or Academy school that you are applying for.

SECTION 1 – Child Details: You should enter your child's legal surname and first/middle name(s) as they appear on his/her birth certificate, unless the child's name has been legally changed										
First Name										
Middle Name(s)										
Last Name										
Date of Birth	Day			Month			Year			
Gender	Male or Female?									
Home Address										
							Postcode			

Moving Address - Please complete this section only if you are moving address

You **WILL** need to provide documentary evidence of your new address for this to be considered. **In all cases, it is your responsibility to confirm that the LA has received the documentary evidence.** For further information refer to the Admissions Booklet which can be found at School Admissions.

New Address										
							Postcode			
Date of Move	Day			Month			Year			

Is this child currently on roll at a school?	Yes ☐	No ☐
If Yes, give name of current school		
If No, give name of previous school and last date on school roll:		
Is this child currently being home educated?	Yes ☐	No ☐
If Yes, please give date home education arrangement started & also, if appropriate, details of any previous school attended:		
Are you a UK service personnel (or crown service) family returning from overseas with a confirmed posting to the area? If Yes, please provide proof of your Posting to the area with the application.	Yes ☐	No ☐
Is this child currently living in the UK?	Yes ☐	No ☐
If you have indicated No, is this child a British Citizen?	Yes ☐	No ☐
Or if you have indicated No and they are not a British Citizen, do they have the right to abode in the UK?	Yes ☐	No ☐

Is the child "looked after" by a Local Authority? (Sometimes referred to as "being in care")	Yes ☐	No ☐
A Looked After Child is a child who is in the care of a local authority or provided with accommodation by that local authority. If you are applying on behalf of such a child, please tick the YES box		
If YES, which Local Authority?		
Name & Contact Number for Social Worker		
Is the child a *Previously looked after child? I.e. immediately after being looked after became subject to an adoption, child arrangement or special guardianship order. Including Internationally Adopted Previously Looked After Children.	Yes ☐	No ☐
If YES, please state under which category they fall within. Adoption ☐ Care Arrangement order ☐ Special Guardianship order ☐ *Documentation will need to be provided as proof of care status. In all cases, it is your responsibility to confirm that the LA has received the documentary evidence.		

SECTION 2- Preferred School and Reasons for Preference			
When completing your preferred school if there is more than one school with the same name please also include the area in which the school is situated.			
My 1st Preference school is:			
Date the place is required (Day/Month/Year)		In which Year group is the place required?	
Reasons for preference			
You should read the school's admission criteria for details of any supporting evidence that may be required. If applicable, a supplementary information form (SIF) will be available from the schools direct or on their website.			

SIBLING Details – Complete if this child has a brother or sister at the school you are applying for.										
First Name										
Middle Name(s)										
Last Name										
Date of Birth	Day			Month			Year			
Gender	Male or Female?									
Home Address										
							Postcode			
Current School										

Member of Staff - Complete this section if the child has a parent who is a member of staff at the school you are applying for. This is only relevant for schools that have children of staff as part of their oversubscription policy. Please see the school's admissions policy and definition of a member of staff.	
Staff Member Name	

SECTION 3 - To be completed by Applicant		
Has this child been permanently excluded from their current or previous school?	Yes ☐	No ☐
If yes, is this their first permanent exclusion?	Yes ☐	No ☐
Please give all dates of any permanent exclusions		
Is this child attending the relevant age group for his/her age?	Yes ☐	No ☐
If No which year group applies		
Please use the space below to share any other information it would be useful for us to know		

SECTION 4 – To be completed by the Head or another member of staff on their behalf of the current school		
I confirm that the information provided by the applicant in Section 3 above is correct.	Yes ☐	No ☐
School Name		
Name of person completing this declaration		
School Telephone Number & Email (if outside of B&NES)		
Position in School		
Signature		
School Stamp:		

SECTION 5 – APPLICANT DETAILS (details of adult responsible for applying for the school place)			
Mr/Mrs/Ms/Miss			
First Name			
Last Name			
Home Address			
		Postcode	
Tel No. (daytime)			
I would like to receive my offer of a school place via email: Yes ☐ No ☐ The outcome letter contains your child's name, address, date of birth and the offered school place (where relevant). By ticking this box, you are accepting full responsibility and liability for the admission authority sending this information via unencrypted and unsecured email.			
Email address			
Relationship to pupil	Mother ☐ Father ☐ Step Parent ☐ Foster Parent ☐ Social Worker ☐ Other Relative ☐ Other Family Member ☐ Other ☐		
Do you have legal parental responsibility for this child? If you do not have legal parental responsibility for the child, you must provide an accompanying letter from a person with legal parental responsibility granting you the authority to make the application on their behalf.		Yes ☐	No ☐

SECTION 6 – DECLARATION - PLEASE SIGN AND DATE THIS FORM BELOW			
I understand that by signing this declaration I certify that the information I have given on this form is correct to the best of my knowledge and belief. I accept that any place offered may be withdrawn even after my child has started school if it has been established that the place was offered on a basis of false or misleading information. **General Data Protection Regulation 2018** The information that you give on this form will be used for the purpose of processing your application for a school place & school transport where appropriate for your child. The information may be shared with the Local Authority, the Department of Education, and where relevant and pertinent to your application, diocesan bodies, appeal panels and schools outside of this area for the purposes of verifying the accuracy of the application. It will not be used for any other purpose unless required to do so by law. I have read the explanatory notes which accompany this form, and the admissions arrangements for the school. I agree that if my child meets the FA Protocol that the information provided relating to my school application can be shared with the Area Behaviour & Attendance Partnership Panel. If there is joint responsibility, this application must be discussed with everyone who has parental responsibility and agreement reached for this form to be submitted. By submitting this application, you are confirming that you have sole parental responsibility for the child or that there is agreement between all persons who have parental responsibility.			
Signature		Date	

Appendix D - Supplementary Information Forms (SIF)

Supplementary Information Form (SIF) for:
Bathwick St Mary Church School

Note: The oversubscription criteria for the following Bath and Wells Multi Academy Trust schools include one or more faith criterion relating to the regular attendance at a Church or other place of worship: **Bathwick St Mary Church School,** Darlington Road, Bath, BA2 6NN.

This Supplementary Information Form (SIF) must be used where a parent/carer chooses to provide qualifying evidence in support of a School Admission Application for one of the above schools. In the event of the school applied for being oversubscribed with applications, the published oversubscription will be applied and all applications placed in ranked priority order. If, in these circumstances, a parent/carer would like a child in their care to be assessed against an applicable faith criterion, this SIF must be completed by the Vicar or Faith leader and signed and submitted by letter post or email directly to the school concerned before 15 January 2023. Failure to submit a completed SIF by this deadline will mean that the relative faith criterion cannot be taken into account for the child concerned when prioritising admission applications at the preferred school. Where the parent/carer wishes qualifying evidence to be taken into account for more than one of the schools named above, a separate SIF must be completed for each school.

Please be aware that if this SIF is submitted by email, this is an open platform and not encrypted and therefore yours and your child's personal details may not be secure.

Part 1

This SIF relates to the School Admission Application Form submitted on behalf of:	
Child's DOB (date/month/year):	**Child's Full Name:**
School applied for:	

Part 2

Name of Vicar or Faith Leader completing this SIF (print):	
Church or place of worship:	
Statement: I confirm that the child named in Part 1 of this SIF and/or their parent(s)/primary carer(s) has regularly attended a service of Christian worship at the Bathwick Parish Churches. Regular attendance is defined as '15 times per year for a minimum of two years' immediately prior to the completion of this SIF and therefore qualifies the requirements of the appropriate faith criterion (**criterion number: 5**) contained in the Oversubscription Criteria published for the stated school.	
Signed:	**Date of signature:**

Supplementary Information Form (SIF) for:
St Andrew's Church School

Note: The oversubscription criteria for the following Bath and Wells Multi Academy Trust schools include one or more faith criterion relating to the regular attendance at a Church or other place of worship: **St Andrew's Church School,** Northampton Street, Julian Road, Bath, BA1 2SN

This Supplementary Information Form (SIF) must be used where a parent/carer chooses to provide qualifying evidence in support of a School Admission Application for one of the above schools. In the event of the school applied for being oversubscribed with applications, the published oversubscription will be applied and all applications placed in ranked priority order. If, in these circumstances, a parent/carer would like a child in their care to be assessed against an applicable faith criterion, this SIF must be completed by the Vicar or Faith leader and signed and submitted by letter post or email directly to the school concerned before 15 January 2023. Failure to submit a completed SIF by this deadline will mean that the relative faith criterion cannot be taken into account for the child concerned when prioritising admission applications at the preferred school. Where the parent/carer wishes qualifying evidence to be taken into account for more than one of the schools named above, a separate SIF must be completed for each school.

Please be aware that if this SIF is submitted by email, this is an open platform and not encrypted and therefore yours and your child's personal details may not be secure.

Part 1

This SIF relates to the School Admission Application Form submitted on behalf of:	
Child's DOB (date/month/year):	**Child's Full Name:**
School applied for:	

Part 2

Name of Vicar or Faith Leader completing this SIF (print):	
Church or place of worship:	

Statement:
I confirm that the child named in Part 1 of this SIF and their family have attended a Church service for which I am responsible at the place of worship named above, at least once a month for not less than 6 months immediately prior to the completion of this SIF and therefore qualifies the requirements of the appropriate faith criterion (**criterion number: 4**) contained in the Oversubscription Criteria published for the stated school.

NB 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.

Signed:	**Date of signature:**