



Common Admission Policy for 2017/2018

Applications

The Academy Trust of Melksham is the Admission Authority for all Schools and Academies in the Trust and it participates in the Wiltshire Council Coordinated Admissions Scheme; all Applications for Normal Entrance to an Academy (Infant or Reception class of a Primary and Year 7 for Secondary School) and all in-year admissions and transfers should be submitted via the Wiltshire Council Coordinated Admissions scheme.

This is the central admissions policy for all of the schools in the Academy Trust of Melksham; each school has the option to alter the admissions policy, in order to support its individual ethos and character (as long as it is legally compliant).

As detailed in this policy; the appeals procedure for the ATOM will follow the Wiltshire policy and appeals procedure

Published Admission Number

School	PAN
Bowerhill	60
St George's	16
St Mary's	15
Shaw	30
Seend	16
The Manor	45
Melksham Oak	252

Primary Admission:

For Bowerhill, St Georges, St Mary's, Shaw, Seend, The Manor

Introduction

This policy has been written in accordance with The School Admissions Code and The ATOM Funding Agreement.

Visiting Our Schools

We welcome visits from parents and children considering applying for a place. This is an opportunity for parents to see what we have to offer. Visits are not a compulsory part of the admissions process and will not affect decisions on whether a place can be offered at our schools. If you would like to visit any school, you should contact the school to make an appointment.

Primary School Applications

The application round for entry into Reception 2017 opens on 1 September 2016. The deadline date for applications to be received is midnight on 15 January 2017. The home address given for the child must be the address where the child is resident as of the deadline date.

All applications should be made to Wiltshire Council. The School Admissions Team will forward the appropriate information to the schools within the ATOM for consideration. Applications can be submitted online at www.wiltshire.gov.uk.

The 15 January 2017 is the deadline date for all Common Application Forms to be received by the School Admissions Team at County Hall. Applications received by this date will be classed as first round/on time applications.

The 18th April 2017 is national offer date and letters will be despatched to all parents who submitted an on time first round application'

Secondary School Applications

First Round Applications for Secondary YR7 2017 Intake (applications received before the deadline of 31 October 2016)

Wiltshire Council will act as a clearing house for the allocation of places by the relevant admission authorities in response to the SCAFs.

31 October 2016 closing date for all Common Application Forms to be received by the School Admissions Team at County Hall. Applications received by this date will be classed as first round/on time applications.

Starting School

There is a legal entitlement for all three and four year olds to have access to 15 hours free early education per week – available from registered childminders, school-based childcare, Sure Start Centres, pre-schools, day nurseries, playgroups or nursery schools. A school place will be made available for children from the September following their 4th birthday.

The school will inform parents of the induction arrangements for new entrants to the reception classes. These will involve a short period of part time provision at the beginning of Term 1, which will last two weeks.

Deferred admission until later in the academic year

A school place in the reception class is available for children from the September of the academic year in which they are four. Where an offer of a place is made to a child below compulsory school age, parents have the right to defer their child's entry to school until later in the school year. The place is held for the child and is not available to be offered to another child. Entry may not be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the admission is sought. Where a parent or guardian chooses to defer their child's admission beyond the academic year for which admission is sought, the place originally offered cannot be held over and a fresh application is required. Children whose entry is deferred are expected to join their chronological peer group, i.e. year 1.

All applications received after the deadline of 15 January 2017, including those directed incorrectly to schools and not forwarded to the LA before the deadline, will be treated as late applications and considered only after those applications received before the deadline have been determined.

Children with statement of special educational needs or ECHP

Pupils with a statement of special educational needs or an EHCP are required to be admitted to the school named on their statement. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of the Statutory SEN Service at which point this policy ceases to apply.

Published Admission Number

A Published Admission Number (PAN) is agreed for each school annually and defines the number of places available for the year of entry. All applications must be agreed until the PAN has been reached and this figure will not be exceeded other than in exceptional circumstances, for example, a child living in the designated area for who there is no reasonable alternative place available would be admitted. "Reasonable" in this circumstance is defined as a school within the statutory safe walking distance from the applicants home address of two miles for children aged under eight and three miles for children aged eight or over, or it is a school to which free home to school transport would be provided.

Shared Parental Responsibility

Where two (or more) adults both have parental responsibility for a child it is preferable that they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such order has been made, preference will be given to the parent with whom the child is living for the majority of the school week. If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the address used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For in year transfer applications, until any such order is made, the placement will continue in the best interests of securing educational provision for the child with a minimum of disruption.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

Multiple Births

The Admissions Authority will endeavour to place siblings born at the same time (eg. twins, triplets etc in the same school.) If necessary schools will be required to admit over PAN to accommodate such children. In accordance with paragraph 2.15 of the School Admissions Code which came into force in February 2012, twins and multiple births will be classed as permitted exceptions to the Infant Class Size Regulations. This will only be the case when one of the siblings is the 30th child admitted.

Children of UK Service Personnel (UK Armed Forces)

Applications for children of service personnel with a confirmed posting to the county or crown servants returning from overseas to live in the county, will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round. An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include relocation date and unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area'). Until a fixed address is available, the unit postal address or quartering area address will be used and a school place allocated accordingly.

The Admissions Authority will not refuse a child of UK service personnel a place because the family does not currently live in the area, nor will it reserve blocks of places for these children. Children will be considered to be siblings if any brother or sister is going to be attending a school. Their position on any waiting list will be set accordingly. The sibling link will not apply if the child that is going to be attending the school will be in year 6.

All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations 2012.

Designated Area

A designated area is a discrete geographical zone served by a school. The address that determines a child's designated area is the place where s/he is ordinarily resident with his/her parent(s) or legal guardian(s) for the majority of the school week. Most schools have a discrete designated area but some addresses fall within areas shared by two or more schools. Children living outside the county boundary are treated as if the children live within Wiltshire but outside the designated area for the school(s) in question. Maps for each designated area are held by the Local Authority (LA).

Secondary School Admission

Melksham Oak Community School admissions policy is very similar to the Primary Schools admission policy detailed earlier in this document. All applications should be made to Wiltshire Council who act as the Co-ordinating body for applications. Application Forms are available at www.wiltshire.gov.uk/

Parents will be able to make an online application. Online applications will be made directly to County Hall, Trowbridge. If an online application has been submitted, a written application is not

necessary. The online facility will be available from 1 September 2016 up until the deadline of 31 October 2016.

There will be a standard written application form known as the Secondary Common Application Form (SCAF). This form must be used for the admission of pupils into the first year of secondary education in the specified year.

The SCAF must be used as a means of expressing one or more preferences by the parent wishing to apply for a school place for their child either within or outside the county. The child must live in Wiltshire.

The LA will make arrangements to ensure

- a. the SCAF is accompanied by written guidance notes explaining the co-ordinated admissions scheme, and
- b. that copies are available on request from the LA and from all primary and secondary schools in the LA area, and
- c. that an electronic version of the form is available for parents to make an online application.

First Round Applications for Secondary YR7 2017 Intake (applications received before the deadline of 31 October 2016)

Wiltshire Council will act as a clearing house for the allocation of places by the relevant admission authorities in response to the SCAFs.

31 October 2016 closing date for all Common Application Forms to be received by the School Admissions Team at County Hall. Applications received by this date will be classed as first round/on time applications.

By 26 November 2016 the LA will notify Melksham Oak Community School of every preference that has been expressed for that school.

By 15 January 2017 Melksham Oak Community School will have considered all of the preferences for their school and provided the LA with a ranked list of all applicants in accordance with the oversubscription criteria.

The 1 March 2017 is national offer date and letters will be despatched to all parents who submitted an on time first round application.

Oversubscription Criteria (for all schools except Seend)

Where a school is oversubscribed, places are allocated to children in order of the ranked criteria listed below:

Looked After Children/Previously Looked After Children

The definition of Looked After Children - a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who 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 (see the definition in section 22 (1) of the Children Act 1989).

Vulnerable Children

Children from families registered with the National Asylum Support Service; Children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, general practitioner or specialist showing that it would be detrimental to the child or family not to admit to the preferred school.

Children with particular educational needs where written evidence is available from health or educational professionals to show that it would be detrimental to the child not to be admitted to the school; For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of the application and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date.

Designated area siblings and shared area siblings

A child is considered under this criterion if a sibling is attending the school as at the deadline date and will continue to attend the school at the time of entry, and where the child lives within the designated area or shared area at the same address as the sibling. Step, half and foster siblings are included in this category.

Other children for the designated area or shared area

Children resident within the designated area or shared area who do not qualify under one of the criteria above.

Other Siblings

A child is considered under this criterion if a sibling is attending the school (at the deadline date and will continue to attend the school at the time of entry, and where the child lives at the same address as the sibling. Step, half and foster siblings are included in this category.

Children of staff at the school/in the ATOM

A child is considered to fall under this criterion

- i. Where the member of staff has been employed at the school or in the ATOM for two or more years at the time at which the application for admission to the school is made, and/or
- ii. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If applicants wish to be considered under this criterion then a letter from the Headteacher confirming the above applies to the applicant must be provided at the time of application.

Other Children

Children to whom none of the above criteria apply.

Tie Break

If the school is oversubscribed within any category above, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority. If two or more children with the same priority for admission live an indistinguishable distance from the preferred school, but cannot all be admitted, then the available places will be decided by means of casting lots (random application).

Waiting lists

Waiting lists will be maintained for all intake year groups in schools. Children will automatically be added to these lists if a preference higher than the school place offered has been refused. All

applicants have the right of appeal against any refusal of a place. The existence of a waiting list does not remove this right from any unsuccessful applicant.

The position on a list will be determined by applying the published oversubscription criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the oversubscription criteria.

Waiting lists for all year groups will close on 24 July 2018. A fresh application can be made for a place for the next academic year group but this will not be considered before 5 May 2018.

Places that become available will not be offered to pupils who are not on the waiting list.

Names will only be removed from the lists if a written request is received or if the offer of a place that becomes available is declined.

Registration of interest on a school's pre-admission list will not be considered as an application for a school place.

Except for service families, children will be considered to be living within the designated area for a school on receipt of an exchange of contracts or a signed tenancy agreement.

Except for service families, children will not be considered to be a sibling unless their brother or sister is attending the school and is expected to still be in attendance at the chosen start date.

Late applications

Applications for Reception 2017 Intake – applications received after 15 January 2017

Applications received after the deadline of 15 January 2017 will be considered as late applications.

Applications received between the 16 January 2017 and 25 April 2017 will be treated as second round applications.

Applications received after the 26 April 2017 will be treated as third round applications.

In Year Transfer Applications

All In Year Transfers applications should be submitted via the Local Authority. Applications received after the 24 July 2015 for the year of entry and any applications received for other year groups are classed as transfer applications.

Other than in exceptional circumstances and in agreement with the two schools involved, a transfer will, if the applicant is not moving address, only be considered as being for the start of the next new term.

All applications will be considered together with any applications already on a school's waiting list.

Applications received at least one traditional term before the term in which admission is being sought are considered together and are ranked using the oversubscription criteria listed in this policy.

Applications received requesting more immediate admission are considered in the order that the School Admissions Team receives them. If more than one additional application for a particular school is received on the same date places are allocated to children in order of the oversubscription criteria as listed in this policy.

In all cases parent(s)/guardian(s) will be invited to state up to a maximum of three preferences. An offer will be made at the school listed as highest preference possible which has an available place.

If your child is offered a place then you must accept or decline the place within 10 working days of the date of offer. If the place is not accepted then a further letter will be sent informing the applicant that should they not accept or decline the place within five working days the place will be withdrawn. A further letter will be sent informing the applicant the place has been withdrawn.

If your child is offered a place at the school and you accept the place, you must take the place up within 28 working days of the required admissions date stated on the original application form. Should the place not be taken up within the 28 working days the LA will then write to the parents informing them that the place has been withdrawn.

Requests for places in year groups other than the one relating to the child's chronological age will only be agreed, if supported by the LA's relevant professional adviser(s) and the school.

Proof of address

The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes:

- A copy of your Council Tax Bill
- A solicitor's letter stating contracts have been exchanged and specifying a completion date
- A signed and dated tenancy agreement plus proof of residency (e.g. copy of a recent utility bill)

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. If parents notify the LA that they will be moving house, even if they provide the relevant proof of that address, they must move into that property by no later than the end of the first term following the notification. The LA reserves the right to check that parents are living in the address indicated within that timescale. If parents are not living there, the applications will be investigated and the allocated place may be withdrawn.

Fair Access Protocol

All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children. If the governing body of any school refuse admission to a child with challenging behaviour where there are places available (outside the normal intake round) the case must be referred to the LA for consideration under the In-Year Fair Access Protocol.

This protocol does not apply to a Child in Care (Looked after Child, a previously looked after child) or a child with a Statement of Special Educational Needs, as these children must be admitted.

Further information on the In Year Fair Access Protocol including further criteria for referral, and a copy of the protocol, can be viewed at www.wiltshire.gov.uk

Appeals Procedure

Parents have a right of appeal to an independent panel against any decision made by or on behalf of the Authority as to the school which education is to be provided for their child.

Information about the appeal procedure will be provided where a place at one or more of the preferred schools has been refused. Parents should contact the individual schools if they wish to lodge an appeal.

Further Appeals

Parents who have appealed unsuccessfully can reapply for a place at the same school in a later academic year, and have a right of appeal if unsuccessful. Unless there are significant and material changes, as agreed by the Director of Children's Services, in the circumstances of the parent, child or school relevant to a further application, a repeat application during the same academic year will not be considered and no fresh appeal can be made. Where there have been material changes in circumstances and the repeat application is considered and again refused, the parents will have the right to a fresh appeal.

Oversubscription Criteria For Seend School (due to its Religious nature)

Where more applications have been received than places available at the School, or where to admit would conflict with the School fulfilling class size legislation, the following priorities shall apply in order:

Looked after children

Looked after children or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order^[1]. A looked after child is a child who 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 (see the definition in section 22(1) of the Children Act 1989)".

Vulnerable Children

i. Children from families registered with the National Asylum Support Service;

ii Children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer and the general practitioner or specialist showing that it would be detrimental to the child or family not to admit to the preferred school;

iii Children with particular educational needs where written evidence is available from Central SEN services to show that it would be detrimental to the child not to be admitted to the school;

For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of application and also living at the same address on a foreseeable permanent basis. Proof will be required.

LIVING WITHIN THE SCHOOL'S DESIGNATED AREA (As Defined later):

Siblings

A child is considered in this category if an older sibling is attending the School before the deadline date and will continue to do so when the sibling is admitted, and where the child lives within the designated area at the same address as the older sibling. Step, half and foster siblings are included in this category, as well as the children of couples who have registered a civil partnership.

4. Practising Christians

Those children from within the designated area who are regular (*at least once each month for a period of at least a year prior to application*) practising Christians, of whatever denomination, at a recognised church or religious group. (A recognised church is one that subscribes to the Churches Together in Britain and Ireland). Confirmation of status will be requested from the relevant priest/pastor. *If parents are making an application on faith grounds, they should also fill in the "Supplementary Information Form" available from the school.*

5. Designated area and Shared Area Multiple Births

Children who are twins (or other children of multiple births) applying for places at the same time and who are living at the same address which is within the designated area or shared area of the school.

6. Children of staff at the school/in the ATOM

A child is considered to fall under this criterion

- i. Where the member of staff has been employed at the school or in the ATOM for two or more years at the time at which the application for admission to the school is made, and/or
- ii. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If applicants wish to be considered under this criterion then a letter from the Headteacher confirming the above applies to the applicant must be provided at the time of application.

7. Other Children

Children resident within the designated area who do not qualify under one of the criteria above. Children resident within the designated area who do not qualify under one of the criteria above. Those living nearest to the School will be given priority. (The distance being measured by a straight line measurement from their home to the school as measured by the LA).

LIVING OUTSIDE THE SCHOOL'S DESIGNATED AREA (As Defined later):

8. Siblings

A child is considered in this category if an older sibling is attending the School at the deadline date, and will continue to do so when the sibling is admitted, and where the child lives outside the designated area at the same address as the older sibling. Step, half and foster siblings are included in this category, as well as the children of couples who have registered a civil partnership.

9. Practising Christians

Those children from outside the designated area who are regular (At least once each month for a period of at least a year prior to application) Practising Christians, of whatever denomination, at a recognised church or religious group. (A recognised church is one that subscribes to the Churches Together in Britain and Ireland). Confirmation of status will be requested from the relevant priest/pastor. *If parents are making an application on faith grounds, they should also fill in the "Supplementary Information Form" available from the school.*

10. Other multiple births

Children who are twins (or children of other multiple births) applying for places at the same time and who live at the same address which is outside the designated or shared area for the school

11. Children of staff at the school/in the ATOM

A child is considered to fall under this criterion

- i. Where the member of staff has been employed at the school or in the ATOM for two or more years at the time at which the application for admission to the school is made, and/or
- ii. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If applicants wish to be considered under this criterion then a letter from the Headteacher confirming the above applies to the applicant must be provided at the time of application.

12. Other Children

Children resident outside the designated area who do not qualify under one of the criteria above.

Tie Break

If the school is oversubscribed within any category above, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

If two or more children with the same priority for admission live an indistinguishable distance from the preferred school, but cannot all be admitted, then the available places will be decided by means of casting lots (random allocation).

Seend Designated Area

The School aims to provide a place for all children whose resident address is within the designated area defined as being within the boundaries of the parish of Seend, and to include those living at Redstocks and Coronation Lane; a map of this area may be obtained from the Admissions Authority upon request.

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week)