



WEST BUCKLAND  
PRIMARY SCHOOL  
AND NURSERY

## West Buckland Primary School admission arrangements 2024-2025

West Buckland is a four class primary school located in a village setting near to Wellington. Our school is the perfect size for everyone to know and care for each other really well whilst allowing plenty of scope for friendships and flexibility for challenge in learning.

We are very proud to be a member of the Richard Huish Trust and to be part of an organisation which strives for excellence, giving children depth of learning, richness of experience and a strong sense of belonging to our school family.

### **Admission number(s)**

The school has an admission number of **15** for entry into Reception.

The school has an admission number of **15** for entry in Year 1 to Year 6.

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

### **Cyclical Application process (September Year R Places)**

The Local Authority will process applications within the normal local authority process for coordinating school offers. This means you will need to complete your LA common application form.

Applications for this school should be sent to Somerset County Council.

The closing date for applications is **15 January 2024**.

Offers will be made on **16 April 2024**.

To apply visit <https://www.somerset.gov.uk/education-and-families/apply-to-start-school/>

## **In Year Application process**

In year applications must be submitted directly to the school using the in-year application form. Application forms can be downloaded from the school website and then be sent to the school office at [office@wb.huish.education](mailto:office@wb.huish.education)

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

A decision will be notified in writing to the applicant within ten school days.

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

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

## **Oversubscription criteria**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order and internationally adopted previously looked after children.
2. Priority will next be given to the siblings of pupils attending the school at the time the application is received. Where an older sibling is in Year 6 siblings will not be prioritised under this criterion.
3. Children living in the catchment area (see map below for catchment area).
4. Priority will next be given to children eligible for the pupil or service premium. Evidence of eligibility will need to be submitted with the application (see notes below on eligibility).
5. Other children.

## **Tie-break**

If in categories 2 – 5 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured in a straight line by a Geographical information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home.

Random allocation undertaken by the local authority will be used as a tie-break in categories

2-5 above to decide who has highest priority for admission if the distance between a child's home and the academy is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

### **Late applications**

All applications received after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

### **Deferred entry for infants**

Parents have a right to a full-time place at school for their child from the September following their fourth birthday.

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. 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.

Parents of summer born children may request that they are admitted into reception rather than year one when they become of compulsory school age.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the academy trust 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.

### **Waiting lists**

The school will operate a waiting list. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be

reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should submit their appeal form to the School Appeal Co-ordinator at the Admissions and Entitlement Team at Somerset County Council within 20 school days of the date of the refusal letter. For more information on how to appeal please see the Somerset County Council website at <https://www.somerset.gov.uk/education-and-families/appeal-a-school-admissions-decision/> for information on how to appeal. Information on the timetable for the appeals process is on our website at <https://www.westbucklandprimary.org.uk/>

## **Notes**

### Home address

A child's permanent home address is considered to be where the child spends the majority of their time with parents or carers. Documentary evidence of home ownership or suitable rental agreement may be required, together with proof of permanent residence at the property concerned. Places cannot be allocated on the basis of an intended future address, unless the house move can be confirmed through the formal 'exchange of contracts' or the signing of a minimum of a six month formal tenancy agreement from a letting agency. Please note private letting agreements may not be accepted as proof of residence. An address change due to a move to live with other family members or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required e.g. proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice. The Governing Body 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 Governing Body may carry out a home visit/s without prior notice to verify a pupil's home address. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. Fraudulent claims relating to the home address of a particular child may lead to the withdrawal of any offer of a school place. Proof of address will not be required for Traveller families where the address is confirmed by the Traveller Education Service. A foster carer will not be required to supply proof of address for a child placed with them by a Local Authority. The Local Authority and/or Governing Body must be notified of any change of address during the admissions procedure.

Where shared care arrangements are in place and parents/ carers of the child submit two separate applications for different schools, the Governing Body will only accept one application which will be the application made by the parent/carer that lives at the same permanent home address as the child. Where there are exceptional grounds such as on-going court proceedings for example, these applications will be considered on a case by case basis.

If a child's residence is split equally between both parents, the Governing Body may also ask for evidence of which parent/carer was in receipt of child benefit at the point of application. If

the parent/carer is not in receipt of child benefit, the Governing Body will ask for proof of the child's home address as held by the doctor's surgery at the point of application.

### Sibling

Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

### Pupil and Service Premium Priority

Those eligible for Pupil Premium admission priority are children who are currently registered as eligible for free schools meals and/or have been registered as eligible for free school meals at any point in the last six years. Children for whom their parents cannot provide evidence that their child is currently registered for free school meals, or has been in the past 6 years but where the child or its parents receive any of the following:

- Income Support;
- Income-based Jobseekers Allowance;
- An income-related employment and support allowance;
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190);
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit;
- Universal Credit – if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you receive).

Those eligible for Service Premium admission priority are:

- Children whose parent(s) are serving in the regular UK armed forces or is on full commitment as part of the full-time reserve service, or in the armed forces of another nation and stationed in England;
- Children who have been registered as a 'service child' in the school census at any point in the last six years;
- Children where at least one parent died while serving in the UK armed forces and the pupil is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS).

Parents will be required to provide evidence of eligibility with their application.



# Catchment

