



Two Rivers CofE Primary School

Two Rivers Church of England Primary admission arrangements for 2023-2024.

Introductory statement

Two Rivers Church of England Primary School is an Academy and as such the Governing Body is the admission authority.

The school will develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

Admission number(s)

The school has an admission number of 60 for entry in year Reception Class.

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 will offer places at the school to all those who have applied.

Application process

Applications to Two Rivers CofE Primary School will be handled alongside Bath and North East Somerset's (BANES) co-ordinated admissions scheme. All applications for admission must be submitted to your home Local Authority (LA) by the published closing date: 15th January 2023. The LA will forward all applications to the school and the Governing Body will rank all applications against the admissions criteria. The ranked list will then be returned to the LA.

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.¹

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) at the time of making an application to a school. See 1.7 of the Admissions Code.

2. Children for whom there will be a sibling in attendance on the admission date at the preferred school. Brothers/sisters must live at the same address (Home address²) as the child for whom the application is being made.
3. Children of staff at Two Rivers CofE Primary School where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Other children

For Priority 3 applicants the Academy's Supplementary Information Form must also be completed and returned direct to the Academy by the closing date of 15th January 2023.

Tie-break

If in categories 2-3 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: 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 the school as determined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system.

If children live exactly the same distance from the school a place will be provided on the basis of drawing lots randomly. Someone unconnected with the school or Academy will oversee this.

Twins and Multiple Births

If the last child to be offered a place is a twin or other multiple birth, and their sibling cannot be offered a place initially, the school will, in these circumstances ensure both twins are offered a place, as permitted by the infant class size rules and exceed our PAN of 60. In the case of triplets or other multiple births, the same policy will apply.

Late applications

All applications received by the Local Authority after the deadline will be considered to be late applications. Late applications will be considered after those received on time.

² The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

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 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.

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.

When such a request is made, the Academy 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 for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic 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 contact Lisa Batchelor by 15th May 2023 for information on how to appeal. Information on the timetable for the appeals process is on our website at

www.tworiversschool.org.uk

In Year Admissions (i.e. all applications other than for Reception Class)

All applications must be made directly to the Academy. An application is made by completing an application form which must be forwarded to the Academy. If no form is submitted the Academy will not be able to process the application.

All applications will be considered by the Admissions Committee of the Academy Governance Committee and places will be offered if this will not prejudice efficient education of others at the Academy or the efficient use of resources.

Where there are more applicants at any one time than there are places available, priority will be determined by applying the Oversubscription Criteria as set out above. The application form can be found on the [BANES website](#).

Admission Appeals

If the Academy Governance Committee does not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

Parents whose application is turned down by the Academy Governance Committee have the legal right to appeal to an Independent Appeals Panel (IAP). Details of how to appeal will be explained in the decision letter. The IAP's decision is binding for all parties concerned.

Monitoring and Review

The Academy Governance Committee will monitor this admissions policy and it will be reviewed at least every two years or sooner if required.