St Benedict's C. of E. VA Junior School
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Admission Arrangements 2028-2029

Agreed by:		
NAME/ROLE	**SIGNED**	**DATE**
Helen Roper (Co-Chair of Governors)	H Roper	04/11/26
Piers Ranger (Headteacher)	P Ranger	04/11/26

Next review due on or before:	

Admissions Arrangements 2028-29

St Benedict's C of E VA Junior is a Voluntary Aided School and as such the Governing Board is the admissions authority for the school.

The school was established to serve all within its community, those of all faiths and of none, and strives to offer a high quality education underpinned by a distinctively Christian ethos.

Applications to start in Year 3 in September 2028

All applications for admission must be submitted to your home Local Authority by the closing date of midnight on 15th January 2028. If this is Somerset, applications can be made on-line at www.somerset.gov.uk/admissions. Outcomes will be sent by the home Local Authority on behalf of the Governing Body by e-mail or second class post on the published outcome date 17th April 2028 (or next working day if this falls on a weekend or bank holiday).

Any applications received after the closing date will be recorded as late and cannot then be administered until all on time applications have been considered by which time places may no longer be available within the Published Admission Number.

In-Year Admissions

In year applications must be submitted directly to the school using the in-year application form which can be obtained on the school website or by request to the school office.

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.

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. 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.

A decision will be notified in writing to the applicant within ten school days. Where a school place is offered it will be held open for 14 school days from the agreed starting date and applicants will need to confirm acceptance within this time.

Places will not be allocated more than six school weeks or half a term in advance of being required. The only exceptions are children of UK service personnel and other crown servants (including Diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).

Published Admission Number

St Benedict's C of E Junior School has an Admission Number of 60 for entry into Year 3 in September 2028.

Over-subscription criteria

In the event of over-subscription, applications will be ranked against the following over-subscription criteria set for the school.

1. 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: A 'looked after child' or a child who was previously looked after but had then immediately become subject to an adoption, child arrangements, 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.

2. Children identified with a sensory, physical or medical disability (High Needs Pupils), where a multi- agency professional team has identified the school as the nearest suitable school (see important note 2)

3. Children living in the catchment area, with a sibling at the school at the time of admission, and who live at the same address.

4. Children attending St. John's Infant School, Glastonbury, in Year 2, for a period of a term or more by the closing date for applications (15th January 2028),

5. Children living in the catchment area.

6. Children living outside the catchment area, with a sibling at the school at the time of admission, and who live at the same address.

7. Children outside the catchment area, but nearest to the school.

Criterion 1: A "Looked After Child" means 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.

Criterion 2:

Criterion 2 enables schools to plan with SEN Officers for the school entry of children with physical, medical or sensory impairments. This includes children that are in receipt of Early Years School Action Plus funding at level 3 and / or where significant capital works (e.g., accessible toilets, changing space, access to classrooms) are required.

Tie-break

In the event of oversubscription within any of the criteria above, preference will be given to applicants who live closest to the school, as measured in a straight line by a Geographical Information System (GIS) method from the address point of the school site to the address point for the pupil's home. Where two distances are equal and it is therefore not possible to differentiate between them, priority will be determined by independent drawing of lots.

Siblings

For the purposes of Admissions, a sibling is defined as children of the same household.

Parent or parent/carer

Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).

Home Address

The home address is important as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child.

Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the 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 Board reserves the right to seek further documentary evidence to support your claim to 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.

It should also be noted that an address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

You must notify The School Admissions Team, County Hall, Taunton of any change of address during the admissions procedure.

Waiting list

Where an application has been refused, the child will be placed on a waiting list. This will be kept on order of over-subscription criteria by the Governing Body, and will be maintained until the end of the academic year to which the application applies.

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. It is the responsibility of the parent to ensure the Governing Body are informed of any changes that may affect their child's position on the waiting list.

Appeal Procedure

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.

Details of how to appeal are included in the outcome email or letter. National Offer Day. Information on the timetable for the appeals process is available on the school website by 28 February each year.

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the LA will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent. If a request is refused, the child will still be considered for admission to their normal age group.

The parent is required to make an on-time application for the child's normal age group (if relevant) but can submit a request for admission out of the normal age group at the same time. The LA will ensure the parent is aware of whether the request for admission out of age group has been agreed before National Offer Day and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a Year 4 child for a Year 7 place will be considered alongside applications for Year 3.

If a request for delayed admission is agreed, the school place application may be withdrawn before a place is offered and a new school place application will need to be made as part of the normal admissions round the following year.

If a request for a child to be transfer school a year early is agreed, the school place application will be processed and an outcome will be sent on the National Offer Day.

If a request for delayed admission is refused, the school place application will be processed and an outcome will be sent on the National Offer Day.

If a request for a child to transfer school a year early is refused, the school place application will not be processed and a new school place application will need to be made as part of the normal admissions round the following year.

There is no right of appeal against the decision not to allow your child to be admitted outside of their normal age group.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

For further information and guidance please visit;

https://www.somerset.gov.uk/education-and-families/starting-school-early-or-late/

Children from overseas

The LA 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

Children of UK Service Personnel

The Admissions Authority endeavours to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and crown servants returning from overseas to live in the area where a place can be made available up to a year in

advance of being required providing the appropriate documentation is provided as proof of posting (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting.)

Usually, a place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel with a confirmed posting to the area and crown servants returning from overseas to live in the area. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting, The admissions authority will process the application on that address. If proof of a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

For further information please refer to the DfE explanatory note on Admission of Children of Crown Servants;

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461481/Admission_of_children_of_crown_servants.pdf