



'care for learning'

Bishops Cannings Church of England (Aided) Primary School

ADMISSIONS ARRANGEMENTS for 2018-19

Reviewed: November 2016

To be reviewed: October 2017

Part 1 – General Information

1.1 Introduction

The Governing Body of Bishops Cannings Church of England (Aided) Primary School ("the school") is the admission authority and responsible for the admission arrangements of the school. This document sets out the admission arrangements of the school for the academic year 2018/19.

The School is designated with a religious character. The school's religious authority is the Diocese of Salisbury. The School must have regard to its religious authority when setting the terms of its admission arrangements.

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

The school aims to support children and their families by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. However parents have the right to withdraw their children from the daily Christian act of worship and from Religious Education.

1.2 Every year the governing body will review and publish admission arrangements. The admissions authority will set a Published Admission Number (PAN), which indicates the minimum number of places available with the year(s) of entry. This information will explain how places will be allocated until the PAN is reached at which point the governors will consider whether the resources available at the time will enable additional places to be made available. If not, the decision will be to

refuse all applications that would lead to the admission of a pupil above the P.A.N.

The published admission number (PAN) for entry into the school is set at 30 pupils for the 2018/19 academic year. The school will admit up to the PAN in the normal year of entry which is the Reception year. Where there are more applications for admission than places available at the school, then places will be offered in accordance with the oversubscription criteria at section 8 of this policy.

Infant Class Size Regulations apply to Reception year, Year 1 and Year 2. These regulations require classes to be no bigger than 30 children although the PAN may be much lower than 30.

Part 2 - Aims

- 2.1** These admission arrangements have been designed so as to be simple to use and to assist parents/guardians when deciding on (a) preferred school(s) for their children.
- 2.2** The school aims to maximise parental preference as fully as possible. However, the number of places that can be offered is dependent on the resources available to the school, which will be reflected by the Published Admission Number set for the year of entry.
- 2.3** Designated area, (defined as being the area within the ecclesiastical boundaries of the parish of Bishops Cannings) means the area of benefit as defined in the school's Trust Deed.

Part 3 – Designated Area

- 3.1** The school's DESIGNATED AREA (the Catchment Area) falls within Bishops Cannings ecclesiastical parish boundary.

This includes: **the villages of Bishops Cannings and Bourton, Coate, Horton and Little Horton, the new Lay Wood development off Horton Road, plus the following roads in the Cannings Hill area of Devizes:**

Anzio Road, Ash Walk, Bailey Close, Beechwood Close, Beechfield Drive, Bluebell Walk, Brook Gardens, Canal Way, Corncroft Lane, Cygnet Close, Davies Drive, Ferozeshah Road, Franklyn Road, Hambleton Avenue, Hillier Road, Hopgood Close, Horse Leaze, Horton Avenue, Horton Road, Killbrook Mead, Kingfisher Drive, Kingsmanor Wharf, Le Marchant Close, Leigh Woods Lane, Lockem Road, Mallard Close, Marina Close, Marlborough Close, Naughton Avenue, Prince Maurice Court, Richmond Close, Rider Close, Rowan Drive, Rowan Gardens, Rupert Close, Stokes Close, The Crescent, Waterside Park, Wellington Drive, Willow Drive, Wood Leaze and Wyvern Close.

The school was founded to serve this designated area.

3.2 Home address

For the purposes of school admission home address means where the child resides for the majority of the school week (Sunday to Thursday) with the person(s) who legally has care of the child (child care arrangements are excluded). The school may require documentary evidence of house ownership or tenancy together with evidence of the child's residency at the property. Places will not be allocated on the basis of a future house move unless this can be confirmed through the exchange of contract or a signed formal lease agreement in place at the time of application.

3.3 Parents should not assume that a place will automatically be allocated to their child.

3.4 There is no charge or cost related to the admission of a child to this school.

3.5 School transport may be available. Please enquire at the school office or alternatively you can contact Wiltshire Council Passenger Transport Team on 01225 713000.

Part 4 - Starting School in Reception in September 2018

4.1 When applying to start school in Reception in September 2018 you must apply to your home Local Authority (which is where you reside). The procedure for applying to start school for the first time in Reception must be coordinated by the home local authority (the local authority responsible for the area in which the child subject to the application lives – in most cases this will be Wiltshire Council). Before applying for a school place, applicants are advised to refer to the 2018 Coordinated Admissions Scheme and Composite Prospectus (an admissions guide for parents) published by the home Local Authority. More information on Admissions and the role the Local Authority play in this process can be found at:

<http://www.wiltshire.gov.uk/schoolseducationandlearning/schoolsandcolleges/schooladmissions.htm>

4.2 The application form (referred to as 'the Common Application Form') is available from the 'home' local authority. This must be completed and returned to the 'home' local authority, to arrive no later than the closing date of 15th January 2018. Applications can be submitted online (for applicants living in Wiltshire Council area at www.wiltshire.gov.uk), or as a paper application form.

4.3 Full time or part time attendance below statutory school age
Parents may apply for their child to start school, for the first time in the September following his/her fourth birthday and where offered a place, may choose for their child to start school either full time from day one, or on a part time basis as preferred. However, a child becomes of

statutory school age during the term following his/her fifth birthday and, where registered at a school, must be accessing full time education from this point onwards.

4.4 Deferred entry and part time attendance below statutory school age

A child may start at the School in the academic year in which he/she reaches the age of 5. Where the child has not yet reached statutory school age (5 years old), the child is entitled to a full time place and parents may choose for their child to attend full time. Alternatively parents may choose for their child to attend part time until their child attains compulsory school age.

If parents do not consider their child is ready to start school then they defer entry altogether to later in the school year but not beyond the point at which the child reaches compulsory school age or not beyond the beginning of the final term in the school year (whichever is the sooner).

4.5 Applications submitted on behalf of summer born children

Summer born children (which refers to children born from 1st April to 31st August) are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning Year 1. Should the parent wish their child to be admitted to reception rather than Year 1, they may request that the child is admitted out of their normal age group. Please note the following:

You must make an application for admission to the school for September 2018 entry but make it clear on the application form that you wish your child to enter the reception class in September 2019.

Discussions with the School are strongly recommended prior to making a decision to decline entry for an entire year **and** to be admitted to reception in September 2019. Any decision will be on the basis of the circumstances of each case and in the best interests of the child concerned.

If the request is agreed the September 2018 application may be withdrawn before a place is offered **but a fresh application will need to be made** for September 2019 entry **which will be processed as a fresh application along with all other applications and in accordance with the School's admission arrangements.** PLEASE NOTE that it is possible even if the request is agreed that the child may not be admitted in September 2019 as there is no guarantee of a school place.

If the request is refused the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

4.6 The home Local Authority will forward details of any applications submitted for Wiltshire schools to Wiltshire Council. The Admissions Committee at Bishops Cannings Church of England (Aided) Primary School will meet and consider all application forms that indicate a preference for the school and where oversubscribed with applications the committee will apply the oversubscription criteria in order to prioritise applications and so determine a priority for admission. Applications submitted before the 15th January 2018 deadline will be administered and available places provisionally allocated before the consideration of any later application.

4.7 The 'home' Local Authority will make a single offer of a place on 16th April 2018 (or next working day).

4.8 Shared 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 preferences(s). In cases of dispute, or when 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 appearing on the child's 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 of the parent who can provide evidence that they are in receipt of child benefit.

Part 5 - Waiting Lists

5.1 During the normal admissions round (see Appendix 1 – Glossary) it is always necessary to complete a Local Authority Common Application form to apply for a school place. Registering interest with the school before the admissions round guarantees neither a place nor priority on any subsequent waiting list. Applications can be submitted online (for applicants living in Wiltshire Council area at www.wiltshire.gov.uk), or as a paper application form.

- 5.2** If the school is oversubscribed for September 2018 entry a waiting list will be maintained until 31st December 2018. The position of the child on the waiting list will correspond with the over-subscription criteria; it will not be based on the length of time on the waiting list. Each name added will require the list to be re-ranked. The right of appeal at Section 9 remains.
- 5.3** You may request your child's name be removed from the waiting list at any time. If a place is offered but refused then the child's name will be removed from the waiting list.

Part 6 - Applications outside the normal admissions round (In-Year Admission)

- 6.1** Applications for in-year admission may be submitted at any time during the school year but will not be administered more than six school weeks in advance of a place being required, except in particular circumstances applying for Crown Servant or Service family children (see section 10.4). The In-Year application form is available from the LA or to download from the school website, or a paper copy may be requested from the school office.
- 6.2** The Admissions Authority will consider applications during term time only and strictly in the order (by day) that they are received. Applications that arrive during a school holiday will be held and processed when school resumes. If the governors receive more than one application on the same day for the same year group, they must apply the published oversubscription criteria in order to determine a priority for admission where insufficient places exist within the P.A.N or admission limit applying at that time.
- 6.3** Where the School has no spaces available, because the admission of another child would prejudice the efficient education of others at the School or would prejudice the efficient use of resources, or would breach Infant Class Size Regulations, the application will be refused and a right of appeal, as set out in Section 9, will arise.
- 6.4** The oversubscription criteria at section 8 below will only be used where the School is considering more than one in year application at the same time and there are not enough spaces to accept all applicants.
- 6.5** Applicants will receive a written decision by second class letter post within 20 school days of receipt of the In-Year application form or receipt of any supplementary information where this is subsequently provided in support of an application and is deemed necessary in order to determine the admission decision. If an application is refused, the decision letter will set out the reasons for refusal and explain how to appeal against the Admission Authority's decision.
- 6.6** The applicant must confirm his/her acceptance of an In-Year offer within ten school days of the offer being made. The place will then remain

available for the remainder of six school weeks from the date on the offer letter. If the child concerned is not on roll and attending before this deadline, the Admissions Committee will consider withdrawing the offer of a place.

- 6.7** Subject to the information provided on the application form and the circumstances at the school, the Admissions Committee may decide to refer a refused application to Wiltshire Council in order that the Fair Access Protocol may be applied. This would be where that child satisfies one or more of the criteria set out in the local authority Fair Access Protocol and is deemed to require a higher level of support than can be provided at the school. The Fair Access Protocol enables the local authority to engage, where necessary, directly with a family in order to help identify a suitable educational placement as soon as possible.

Part 7 - Over-subscription generally

- 7.1** The policy of Bishops Cannings Church of England (Aided) Primary School is to always offer a place, where one is available, irrespective of gender, religion, ethnicity or country of origin, disability or academic ability. However, where more applications are received than there are places available to offer, the oversubscription criteria set out in Part 8 will be applied for all applications received, in order to rank applications and so determine a priority for the offer of available places.

7.2 Education Health & Care Plan

Where a child has an Education Health & Care Plan (EHCP), known locally as a 'My Plan', which names the School, then that child will be admitted to the School and the number of available places in the PAN will reduce correspondingly. Admission of children with an EHCP is dealt with by the home Local Authority (which is where you reside).

7.3 Supplementary Information Form (SIF)

Where seeking priority under the vulnerable children (8.1.2) or faith criterion (8.1.4.b) parents must fully complete the relevant part of the school's Supplementary Information Form (SIF) and provide the required supporting evidence. Where relying on the faith criterion (8.1.4.b) the SIF must be signed off by the relevant Church representative. Where relying on the vulnerable children criterion (8.1.2) you must supply evidence to support the application.

The SIF must be returned to the School Office on or before 15th January 2018. The SIF is available on the School website or a paper copy may be requested from the School office.

Part 8 - Over-subscription Criteria

- 8.1** Where the school is oversubscribed (there are more applicants than places available) places will be allocated in accordance with the following criteria and in the following order:

8.1.1 LOOKED AFTER CHILDREN OR PREVIOUSLY LOOKED AFTER CHILDREN

A child who is in the care of a Local Authority, or was in the care of a Local Authority but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.

8.1.2 VULNERABLE CHILDREN

A child is eligible in this category where the child has an identified social or medical need.

- (a) Social Need means where the child is of confirmed refugee status. Written evidence of this from the home Local Authority must be submitted with the Supplemental Information Form and sent to the school on or before 15th January 2018.
- (b) Medical Need means where written evidence has been provided from a senior clinical medical officer and/or the child's general practitioner / specialist showing that the child's condition would make it detrimental to the child's health not to admit him/her to the school. This must accompany the initial application. This may include written evidence where the parent has a medical need and/or disability which would make it detrimental for the child to attend a different school; this may be supported by evidence of the child as a young carer. Evidence to be relied upon must be submitted with the Supplemental Information Form and sent to the School on or before 15th January 2018.

8.1.3 LIVING WITHIN THE SCHOOL'S DESIGNATED AREA (as defined at sections 2.3 & 3.1):

(a) SIBLINGS

A child living inside the Designated Area is eligible for this category where they have a sibling (see section 8.2) attending the school on the date of application and the sibling will still be attending the school at the time of admission.

(b) OTHER CHILDREN

Children resident within the designated area (see sections 2.3 & 3.1) who do not qualify under one of the criteria above.

8.1.4 LIVING OUTSIDE THE SCHOOL'S DESIGNATED AREA (as defined at sections 2.3 & 3.1):

(a) SIBLINGS

A child living outside the Designated Area is eligible for this category where they have a sibling (see section 8.2) attending the school on the date of application and the sibling will still be attending the school at the time of admission.

(b) **CHILDREN LIVING OUTSIDE THE CATCHMENT AREA WHO MEET THE FAITH CRITERION.**

A child living outside the Designated Area is eligible for this category where the child is a regular practising Christian at a Recognised Church or Religious Group.

Faith criterion requirements:

- 'Regular practising Christian' means a child who attends a Recognised Church or Religious Group regularly prior to application.
- 'Regularly' means once a month for a period of at least 12 months prior to application.
- 'Recognised Church or Religious Group' means a church that is the same denomination as (or is in fellowship with or partnership with) a member of: Churches together in Britain and Ireland (see ctbi.org.uk); the Evangelical Alliance (see eauk.org); the Fellowship of Independent Evangelical Churches (see www.fiec.org.uk); Affinity Fellowship of Churches (see www.affinity.org.uk).

(c) **ANY OTHER CHILDREN**

Children resident outside the designated area (see sections 2.3 & 3.1) not satisfying a higher criterion.

8.2 Sibling

Sibling means brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister, or the child of the parent/carer's partner where the child for whom admission is sought is living in the same family unit as that sibling and at the same address.

8.3 Tie breaker

If there are not enough places to satisfy all the applications under any one criterion, priority will be given to those living nearest the school. The school will adopt the measurement system used by Wiltshire Council to determine the straight-line distance from the school to the child's home address. 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.

Where two or more applicants with the same priority for admission live an equal distance from the school and it is not possible to differentiate between them, priority will be determined by random allocation through the drawing of lots supervised by someone independent of the school.

Once an offer of a school place has been made it may only be lawfully withdrawn in very limited circumstances, which include an offer of place based upon a fraudulent or intentionally misleading application, or a parent has not responded to an offer of a place within a reasonable period of time. Where an offer of place is withdrawn the application will be considered afresh and a right of appeal offered if an offer of place is refused.

Part 9 - Appeals Procedure

- 9.1** Where an application is unsuccessful the parents/carers have the statutory right to bring an appeal against that decision to an independent appeal panel. Details of how to appeal will be included in the letter advising that the application has been unsuccessful.
- 9.2** The admission appeal timetable is published on the school website by 28th February each year. This sets out the timeframe for the various stages in the appeal process and includes statutory dates by which appeals must be heard. The Admissions Authority does not organise appeal hearings during school holiday periods and any appeal received when the school is closed will not be administered until school resumes.
- 9.3** An appeal form can be downloaded from the school website or obtained from the School Office. This must be completed and submitted directly to the school office.

Part 10 - Further General Information

10.1 Pre-School

Registration at any nursery or pre-school unit will **not** be considered as a criterion for over-subscription and no priority will be given to such children even if the pre-school is linked to the school.

10.2 Applications for children to enter a year group other than chronological age

Parents may seek a place for their child outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Such requests should be discussed with the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school sufficient time to make a decision regarding the request before the closing date for applications and national offer day.

Decisions to admit a pupil outside their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. We may request supporting professional evidence to assist in the decision-making. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional. However, failure to provide this may impede our ability to make an informed decision.

10.3 Multiple birth applications (for example twins)

Where there are multiple birth applications the Published Admission Number will, provided it is practicable, be exceeded, or increased at the point of allocation in order to ensure that multiple birth siblings can be allocated places at the same school (the sibling definition still applies).

10.4 Children from Overseas

The Governors will process admission applications for children living overseas providing they have European Economic Area (EEA) citizenship, are United Kingdom (UK) citizens returning to the UK, or they hold an appropriate Home Office Visa at the time of application. All overseas applications will be considered according to the child's home address at the time of submission unless proof of the child's future UK address is provided with the application (see 'Home Address' at section 3.2). The only exceptions are children of UK Service personnel and other Crown Servants (including Diplomats) returning to the UK with a confirmed posting within the area.

10.5 Parent

A parent in education law includes natural parents, whether they are married or not and a person other than the natural parent(s) who has parental responsibility or care of a child or young person. Having care of a child or young person means that person who looks after the child and with whom the child lives irrespective of what their relationship is with the child.

10.6 Supplementary Information Forms (SIFs)

The Supplementary Information Form must be submitted in connection with oversubscription criteria 8.1.2 and 8.1.4b.

The governors define regular church attendance as 'at least once per month for a minimum period of 12 months prior to application'.

Applicants must ensure that the governors Supplementary Information Form is completed by the vicar, priest, minister, pastor or warden of their church and returned according to the instructions set out on the form.

10.7 Withdrawing the offer of a school place

In the case of In-Year admissions, the child must be attending school within six school weeks of the date of the original offer letter. The governors reserve the right to withdraw the offer of a place if this condition is not met and to reallocate the place as necessary. The governors may also withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.

10.8 Relevant Documents

Important information published by the local authority applies to some areas of school admissions procedure. If you are considering applying for a place at the School, you are advised to refer to your home local authority's website. Documents of particular importance include:

- The Local Authority Coordinated Admissions Scheme
- The Composite Prospectus 'Primary Admissions Guide for Parents' (this will include detailed information about how to apply for a child to start school for the very first time in the Reception year group)
- The Local Authority School Transport policy
- The Local Authority Fair Access Protocol (this document applies only for applications made in connection with a place required during the academic year)

10.9 Data Protection

The School will handle all personal data in accordance with the requirements of the Data Protection Act 1998.

10.10 Enquiries about these arrangements

These Admission Arrangements reflect the statutory requirements of the 2014 Department for Education School Admissions Code and the 2012 School Admissions Appeals Code www.education.gov.uk. This document was compiled by the Governing Body (the Admissions Authority for the school) and published on the school website following a public consultation. The administrative practices described in these arrangements are designed to be fair and reasonable and the information provided is intended to explain clearly:

- How to apply for a place at Bishops Cannings Church of England (Aided) Primary School
- How the Admissions Authority administers admission applications
- How to appeal against a decision to refuse admission

If you have any questions in relation to these admissions arrangements please contact the school office. Where matters concerning the Admissions Arrangements cannot be resolved locally, you may raise a complaint with the Office of The Schools Adjudicator.

Bishops Cannings Church of England (Aided) Primary School
The Street
Bishops Cannings
Devizes
SN10 2LD

Admissions contact: The Chair of the Admissions Panel
Tel: 01380 860633

School website: www.bishopscannings.wilts.sch.uk

School Office: Email: admin@bishopscannings.wilts.sch.uk

Appendix 1:

Glossary and common definitions

(Derived from the Department for Education School Admissions Code)

Academic Year

A period commencing with 1 August and ending with the next 31 July, as defined by Section 88M of the SSFA 1998.

Admission Authority

The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, this body is the local authority unless it has agreed to delegate responsibility to the governing body. For foundation or voluntary aided schools, this body is the governing body of the school. For Academies, this body is the Academy Trust.

Admission Arrangements

The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.

Admission Number (or Published Admission Number – (PAN)

The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.

Banding

A system of oversubscription criteria in which all children applying for a place at a banding school are placed into ability bands based on their performance in a test or other assessment. Places are then allocated so that the school's intake either reflects the ability profile of those children applying to the school, those children applying to a group of schools banding jointly, the local authority ability profile or the national ability profile.

Catchment Area (the Designated Area)

The geographical area, from which children will be afforded priority for admission to the school. A catchment area is part of a school's admission arrangements and must therefore be consulted upon, determined and published in the same way as other admission arrangements.

Common Application Form

The form parents complete, listing their preferred choices of schools, and then submit to local authorities when applying for a school place for their child as part of the local co-ordination scheme, during the normal admissions round. Parents must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow parents to express a higher number of preferences if they wish.

Composite prospectus

The prospectus that a local authority is required to publish by 12 September in the offer year. This prospectus must include detailed admission arrangements of

all maintained schools in the area (including admission numbers and catchment areas).

Conditionality

Oversubscription criterion that stipulates conditions which affect the priority given to an application, for example taking account of other preferences or giving priority to families who include in their other preferences a particular type of school (e.g. where other schools are of the same religious denomination). Conditionality is prohibited by this Code.

Co-ordination / Co-ordinated Scheme

The process by which local authorities co-ordinate the distribution of offers of places for schools in their area. All local authorities are required to co-ordinate the normal admissions round for primary and secondary schools in their area. Schools can take in-year applications directly from parents, provided they notify their local authority of each application and its outcome.

Determined Admission Arrangements

Admission arrangements that have been formally agreed by the admission authority, for example, agreed at a meeting of the admission authority and the decision recorded in the minutes of the meeting.

Determination Year

The school year immediately preceding the offer year. This is the school year in which admission authorities determine their admission arrangements.

First Preference First

Oversubscription criterion that giving priority to children according to the order of other schools named as a preference by their parents, or only considering applications stated as a first preference. The First Preference First oversubscription criterion is prohibited by this Code.

Governing Bodies

School governing bodies are bodies corporate responsible for conducting schools with a view to promoting high standards of educational achievement. Governing bodies have three key roles: setting strategic direction, ensuring accountability, and monitoring and evaluation.

Grammar Schools (designated)

These were the 164 schools that were designated under Section 104(5) of the SSFA 1998 as grammar schools. A 'grammar school' is defined by Section 104(2) of that Act as a school which selects all (or substantially all) of its pupils on the basis of general (i.e. academic) ability. At the time of publication, most grammar schools have converted to Academy status.

Home Local Authority

A child's home local authority is the local authority in whose area the child resides.

Infant Class Size Exceptions

The School Admissions (Infant Class Sizes) (England) Regulations 2012

permit children to be admitted as exceptions to the infant class size limit. These are set out in paragraph 2.15.

Infant Class Size Limit

Section 1 of the SSFA 1998 limits the size of an infant class (i.e. a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher.

Local Government Ombudsman

An independent, impartial and free service that investigates complaints about maladministration of certain public bodies.

Looked After Children (see also Previously Looked After Children)

Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

Maintaining Local Authority

The area in which a school is located is referred to as the maintaining local authority.

National Offer Day

The day each year on which local authorities are required to send the offer of a school place to all parents of secondary age pupils in their area. For secondary pupils, offers are sent out by the home local authority on 1 March. For primary pupils, this will be on a locally determined date in 2013, then on 16 April from 2014 onwards.

Normal Admissions Round

The period during which parents are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus on 12 September, with the deadlines for parental applications of 31 October (for secondary places) and 15 January (for primary places), and subsequent offers made to parents on National Offer Day as defined above.

Offer Year

The school year immediately preceding the school year in which pupils are to be admitted to schools under the admission arrangements in question. This is the school year in which the offers of school places are communicated.

Oversubscription

Where a school has a higher number of applicants than the school's published admission number.

Oversubscription Criteria

This refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated a place.

Previously Looked After Children

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Reception Class

Defined by Section 142 of the SSFA 1998 as a class in which education is provided which is suitable for children aged five and any children who are under or over five years old whom it is expedient to educate with pupils of that age.

Relevant Age Group

The age group to which children are normally admitted. Each relevant age group must have admission arrangements, including an admission number. Some schools (for example schools with sixth forms which admit children into the sixth form) may have more than one relevant age group.

Relevant Area

The area for a school (determined by its local authority and then reviewed every two years) within which the admission authority for that school must consult all other prescribed schools on its admission arrangements.

Schools Adjudicator

A statutory office-holder who is appointed by the Secretary of State for Education, but is independent. The Adjudicator decides on objections to published admission arrangements of all state-funded schools and variations of determined admission arrangements for maintained schools.

School Year

The period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July, as defined by Section 579 of the Education Act 1996.

Statement of Special Educational Need (SEN)

A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child.

Waiting Lists

A list of children held and maintained by the admission authority when the school has allocated all of its places, on which children are ranked in priority order against the school's published oversubscription criteria.