



'care for learning'

## **Bishops Cannings Church of England (Aided) Primary School**

### **ADMISSIONS ARRANGEMENTS for 2017-18**

Reviewed: October 2015

To be reviewed: October 2016

#### **Part 1 – General Information**

##### **1.1 Introduction**

This document sets out the 2017/18 Admission Arrangements for Bishops Cannings Church of England (Aided) Primary School. The Governing Body of Bishops Cannings Church of England (Aided) Primary School is the admission authority responsible for the production of this document and for admission decisions in connection with the school.

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 (P.A.N), 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 P.A.N 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 P.A.N for Reception is set at 30 pupils for the 2017/18 academic year. If this is increased at any point in time, the revised P.A.N will be clearly advised on the school website. A non-statutory admission limit has been set for non-infant classes (i.e. Year Group 3, 4, 5 and 6). This may be increased or decreased from time to time according to the level of

resource available at the school and the preferred year group/class organisation.

## **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 falls within Bishops Cannings ecclesiastical parish boundary.

This includes: **the villages of Bishops Cannings and Bourton, Coate, Horton and Little Horton, 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, 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, the governors' definition of a child's home address is considered to be where the child resides for the majority of their time with the person(s) who legally have care of the child. Documentary evidence of house ownership, or a minimum six-month rental agreement, may be required together with proof of the child's residency at the property concerned. 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. An address used for childcare arrangements cannot be

used as a home address for the purpose of applying for a school place.

**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 2017**

**4.1** 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 2017 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 23.59 hours on 15<sup>th</sup> January 2017. This is available 'on line' 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 below statutory school age**  
Parents of children who have not yet reached statutory school age may choose to defer entry for their child until later in the school year, but cannot defer beyond statutory school age or the start of the last term in the school year.

**4.5 Applications submitted on behalf of summer born children**  
In the case of children born between 1st April and 31st August (summer born), parents may choose to delay their child's entry to school until the following September (2018), but must still apply during the 2017

admissions round, making clear on the application form the intention to delay his/her child entry to school for one year.

Where the parent states a wish for his/her child to be considered with the 2018 Reception cohort rather than to join Year One at that time, he/she will be required to formally withdraw the 2017 application and to make an entirely new application as part of the 2018 normal admissions round. The offer of a place in 2018 will be dependent on the number of applications received at that time and the number of places available to offer.

If the school is oversubscribed, all applications (initially those received on time) will be assessed according to the published oversubscription criteria in order to determine a priority for the offer of available places. The availability of any place will be dependent entirely on the outcome of the 2018 application ranking exercise.

**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 15<sup>th</sup> January 2017 deadline will be administered and available places provisionally allocated before the consideration of any later application.

**4.7** Decisions will be notified to applicants by the 'home' local authority. A letter and/or email will be sent on behalf of the Governing Body, on or around 16th April 2017 (dependent on the date published in the Local Authority Co-ordinated Admissions Scheme).

**4.8** Children are invited to have introductory meetings in the school in the half-term before entry. Meetings are arranged for new parents to get to know the school prior to this.

**4.9 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.
- 5.2** If the school is oversubscribed for children due to start in reception in 2017-2018 a waiting list will be maintained until 31<sup>st</sup> December 2017. The position on the waiting list will be determined by applying the published over-subscription criteria and not by date of receipt. Each name added will require the list to be re-ranked. The existence of a waiting list does not remove the right of appeal against any refusal of a place from any unsuccessful applicant.
- 5.3** Names will be removed from the waiting list ahead of the waiting list formally shutting down, if a written request is received or if the offer of a place that becomes available is declined. Looked after children and previously looked after children (see Appendix 1 – Glossary) as defined within these admission arrangements, or children who are the subject of a local authority direction, or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over any child on the waiting list.

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

- 6.1** Applications for a place required during the academic year, may be submitted to the Local Authority at any time, 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 copy can be provided upon request to 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** The non-statutory admission limits (applying to years 3 – 6) indicate the number of places available in a particular year group at a particular time. The governors are permitted to adjust these limits according to the level of resource available to support the year group concerned. If the Admissions Committee determines that the admission of a further child would impact on the efficient delivery of education or the efficient use of resources, the application will be refused.
- 6.4** Applicants will receive a written decision by first class letter post within 10 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.
- 6.5** 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.
- 6.6** 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**

A child who is the subject of an Education Health & Care Plan (known locally as a 'My Plan') is admitted to school in accordance with a separate process administered by the Local Authority (LA) in whose area the family lives. The Admission Authority must **always** admit a child to the school

named in the Plan, irrespective of the Published Admission Number or any admission limit applying at that time and before the consideration of any other applications.

- 7.3** Where a parent wishes his/her application to be prioritised on the grounds of complying with a faith criteria he/she must submit the school's Supplementary Information Form (SIF) which is available from the school office and school website. This form must be fully completed and returned to the school at the same time as the application is made otherwise it will not be considered during the admissions process. Confirmation of status may be requested from the relevant priest/pastor.

## **Part 8 - Over-subscription Criteria**

- 8.1** Where more applications have been received than places available within the required year group, the following priorities shall apply in order:

### **8.1.1 LOOKED AFTER CHILDREN / PREVIOUSLY 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, child arrangements, or special guardianship order. For admission purposes, a looked after child is a child who, at the time of application, 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 (section 22(1) of the Children Act 1989 applies)

### **8.1.2 VULNERABLE CHILDREN**

- (a) Children of families with confirmed refugees status
- (b) Children with a medical condition or disability where written evidence is available from a senior clinical medical officer and/or the child's general practitioner or specialist showing that it would be detrimental to the child's health not to admit him/her to the school rather than any other. This must accompany the initial application.
- (c) Children where one or both parents has a disability which would make travel to a different school difficult. This must be confirmed in writing by the Local Authority within whose area the child lives.

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

- (a) SIBLINGS**

Children with a sibling (see section 8.2) on roll at the time of application who will still be on roll at the time of admission and who lives at the same address.

**(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**

Children with a sibling (see section 8.2) on roll at the time of application who will still be on roll at the time of admission and who lives at the same address.

**(b) PRACTISING CHRISTIANS**

Children living outside the designated area (see sections 2.3 & 3.1) who are regular (i.e. once a month for a period of at least 12 months prior to the child's admission) practising Christians, of whatever denomination, at a recognised church or religious group. (A recognised church or religious group is one that is a member of Churches Together in Britain and Ireland (see [ctbi.org.uk](http://ctbi.org.uk)). Confirmation of status will be requested from the relevant priest/pastor.

**(c) ANY OTHER CHILDREN**

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

**8.2 Sibling**

A child is considered in this category if an older sibling is attending the school at the deadline date, and will still be attending at the time of admission, and lives at the same address as the older sibling.

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

**8.3 Tie breaker**

If the school/academy is oversubscribed within any criterion 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 school but cannot all be admitted, then the available places will be decided by the casting of lots by someone independent of the school or the Local Authority.

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 misleading application. 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** Applicants whose school place application has been turned down will have the legal right to appeal against the decision of the Admissions Authority, providing a formal application for a school place was submitted and a decision letter received. Full details explaining the appeal process will be set out in the decision letter.
- 9.2** An appeal timetable is published on the school website by 28th February every 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**

The governors will consider applications on a case by case basis for retained or accelerated entry in cases where parents would like their child to be admitted to a year group either side of the chronological age year group. The reasons for the request must be fully explained in writing and included with the school place application form.

### **10.3 Multiple birth applications (for example twins)**

In the case of multiple birth applications the Published Admission Number or admission limit will 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 Governors Supplementary Information Form must be submitted in connection with oversubscription criteria 2 and 4.2. 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 local authorities applies to some areas of school admissions procedure. If you are considering submitting an application for your child to start or transfer school, you are advised to refer to your 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 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](http://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

Please contact the school office if you would like to discuss these admission arrangements or your particular circumstances in more detail. 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](http://www.bishopscannings.wilts.sch.uk)**  
**School Office: Email: [admin@bishopscannings.wilts.sch.uk](mailto: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**

A geographical area, from which children may be afforded priority for admission to a particular 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.