Our current Admission Number for the Reception Year is 15. This is also the current Admission Level for all other year groups.

The school’s admission arrangements for Reception Intake are in conjunction with North Somerset Council’s Co-ordinated Admission Scheme for new intake primary admissions for 2014-15. To see a copy of the scheme contact North Somerset Council (see below for contact details).

The school is a VA (Voluntary Aided) school and, as such, where an offer of a place at the school is made, North Somerset Council will be making that offer on behalf of the Governors of Tickenham Church of England Primary School.

A map of the Church Parish of Tickenham (St Quiricus and St. Julietta) is available at the school and on the school website. http://www.tickenhamprimary.co.uk In the case of any dispute the school copy will prevail.

The School, like other Voluntary Aided schools, operates its own over-subscription criteria and these are different from the criteria for Community and Voluntary Controlled schools.

If the school is not over-subscribed all applicants will be offered a place. If there is over-subscription, then all applications will be ranked in accordance with the criteria below. The list is in order of priority:

1. Children in care and children who were previously in Care but immediately after being in Care became subject to an adoption, residence, or special guardianship order.

2. Children living within the Church Parish of Tickenham (St Quiricus and St. Julietta).

3. Children with a brother or sister at the school at the time of their admission.

4. Children who themselves, or whose parent(s)/carer(s) regularly attend Tickenham (St Quiricus and St. Julietta) Parish Church, i.e. they attend at least twice a month for at least six months.*

5. Children who themselves, or whose parent(s)/carer(s) regularly attend another church, i.e. they attend at least twice a month for at least 6 months.*

6. Children with a brother or sister within the same year group (for example twins or triplets) where Tickenham Church of England Primary is the school nearest to the home address.

7. Children outside the Church Parish of Tickenham (St Quiricus and St. Julietta) living closest to the school.
Nearest School:
The nearest school is the nearest appropriate one i.e. a non independent mainstream school (excluding Catholic schools) that is appropriate to the child’s age. For criterion 6 the distances used to determine the nearest school will be measured in a direct line.

For criteria 1 to 7, priority within each criterion will be given to those who are closest in distance to the school as measured in a direct line between the address points of the child’s home and the main entrance of the school indicated on North Somerset Council’s computerised system(s).

In all cases, where the direct line distances are equal, priority will be given to those living closest to the school, measured by the shortest route between the address points of the child’s home and the nearest entrance to the school site indicated on North Somerset Council’s computerised system(s). Should these distances also be equal the ranking of applications will be made by drawing lots.

* For criteria 4 & 5 a form must be completed to support the application. See page 5 and Appendix 1. If a form is not provided, the criterion will not stand as being fulfilled.

Children with Statements of Special Educational Needs (SEN).
Where a school is named in a child’s SEN statement the admission authority is legally required to admit the child to the school. Such children will therefore be allocated places before the over subscription criteria are applied. Applications of this type will take priority over all other requests for places. The Admission Number/Level may be exceeded.

Other Information

Children who are the subject of a direction by a Council to admit or who are allocated a school in accordance with a Fair Access Protocol for school places, will also take precedence. This includes where a waiting list is held for In-Year applications.

Reception Intake only:

i) Applications can be made online or on paper and should be submitted to your home council. If you live in North Somerset you should apply to:

   Email: cyps.schooladmissionsandtransport@n-somerset.gov.uk
   Website: www.n-somerset.gov.uk/Education/Schools/Admissions/
   Tel No: 01275 884078      Fax No: 01275 882747

   North Somerset Council, Children and Young People's Services,
   School Admissions and Transport Team, Town Hall,
   Walliscote Grove Road, Weston-super-Mare, BS23 1UJ.

   Applications must be submitted by the closing time and date of 23:59 hours on 15 January 2014 in order to be considered in the first round of school place allocations.
ii) Applications submitted after the closing time and date will be treated as a late application and so will not be considered in the first round of allocations except where both of the following are the case:

- Such late applications are received before North Somerset has sent details of applications to other councils;
- The applicant’s home council has accepted them as if they had been submitted by the closing time and date.

All other late applications will not be considered until after the first round of allocations; this may mean that all of the places have been allocated. On-time applicants will be informed of the outcome of their application on 19 April 2014.

**Waiting Lists**
The school will hold a list of those Reception applicants still seeking a place at the school, until the last day of term 2 in 2014. All applications will be ranked in line with the school’s over-subscription criteria and allocations will be made in accordance with it. Priority will not be given on the basis simply of the date an application was added to the list. Children who are the subject of a direction by a Council to admit or who are allocated a school in accordance with a Fair Access Protocol for school places, will take precedence over those on the waiting list.

**Appeals procedure**
If a child is refused admission, the reason for refusal and how to appeal against the decision will be given to the parents in writing.

Parents have the right to appeal against the refusal by the Governing Body to admit their child. Appeals will be heard in accordance with the Code of Practice on School Appeals as administered by North Somerset Council on behalf of the Governing Body.

The Director of Children and Young People’s Services, or his/her nominee shall represent the Governors at any appeal resulting from the Governors refusal to admit a child for whom application has been sought.

**In-Year applications**
If there are more applicants than vacancies for any year group, In-Year applications will be considered in accordance with the above over-subscription criteria. An In-Year application form is available upon request from the school and North Somerset Council.

The school will, where appropriate, consider allocations for children identified as being from vulnerable groups in accordance with the North Somerset Council’s Fair Access Protocol (full details available from North Somerset Council).

**Children in Care**
‘Children in Care’ are children who are (a) in the care of a local council or (b) being provided with accommodation by a local council in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

**Brothers and sisters.**
A child is a brother or sister if they are a full, half, step or adoptive brother/sister of another child.
To be considered as a brother or sister a child must be living at the same address for the majority of the time* as a full, half, step or adoptive brother or sister. Full and adoptive brothers/sisters are defined as children who have the same either biological or adoptive parents. Half brothers/sisters are defined as children who share only one either biological or adoptive parent. Step brothers/sisters are defined as children who are not necessarily related biologically (including Foster children) but are living in the same household for the majority of the time* at the address considered to be the address of the child for whom the application is made.

*A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time.

Except for a brother or sister within the same year group, a brother or sister must be attending (or is expected to be attending) the school at the time of admission.

**Home address.**
A child’s home address is considered to be the place where the child permanently and ordinarily resides for the majority of the time. This would normally be the same address as the person who has parental responsibility for the child as their main carer. Those moving should normally provide independent confirmation of the new address.

Parent: This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989.

**Admissions of children outside their normal age group.**
The governors will consider applications for delayed 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.

**Deferred Entry.**
Parents of children aged four, but who have not yet reached their fifth birthday have the right to apply for a deferred entry to school. In these circumstances, parents can request that their child start school in the Reception year group at a later stage in the academic year, however, must be in full time education by the start of the term (term 1, 3 or 5 as appropriate) following his/her fifth birthday.

Parents may also request that that their child takes up their place part time until the child reaches compulsory school age.

**Children with a Statement of Special Educational Needs.**
There is a different procedure for Children with a Statement of Special Educational Needs. Their parents should apply for a place via the service dealing with Special Education Needs in their home council.

**Equal Preference:** All applications will be considered equally regardless of the ranking of a parent’s preference for the school.
School Contact details:
Tickenham Church of England Primary School, 174 Clevedon Road, Tickenham, Clevedon
North Somerset, BS21 6RG

Telephone: 01275 853919   Email: tickenham.pri@n-somerset.gov.uk

School Admission - Supplementary Information Forms

If you wish for your application to be considered under criteria 4 or 5 relating to
church attendance, you must ensure the following:

1. That the attached form is completed by you and signed by the relevant church
   representative (vicar, priest, minister, faith leader or church official).

2. That the information on the form matches and fulfils the requirements set out in either
criterion 4 or 5 above.

3. That the completed form, signed by both you and the church representative, is
   submitted to your home Council by the closing date for submission of applications.
   This is 15th January 2014.

4. That a separate supplementary form be submitted for each church school that
   requires it as each is likely to have differing admissions criteria.

5. If you have recently, or are about to move to a different area, you must ensure that the
   appropriate church representative of the church where you have been regularly
   worshipping signs the supplementary information form for your application. Please
   ensure that they have seen the admissions requirements for Tickenham Church
   of England Primary School and are satisfied that you meet the necessary
criterion.

Please Note:

- Failure to submit the correctly completed supplementary information form to
  your home council by the closing date will mean that your application cannot be
  considered under any church attendance criterion.

- The need to obtain the signature from a previous member of clergy/church after
  moving house cannot be considered as a reason for a late application to be
  accepted.

See Appendix 1 – Tickenham School – Supplementary Information Form (SIF)
Reference Form

It is the parent’s responsibility to ensure that the requirements, detailed in this reference form, are fully met prior to submission and the form is received on time.

It is essential that this reference form is signed by the Minister, Vicar, Priest or Church Leader.

To: The Governing Body of Tickenham Church of England Primary School
c/o Your Home Council (which is North Somerset Council for those living in North Somerset), School Admissions & Transport Team.

Name of Child ………………………………………………………………………………………………………………………………

Name of Church ……………………………………………………………………………………………………………………………

Address of Church ………………………………………………………………………………………………………………………

I can confirm that the child named above and/or their parent(s)/primary carer(s) ………………………………………………………………………………………………………………………………………………………………………………………………………………… (names) have attended the above mentioned Church at least twice a month for a period of not less than the previous six months.

Signed: ……………………………………………………… Date: …………………………………

Print name: ………………………………………………………

Position: ………………………………………………………

Minister/Vicar/Priest or Church Leader of equivalent status

Please follow Diocesan advice when completing this form.