



Diocese of Salisbury  
Academy Trust  
*'Beyond expectations for all of God's children'*

## **ADMISSIONS POLICY FOR ALL DSAT SCHOOLS 2024-25**

*This policy covers all schools in the Academy Trust and has been agreed by the DSAT Trust Board.*

## 1. Introduction

- a. The Diocese of Salisbury Academy Trust (DSAT / 'the Trust') is the admissions authority and responsible for the admission arrangements in all of its schools. This document sets out the admission arrangements for all Trust schools for the academic year 2024-25.
- b. The published admission number (PAN) for entry into each school is shown below. The schools will admit up to the PAN in the normal year of entry which is the Reception year. The only exception to this is Southbroom St James Academy which is a junior school, so the normal year of entry is Year 3. Where there are more applications for admission than places available, then places will be offered in accordance with the oversubscription criteria at section 3 of this policy.

School	PAN 2024 Entry
<b>Thrive Hub</b>	
St Bartholomew's CE Academy, Royal Wootton Bassett, Wiltshire	60
Marden Vale CE Academy, Calne, Wiltshire	*30
Southbroom St James Academy, Devizes, Wiltshire (Year 3)	*45
The Trinity Primary Academy, Devizes, Wiltshire	30
<b>Spire Hub</b>	
Shrewton CE Primary School, Wiltshire	*20
St Peter's CE Primary School, Salisbury	45
Trent Young's CE School, Dorset	*20
Whitesheet CE Primary Academy, Zeals, Wiltshire	*12
Wilton CE Primary School, Wiltshire	30
<b>Forum Hub</b>	
Archbishop Wake CE Primary School, Blandford Forum, Dorset	60
Blandford St Mary CE Primary School, Blandford Forum, Dorset	30
Durweston CE Primary School, Blandford Forum, Dorset	20
Dunbury CE Academy, Winterborne Whitechurch / Winterborne Kingston, Dorset	*20
Milldown CE Primary School, Blandford Forum, Dorset	30
Spetisbury CE Primary School, Dorset	30
<b>Priory Hub</b>	
Cranborne CE First School, Cranborne, Dorset	25
St James' CE First School, Gaunt's Common, Wimborne, Dorset	*25
Trinity CE First School, Verwood, Dorset	30
Wimborne St Giles CE First School, Dorset	15
<b>Bay Hub</b>	
Beaminster St Mary's Academy, Dorset	30
Beechcroft St Paul's CE Primary School, Weymouth, Dorset	30
St Andrew's CE Primary School, Weymouth, Dorset	*45
St John's CE Primary School, Weymouth, Dorset	30
St Nicholas and St Laurence CE Primary School, Weymouth, Dorset	30

\* indicates a variation on the PAN in previous years

- c. Infant Class Size Regulations apply to the normal year of entry (and Year 1 and Year 2). These regulations require classes with a single teacher to be no bigger than 30 children although the PAN may be much lower than 30.

- d. Where a child has an education, health and care plan (EHCP) which names a particular school, then that child will normally 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 (LA) (which is where you reside).
- e. When applying to start school in Reception (Year 3 at Southbroom St James) in September 2024 you must apply to your home LA. All applications for first admission must be received by your home LA by the closing date of 15 January 2024. The home LA will make a single offer of a place on 16 April 2024 (or next working day). You can find out more about applying through your LA website.

**Wiltshire** - this can be found at: <https://www.wiltshire.gov.uk/article/1657/Apply-for-a-school-place>.

**Dorset** - this can be found at: <https://www.dorsetcouncil.gov.uk/education-and-training/schools-and-learning/apply-for-a-school-place/apply-for-a-school-place>.

For those living in other LA areas, please search for school admissions in the relevant area.

## **2. Religious Character of the School**

- a. All schools in the Trust are currently designated with a religious character. The schools' religious authority is the Diocese of Salisbury. The Trust must have regard to any guidance from its religious authority when constructing the faith-based terms of its admissions arrangements.
- b. Recognising its historic foundation, the Trust will preserve and develop the religious character of its church schools in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level. The Trust 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.

## **3. Oversubscription Criteria**

Where Trust schools are oversubscribed (there are more applicants than places available) places will be allocated in accordance with the following criteria and in the following order. Please read the explanatory notes for further guidance.

- a. Looked After Children or Previously Looked After Children  
A child who is in the care of a LA or was in the care of a LA but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. This includes those children who appear to the admissions authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- b. Medical or Social Need  
A child is eligible in this category where there is an identified social or medical need. (See explanatory note).
- c. Children living in the Catchment Area with a sibling at the school  
A child living inside the Catchment Area is eligible for this category where they have a sibling attending the school on the date of application and the sibling will still be attending the school at the time of admission.
- d. Children living in the Catchment Area

- e. Children living outside the Catchment Area with a sibling at the school  
A child living outside the Catchment Area is eligible for this category where they have a sibling attending the school on the date of application and the sibling will be attending the school at the time of admission.
- f. Children living outside the Catchment Area who meet the faith criterion  
A child living outside the Catchment Area is eligible for this category where the child is a regular practising Christian at a Recognised Church or Religious Group.
- g. All other children

#### **Tie Breaker**

If oversubscribed within any of the priority order categories above, places will be allocated on the basis of the shortest straight-line measurement using a geographical information-based system which identifies an Easting and Northing for the home address and the school and calculates the distance between the two locations. 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 preferred school but cannot all be admitted, then the available places will be decided by means of casting lots. The random allocation will be conducted independently.

#### **Oversubscription Criteria : Explanatory Notes**

**Catchment Area** means the geographical area from which children will be afforded priority for admission to the school. A map indicating the Catchment Area, which may include the Ecclesiastical Parish where relevant, is published alongside this Admissions Policy on the school website. A hard copy can be provided by the school office upon request.

**Wiltshire Schools**: The GIS mapping system on the Wiltshire website shows the catchment areas using this link: <https://www.wiltshire.gov.uk/schools-learning-forms-guides-policies> then click on Wiltshire Schools Admissions Explorer.

**Dorset Schools**: **DorsetExplorer** ([geowessex.com](http://geowessex.com)) shows the catchment areas. Using the menus on the right-hand side, choose Layer Control and then scroll down to Education, Primary Catchment (including First Schools). You can then zoom in and out of the map to look more closely at the catchment area or type the name of the school in the search box.

#### **Medical or Social Need**

- (i) **Medical Need** If there are medical reasons affecting the child or the parent with whom they live which make it essential for the child to attend a named school, you must provide supporting information from a consultant or general practitioner together with any other relevant information by the deadline for receipt of application. This must make a compelling case as to why your child's needs can only be met at this specific school. A medical condition in itself will not automatically result in a place at your preferred school. The evidence should also explain why other schools could not provide the appropriate support for your child. Evidence to be relied upon must be submitted to the school on or before 15th January 2024.
- (ii) **Social Need** If there are social reasons that make it essential for your child to attend a particular school, you must provide independent evidence from the social worker who is supporting your family by the deadline for receipt of the application. The supporting evidence must set out the particular reasons why this specific school is the most suitable and the difficulties that would be caused if the child had to attend

another school. The evidence should explain why other schools could not provide the appropriate support for your child. Evidence to be relied upon must be submitted to the school on or before 15th January 2024.

- (iii) **Other Social Reason** Where the child is of confirmed refugee status. Written evidence of this from the home LA must be submitted to the school on or before 15<sup>th</sup> January 2024.

**Sibling** means brother or sister, half brother or sister, adopted brother or sister, stepbrother 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.

#### **Faith Criterion Requirements**

- (i) **Regular practising Christian** means a child who attends a **Recognised Church or Religious Group regularly** prior to application.

- (ii) **Regularly** means monthly and for 12 months prior to application.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

- (iii) **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 <https://ctbi.org.uk/>); the Evangelical Alliance (see <https://www.eauk.org/>); the Fellowship of Independent Evangelical Churches (see [www.fiec.org.uk](http://www.fiec.org.uk)); Affinity fellowship of Churches (see [www.affinity.org.uk](http://www.affinity.org.uk)).

**Home address** means the place 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.

#### **4. Supplementary Information Form (SIF)**

- a. Where seeking priority under the faith criterion (3f) parents must fully complete the relevant part of the SIF and provide the required supporting evidence. Where relying on the faith criterion (3f) the SIF must be signed off by the relevant Church representative.
- b. The SIF must be returned to the school office on or before 15<sup>th</sup> January 2024. The SIF is available as part of this policy on the school website or a paper copy may be requested from the school office.
- c. Where relying on the medical or social need criterion (3b) you must supply evidence to support your application (no form required).

## 5. Appeals

- a. 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.
- b. Admission appeals are administered in conjunction with the relevant LA admissions service and their timetable is published each year.

## 6. Important Information

### a. Waiting Lists

If the school is oversubscribed for September entry, a waiting list will be maintained across the entire academic year. The position of the child on the waiting list will correspond with the oversubscription criteria; it will not be based on length of time on the waiting list. The right of appeal at Section 5 remains. 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.

### b. Summer Born Children (not Southbroom St James)

Summer born children (which refers to children born from 1 April to 31 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:

- (i) **You must make an application for admission to the school for September 2024 entry but make it clear on the application form that you wish your child to enter the Reception class in September 2025.**
- (ii) 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 the following year. Any decision will be on the basis of the circumstances of each case and in the best interests of the child concerned.
- (iii) If the request is agreed, the September 2024 application may be withdrawn before a place is offered **but a fresh application will need to be made** for September 2025 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 the child may not be admitted in September 2025 as there is no guarantee of a school place.
- (iv) 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 1 for the September following the child's fifth birthday.

### c. Deferred entry and part time attendance below statutory school age (not Southbroom St James)

**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 may 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).

d. Admission of children outside their normal age group

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. At Southbroom St James (a junior school), this will include children who have had a delayed entry agreed by the infant or primary school.

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 discuss with the Trust and 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.

e. Multiple Birth Applications

Where there are multiple birth applications the PAN 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 school.

f. Schools with Nursery classes

For information on admission to the Nursery classes that are run by our schools (St Andrew's, St John's, Beechcroft St Paul's, Wimborne St Giles, Cranborne), please see the relevant school website where a link to information on the admissions policy and arrangements for the Nursery classes can be found. This can also be provided by the school office. Please be aware that a place in a Nursery class is no guarantee of a place in a Reception class. All Reception places are allocated through the normal LA procedure as detailed in this policy regardless of whether a child is in a school run Nursery or not. Please note that a number of our schools have pre-school/Nursery provision that is run by an external provider. Please contact the relevant provider for further admissions information.

g. Applications from separated parents/carers

Only one application can be considered for each child. Where parents/carers are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be used. This must be the address at which the child spends most of their time during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the admissions authority what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the admissions authority. If any information supplied by an applicant is judged by the admissions authority to be fraudulent or intentionally misleading, the admissions authority may refuse to offer a place, or if already offered, may withdraw the offer.

## 7. Withdrawal of an Offer

An offer may be withdrawn where it has been offered in error, has been made on the basis of a fraudulent or intentionally misleading application, or a parent has not responded to an offer of a place within a reasonable period of time.

## 8. In-Year Admissions

- a. Applications for in-year admission may be submitted at any time during the school year.

- b. The Trust's schools are part of the relevant LA's in-year co-ordination scheme. Any person wishing to apply for a place at the school in-year can find further details in respect of in-year applications are available on the relevant LA website.

**Wiltshire** - this can be found at: <https://www.wiltshire.gov.uk/article/1657/Apply-for-a-school-place>.

**Dorset** - this can be found at: <https://www.dorsetcouncil.gov.uk/education-and-training/schools-and-learning/apply-for-a-school-place/apply-for-a-school-place>.

For those living in other LA areas, please search for school admissions in the relevant area.

- c. The LA will liaise with the school on receipt of any in-year application so that it may be processed in accordance with the school's admission arrangements.

## 9. Further Information

- a. Important information published by the LA applies to some aspects of school admissions. If you are considering applying for a place at a Trust school, you are advised to refer to your home LA's website.
- b. If you have any questions in relation to these admission arrangements, please contact the school office or the relevant LA.
- c. The school will handle all personal data in accordance with the requirements of the Data Protection Act 2018.

## ABBREVIATIONS

DSAT	Diocese of Salisbury Academy Trust
EHCP	Education, Health and Care Plan
GP	General Practitioner (Doctor)
LA	Local Authority
PAN	Published Admission Number
SIF	Supplementary Information Form



**2024-25 SUPPLEMENTARY INFORMATION FORM**

**Part A – Please ensure that you read before completing**

The oversubscription criteria set out in section 3 of the Trust’s published Admission Arrangements will be used to prioritise the offer of school places where there are more applications received than places available. There are criteria which, if you wish your application to be considered against, require this Form to be completed: 3f Children outside the Catchment Area who meet the Faith Criterion.

**This Page Applies to Criterion 3f - Children outside the Catchment Area who meet the Faith Criterion**

**A child [who] is a regular practising Christian at a Recognised Church or Religious Group**

*Regular practising Christian means a child who attends a Recognised Church or Religious Group regularly prior to application.*

*Regularly means monthly and for 12 months prior to application.*

In the event that during the period specified for attendance at worship the Recognised Church or Religious Group has been closed for public worship the requirements in relation to attendance will only apply to the period when the Recognised Church or Religious Group has been available for public worship. Where the Recognised Church or Religious Group has made available alternative premises for public worship the requirements in relations to attendance shall apply to that period as well.

*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](http://ctbi.org.uk)), the Evangelical Alliance (see [eak.org](http://eak.org)), the Fellowship of Independent Evangelical Churches (see [www.fiec.org.uk](http://www.fiec.org.uk)), Affinity fellowship of Churches (see [www.affinity.org.uk](http://www.affinity.org.uk)).*

If you wish your admission application to be prioritised on this basis you must ensure that this Supplementary Information Form is completed by the vicar, priest, minister, pastor or church-warden of the attended Church in order to confirm that the requirements of the above statement have been met.

**Part B – Submitting your Supplementary Information Form**

For a child to start in Reception (Year 3 at Southbroom St James) in September 2024 - your completed Supplementary Information Form must be delivered directly to the school office on or before 15<sup>th</sup> January 2024.

For a child to join any year group during the 2024/25 school year - your completed Supplementary Information Form must be delivered with your admission application form directly to the school office.

**Part C – Declaration to be made by vicar, priest, minister, pastor or church warden**

I have consulted with the local church leadership team and can confirm that

..... (Enter child’s name)

attends..... Church and has done so at least monthly for the last 12 months

**Signed**.....

**Print name**.....

**Position**.....

**Date**.....

**Note:** The church leadership team includes clergy, church wardens and those responsible for Sunday School or equivalent