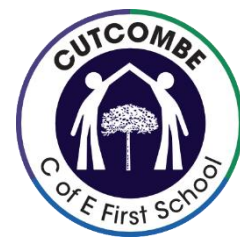




ADMISSION ARRANGEMENTS FOR 2027-2028



Sept 2026-2027

Version: R7

Adopted at:

Review Date: September 2028

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Part 1 – Cutcombe School

1a About the School

Cutcombe School is a Voluntary Aided First School and the governing body is the admissions authority for the school. The school was established to serve all within its community, those of all faiths and of none, and strives to offer a high quality education underpinned by a distinctively Christian ethos. This policy should be taken as part of the overall strategy of the school and operated within the context of our vision, aims and values as a Church of England School.

*'Building on our Christian Foundation,
and in partnership with our school and
wider communities, we live, love and learn
together in God's ever-changing world'*

Cutcombe School Ethos Statement

1b Contact details

Cutcombe Church of England First School
Wheddon Cross
Minehead
Somerset TA24 7DZ

Telephone: 01643 841462

Email: cutcombe@moorlandfed.co.uk

Website: www.cutcombecofeschool.co.uk

Executive Headteacher:	Mrs Naomi Philp
Head of School:	Mrs Alison Blackmore
School Administrator:	Mrs Helen Sloley
Chair of Governors:	Mrs Frances Nicholson

Local Authority: Somerset Council, County Hall, Taunton, TA1 4DY 0300
1232224

1c The Published Admission Number (PAN)

Cutcombe CofE First School has an admission number of 12 for entry in the reception year in 2024.

The school will accordingly admit 12 pupils into the Reception year group each year if there are sufficient applications. All applicants will be admitted if 12 or fewer apply.

Part 2 – Over- subscription Criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan (EHCP) naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Children Looked After – Children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order.
2. Children without an EHCP, identified with a sensory, physical or medical disability (High Needs Pupils) where a multi-agency professional team has identified the school as the nearest suitable school.
3. Children living in the catchment area, with a sibling at the school at the time of admission, and who live at the same address. (See notes for definition of 'sibling').
4. Children living in the designated catchment area.
5. Children living outside the catchment area, with a sibling at the school at the time of admission, and who live at the same address.
6. Children of families who are practising members of the Church of England and who live outside the catchment area. (See notes regarding the definition of 'practising'). A supplementary Information Form will be required.
7. Children living outside the catchment area but nearest to the school, determined by straight-line measurement using a GIS mapping system.

Tie-break Statement

If in categories 1-6 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured in a straight line by a Geographical information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home.

Random allocation by drawing lots supervised by someone independent of the school will be used as a tie-break in categories 1-6 above to decide who has highest priority for admission if in two or more cases the children's homes are equidistant from the school. However, if children of multiple births (twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

Important Notes

1. A Looked After Child means any child who 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 in accordance with Section 22 (1) of the Children Act 1989.

A child who was a previously Looked After Child means a child who immediately after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, a child arrangement order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989, as well as those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Relevant evidence will be required to be submitted.

2. Criterion 2 enables schools to plan with SEN Officers for the school entry of children with physical, medical or sensory impairments, where significant capital works (e.g. accessible toilets, changing space, access to classrooms) are required. The lead time on these projects mean that school place outcome dates are too late for work to be completed in time for school entry in September. However, with the support of this criterion plans can be actioned with certainty early in the year.

3. Criterion 6 - The Head Teacher or Governing Body of the relevant school will be asked to verify point b

Part 3 – Starting the Reception Year Group for the First Time

Applications must be submitted to the home LA. If this is Somerset applications can be made online at www.somerset.gov.uk/admissions. Paper applications are available on request by telephoning Somerset Direct on 0300 123 2224.

Applications must be received by 23:59 hours on 15 January 2027, otherwise the application will be recorded as late. Late applications will be considered after those received on time. Please see the Somerset LA co-ordinated scheme for full details at www.somerset.gov.uk/admissions

Outcomes for on time applications will be sent out by email (for on line applicants) or second class post on 16 April 2027 (or next working day if this falls on a weekend or bank holiday).

Part 4 - Admission to a year group during the 2027/28 academic year (in-year admission)

In year applications must be submitted by email or post directly to the school (contact details on page 3 above) using the in-year application form which can be obtained on the school website or by request to the school office or from <https://www.somerset.gov.uk/children-families-and-education/applying-for-school/in-year-school-admissions/>

The governors' admissions committee will consider batches of applications on a weekly basis with a 4pm deadline every Friday (term time only) for receipt of applications

All in-year applicants will be admitted unless to do would prejudice the provision of efficient education or efficient use of resources. Where multiple in-year applications are made within a particular year group, and not all can be admitted for one of the reasons above, applications will be considered against the published oversubscription criteria.

A decision will be notified in writing to the applicant within ten school days.

Proof of address may be required to be submitted with the application. This will be either the formal 'exchange of contracts' letter from the solicitor for a house purchase, a recent utility bill or the signing of a minimum of a six month tenancy agreement. The Governing body reserve the right to seek further documentary evidence to support a claim of residence.

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

Part 5 – Further Information

If you have questions that are not answered in this section then please contact the school, using the details on page 3 above.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer entry, or to take the place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.]

Full-time schooling

Parents have a right to a full-time place at school for their child from the September following their fourth birthday.

Summer Born Children

Parents of summer born children may request that they are admitted into reception rather than year one when they become of compulsory school age. Applications will be considered as set out below (see admission of children outside their normal age group)

Admission of children outside their normal age group

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

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

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

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

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

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

If a request for delayed admission is refused, the parent must decide whether to accept the offer of a school 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.

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

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

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

Children from Overseas

The Governing Body will treat applications for children coming from overseas in accordance with Home Office rules for Foreign nationals. This is the most recent guidance:

<https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children>

Waiting List

The governors maintain a waiting list for the Reception year group up to the end of the academic year. Each added child will require the list to be ranked again in line with the oversubscription criteria set out above. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

School Charging

The governors and teaching staff believe that off-site activities can supplement and enrich the curriculum of the school by providing experiences that would otherwise be impossible. The costs for these are kept to a minimum, however parents may be asked for a voluntary contribution to trips and visits. Parents will be expected to contribute as a minimum the costs of board and lodging for residential visits. Extra-curricular clubs carry a small charge. No child however will be excluded and parents are encouraged to speak to the Head Teacher in event of difficulties. Children eligible for Free School Meals will have further financial support via the Pupil Premium and these activities will therefore be free at the point of delivery.

Part 6 - Appeals

Appeals Procedure All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Details of how to appeal are included in the outcome email or letter.

Information on the timetable for the appeals process is published on our website by 28 February each year.

Part 7 - Definitions

Home Address

For the purposes of school admission, the governors consider the child's permanent home address is to be where the child spends the majority of their time with parents or carers. (Please see shared care arrangements information below).

Documentary evidence of house ownership or a suitable rental agreement may be required, together with proof of the child's residence at the property concerned. Places will not be allocated on the basis of an intended future address, unless this can be confirmed through the exchange of contracts or a signed minimum six month formal tenancy agreement. Please note private letting agreements may not be accepted as proof of residence. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required eg proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice. The Governing Body reserves the right to seek further documentary evidence to support any claim of residence which could include contacting the estate agent, solicitor landlord or relevant professional.

An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. The governors may withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.

Proof of address will not be required for Traveller families where the address is confirmed by the Traveller Education Service. A foster carer will not be required to supply proof of address for a child placed with them by a LA.

The governors must be notified of any change of address during the admissions procedure.

Shared care arrangements

Where shared residence arrangements are in place and it is necessary to determine the home address, governors will consider that the child's permanent home address is where the child spends the majority of their time with parents or carers. Each parent may be required to write to the Governing Body and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Governing Body may ask for additional information including evidence of which parent/carers is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered.

Where there are exceptional grounds such as on-going court proceedings for example, these applications will be considered on a case by case basis.

Sibling Definition

For the purposes of Admissions, a sibling is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister or children of the same household.

Parent / Carer Definition

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

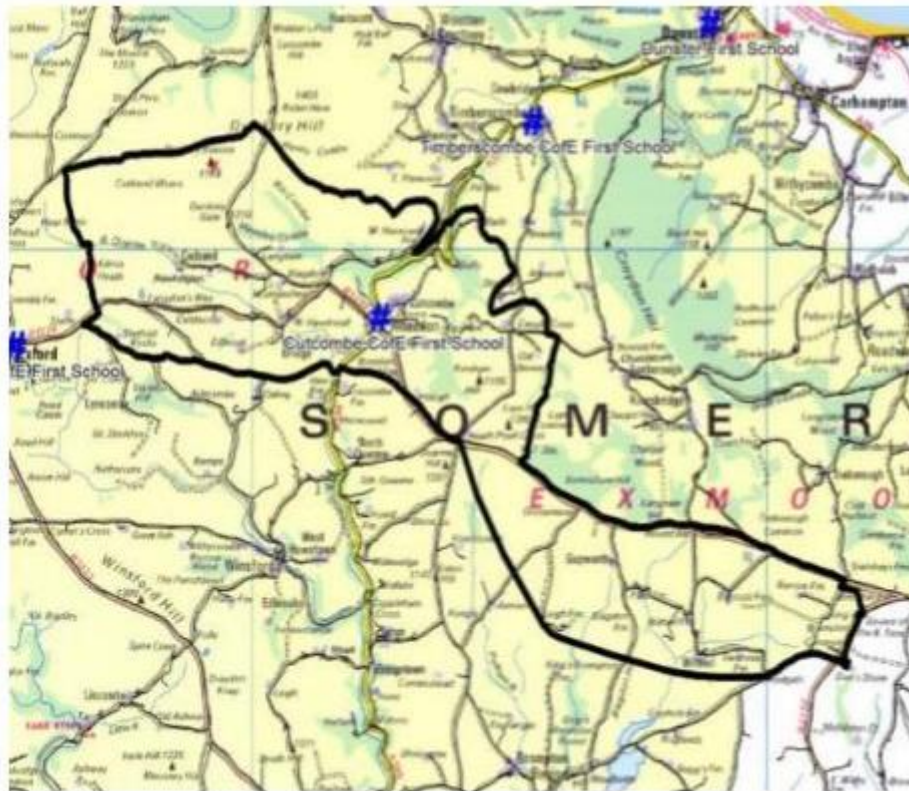
Withdrawal of Places

The Governing Body will consider withdrawing the offer of a place if:

- It was offered in error
- An address used to support an application is subsequently found to be fraudulent or misleading.
- A child has not started at the school within 21 days of an agreed in-year admission start date

Catchment Area

The Catchment Area for Cutcombe Church of England First School is defined by the attached school governors' catchment map: The catchment area can also be viewed online at <https://www.somerset.gov.uk/education-and-families/school-catchment/>



The Age of Pupils Transferring to the Next Phase of Education

Children transfer to the next phase of education at nine years old. Children will transfer to the next school if the appropriate age is reached between 1 September and 31 August (both dates inclusive).

Cutcombe C of E First School
SUPPLEMENTARY INFORMATION FORM-Form A
Retained or Accelerated application
Admission in 2027

In accordance to our statement in our published admissions arrangements 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.

Please state the reasons for the request Please indicate any reports from Professionals that you wish to be considered to support your request and the schools subsequent decision	
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Name Date:

Thank you for your assistance in completing this Supplementary Information Form.

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Cutcombe C of E First School
SUPPLEMENTARY INFORMATION FORM
Form B - SEN SIF

To be completed by the parent/carer

Child's Name	
Details of any Special Needs	
Details of specific Disability	

Signed

Name Date:
.....

It is entirely the responsibility of the applicant to ensure that this form is returned with the school place application form by 23:59 on 15th Jan 2027.

Thank you for your assistance in completing this Supplementary Information Form.

NB: If a child is refused a place at the school and parents appeal against the governors' decision, this form may be used as evidence at the appeal.

Cutcombe C of E First School

SUPPLEMENTARY INFORMATION FORM

Form C - Fair Access SIF

To be completed by the parent

Child's Name	
Explanation of Fair Access Criteria ticked	

S

Signed

Name Date:

Thank you for your assistance in completing this Supplementary Information Form.

NB: If a child is refused a place at the school and parents appeal against the governors' decision, this form may be used as evidence at the appeal.