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"For I know the plans I have for you… plans I have to give you a hope and future." Jeremiah 29:11

ADMISSION ARRANGEMENTS FOR 2028-2029 ACADEMIC YEAR

These admission arrangements apply to all applications for admissions to Ruishton C of E Primary School for reception entry in September 2028 and any in year applications from 1st September 2028.

Introduction

The Admissions Authority for Ruishton C of E Primary School is The Oak Partnership Trust. Ruishton Primary School is a one form entry Church of England school, based in the village of Ruishton on the outskirts of Taunton. The Headteacher is Miss Hannah Collier. The school can be contacted on 01823 442832 or via email: office@ruishton.oak.education Further information can be found on the school website: http://www.ruishtonschool.co.uk/

An Admissions Committee comprising of Directors is responsible for taking all admission decisions for children starting in reception and for joining the school during the academic year.

Somerset Local Authority is responsible for co-ordinating all applications for children starting school. These admissions arrangements should be read in conjunction with Somerset's published co-ordinated Admissions Scheme for September 2026.

The Published Admission Number

The Oak Partnership Trust has set an Admission Number of 30 for the year of entry.

Applying for a school place

In order to be considered for a place at Ruishton C of E Primary School, an application form must be completed. Starting school applications can be made on-line at www.somerset.gov.uk/admissions or paper forms can be obtained from Somerset Local Authority. In-year application forms are available from the school. School place application forms must be received by the following closing dates and times:

Applications for reception year in 2028

The closing date for reception year applications in September 2028 is 15th January 2028. Outcomes will be sent by the Local Authority on behalf of The Oak Partnership Trust by e-mail or second-class post on the published national outcome date, 18th April 2028.
Any Supplementary Information Forms must be submitted alongside the application form. Any applications received after the closing date will be recorded as late and cannot then be administered

until all on time applications have been considered by which time places may no longer be available within the Published Admission Number.
The Somerset application form can be found here: https://www.somerset.gov.uk/education-and-families/apply-to-start-school/

Places will be allocated strictly in accordance with the National Equal Preference with ranking allocation method.

In Year Applications

Applications for a place during the academic year must be made directly to the school office, by completing the in-year application form. Applications will not be processed more than six weeks or half a term in advance of being required. Proof of address is required to be submitted with the application. This will be either the formal 'exchange of contracts' letter from the solicitor for a house buy, a recent utility bill or the signing of a minimum of a six-month tenancy agreement. The Oak Partnership Trust reserve the right to seek further documentary evidence to support a claim of residence.

The Oak Partnership Trusts' Admissions Committee will consider applications on a weekly basis with a 4pm deadline every Friday. Where possible, applicants will receive a written response within 10 school days following receipt of the application. Where a school place is offered it will be held open for 10 school days and applicants will need to confirm acceptance within this time.

Oversubscription Criteria

Where there are more applications received than places available within the Published Admission Number or Admission Limit the following criteria will be applied to determine how the places will be allocated. The school will be required to admit any child with an Education, Health and Care Plan (EHC) if it names the school, then:
1. Looked After Children – 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. 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. (see Note 1)
2. Children 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 (see Note 2)
3. Children living in the catchment area, with an older sibling at the school at the time of admission, and who live at the same address.
4. Children of staff employed by the school for at least two years prior to the application closing date, living in the catchment area.
5. Children living in the rural catchment area (see Note 3)
6. Children living in the catchment area.
7. Children living outside the catchment area, with an older sibling at the school at the time of admission, and who live at the same address.
8. Children of staff employed by the school for at least two years prior to the application closing date, living outside the catchment area.
9. Children not satisfying a higher criterion.

Important Notes

Note 1: A “Looked After Child” means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was “a previously Looked After Child” means a child who after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, a Residence 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. Relevant evidence will be required to be submitted.
Note 2: Enables schools to plan with SEN Officers for the school entry of children with physical, medical or sensory impairments. This includes children in receipt of Early Years School Action Plus funding at level 3 and / or where significant capital works (eg accessible toilets, changing spaces etc) are required.
Note 3: Rural catchment is defined as living in the catchment area of a school and there is no alternative school within the statutory walking distance of the home address (2 miles for a child aged under eight years old, and 3 miles for a child aged eight years old and over). Catchment Map included in Appendix 1.

Tie Breaker

In the event of oversubscription within any of the criteria listed above, preference will be given to applicants who live closest to the school, as measured in a straight line by a Geographical information System (GIS) method from the address point of the school site to the address point for the pupil's home. Where two distances are equal and it is therefore not possible to differentiate between them, priority will be determined by drawing of lots supervised by someone independent of the school.

Multiple birth applications (for example twins)

In the case of multiple birth applications, where it would only normally be possible to admit one child within Admission Number, a place(s) will be allocated above Admission Number at the point of allocation. This will ensure that multiple birth siblings can be allocated places at the same school (sibling definition still applies).

Waiting Lists

Where an application has been refused in any year group, the child will be placed on a waiting list. This will be kept strictly in order of oversubscription criteria by The Oak Partnership Trust, and the child will remain on the waiting list until the end of the term the refusal was made in (or 31 December 2028 for first admission applications). If a parent wishes for their child to remain on the waiting list, they must request this in writing. It is the parents’ responsibility to make this request to the school. Where places become available within the Admission Number they will be allocated to the highest ranked eligible child on the maintained list.
Children who are the subject of a direction by a Local Authority to admit or who are allocated to the school in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

Withdrawal of places

The Oak Partnership Trust will consider withdrawing the offer of a place if;

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading.
- The parent/carer has not responded to the offer within 5 school days, and a further opportunity has been given for the parent to respond within another 5 school days having explained that the offer may be withdrawn if they do not.

Issues relating to shared residency arrangements

Legislation and guidance states that only one offer per child is made by the Local Authority. Therefore, where separated parents issue separate applications for their child the Local Authority can only offer one place. In this situation the Local Authority requires parents to resolve matters between themselves. If an agreement cannot be reached parents may wish to seek legal advice. The Oak Partnership Trust will not become involved in private disputes. The Local Authority does recognise that there may be situations where parents cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the Local Authority to take a decision. Where this is the case, the Local Authority will try to establish where the child spends the majority of their time and prioritise the application made by the parent living at this address.

Each parent will be required to write to the Local Authority 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 Local Authority may ask for additional information including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered. When the Local Authority has received all the necessary information from both parents a decision will be reached by the Governing Body based on the evidence provided.

Admission of children below compulsory school age

Parents are entitled to a part-time or full-time place at school for their child in the September following their fourth birthday. Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. A child reaches compulsory school age on the prescribed day following their 5th birthday (or on their 5th birthday if it falls on the prescribed day). The prescribed days are 31st August, 31st December and 31st March. Children must start school on a full-time basis in the term following their 5th birthday.

Deferred Entry

The Department for Education (DfE) requires all Admission Authorities to offer parents the opportunity to defer their child's entry to school. This means rather than the usual September entry, you can choose for your child to start later in the year, usually in January at the beginning of the Spring Term. You can defer until later in the year if you wish but not beyond the beginning of the final term of the school year for which the application was made.

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 Retained or Accelerated Entry).

Retained or Accelerated Entry

The Oak Partnership Trust will consider applications for retained or accelerated entry in cases where parents would like their child to be admitted to a year group either side of their child's chronological year group. The reasons for the request must be in writing with any supporting evidence and included with the school place application form.

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 Oak Partnership Trust will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. The Oak Partnership Trust will set out clearly the reasons for their decision, 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.

For further information and important things, you should consider please visit;
http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/starting-or-transferring-school-early-or-late/

Children from outside the UK

The Local Authority will process applications for children living in the European Economic Area (EEA) or UK citizens living abroad. If proof of the Somerset address and a date of arrival is provided by the closing date the application can be considered on this address. If proof of the Somerset address is not available by the closing date the application will be considered on the current address.
The Local Authority will not allocate a place to anyone moving into Somerset from a country outside the EEA prior to their arrival in the country. The Local Authority will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

Appeals

Applicants whose school place application is turned down have the legal right to appeal against the decision to refuse admission. Details concerning how to appeal are explained in the decision letters sent out when a place is refused.

Children of UK Service Personnel

The Admissions Authority endeavour to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided as proof of posting (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting.)
Usually, an in-year place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting, the admissions authority will process the application on that address. If proof of a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address. An offer of service family accommodation from the housing department is not sufficient to be accepted as proof of address, the signed tenancy agreement would be required.
If the parent/carer is moving to the area as a result of leaving the armed forces, then no special consideration will be given to the application under the grounds of the application being made by a service family.

Definitions:

Home Address

The home address is very important, as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with parents or carers.
Documentary evidence of home ownership or suitable rental agreement may be required, together with proof of permanent residence at the property concerned. Places cannot be allocated on the basis of an intended future address, unless the house move can be confirmed through the formal 'exchange of contracts or the signing of a minimum of a six-month tenancy agreement. 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 e.g. proof of the house sale, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord. **The Governing Body reserve the right to seek further documentary evidence to support a claim of residence.**

An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. Fraudulent claims relating to the home address of a particular child may lead to the withdrawal of any offer of a school place.

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

Sibling

For the purpose of admissions, a sibling is defined as a child living at the same address permanent home address as a half or full brother or sister or an adoptive brother or sister. Also, children of the same household where the permanent home address is the same for both children.

Parent/Carer

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).

Objections to Admission Arrangements

Objections to the 2028/2029 admission arrangements policies can be made to the schools' adjudicator. This must take place in the period between the admission authority determining their admission arrangements for 2028/2029 which must take place by 28th February 2027 and the deadline for making objections which is 15th May 2027. Objections may still be considered after this date, but this is at the discretion of the adjudicator.
For further information on how to make an objection please visit the Office of the Schools Adjudicator website http://www.education.gov.uk/schoolsadjudicator/ or phone the office on 01325 735303

Appendix 1 – Catchment Map

