



# Midsomer Norton Schools Partnership

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## School Admission Arrangements for Bath and North East Somerset schools within the Midsomer Norton Schools Partnership 2022-23

### Admissions Policy (BANES Council)

| School   | Age Range | Year of intake | Admission number |
|--|-----------|----------------|------------------|
| <a href="#">Beechen Cliff Secondary</a>          | 11-18     | Year 7         | 162              |
| <a href="#">Clutton Primary</a>                  | 4-11      | Reception      | 25               |
| <a href="#">Farrington Gurney C of E Primary</a> | 4-11      | Reception      | 15               |
| <a href="#">Hayesfield Girls' School</a>         | 11-18     | Year 7         | 224              |
| <a href="#">High Littleton C of E Primary</a>    | 4-11      | Reception      | 25               |
| <a href="#">Longvernal Primary</a>               | 4-11      | Reception      | 30               |
| <a href="#">Midsomer Norton Primary</a>          | 4-11      | Reception      | 45               |
| <a href="#">Norton Hill Secondary</a>            | 11-18     | Year 7         | 280              |
| <a href="#">Norton Hill Primary</a>              | 4-11      | Reception      | 30               |
| <a href="#">Peasedown St John Primary</a>        | 4-11      | Reception      | 90               |
| <a href="#">Shoscombe C of E Primary</a>         | 4-11      | Reception      | 17               |
| <a href="#">Somervale Secondary</a>              | 11-18     | Year 7         | 141              |
| <a href="#">St John's C of E Primary</a>         | 4-11      | Reception      | 60               |
| <a href="#">St Julian's C of E Primary</a>       | 4-11      | Reception      | 16               |
| <a href="#">St Mark's Secondary School</a>       | 11-18     | Year 7         | 120              |
| <a href="#">St Mary's Primary School</a>         | 4-11      | Reception      | 30               |
| <a href="#">The Mendip Studio School</a>         | 14-19     | Year 10        | 70               |
| <a href="#">Trinity Church School</a>            | 4-11      | Reception      | 30               |
| <a href="#">Welton Primary</a>                   | 4-11      | Reception      | 28               |
| <a href="#">Westfield Primary</a>                | 4-11      | Reception      | 60               |
| <a href="#">Writhlington Secondary</a>           | 11-18     | Year 7         | 245              |

| Sixth Form Provision   | Age Range | Year of intake | Admission number<br>(external applicants) | Capacity |
|--|-----------|----------------|---|----------|
| <a href="#">Beechen Cliff Sixth Form</a>                               | 16-19     | Year 12        | 50  | 400      |
| <a href="#">MSN Sixth Form<br/>(Norton Hill and Somervale Schools)</a> | 16-19     | Year 12        | 50  | 455      |
| <a href="#">The Mendip Studio School</a>                               | 16-19     | Year 12        | 20  | 160      |
| <a href="#">St Mark's Sixth Form</a>                                   | 16-19     | Year 12        | 20  |          |
| <a href="#">Writhlington Sixth Form</a>                                | 16-19     | Year 12        | 30  | 350      |

| Boarding Provision                                 | Age Range | Year of intake | Admission number |
|--|-----------|----------------|------------------|
| <a href="#">Beechen Cliff Secondary (Boarding)</a> | 11-18     | Year 7 – 13    | 35               |

## 1. Introduction

The Midsomer Norton Schools Partnership is a Multi Academy Trust with schools across the age range providing education to children and young people from Reception to Sixth Form. It is a not-for-profit charity with the key aim of 'advancing education for public benefit'. The Trust includes both community and Church of England schools.

The Midsomer Norton Schools Partnership has developed and published these Admission Arrangements to help explain the admission application process clearly and comprehensively, so that parents and children are suitably informed when choosing and applying for a preferred school. The arrangements comply with the requirements of the 2014 [School Admissions Code](#) and the 2012 [School Admission Appeals Code](#), issued under Section 84 of the School Standards and Framework Act 1998. Any concern regarding statutory compliance, fairness or equality of local policy/practice, should be directed to the MNSP via any of its schools. If the matter cannot be resolved locally, a complaint may be raised with the Education Funding Agency. Every admission application received will be administered in a fair and equitable way, in strict accordance with published policy and practice.

In accordance with our schools' academy status, the Board of Trustees is the Admissions Authority. The 'day to day' management of school admissions is delegated to the Local Governing Body Committee established within each school setting. If you would like to discuss your specific requirements or need further help with any aspect of the admissions process, please contact the individual school office.

## 2. Applying for a place in Reception or Year 7

All schools within the MNSP are part of the Local Authority Co-ordinated Admissions Scheme. The Bath and North East Somerset co-ordinated scheme can be viewed on the Council's website at <https://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools>.

Bath and North East Somerset residents seeking school places should apply on a Bath and North East Somerset application form/online system. Residents outside Bath and North East Somerset should apply for places on their home Local Authorities' application form.

### Multiple birth applications.

Applications for twins, triplets or other multiple births will be considered as individual applications. In the event of the school being oversubscribed the authority will breach the admission number to allow these children to be offered places where either:

- A child from a multiple birth has qualified for the last available place within the admission number but the other child(ren) from that multiple birth have not qualified for a place.
- A child from a multiple birth has had a place named at that school as part of their Education, Health and Care Plan (EHC) during the normal admissions round but the other child(ren) from that multiple birth have not qualified for a place.

### Application deadlines:

Reception place applications must be received by midnight on 15<sup>th</sup> January 2022

Year 7 applications must be received by midnight on 31<sup>st</sup> October 2021

Any applications received after the above deadlines will not be administered until all on time applications have been processed, at which point there may no longer be a place available at the school.

### 2.1. Late applications

Any late applicants should complete their home LA's common application form and return it to their home LA as soon as possible. In line with agreed co-ordinated admission procedures the school will be informed of any late applications received.

## 3. Special Educational Needs

The Special Educational Needs Code of Practice requires the Admission Authority to admit any children with an Educational Health and Care Plan (EHCP) or with a Statement of Special Educational Needs naming the school. Children with an Educational Health and Care Plan will be dealt with through the SEND Code of Practice and their placement is determined through the statutory assessment process or an annual review of their statement. All schools are consulted before being named on a pupil's Statement or Educational Health and Care and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a school is named on a Statement or Educational Health and Care Plan this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school. Parents/carers who wish to transfer their child from a setting named in the Education Health and Care Plan must seek approval to do so via the Local Authority that issued the plan before applying for an In-Year transfer.

#### **4. Home Address & Families moving into the area**

The child's normal permanent home address where he or she lives with his or her parents or legal guardians for more than 2.5 school days per week will be used to decide where the child lives. Temporary addresses cannot be used to obtain school places. If parents or carers plan to move, documentary evidence will be required and in order for address changes to be taken into account in the first round of allocations made on 01 March (Secondary) & 16 April (Reception) the appropriate documentary evidence should be sent to the LA and received by the closing date of 31 October (Secondary) & 15 January (Reception). However, if details of a change of address that will occur after the closing date (and before the start of term 1) is received with the appropriate documentary evidence by 14 November (Secondary) & 30 January (Reception) i.e. before the LA has sent details of applications to other councils, it will be considered in the first round of applications. **In all cases, it is the responsibility of the applicant to make sure the LA has received the documentary evidence.**

Examples of evidence that may be acceptable to determine a child's address are: -

- A solicitor's letter confirming exchange of contracts and completion date for a property which is being purchased or a property which is being sold.
- A copy of a signed rental agreement or a solicitor's letter if moving to a council or rented property and proof of your sale or Notice to Quit on your current/previous property.
- A copy of a council tax bill or utility bill such as water, gas or electricity in your name for your newly owned or rented property together with proof of your sale or Notice to Quit on your current/previous property.
- Child benefit paperwork if in receipt.
- If you are moving in with a relative a letter from them will be required confirming the date you will be moving in together with a copy utility bill showing their name and address. A solicitor's letter will also be required confirming that completion of contracts has taken place on your sale or Notice to Quit on your current/previous property.
- In the case of children of UK Service Personnel or Crown Servants returning from overseas, with a confirmed posting to the area an official letter declaring the relocation date and a Unit postal address or quartering area address should be provided.

The Admissions Authority reserves the right to investigate home addresses and may ask applicants to supply further evidence of the home address. This may include Council Tax, Electoral Roll, Utility Bills, GP registration, and Child Benefit records. An application or place allocated on the basis of fraudulent information may be withdrawn.

Governors will not allocate a place to anyone moving into the country from abroad prior to their arrival in the country. Governors will require proof of residency. The only exceptions are the children of UK service personnel and other Crown servants (including diplomats) returning to the local area.

#### **5. Oversubscription**

In the event of oversubscription (more applications received than places available), the admission application ranking exercise may indicate that the Admission Number/limit is reached part way through a specific criterion. In these circumstances, the ranked order for applications satisfying this 'cut off' criterion and any lower placed criterion will be determined by calculating the straight-line distance between each child's home and the main entrance to the school. This will determine the priority order for these applications.

In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazeeter (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system. The GIS system used within this LA would not be able to calculate a staircase measurement in the case of multi-level dwellings. If the distance between two children's homes and the school is exactly the same then a random allocation would be used for any such cases.

##### **5.1. Applying a tie breaker**

Where two or more distances are exactly the same and it proves necessary to rank the relevant applications, a priority for admission will be determined by the drawing of lots. This exercise will take place at the school and be supervised by a person entirely independent of the Admissions Authority and the school.

#### **6. Deferred entry to Reception**

While a child is below compulsory school age (5), the parent/carer may choose to defer his/her child's entry to school until later in the school year. However, he/she cannot defer beyond the point at which the child reaches statutory school age or beyond the start of the last term in the school year (the school operates on the basis of a six term year).

A parent of a 'summer born' child entitled to start school in September 2022, may choose to delay his/her entry to school until September 2023, where the parent considers this arrangement to be in the best educational interests of the child. The parent may also choose to apply for the reception year in September 2023 rather than year 1. Please note: Although the Admission Authority may agree to a 'delayed entry' application being submitted for a reception place in September 2023, there can be no indication given as to whether a place will be available until the 2023 'normal admissions round' allocation exercise is complete. The following process will apply:

The parent must submit an application to the home local authority during the 2022 'normal admissions round', making it clear in the text box on the application form that he/she wishes to delay the child's entry until September 2023. Where the intention is for the child to start with the 2023 reception cohort, this must also be clearly stated on the form. The Admission Authority will formally note the parent's instruction and will consider the request. If a request to delay is approved, parent/carers will have their application withdrawn and effectively, the child will no longer be part of the 2022 'normal admissions round'.

The parent(s) must then wait and make an entirely new application as part of the 2023 'normal admissions round' in accordance with the application process described in the home local authority 2022 Composite Prospectus document. This will be made available by the local authority on 12<sup>th</sup> September 2022. The parent should also take account of the 2023/24 Admission Arrangements applying to the school.

If the school is undersubscribed with reception applications for September 2023, the applicant will receive the offer of a place, without condition, for his/her child on or around 16<sup>th</sup> April 2023. If the school is oversubscribed with applications for September 2023, the published oversubscription criteria will be applied in order to rank all the applications received (including delayed entry applications) and identify a priority for the offer of available reception places. Whether a place can be offered will depend on the outcome of the 2023 application ranking exercise.

If the September 2023 reception application is refused, the right of appeal will apply.

If a parent delays a child's entry until 2023 and decides that the child should join Year 1 rather than reception, he/she will need to make an in-year application within six school weeks of the place being required.

## **7. Admission of children outside their normal age group**

The Admissions Committee 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 their chronological age group. The reasons for the request must be fully explained and included with the application form.

## **8. In Year Admissions (i.e. all applications for existing year groups)**

All In-Year applications must be made directly to the school using the application form which is available to download from the school website or as a paper copy from the School Office. If no form is submitted the Local Governing Body/Trust will not be able to process the application.

All applications will be considered and applicants will be sent a written decision by post within 20 school days of receipt of the In-Year application form, or receipt of any subsequent information (submitted to support the application) where this 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 Admissions Committee decision.

If a place is offered, the applicant will be asked to confirm acceptance in writing within ten school days of receipt, following which the place will remain available for 28 school days from the date of the decision letter. If the child concerned is not attending school after this time frame, the Admissions Committee will write to the original applicant with a view to withdrawing the offer.

The Governing Body/Trust supports fair access to school for all children. If a suitable place cannot be secured using the normal admission arrangements as the child meets the Council's Fair Access criteria, a school place will be identified for the child by the Area Placement Panel in accordance with Bath and North East Somerset's Fair Access Protocol. The Fair Access Protocol does not override the right of Parents/Carers to state a preference for a school place.

Where there are more applications at any one time than there are places available, priority will be determined by applying the specific school admissions criteria.

## 9. Right of Appeal

Parents who are unsuccessful in their application for a place at the school have the right to appeal to an Independent Appeal Panel. Further information concerning how to appeal will be explained in the decision letter or found on the Local Authority website <https://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools/admissions-appeals>

The Independent Appeal Panel's decision is legally binding for all parties concerned.

Where there is concern that the appeal process has not been properly administered in accordance with the [2012 School Admission Appeals Code](#), a complaint may be raised with the Education and Skills Funding Agency for further consideration.

## 10. Waiting List

Parents/Carers who make a formal appeal will have their child's name kept on a waiting list for any places which may become available at their preferred school. They may also ask for their child to remain on the waiting list without making a formal appeal. Any places which do become available will be reallocated using the specific school Admissions Criteria, taking into account those parents who have asked to remain on the waiting list or who have lodged a formal appeal together with any late applications received. However, children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

## 11. Multiple Applications

Where parents share parental responsibility for a child but live separately, if two applications are received from the child's parents the LA/Local Governing Body/Trust will ask them to determine which application it should consider, and which application should be withdrawn. This is because the LA/Local Governing Body/Trust will offer only one school place to a child at any one time. If parents cannot agree they should resolve the issue through the court system for example to obtain a 'Specific Issues Order' which specifies which parent has responsibility to make decisions on school preferences. However, in the absence of any Order the application received from the parent who receives Child Benefit for the child will be the only one considered. Parents may be asked to provide supporting documentation confirming receipt of child benefit. Where the parents/carers are not entitled to Child Benefit the LA will ask for proof of the child's home address as held by the doctor's surgery at the point of application. Bath & North East Somerset Council cannot become involved in disputes between parents/carers.

## 12. The Local Authority

The Local Authority's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from the local Education Department, and should be returned by the date stipulated on that form. The authority will notify parents of the decision as soon as all the applications have been considered. Details of the scheme are available on their website [www.bathnes.gov.uk](http://www.bathnes.gov.uk) or by contacting them directly on the details as below:

Team/Service: Admissions & Transport  
Telephone: 01225 394312  
Fax: 01225 394296  
Email: [admissions\\_transport@bathnes.gov.uk](mailto:admissions_transport@bathnes.gov.uk)  
Postal Address: Admissions & Transport  
Bath & North East Somerset Council  
Lewis House  
Manvers Street  
Bath  
BA1 1JG



## **Beechen Cliff Admissions Policy - September 2022-23**

### **1. Introduction**

Beechen Cliff School is compliant with the School Admissions code issued by the Department of Education in December 2014. Beechen Cliff School is a member of the Midsomer Norton Schools Partnership Trust, the responsibility for admissions falls to the Governors. The purpose of the code is to ensure that all school places are allocated and offered in an open and fair way. In drawing up the admissions arrangements, the school ensures that the practices and criteria used to decide the allocation of school places are fair, clear and objective. It is the aim of the school to provide an equality of opportunity for boys from across the city of Bath, with some places for boys beyond the city, to have access to the only single sex boys school.

**Eligibility - nationality** In order to be eligible for admission to the School, prospective pupils/students (or their parents/carers) must have full UK citizenship or a British Passport, or have other legitimate residential status within the UK which confers the right to education at public expense. The school may require proof of eligibility before processing an application.

**Boarding Places** Beechen Cliff School is principally a day school but has a small number of boarding places available for all years.

### **Categories of Admission**

**In Years 7 to 11 only boys are admitted to the School. In the Sixth Form both boys and girls are admitted.**

**Year 7 - Day Places** The School has a published admission number (PAN) of 162 for Year 7 day pupils. If the School decides that it is able to admit Year 7 day pupils above its PAN, it will notify the local authority in good time to allow the local authority to deliver its coordination responsibilities effectively.

**Year 7 - Boarding Places** In addition to the Year 7 day pupils, a PAN of 7 places will be allocated to boarders in Year 7, subject to availability and the additional requirements in Appendix 1. A shortfall in boarding places taken by Year 7 pupils will not make additional day places available.

**Sixth Form - Day Places** The current PAN will be 200 for entry to the Lower Sixth. At least 20 students from other schools will be admitted. Students in excess of this number may be admitted if places are available.

**Sixth Form - Boarding Places** In addition to the day students the School will admit up to 4 boarders into the Sixth Form, subject to availability and the additional requirements in Appendix 1. The Governing Body may admit students in excess of this number to fill boarding vacancies.

### **Other years - Day and Boarding Places:**

Places are occasionally available in other year groups where a pupil/student has withdrawn from the School, but there is no guarantee that such places will be available in any particular year.

### **Admissions Criteria**

#### **Co-ordinated Admission of Pupils - Years 7 to 11 Day pupils**

Pupils will be admitted at age 11 without reference to ability or aptitude. The number of intended admissions for the year commencing 1 September 2022 will be 162 day places. Pupils with an Education Health Care Plan which names the school will be admitted which will reduce the number of available places under the school's published admission number.

All applications for the new Year 7 intake must be submitted to the child's home Local Authority (LA) by the closing date of 31<sup>st</sup> October 2021. Parents can use their LA's online application form or complete the Local Authority Common Application form (CAF).

Where applications for admission exceed the number of places available, all applications will be considered equally. The following criteria will be applied on the closing date for applications, in the order set out below:

**PRIORITY A** - A 'looked after child' is a 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 England.

Or

A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

**PRIORITY B** - Where the applicant has a brother or sister, half-brother or half-sister, step brother or step sister, or a child living for the majority of his/her time (more than 2.5 school days per week) at the same address and currently attending Beechen Cliff School and who will be in attendance at the time of application to the school (31<sup>st</sup> October 2021).

**PRIORITY C** - Children of staff at Beechen Cliff school, in either or both of the following circumstances,

- a) where the member of staff has been employed by the school for two or more years at the time at which the application is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**PRIORITY D** - Beechen Cliff will admit up to 12 applicants into Year 7 who have aptitude in sports. Evidence of this aptitude will be provided via an annual assessment event to which all those who have applied for a place under Priority D will be invited. Applications for entry into Year 7 based on sporting aptitude must be made via a separate form which can be found in Appendix 5 or on the

school website. This must be returned to the school on the date indicated on this form. Applicants should indicate on the LA CAF that an application to the school has been made under this priority alongside a second priority.

**PRIORITY E** - Within the Bath City boundary after the allocation of places under Priorities A to D, 80% of the remaining places will be allocated. This will be split according to demographic information provided by the Local Authority and will be amended to reflect a fair distribution of places. For admission in September 2022, 35% of the remaining place will be allocated to applicants living North of the River Avon and 45% of the remaining places to applicants living South of the River Avon. This split has been reviewed using ONS data for Mid-2017, to calculate the percentages provided above. The full data analysis can be requested from the school. The split will be reviewed annually and amended if appropriate to reflect demographic data which will be obtained from the Local Authority. If there is an under subscription in either the North or South of the River then any places unfilled by those living on one side of the river will be transferred to the other. A map of the Bath City boundary can be found in Appendix 1. If there are any places remaining due to under-subscription after allocation within Priority E, surplus places would be allocated to Priority F.

**PRIORITY F** - 20% of remaining places will be allocated to boys living beyond the Bath City boundary'.

To be considered under the above priorities parents/carers must have named the school as a preference. Under the above criteria all preferences are considered equally. If an applicant qualifies for more than one school they will be offered their **highest preference as stated on their application form**. This includes the higher preference between a boarding and day place if both applied for.

**DISTANCE FROM THE SCHOOL** If under the above criteria any single category resulted in oversubscription, priority would be given to those children living nearest the school as measured in a straight line from the address point of the child's home to the address point of the school as defined by the Local Land and Property Gazetteer. Measurements will be determined using the Local Authority's GIS computerised mapping system.

**MULTIPLE BIRTHS** Applications for twins, triplets or other multiple births will be considered as individual applications. In the event of the school being oversubscribed the authority will breach the admission number to allow these children to be offered places where either:

- A child from a multiple birth has qualified for the last available place within the admission number but the other child(ren) from that multiple birth has not qualified for a place.
- A child from a multiple birth has had a place named at that school as part of their Education, Health and Care Plan (EHC) during the normal admissions round but the other child(ren) from that multiple birth have not qualified for a place.

**FOR ADMISSION PURPOSES, THE LA ADMISSION AUTHORITY WILL CONSIDER THE HOME ADDRESS TO BE:**

The address at which the child concerns is living, at the time of application, for more than 2.5 school days per week, with the person(s) who has legal responsibility for the child. This address should be clearly stated on the application form.

Where the child will be moving to a new home address and the parent wishes this to be taken into account, one of the following documents, depending on the circumstances of the case must be made available at the time of application.

- A legal "exchange of contract" which confirms the purchase of the property
- A copy of the formal tenancy agreement (Minimum six month term signed and dated by the applicant and the landlord for the property
- Where the child will be living at an address other than the parental family home, for more than 2.5 school days per week( for example; with an extended family member, or in emergency or other accommodation) - A formal written letter, signed and dated by the person responsible for the address in question. This must explain the living/care arrangements for the child and state how long these arrangements are expected to remain in place.
- For children of UK service personnel with a confirmed posting to the area or Crown servants returning from overseas, an official letter confirming a relocation date and unit postal address or quartering area address.

**TIE BREAKER** Where two or more children are assessed as exactly equal and it cannot be otherwise determined which child has the higher priority for a school place or a position on the waiting list, the order of priority will be determined by the drawing of lots for these children. Where required, this will be conducted on the school premises by someone entirely independent of the school admissions process and the Chair of Governors will observe the process.

#### **WAITING LISTS**

Under the Bath and North East Somerset LA's secondary coordinated scheme, any parents refused a place for the new Year 7 intake may ask for their child's name to be on the waiting list where the name will remain until 31<sup>st</sup> December in the academic year. During that time, they would be re-considered by the school under the admissions criteria laid out above, for any place that became available within the Admission number and alongside any parents who have lodged an appeal or any later applications received. Please note, however, the children who are subject of a direction by a LA to admit or are allocated to the school with a Fair Access Protocol must take precedence over those on a waiting list. Each added child requires the list to be ranked again according to the published oversubscribed criteria. Priority is not given according to the order in which applications are received.

#### **Late Applications**

Late applications will be made via the Local Authority who will inform the school after all on-time applications have been made. Late applications will then be admitted, if there is a place, or added to the waiting list in criteria order, if requested.

#### **Applications from Over or Under Age applicants**

The School will not normally admit a pupil other than into his chronological year group. However, in exceptional circumstances the Governors will consider applications on a case by case basis for "retained" or "accelerated" entry in circumstances where parents would like

their child to be admitted to a year group either side of the chronological year group. Children must be of statutory school age when applications are made. The reasons for the request must be fully explained in writing and included with the school application form. A child admitted under these circumstances will be subject to an annual review to determine whether the retention or acceleration should continue or if the child returns to their chronological age group.

#### APPEALS

If an application for a place at Beechen Cliff School is turned down, parents have the right of appeal to an Independent Appeal Panel who may decide to allow the pupil to be admitted. Parents will be informed that, if they wish to appeal, they must set out the grounds that form the basis of this appeal in writing.

#### IN YEAR APPLICATIONS

Applicants should apply to the school on the school application form which is available directly from the school website or Admissions Officer. Any parent can apply for a place at any school, at any time.- outside of the normal admissions round.

Waiting lists are not maintained for candidates who are unsuccessful in obtaining a Main School place outside Year 7.



### **Admission Criteria: Day Students – Sixth Form**

Beechen Cliff Sixth Form is co-educational and highly successful.

- Minimum entry requirements are needed to obtain a place. Up to four advanced level subjects, and for many the Extended Project Qualification (EPQ), will be studied for the two years. If required, students will have to retake English and Mathematics GCSE.
- All students who join the Sixth Form will have access to our Future Horizons programme of careers and higher education guidance. This includes UCAS, Oxbridge and Medicine applications support and non-university destinations advice and guidance.
- All students will also have access to the school's Super and Extra Curricular programmes.
- Prospective students will be given the opportunity to visit the school and attend a meeting at which their options will be discussed
- Application deadline midnight, Friday 13<sup>th</sup> December 2021.
- Students will be contacted in writing confirming an offer of a place, subject to gaining the agreed qualifications, within six weeks of the arranged meeting date
- Once students have accepted a place, it is secure and the School is committed to the student.
- As part of the Bath Schools Alliance, there is collaboration between Beechen Cliff and Hayesfield Schools which enables students the opportunity to study a wider choice of subjects and options.
- The intended admission number is 200, of these at least 20 will be offered to external students.

### **Minimum Entry Requirements:-**

- The minimum entry requirement onto the A Level programme is 5 GCSEs at Grade 6 including at least a Grade 4 in English Literature or Language and Mathematics. Students will also have to obtain at least a Grade 6 in the subject (or related subjects) of the chosen A Level subject, with individual subject details given in the Sixth Form Prospectus.

In the event of the courses being oversubscribed, the following criteria would be applied to determine admission.

1. 'Looked after children and previously looked after children': this is defined as a boy or girl who is in the care of a Local Authority or provided with accommodation by that authority or who was previously looked after, but ceased to be so because they were adopted, became subject to a residence order or special guardianship order (see Section 22 of the Children Act 1989).
2. Beechen Cliff students who meet the entry requirements
3. Offers of places to external applicants will be made based on predicted GCSE performance.

**WAITING LIST** - The Governing Body does not consider it in the best interests of students for them to commence their Sixth Form studies later than three weeks after the beginning of the Autumn Term.

## Admission Criteria: Boarding Pupils – Year 7

These criteria apply for Year 7 boarding places. Up to 7 places may be taken by boarders in Year 7, subject to availability.

Where applications for admission exceed the number of places available, all applications will be considered equally and the following criteria will be applied at the closing date for applications, **Midnight, Wednesday 31 October 2021**, in the order set out below, to decide which children to admit.

- PRIORITY A A 'looked after child' is a 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 England.  
or  
A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.
- PRIORITY B Where the pupil satisfies the School that they have a significant degree of boarding need as defined in the School policy. Within this category, priority is given to the children of members of HM Forces who are entitled to a Ministry of Defence subsidy for boarding places. Please refer Appendix 2 for further details.
- PRIORITY C Where the applicant has a brother or sister, half-brother or half-sister, step brother or step sister, or a child living for the majority of his/her time (more than 2.5 school days per week) at the same address and currently attending Beechen Cliff School and who will be in attendance at the time of application to the school (31<sup>st</sup> October 2021).
- PRIORITY D Children of staff at Beechen Cliff school, in either or both of the following circumstances,  
a) where the member of staff has been employed by the school for two or more years at the time at which the application is made, and/or  
b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- PRIORITY E Within the Bath City boundary after the allocation of places under Priorities A to D, 80% of the remaining places will be allocated. This will be split according to demographic information provided by the Local Authority and will be amended to reflect a fair distribution of places. For admission in September 2022, 35% of the remaining place will be allocated to applicants living North of the River Avon and 45% of the remaining places to applicants living South of the River Avon. This split has been reviewed using ONS data for Mid-2017, to calculate the percentages provided above. The full data analysis can be requested from the school. The split will be reviewed annually and amended if appropriate to reflect demographic data which will be obtained from the Local Authority. If there is an under subscription in either the North or South of the River then any places unfilled by those living on one side of the river will be transferred to the other. A map of the Bath City boundary can be found in Appendix 1. If there are any places remaining due to under-subscription after allocation within Priority E, surplus places would be allocated to Priority F.
- PRIORITY F After the allocation of places under Priorities A to D, 20% of remaining places will be allocated to boys living beyond the Bath City boundary'.

To be considered under the above criteria parents/carers must have named the school as a preference. Under the above criteria all preferences are considered equally. If a pupil qualifies for more than one school they will be offered their **highest preference as stated on their application form**. This includes the higher preference between a boarding and day place if both applied for.

There is a different procedure for the admission to school for children with Educational Health Care Plans: it is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing the Plan and consulting parents and the Governing Body of Beechen Cliff School, before the school is named in the Plan. If the school is named, the child will be admitted subject to suitability to boarding.

### WAITING LIST - BOARDING PLACES

Applicants who are unsuccessful in obtaining a boarding place will be maintained on a waiting list, if parents request it, after the allocation of places has been made and confirmed. The allocation of places from the waiting list follows the procedure set out in Appendix 1.

## Admission Criteria: Sixth Form – Boarding

The minimum entry requirement onto the A Level programme is 5 GCSEs at Grade 6 including at least a Grade 4 in English Literature or Language and Mathematics. Students will also have to obtain at least a Grade 6 in the subject (or related subjects) of the chosen A Level subject, with individual subject details given in the Sixth Form Prospectus.

Where applications for admission exceed the number of places available, all applications will be considered equally and the following criteria will be applied at the closing date for applications, **Midnight, 31 December 2021**, in the order set out below, to decide which students to admit.

**Priority One** A 'looked after child' is a 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 England.  
or  
A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Pursuant of their responsibilities under the Children Act 1989, the Governors will not admit pupils who cannot satisfy them that they are suitable for boarding whether or not they are looked after by a local authority or were previously looked after by a local authority.

**Priority Two** Where the pupil who satisfies the School that they have a significant degree of boarding need as defined in the School policy. Within this category, priority is given to the children of members of HM Forces who are entitled to a Ministry of Defence subsidy for boarding places.

**Priority Three** Boys who are transferring from a boarding place in Year 11 at Beechen Cliff School who have met the criteria.

**Priority Four** Boys from other schools. Those potential Sixth Form students will be able to take up the remaining boarding places in the Lower Sixth. Potential AS level Sixth Form students will be ranked according to predicted GCSE performance.

**NOTE** In February 2022 all applicants will receive notification of provisional places or their place on the waiting list. Final confirmation of places will take place in August 2022 following the confirmed results at GCSE.

\*Prospective students should have regard to the Sixth Form prospectus to ascertain the particular subject requirements.

## How to make an Application - see attached flow chart (Appendix 4)

### Applications for Day Places at Year 7

Applications for admission as a day pupil must be made on the Common Application Form (CAF) of the Local Authority. The School requires a supplementary Sporting Aptitude Form if the admission is sought on the basis of Sporting ability. This form is available from the School website or by contacting the School directly. Completed forms must be returned **to the School**, by the date specified. A copy of the form is found in appendix 5.

### Applications for Boarding Places at Year 7

Applications for a boarding place from **residents in England** must be made on the Common Application Form (CAF) of the home Local Authority and **submitted to them as instructed**. These forms are usually made available automatically to the parents of Year 6 pupils in the Local Authority primary schools. Parents/carers of children attending an independent school or who live outside England, or in areas where the normal age of transfer to secondary schools is not Year 7, should request a CAF from the Local Authority.

The School also requires a Boarding Application Form to be completed. This form is available from the School website or by contacting the School directly. Completed forms must be returned **to the School**, by the date specified.

### Applications for Main School Places, other than at Year 7

Applications for a place must be made directly to the School. For Day Places application is made on the School Application Form. For Boarding Places application is made on the Boarding Application Form. These forms are available from the School website or by contacting the School directly. Completed forms must be returned **to the School**, who will respond to the applicant's parents/carers directly. In accordance with the Schools Admission Code 2014, the School will advise the local authority of each application received and the outcome of that application at the end of each term.

It should be noted that pupils are not normally admitted to Year 11.

### Joint Day and Boarding Applications for the Main School

Applicants may make separate applications for both a boarding and a day place using the forms identified above. But for Year 7 places they must rank the two applications on the Local Authority CAF Form.

As boarding and day place applications are considered separately, the outcome of the higher ranked option cannot be jeopardised by the outcome of the lower. However, parents should not apply for a boarding place for their son unless they are prepared to take up and pay for the boarding place if it is offered to them. It should be remembered that the allocation of a boarding place at the School will mean that no other place can be offered at any state school as part of the co-ordinated admissions arrangements for Year 7 places.

### Applications for Main School Boarding Places from Outside England

For Year 7 admission all applications must be made via the Local Authority for co-ordinated admissions. If not a Year 7 admission and where a boarding applicant is resident in Scotland, Wales, Northern Ireland, the Channel Islands, the Isle of Man or overseas, the application must be made directly to the School using the Boarding Application Form only.

### Applications for Sixth Form - Boarding or Day Places

All applications for places in the Sixth Form are made directly to the School.

For Day Places application is made on the School Sixth Form Application Form. For Boarding Places application is made on the Boarding Application Form. These forms are available from the School website or by contacting the School directly. Completed forms must be returned **to the School**, who will respond to the applicant's parents/carers directly.

The minimum entry requirement onto the A Level programme is 5 GCSEs at Grade 6 including at least a Grade 4 in English Literature or Language and Mathematics. Students will also have to obtain at least a Grade 6 in the subject (or related subjects) of the chosen A Level subject, with individual subject details given in the Sixth Form Prospectus.

The School will make alternative arrangements to ascertain whether or not an applicant has attained a level equivalent to the minimum requirement where the applicant has been educated in an overseas education system which does not offer an equivalent to the GCSE.

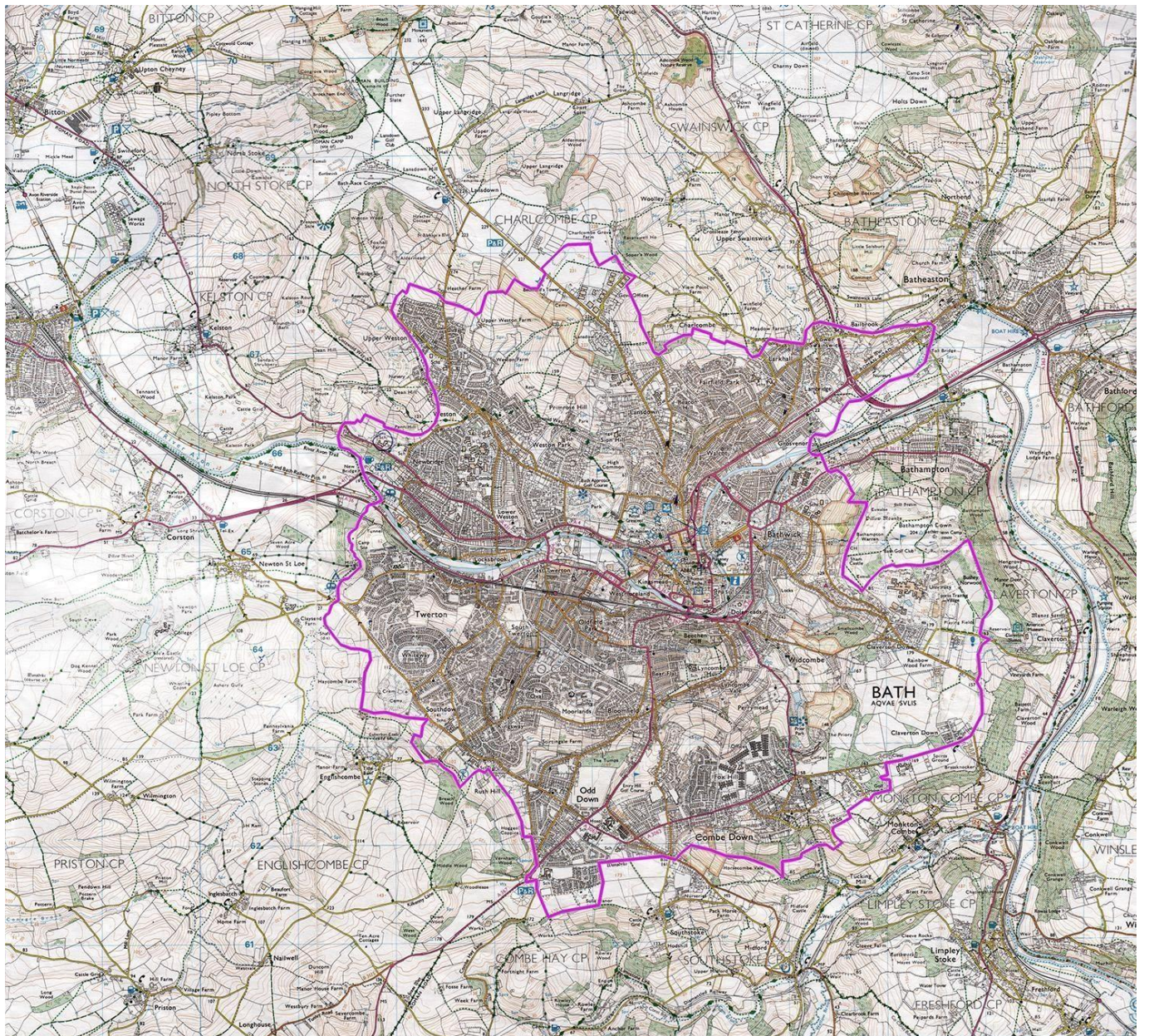
Applicants may apply for both a boarding and a day place in the Sixth Form. In the event that the applicant qualifies for both places, he/she will be invited to decide by a given deadline which place he wishes to hold. If no decision is forthcoming, the School reserves the right to withdraw one of the places at its discretion in order that other applicants are not disadvantaged. **Please Note** - boarding is only available to boys at present.

Year 11 pupils must apply to return to the Sixth Form. Provided that they meet the minimum GCSE attainment standard and the particular requirements for their proposed courses they will automatically be given a place, **unless** they also wish to transfer from boarder to day student or vice versa, in which case there is no automatic transfer and the criteria set out in the oversubscription criteria above apply.

It should be noted that students are not normally admitted to Upper Sixth.

**Appendices**

- Appendix 1: C CITY OF BATH MAP indicating boundary of BA1 and BA2 places
- Appendix 2: Additional requirements for admission as a Boarder - Main School and Sixth Form
- Appendix 3: Transfer to Sixth Form and between Boarder and Day pupil status
- Appendix 4: Flow chart for application process
- Appendix 5: Sporting Aptitude form 2022 entry (Year 7 only)



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**Appendix 1: Bath City Boundary map**

The boundary is indicated by the red line on the map above. The River Avon is used to indicate the divide between North and South.

## Appendix 2: Additional requirements for admission as a Boarder - Main School and Sixth Form

Boarding provision is subject to the School Boarding Agreement and a fee is payable by parents. Parents who are entitled to claim Working Tax Credit are able to claim the boarding fee against the childcare element of their tax credits.

Pursuant of their duty to safeguard and promote the welfare of all boarders under section 87 of the Children Act 1989, the School will not admit any child to the School as a boarder unless the School is satisfied that he/she is **suitable to board**. Applicants for boarding places are assessed to determine their suitability for boarding. The assessment includes the following:

- An interview
- A reference from the applicant's present school and/or a previous school (where the candidate is not currently at school or has recently changed school)
- Consideration of any other information that the parent/carer of the applicant may wish to provide to support the applicant's application or which may be provided at the request of the parent/carer by another person
- Information provided by a Local Authority (or equivalent authority outside England and Wales), where relevant
- 

In determining whether or not an applicant is suitable to board, the School has regard to the following questions:

- Does the applicant wish to board?
- Does the applicant have experience of staying away from his parents/carers whether or not he/she is currently a boarder?
- Does the applicant show evidence of self-reliance and independence?
- Does the applicant show evidence of understanding and relishing the challenges of a communal life?
- Does the applicant show understanding of the responsibilities of a member of a boarding community?
- Is there any medical or psychological reason why boarding would not be appropriate, or any need that could not be met by reasonable adjustment to the boarding accommodation, routine and practice?
- 

The School will inform the parents of applicants whether or not their son is considered suitable for boarding as soon as possible after the process has been completed. Candidates who are considered suitable for boarding are then allocated places according to the published oversubscription criteria.

### Significant degree of Boarding Need

In the Admission Criteria for one of the priority categories in the event of oversubscription is that an applicant has a significant degree of boarding need. To determine this, the School will have reference to the following. In each case, it is the responsibility of parents/carers to provide the information required to enable the School to make a determination. In particular, the names and contact details of an appropriately qualified person from whom the School may seek corroborating evidence must be given.

The School may consider that a candidate has a significant degree of boarding need if:

#### EITHER

The candidate satisfies at least ONE of the following criteria in that:

|   |   |   |
|---|---|---|
|   |   | Appropriate person to provide corroboration           |
| 1 | His main parent/carer is, or will be at the date of admission, a member of HM Armed Forces liable for deployment overseas (whether or not eligible for receipt of the Continuing Education Allowance) or frequent changes of posting within the UK          | Commanding Officer or other authorised Service Office |
| 2 | His main parent/carer is, or will be at the date of admission, serving with or for the Foreign and Commonwealth Office or other UK Government Department on terms which may include either deployment overseas or frequent changes of posting within the UK | Line Manager or Head of Department/Service            |
| 3 | His parent/carer is, or will be at the date of admission, serving with or for an international organisations or other international body of which the United Kingdom is a member  | Line Manager or Head of Department/Service            |
| 4 | His main parent/carer is, or will be at the date of admission, employed by a UK based company which requires the parent to travel overseas or be resident overseas for a period of more than one month per year.  | Line Manager or Head of Department/Service            |
| 5 | He is the subject of a voluntary agreement between the School and a Local Authority or Charitable Trust to provide a boarding place for reasons of boarding need.   | LA Lead Professional or Trust Officer                 |
| 6 | His home is in a remote rural location and appropriate education is not available within a reasonable daily travelling distance   | Current Headteacher or LA Officer                     |
| 7 | His home is in a remote rural location and he/she lacks social interaction with children or the same age/or gender  | Headteacher or LA Officer                             |

|   |   |   |
|---|---|---|
| 8 | He is a member of an elite sporting academy supported by the Governing Body of a recognised sport and requires a boarding place to participate in that school's programme | Officer authorised by the sport governing Body and School |
|---|---|---|

**OR**

2. The candidate satisfies at least TWO of the following criteria in that:

|   |   |  |
|---|---|--|
|   |   | Appropriate person to provide corroboration  |
| 1 | He is in the care of a grandparent or other person, whether or not a relative, other than his/her natural parent, step parent or adoptive parent  | Teacher, Medical Practitioner, social worker or other professional person who knows the family |
| 2 | His main or only carer has been the victim of a serious crime or reasonably fears that he/she may become a victim of a serious crime  | Police Family Liaison Officer or social worker   |
| 3 | His main or only carer has been diagnosed with a medical or psychological condition which is life threatening or which seriously impairs the carer's ability to care for the applicant  | Medical Practitioner or social worker  |
| 4 | His main or only carer also has the main responsibility for the care of another member of the applicant's close family or household who has been diagnosed with a serious medical or psychological condition and the care of whom seriously impairs the carer's ability to care for the applicant | Medical Practitioner or social worker  |
| 5 | His home circumstances prevent social interaction with children of the same age and/or gender   | Teacher, Medical Practitioner, social worker or other professional person who knows the family |
| 6 | He has a particular gift or talent which can be developed at Beechen Cliff School but not in his/her home area  | Teacher, sports coach or similar person who knows the applicant and his/her circumstances      |
| 7 | He is homeless  | Teacher, Medical Practitioner, social worker or other professional person who knows the family |
| 8 | His main or only carer is a lone parent/carer.  | Teacher, Medical Practitioner, social worker or other professional person who knows the family |

### Waiting lists for boarding

Any places that become available are allocated to those waiting as follows:

#### *Sixth Form Places*

- a. Until 30 September of the year in which admission was sought, places are allocated according to oversubscription criteria. No other applicants will be considered until these applicants have been made offers.
- b. From 1 October of the year in which admission was sought, places are allocated according to the stated oversubscription criteria at the point when a vacancy arises and new applicants will be considered alongside any still on the waiting list. The Governing Body does not consider it in the best interests of students for them to commence their Sixth Form studies later than three weeks after the beginning of the Autumn Term.

#### *For Other Places*

- a. Unsuccessful applicants who applied by the stated closing date are maintained on a waiting list together with any late applicants.
- b. If further vacancies arise after the offer date, all applicants who applied, whether within the deadline or late, are considered, and offers will be made in accordance with the oversubscription criteria at the time the vacancy occurs. Thus, an applicant's place on the waiting list can alter if other applicants with a higher priority under the School Admissions Criteria come onto the waiting list.

Waiting lists are maintained for one year from the September of the year in which admission was originally sought. Applicants judged to be unsuitable for boarding will not be kept on a waiting list for boarding places. They may, however, reapply and be reassessed for any subsequent year of entry.



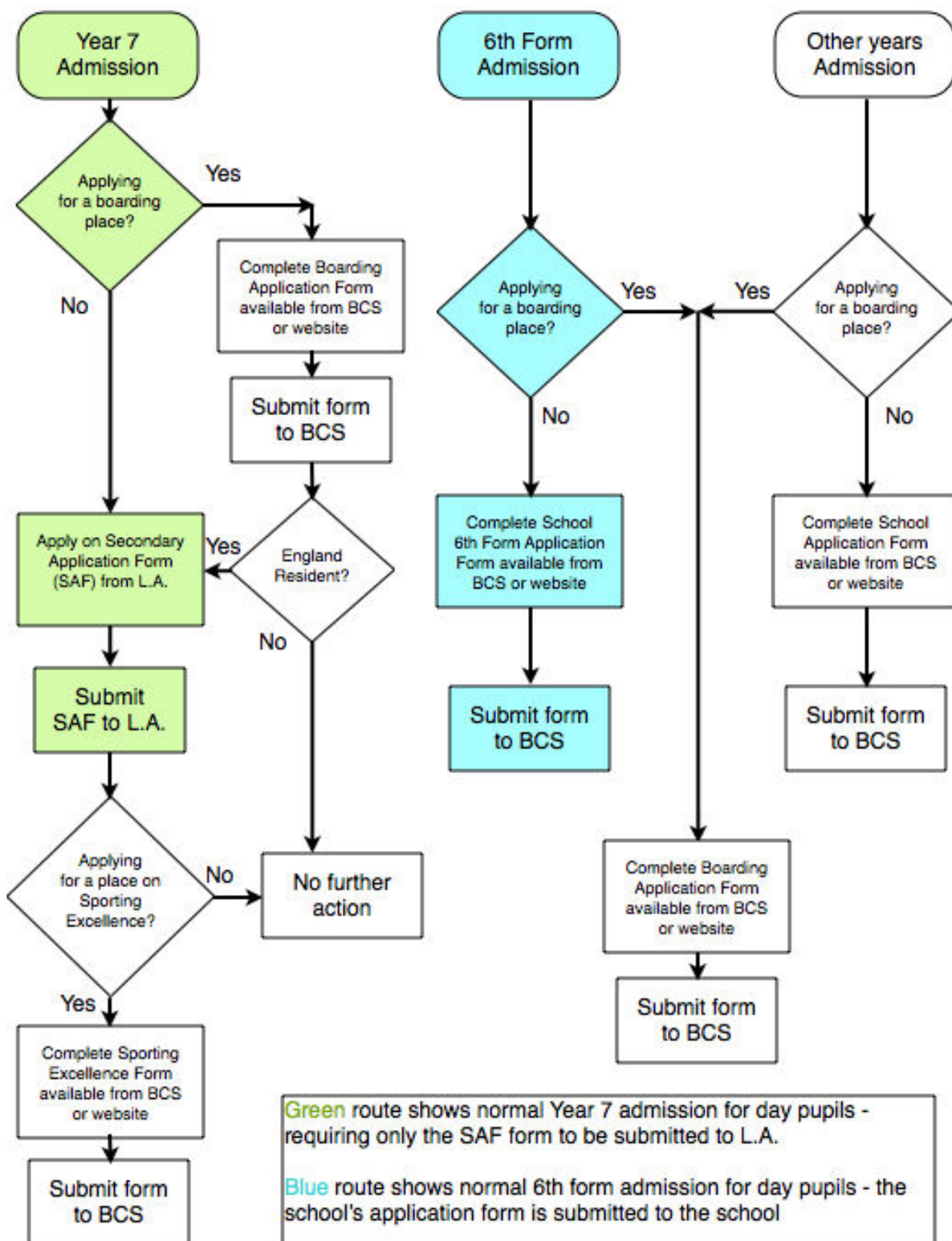
### **Appendix 3: Transfer to Sixth Form and from Boarder to Day pupil status or vice versa**

The following procedures and conditions apply to those wishing to change from Boarder to Day pupil at the time of seeking entry to the Sixth Form.

Those admitted as day pupils may transfer to take up a vacant boarding place provided that they are judged to be suitable to board. Those transferring from day pupil status have Priority 3 for boarding places, after Looked After Children and those with boarding need.

Those admitted as boarders may apply to transfer to day pupil status at the beginning of the Lower Sixth by making a written application by the published date. They take Priority 2 for day pupils places, after Looked After Children.

There is no facility for the routine change of status from boarder to day pupil at any other time. However, the parents of a boarder are free to apply for a day place should a vacancy occur after their son has joined the School. Boarders seeking to transfer status do not have any priority for day places except when joining Lower Sixth.





BEECHEN CLIFF

## SPORTING APTITUDE FORM

Year 7 2022 entry only

Pupil's Surname (in block letters)

2021

First Names

Date of birth

School Attending

Full Names of Parent/Carer:

(please indicate: Mr/Mrs/Ms/Miss)

Address & Postcode

Telephone Number

Relevant Medical

Information

Parent/Carer signature

Please Print Name

Pupils will be invited to attend a Sports Evening on **Thursday 21st October from 4pm – 6pm at Beechen Cliff** in which baseline testing will take place. Baseline testing is a generic set of tests that are non-specific to any one particular sport.

The completed form should be returned to Miss M Garland, Admissions Administrator, Beechen Cliff School, Kipling Avenue, Bath BA2 4RE or email: [mgarland@beechencliff.org.uk](mailto:mgarland@beechencliff.org.uk) before Thursday 7th October 2021. Parking is limited on the school site. If parking in the local area please be aware of parking restrictions.

**Please note: Applications received after this date may not be included.**

Headmaster: Mr A Davies

Kipling Avenue, Bath, BA2 4RE

tel: (01225) 480466 email: [headmaster@beechencliff.org.uk](mailto:headmaster@beechencliff.org.uk) web: [www.beechencliff.org.uk](http://www.beechencliff.org.uk)

Beechen Cliff School is an Academy Company No: 07551986 (limited by guarantee) an exempt charity



## Clutton Primary School – Admissions 2022/23

Clutton is a happy, family school in which we encourage pupils and adults to have a caring and considerate attitude towards one another. We recognise and value the uniqueness of every child, helping all to achieve their best within a safe, secure and creative environment.

We aim to enable children to learn skills, knowledge and develop concepts that will help them grown into positive, responsible people who can work and co-operate with others and hopefully be better equipped for life in today's ever changing society. The school enjoys a good reputation for providing a broad, balanced, challenging and creative environment, made possible by our highly committed and hardworking team of teachers, support staff, parents and governors.

### Aims

- We seek to be an inclusive school, welcoming children from all backgrounds and abilities.
- All applications will be treated on merit, and in a sensitive manner.
- A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

Admission Criteria for the school are as follows:

### Special Educational Needs

The Special Educational Needs Code of Practice requires that Governing Bodies admit any children with a Statement of Special Educational Need or an Education, Health and Care Plan (EHCP) naming Clutton Primary School, before it will consider any other applications.

Children with an Education Health & Care Plan (EHC) are dealt with separately through the statutory assessment process or a review of their plan. All schools are consulted before being named on a pupil's plan and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named this will take priority over the Admissions Criteria although wherever possible the place will be offered within the Admission Number for the school.

Where there are more applications received than there are places available within the required year group, the Governing Body will consider all on time applications against the criteria as set out below:

### PRIORITY A

- A 'looked after child' is a 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 England.

or

- A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

### PRIORITY B

The 2 categories in this criterion will be given equal consideration.

- Children who live within a 1.5 mile radius\* of the school and for whom there will be a sibling in attendance on the admission date at the preferred school.
- Children who live outside a 1.5 mile radius\* of the school but it is their **closest** School and for whom there will be a sibling in attendance on the admission date at the preferred school.

### PRIORITY C

Children who live closest to the school as measured in a direct line.

### Additional Notes

To be considered under the above criteria parents must have named the school as a preference. Under the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

\* The 1.5 mile radius will be measured from the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system.

If under all the above criteria any single category resulted in oversubscription, those living closer to the preferred school would receive the higher priority. Where there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants the place(s) will be allocated by random allocation.

### 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 into school. In these circumstances, parents can:

- a) 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 after their fifth birthday.
- b) request that their child takes up a place on a part time basis until their child reaches their fifth birthday.

**Sizes of classes for KS1 children**

We teach KS1 children (aged five to seven) in classes that have a maximum number of 30 children. This limit is set by the School Admissions Code (1.17) on Infant Class sizes.

**CONTACT DETAILS:**

Clutton Primary School  
Station Road  
Clutton  
BS39 5RA  
Telephone: 01761 452510

Executive Headteacher: Dan Turull  
Head of School: Lucy Cowgill  
Chair of Governors: Rachel Powell  
School website: <https://www.cluttonschool.com/>  
Email: [office@cluttonschool.com](mailto:office@cluttonschool.com)

## Farrington Gurney Church of England Primary School - Admissions 2022/23

Admissions criteria for the school are as follows:

### Special Educational Needs

The Special Educational Needs Code of Practice requires that Governing Bodies admit any children with a Statement of Special Educational Need or an Education, Health and Care Plan (EHCP) naming Farrington Gurney Church of England Primary School, before it will consider any other applications.

Where there are more applications received than there are places available within the required year group, the Governing Body will consider all **on time** applications against the criteria as set out below.

### PRIORITY A

- A 'looked after child' is a 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 England.
- or
- A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

### PRIORITY B

The 2 categories in this criterion will be given equal consideration.

- Children who live within a 1.5 mile radius\* of the school and for whom there will be a sibling in attendance on the admission date at the preferred school.
- Children who live outside a 1.5 mile radius\* of the school but it is their closest School and for whom there will be a sibling in attendance on the admission date at the preferred school.

### PRIORITY C

Children who live closest to the school as measured in a direct line.

### Additional Notes

To be considered under the above criteria parents must have named the school as a preference. Under the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

\* The 1.5 mile radius will be measured from the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system.

If under all the above criteria any single category resulted in oversubscription, those living closer to the preferred school would receive the higher priority. Where there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants the place(s) will be allocated by random allocation.

### 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 into 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 after their fifth birthday.
- request that their child takes up a place on a part time basis until their child reaches their fifth birthday.

### CONTACT DETAILS:

Farrington Cof E Primary School  
Church Lane  
Farrington Gurney  
BS39 6TY  
Telephone: 01761 452519

Executive Headteacher: Dan Turull  
Head of School: Andrew Dix  
Chair of Governors: Lena Lovell  
School website: <https://www.farringtongurneyschool.co.uk/>  
Email: [office@farringtongurneyschool.co.uk](mailto:office@farringtongurneyschool.co.uk)

## Hayesfield Girls' School - Admissions 2022/23

### Oversubscription Criteria

When the School is oversubscribed, after the admission of students with an Education, Health and Care Plan or a Statement of Special Educational Needs naming the School (which will reduce the number of available places accordingly), priority for admission will be given to those children who meet the criteria set out below, in priority order:

- 1) Looked after children
  - a) A 'looked after child' is a 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 England.  
or
  - b) A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.
- 2) Priority will next be given to the siblings of students attending the School at the time the application is received.
- 3) Priority will next be given to the children of staff who have a contract of employment with the School in either or both of the following circumstances:
- 4) Where the member of staff has been employed by the School for at least two years at the time at which the application to the School is made
- 5) Where the member of staff has been recruited to fill a skill-shortage area.
- 6) Up to 10 places will then be allocated to children who demonstrate an aptitude for sport and up to 10 places will be allocated to children who demonstrate an aptitude for music. Forms are available on the Admissions page of the School's website. The closing date for applications is Friday 23<sup>rd</sup> September 2022. Tests will be held during the week beginning Monday 10<sup>th</sup> October 2022 and parents will be informed of the result of the test before the closing date for applications, which is 31<sup>st</sup> October 2022. Details of the test are set out at the end of this Policy. Children who have not secured one of the top 10 places available in each of the aptitude tests and/or who do not fall within paragraphs 1, 2 or 3 above will be considered according to paragraph 5 below
- 7) Places will then be allocated to the inner and outer catchment areas as follows:
  - a) 80% of remaining places will be allocated to children living within the Bath City Boundary.
  - b) 20% of remaining places will be allocated to children living beyond the Bath City Boundary.

The catchment areas are shown in the Notes section of this Policy. Girls living on the boundary of the inner catchment area will be considered to live in the inner catchment area.

#### **Tie Break**

If in categories 2-5 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 from the address point of the child's home to the address point of the Upper Oldfield Park Campus in a straight line. Measurements will be determined using the LA's GIS computerised mapping system. Where the School is still unable to determine priority, a system of random allocation by the drawing of lots will be used. This process will be overseen by a person independent of the School.

#### **Multiple births**

In the event of one place remaining for offer, the school would admit over the number to ensure that the siblings were able to be educated at the same school.

#### **Late applications**

All applications received by the Local Authority after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

#### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the School 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.

#### **Waiting Lists**

The School will operate a waiting list for each year group. Where the School receives more applications for places than there are places available, a waiting list will operate until 31<sup>st</sup> December after the beginning of the school year. This will be maintained by the School and it will be open to any parent who asks for his or her child's name to be placed on the waiting list, following an unsuccessful application.

### **Appeals**

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. Appellants should contact [admissions\\_transport@bathnes.gov.uk](mailto:admissions_transport@bathnes.gov.uk) for information on how to appeal. Information on the timetable for the appeals process can be found on the Bath &

North East Somerset Council website: [http://www.bathnes.gov.uk/services/schools- colleges-and-learning/admissions-schools/admissions-appeals](http://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools/admissions-appeals) .

### **Notes**

Map Showing the City of Bath Boundary

Please note that a high resolution version of this map can be viewed on the School's website

at: <http://www.hayesfield.com/wp-content/uploads/2013/02/Map-showing-City-of-Bath-boundary.pdf>

The City of Bath Boundary (red line) is used to denote the inner and outer catchment areas within this policy.

### **Home address:**

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a City of Bath Boundary child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

### **Sibling:**

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

### **Sporting and Musical Aptitude:**

Students who wish to apply for a place based on their sporting and/or musical aptitude must complete the online application form and be available to sit the following tests:

**Sporting Aptitude:** A fitness assessment lasting approximately 1 hour. This test, which is not a test of sporting ability, will involve a series of tests of the following components of fitness: agility, balance, cardiovascular endurance, flexibility, muscular endurance, speed, strength and reaction time. The 10 students scoring highest will be successful in their application for Sporting Aptitude.

**Musical Aptitude:** an aural test lasting approximately 20 minutes. The test will involve listening to, and answering, a series of questions on pitch, rhythm and meter. This test will examine the candidate's capacity to perceive, evaluate and describe music. The 10 students scoring highest will be successful in their application for Musical Aptitude.



# Hayesfield Mixed Sixth Form Admission Arrangements for 2022-23

## Introduction

Hayesfield Mixed Sixth Form provides an inspirational environment, enabling students to flourish and achieve their personal ambitions. Our students are active, caring and tolerant citizens who participate fully in the school and wider community. Our outstanding tutorial system provides support and encouragement to all students enabling them to be their very best, opening doors to future opportunities, whether an Oxbridge application or a high quality apprenticeship scheme. Our extensive choice of courses allows our students to access an aspirational curriculum, including bespoke provision, with an international outlook, developing their knowledge and preparing them for higher education and employment in the 21st century.

## Admission Numbers

The Sixth Form will have a total capacity of 320 places (full-time equivalent) for students mainly in the age range 16-19.

It will admit 165 students in Year 12 and 155 students in Year 13 each year.

## Minimum Study Programme

All students will be expected to enrol on a programme of study comprising a minimum of 600 planned hours per year unless there are significant and medically-documented reasons for a reduced timetable.

Those students who have not achieved at least a GCSE grade 4 in both English and Maths will be required to study these GCSEs alongside their other subjects.

## Minimum Entry Requirements

The minimum entry requirements for each Sixth Form Pathway are set out below:

## Applying for Places

The closing date for applications is Monday 14th December 2020. Applicants should apply via the online form available on the Sixth Form tab on the website. Applicants will be contacted during January with dates for interview.

Conditional offers will be made based on achieving the general entry requirements for their chosen pathway and the specific subjects they wish to study. In the event of a national crisis which disrupts Year 11 examinations students may also be asked to produce transition project work which must reach the entry grade for each subject as part of their conditional offer.

## Pathways Available

| Pathways Available | GCSE Entry Requirements                                 | Types of Courses available            |
|--------------------|---|---------------------------------------|
| Bespoke            | Significant 7,8,9 grades <b>incl. English and Maths</b> | 4 or 5 A levels                       |
| Aspire             | 6 grade 6s or more <b>incl. English and Maths</b>       | 3 A levels + EPQ/ Core                |
| Inspire            | 7 grade 5s or more <b>incl. English and Maths</b>       | 3 A levels or equivalent              |
| Explore            | 7 grade 4s / BTEC <b>incl. English and Maths</b>        | 3 level 3 courses including 1 A level |
| Endeavour          | 5 grade 4s / BTEC <b>incl. English OR Maths</b>         | 3 Level 3 vocational courses          |

## Oversubscription Criteria

Any students with an Education Health and Care Plan naming the college will be admitted. Other students will be admitted in the following order.

- 1) Looked after children
  - a) A 'looked after child' is a 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 England.  
or
  - b) A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.
- 2) Students whose parents are staff employed by the college to work at the college.
- 3) For the school's Bespoke Pathway those with the highest point score in GCSEs will first be offered places. Those with the lowest scores will be given lowest priority.
- 4) For the school's Endeavour pathway those who have achieved grade 4 in both Maths and English will be given the highest priority.

## Appeals

Any applicant refused a place will be offered a right of appeal to a committee of the academy trust operating the college. The panel will consider the appellant's case and decide whether to uphold the appeal. Anyone wishing to appeal should contact the Headteacher's PA. Appeals must be submitted within one month of a place being refused and will be heard by the Appeals Panel formed by the Academy Trust.

**Complaints**

If you are unhappy with any aspect of the admission policy or appeal process you may submit a complaint, outlining your concerns to the DfE by using the following link: [https://form.education.gov.uk/en/AchieveForms/?form\\_uri=sandbox-publish://AF-Process-f1453496-7d8a-463f-9f33-1da2ac47ed76/AF-Stage-1e64d4cc-25fb-499a-a8d7-74e98203ac00/definition.json&redirectlink=%2Fen&cancelRedirectLink=%2Fen](https://form.education.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-f1453496-7d8a-463f-9f33-1da2ac47ed76/AF-Stage-1e64d4cc-25fb-499a-a8d7-74e98203ac00/definition.json&redirectlink=%2Fen&cancelRedirectLink=%2Fen)

You should first raise any concerns with the school via [information@hayesfield.com](mailto:information@hayesfield.com)



## High Littleton Church of England Primary School - Admissions 2022/23

This is a happy, family school in which we encourage pupils and adults to have a caring and considerate attitude towards one another. There is a strong Christian ethos of acceptance within the school. We recognise and value the uniqueness of every child, helping all to achieve their best within a safe, secure and creative environment.

We aim to enable children to learn skills, knowledge and develop concepts that will help them grown into positive, responsible people who can work and co-operate with others and hopefully be better equipped for life in today's ever changing society. The school enjoys a good reputation for providing a broad, balanced, challenging and creative environment, made possible by our highly committed and hardworking team of teachers, support staff, parents and governors.

Admissions criteria for the school are as follows:

### Special Educational Needs

The Special Educational Needs Code of Practice requires that Governing Bodies admit any children with a Statement of Special Educational Need or an Education, Health and Care Plan (EHCP) naming High Littleton Church of England Primary School, before it will consider any other applications.

Where there are more applications received than there are places available within the required year group, the Governing Body will consider all **on time** applications against the criteria as set out below.

### PRIORITY A

- A 'looked after child' is a 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 England.
- or
- A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

### PRIORITY B

Children who live within The Parish of High Littleton and Hallatrow and for whom there will be a sibling in attendance on the admission date at the preferred school.

### PRIORITY C

Children who live within The Parish of High Littleton and Hallatrow.

### PRIORITY D

Children who live outside the Parish of High Littleton and Hallatrow and for whom there will be a sibling in attendance on the admission date at the preferred school.

### PRIORITY E

Children who live closest to the school as measured in a direct line.

### Additional Notes

To be considered under the above criteria parents must have named the school as a preference. Under the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

### Additional Notes

To be considered under the above criteria parents must have named the school as a preference. Under the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

\* The 1.5 mile radius will be measured from the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system.

If under all the above criteria any single category resulted in oversubscription, those living closer to the preferred school would receive the higher priority. Where there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants the place(s) will be allocated by random allocation.

### 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 into school. In these circumstances, parents can:

- a. 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 after their fifth birthday.
- b. request that their child takes up a place on a part time basis until their child reaches their fifth birthday.

**Monitoring and Review**

The Governing Body will monitor this admissions policy and it will be reviewed every year or sooner if required.

**CONTACT DETAILS:**

High Littleton Primary School  
Church Hill  
High Littleton  
BS39 6HF  
Telephone: 01761 470622

Headteacher: Gareth Griffith  
Chair of Governors: Sharon Wiseman  
School website: <https://www.highlittletonschool.com/>  
Email: [office@highlittletonschool.com](mailto:office@highlittletonschool.com)



# Longvernal Primary School - Admissions 2022/23

Admissions criteria are as follows:

## PRIORITY A

- A 'looked after child' is a 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 England.

or

- A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

## PRIORITY B

The 2 categories in this criterion will be given equal consideration

- Children who live within a 1.5 mile radius\* of the school and for whom there will be a sibling in attendance on the admission date of the preferred school.
- Children who live outside a 1.5 mile radius\* of the school but it is their closest school and for whom there will be a sibling in attendance on the admission date.

## PRIORITY C

Children who live closest to the school as measured in a direct line.

## Additional Notes

*To be considered under the above criteria parents must have named the school as a preference. Under the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.*

\*The 1.5 mile radius will be measured from the address point of the school as defined by the Local Land & property Gazetteer (LLPG).

In all cases distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the LLPG. Measurements will be determined using the Local Authority's GIS computerised mapping system..

If under all the above criteria any single category resulted in oversubscription those living closer to the preferred school would receive the higher priority. Where there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants place(s) will be allocated by random allocation.

## CONTACT DETAILS:

Longvernal Primary School  
Clapton Road  
Midsomer Norton  
BA3 2LP  
Telephone: 01761 412777

Headteacher: Karen Bazeley  
Chair of Governors: Kelly Antonowicz  
School website: <http://www.longvernal.com/>  
Email: [office@longvernalschool.com](mailto:office@longvernalschool.com)



## Mendip Studio School - Admissions 2022/23

Mendip Studio School has an atypical start point - this means that all admissions are classed as 'in-year' and applications are submitted directly to the school and not to the LA. The school operates for Years 10 to 13 (or Y14).

When schools are oversubscribed the LA has to apply criteria to decide which children shall be admitted to the school. These are as follows:

### Priority A –

- A 'looked after child' is a 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 England.

or

- A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

**Priority B** - Children in receipt of the mobility component of the Disability Living Allowance in respect of a physical disability and whose home address is within the Area of Prime Responsibility (APR) for Mendip Studio School.

**Priority C** - Children whose home address is within the Area of Prime Responsibility (APR) whose older sibling will be attending the school on the admission date.

**Priority D** - Children whose home address is within the APR.

**Priority E** - Children whose home address is outside the APR whose older sibling will be attending the school on the admission date.

**Priority F** - Children whose home address is outside the APR

To be considered under the above criteria parents/carers must have named the school as a preference. Under all the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

If under all the above criteria any single category resulted in oversubscription, priority would be given to those children whose home address is nearest to the school, as measured in a direct line between the home address and preferred school. This rule would still be applied strictly to both children living within Bath and North East Somerset and those from neighbouring authorities.

In the event of a school being over-subscribed, where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births, the Midsomer Norton Schools Partnership will breach the admission number to allow these children to be offered places.

For admission purposes, the Admission Authority will consider the home address to be:

The address at which the child concerned is living, at the time of application, for more than 2.5 school days per week, with the person(s) who has legal responsibility for this child. This address should be clearly stated on the application form.

Where the child will be moving to a new home address and the parent wishes this to be taken into account, one of the following documents, depending on the circumstances of the case, must be made available at the time of application.

- A legal 'exchange of contract' which confirms the purchase of the property
- A copy of a formal tenancy agreement (minimum six month term) signed and dated by the applicant and the Landlord for the property
- Where the child will be living at an address other than the parental family home, for more than 2.5 school days per week (for example; with an extended family member, or in emergency or other public accommodation) - A formal written letter, signed and dated by the person responsible for the address in question. This must explain the living/care arrangements for the child and state how long these arrangements are expected to remain in place.
- For Children of UK service personnel with a confirmed posting to the area or Crown servants returning from overseas, an official letter confirming a relocation date and Unit postal address or quartering area address

For admission purposes, if a parent wishes a sibling connection to be taken into account, the sibling's details must be provided on the admission application form and he/she must qualify as a full, half or adoptive brother or sister, or a child living for the majority of his/her school time (more than 2.5 school days per week) within the same family unit and at the same home address.

### Post 16

Entry to Mendip Studio School is by application to the Head of Post 16. Applications from external candidates are very welcome. Students applying to Mendip Studio School from other schools are invited to meet the Headteacher and Head of Sixth to discuss their option choices and references are requested from their previous school. The references enable us to assess the students' predicted GCSE grades. In considering applications, our aim is to accept students on courses which they can be expected to have a good chance of success. Students are asked to make provisional course choices. This is not a final commitment and they will be able to reconsider their options after GCSE results are published and in light of the school timetable.

The admissions number for Mendip Studio School Post 16 is 100 students (20 of these are allocated for external candidates).

### **Specified Entry Requirements**

A level GCE and applied GCE:

Students are usually expected to have gained a minimum of 5 GCSEs at Grade 4 for BTECs and 5 for A Levels. Each subject details its own entry requirements. Specific subject entry requirements and further information are available on the school website and in the Mendip Studio School Post 16 booklet.

### **For consultation: from September 2021**

Mendip Studio School currently admits into Years 10 to 13. We are exploring approval for this to be extended to include Year 9 admission from September 2021. This has the advantage of giving young people an extra year to settle into our school before starting their GCSE studies. In order to do this, we would need to hold a current Ofsted "Good" rating, which we do and to conduct an all stakeholder consultation. There would also need to be agreement from the DfE and Regional bodies.

The following documents are held in school and are available for inspection by parents:

1. All statutory orders relating to National Curriculum subjects, and administrative memoranda relating to the parts of the 1988 Education Act which refer to the curriculum
  2. Curriculum overviews currently used by teachers in the school
  3. All syllabuses followed whether for public examinations or otherwise
  4. The locally agreed syllabus for Religious Education
  5. The School Policies on:
    - I. Collective Worship
    - II. Special Educational Needs
    - III. Sex Education
    - IV. Behaviour
    - V. Disability Arrangements
    - VI. Child Protection & Safeguarding
    - VII. Exclusions
- Policies are also available to view on our website: [www.mendipstudioschool.org.uk](http://www.mendipstudioschool.org.uk)
6. The leaflet issued by the LEA referring to transfer and admissions
  7. The Complaints Procedure
  8. The full OFSTED Report on the Inspection of Mendip Studio School (June 2015). The summary is available free of charge.
  9. The map showing the area of APR

### **CONTACT DETAILS:**

Mendip Studio School  
Knobsbury Lane  
Radstock  
BA3 3NQ  
Telephone: 01761 438557

Headteacher: Bruce Hain  
Chair of Governors: Paul Bergin  
School website: <https://www.mendipstudioschool.org.uk/>  
Email: [enquiries@mendipstudioschool.org.uk](mailto:enquiries@mendipstudioschool.org.uk)



## Midsomer Norton Primary School - Admissions 2022/23

Admissions criteria are as follows:

### PRIORITY A

- A 'looked after child' is a 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 England.

or

- A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

### PRIORITY B

The 2 categories in this criterion will be given equal consideration

- Children who live within a 1.5 mile radius\* of the school and for whom there will be a sibling in attendance on the admission date of the preferred school.
- Children who live outside a 1.5 mile radius\* of the school but it is their closest school and for whom there will be a sibling in attendance on the admission date.

### PRIORITY C

Children who live closest to the school as measured in a direct line.

### Additional Notes

*To be considered under the above criteria parents must have named the school as a preference. Under the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.*

\*The 1.5 mile radius will be measured from the address point of the school as defined by the Local Land & property Gazetteer (LLPG). In all cases distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the LLPG. Measurements will be determined using the Local Authority's GIS computerised mapping system.

If under all the above criteria any single category resulted in oversubscription those living closer to the preferred school would receive the higher priority. Where there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants place(s) will be allocated by random allocation.

### CONTACT DETAILS:

Midsomer Norton Primary School  
High Street  
Midsomer Norton  
BA3 2DR  
Telephone: 01761 412289

Headteacher: Alun Randell  
Chair of Governors: Claire Hudson  
School website: <https://www.midsomernortonprimary.co.uk/>  
Email: [office@midsomernortonprimary.co.uk](mailto:office@midsomernortonprimary.co.uk)





## Midsomer Norton Sixth Form - Admissions 2022/23

- Applications are welcomed from students currently at both Norton Hill and Somervale Schools as well as from students who wish to transfer from other institutions.
- All applicants, whether internal or external will be treated equally
- We will accommodate all students who apply by the end of November application deadline who meet the admissions criteria (below)
- Late applicants will be accepted provided they meet the criteria (below) and places are available on the courses they wish to join.
- All students will be interviewed after application in order to confirm that their option choices are suitable. Admission Requirements To take A Level or Pre-U courses you will need to achieve six 9-5 grades at GCSE. To take BTEC courses and the Extended Project you will need to achieve five 9-4 grades or equivalent at GCSE.
- In addition we will establish from the Head of Year 11 (internal or external) that the applicant is suited to further study in a school environment.
- Entry into Year 13 is not automatic. This is assessed on the basis of successful completion of the AS level courses. Students will need achieve a pass in the end of year exam for a subject to automatically continue it into Year 13.

### **Admissions Criteria**

Candidates for external places who meet the required qualifications will be admitted using the following criteria:

- 1) Looked after child
  - a) A 'looked after child' is a 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 England.
  - or
  - b) A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.
- 2) Siblings of pupils within Year 7-13 of either school who will be in attendance on the 1<sup>st</sup> September of that academic year.
- 3) Pupils whose home address is within the area of prime responsibility (APR)\* of Norton Hill and Somervale Schools.
- 4) Pupils whose home address is outside the APR;

In the event of the school being oversubscribed in any of the above criteria, places will be offered to those whose home address is nearest the school as measure in a direct line distance from the home to the school. For admission purposes, the Admission Authority will consider the home address to be: The address at which the child concerned is living, at the time of application, for more than 2.5 school days per week, with the person(s) who has legal responsibility for this child. This address should be clearly stated on the application form.

Where the child will be moving to a new home address and the parent wishes this to be taken into account, one of the following documents, depending on the circumstances of the case, must be made available at the time of application.

- A legal 'exchange of contract' which confirms the purchase of the property.
- A copy of a formal tenancy agreement (minimum six month term) signed and dated by the applicant and the Landlord for the property.

### **CONTACT DETAILS:**

MSN Sixth Form  
Charlton Road  
Midsomer Norton  
BA3 4AD  
Telephone: 01761 402280

Head of Sixth Form: Karen Ward  
Chair of Governors: Andrew Sinden  
School website: <https://www.msnsixth.com/>  
Email: [sixthformadmin@msnsixth.com](mailto:sixthformadmin@msnsixth.com)



## Norton Hill Primary School - Admissions 2022/23

### Introductory statement

The new Norton Hill Primary School will open as a one form entry primary school growing to three form entry over time. It will offer outstanding education across all aspects of the curriculum with a focus on Science, Technology, Engineering and Mathematics and outdoor education. The academy will cater for all abilities and backgrounds and will focus on providing educational opportunities in an environment that promotes the highest aspiration and achievement. Parents should apply via their home local authority co-ordinated scheme using the form provided. The home local authority will let you know whether your child has a provisional place at the academy. As this is a new school, government policy means that you may also be offered a place at another school you have chosen on the form. You can then confirm your acceptance of the place with the local authority.

### Oversubscription criteria

The academy will admit any pupils with an Education, Health and Care plan naming the school. If the academy is oversubscribed, priority for admission will then be given to those children who meet the criteria set out below, in priority order:

1. Looked after child
  - a. A 'looked after child' is a 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 England.
  - or
  - b. A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.
2. Children who live closest to the school as measured in a direct line.
3. Where there is an exact match of distance from the school, priority will be given to pupils qualifying for the Pupil Premium.

### Admission of children outside their normal age group

Children whose 5th Birthday falls in the Summer Term do not legally have to send their child to school until the following September. Parents who wish to do this should apply to the Local Authority for a Reception place at the normal time but also state they wish to delay entry to the September following their child's 5th Birthday for the request to be considered. A request for delayed entry must be made at the time the application is submitted. Parents should submit evidence which allows admission authorities to determine why it would be in the child's interests to be admitted to reception rather than year one. In some cases parents may have professional evidence that it would be appropriate for them to submit, for example, when a child receives support from a speech and language therapist.

Parents may request that their child is admitted outside their normal age group. When such a request is made, the Academy Trust 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. The process for requesting such an admission is to apply via the local authority who will work with the school to determine the year group placement that will best meet the child's needs. **If a request to delay is approved**, parents should withdraw their application for the normal age group. Parents will then need to make a new application as part of the main admission round for the following year. **If a request to delay is refused**, parents will need to 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. Where a parent's request is agreed the application will be processed as part of the main admissions round. Lower priority will not be given on the basis that the child is being admitted out of their normal age group. **Parents should note** that where their request to delay is agreed this does not guarantee a place at a particular school.

*A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989.*

*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. The process for this is to contact the school following acceptance of a place by phone (01761 412557) or by email: [office@nortonhillprimary.com](mailto:office@nortonhillprimary.com)*



## Norton Hill Secondary School - Admissions 2022/23

When schools are oversubscribed the LA has to apply criteria to decide which children shall be admitted to the school. These are as follows:

### Priority A –

- A 'looked after child' is a 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 England.

or

- A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

**Priority B** - Children in receipt of the mobility component of the Disability Living Allowance in respect of a physical disability and whose home address is within the Area of Prime Responsibility (APR) for either Norton Hill School or Somervale School.

**Priority C** - Children whose home address is within the Area of Prime Responsibility (APR) whose older sibling will be attending the school on the admission date.

**Priority D** - Children whose home address is within the APR.

**Priority E** - Children whose home address is outside the APR whose older sibling will be attending the school on the admission date.

**Priority F** - Children whose home address is outside the APR

To be considered under the above criteria parents/carers must have named the school as a preference. Under all the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

If under all the above criteria any single category resulted in oversubscription, priority would be given to those children whose home address is nearest to the school, as measured in a direct line between the home address and preferred school. This rule would still be applied strictly to both children living within Bath and North East Somerset and those from neighbouring authorities.

In the event of a school being over-subscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births, the Midsomer Norton Schools Partnership will breach the admission number to allow these children to be offered places.

For admission purposes, the Admission Authority will consider the home address to be:

The address at which the child concerned is living, at the time of application, for more than 2.5 school days per week, with the person(s) who has legal responsibility for this child. This address should be clearly stated on the application form.

Where the child will be moving to a new home address and the parent wishes this to be taken into account, one of the following documents, depending on the circumstances of the case, must be made available at the time of application.

- A legal 'exchange of contract' which confirms the purchase of the property
- A copy of a formal tenancy agreement (minimum six month term) signed and dated by the applicant and the Landlord for the property
- Where the child will be living at an address other than the parental family home, for more than 2.5 school days per week (for example; with an extended family member, or in emergency or other public accommodation) - A formal written letter, signed and dated by the person responsible for the address in question. This must explain the living/care arrangements for the child and state how long these arrangements are expected to remain in place.
- For Children of UK service personnel with a confirmed posting to the area or Crown servants returning from overseas, an official letter confirming a relocation date and Unit postal address or quartering area address

For admission purposes, if a parent wishes a sibling connection to be taken into account, the sibling's details must be provided on the admission application form and he/she must qualify as a full, half or adoptive brother or sister, or a child living for the majority of his/her school time (more than 2.5 school days per week) within the same family unit and at the same home address.

The following documents are held in school and are available for inspection by parents:

1. All statutory orders relating to National Curriculum subjects, and administrative memoranda relating to the parts of the 1988 Education Act which refer to the curriculum
2. Curriculum overviews currently used by teachers in the school
3. All syllabuses followed whether for public examinations or otherwise
4. The locally agreed syllabus for Religious Education
5. The School Policies on:
  - i Collective Worship
  - ii Special Educational Needs
  - iii Sex Education

- iv Behaviour
- v Disability Arrangements
- vi Child Protection & Safeguarding
- vii Exclusions

6. Policies are also available to view on our website: [www.nortonhillschool.com](http://www.nortonhillschool.com)
7. The leaflet issued by the LEA referring to transfer and admissions
8. The Complaints Procedure
9. The full OFSTED Report on the Inspection of Norton Hill (January 2013). The summary is available free of charge.
10. The map showing the area of APR

**CONTACT DETAILS:**

Norton Hill Secondary School  
Charlton Road  
Midsomer Norton  
BA3 4AD  
Telephone: 01761 412557

Headteacher: Gordon Green  
Chair of Governors: Claire Hudson  
School website: <https://www.nortonhillschool.com/>  
Email: [enquiries@nortonhillschool.com](mailto:enquiries@nortonhillschool.com)



# Peasedown St John Primary School - Admissions 2022/23

## Rationale

The Trust has a responsibility to ensure that admission and leaving procedures are fair, open, clear, precise and managed effectively in the interests of the children and their families.

## Purpose

- To ensure that admission criteria are applied appropriately
- To provide a smooth transfer (whether to or from the school) of any pupil between schools

## Admissions Criteria

The school is compliant with the School Admissions Code issued by the Department for Education, and with the law relating to admissions. As the school is an academy, the responsibility for admissions falls to the Academy Trust, the Midsomer Norton Schools Partnership Trust. The purpose of the Code is to ensure that all school places are allocated and offered in an open and fair way. In drawing up our admission arrangements, we ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. The school's admission arrangements will be set annually in collaboration with B&NES and following full consultation. For further information please see the School Admissions Code on the school website. Students will be admitted to the school according to the following criteria, in order of priority.

## Admissions Criteria for Peasedown St John Primary School - (ref B&NES booklet A Primary School for your Child)

### PRIORITY A

- A 'looked after child' is a 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 England.

or

- A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

### PRIORITY B [The 2 categories in this criterion will be given equal consideration]

*Children who live within a 1.5 mile radius\* of the school and for whom there will be a sibling in attendance on the admission date at the preferred school.*

*Children who live outside a 1.5 mile radius\* of the school but it is their closest school and for whom there will be a sibling in attendance on the admission date at the preferred school.*

### PRIORITY C

Children who live closest to the school, as measured in a direct line

To be considered under the above criteria parents/carers must have named the school as a preference. Under the above criteria all preferences are considered equally. If a pupil qualifies for more than one school they will be offered their highest preference as stated on their application form.

If under all the above criteria any single category resulted in oversubscription, priority would be given to those children who live nearest to the school. Distance will be measured in a straight line from the address point of the child's home address to the address point of the school. Measurements will be determined using the Local Authority's GIS computerised mapping system with those living closer to the school receiving the higher priority.

In the event of the school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births the Governors will breach the admission number to allow these children to be offered places.

After the closing date the Governing Body will be provided with details of all applications received. Late applications are not considered by the Local Authority until all applications received on time have been dealt with.

### Sizes of classes for Early Years and Key Stage 1 children:

We teach Reception and KS1 children (aged four to seven) in classes that have a maximum number of 30 children. This limit is set by the School Admissions Code (1.17) on Infant Class sizes.

### CONTACT DETAILS:

Peasedown St John Primary School  
Bath Road  
Peasedown St John  
Bath  
BA2 8DH  
Telephone: 01761 432311

Headteacher: Damian Knollys  
Chair of Governors: Sharon Lympos  
School website: <https://www.psjprimary.co.uk/>  
Email: [office@psjprimary.co.uk](mailto:office@psjprimary.co.uk)



## Shoscombe Primary School- Admissions 2022/23

|            |  |
|------------|--|
| <b>1.0</b> | <b>General information</b>   |
| 1.1        | The School   |
|            | Shoscombe Church School is part of the Midsomer Norton Schools Partnership Multi Academy Trust. The school was established to serve all within its community and strives to offer a high quality education underpinned by a distinctively Christian ethos. The school works closely with St Julian's Church School in Wellow, sharing one Executive Head Teacher and one governing body.   |
| 1.2        | Who can apply for a school place?  |
|            | A parent, registered carer, or another person(s) who has an assigned responsibility for the child concerned (referred to throughout this document as 'the parent') may submit a school application on behalf of that child for any United Kingdom (UK) state funded school.  |
| 1.3        | The child  |
|            | A child of statutory school age who resides within the UK has a right to receive an education. The child must, at the time of applying for a school place, be a UK citizen, or have European Economic Area Citizenship, or hold an appropriate Home Office Visa entitling him/her to reside in the UK.   |
| 1.4        | The home address   |
|            | For admissions purposes, the Admission Authority will consider the home address to be: The address at which the child concerned is living, at the time of application, for more than 2.5 school days per week, with the person(s) who has legal responsibility for this child. The home address should be clearly stated on the application form.<br><br>Where the child will be moving to a new home address and the parent wishes this to be considered, one of the following documents, depending on the circumstances of the case, must be made available <u>at the time of application</u> . A legal 'exchange of contract' which confirms the purchase of the property. A copy of a formal tenancy agreement (minimum six-month term) signed and dated by the applicant and the Landlord for the property.<br><br>For children of UK service personnel with a confirmed posting to the area of Crown Servants returning from overseas, an official letter confirming a relocation date and Unit postal address or quartering area address. |
| 1.5        | Siblings   |
|            | The oversubscription criteria set out in section 4.1 of these Admission Arrangements prioritise applications for children with an older sibling attending Shoscombe Church School at the time of application who will still be on roll at the time of admission.<br><br>If a parent wishes a sibling connection to be taken account of, the sibling's details must be provided on the admission application form and he/she must qualify as a full, half, step or adoptive brother or sister, or a child living for more than 2.5 school days per week within the same family unit and at the same home address.<br><br>The Published Admission Number or admission limit will be exceeded, where necessary, in order that multiple birth siblings of the same family (twin, triplet etc.) can all be offered places, where otherwise one or more of these children would be refused.  |
| 1.7        | Misleading or false information  |
|            | Should the Admission Authority become aware that a place was secured for a child at the school using misleading or false information, it will consider withdrawing the offer, or where a child has already started to attend the school may remove the child from the school roll. The circumstances of the case will be fully discussed with the parent and, if the decision is taken to withdraw the offer of a place, the application will be considered afresh, taking account of any new information.   |
| <b>3.0</b> | <b>Changing school - the 'In-Year' application process</b>   |
| 3.2        | Submitting an In-Year application  |
|            | If a parent wishes to apply for his/her child to join the school during the 2022/23 school year, the In-Year application form (Appendix B) must be completed and submitted directly to the school. This is available to download from the school website or a paper copy can be provided by the School Office. The In-Year Application Form may be submitted at anytime but will only be administered during school term time and within six <u>school</u> weeks of the place being required, unless the application is for a child from a Service family or the parent is a Crown Servant returning from overseas. In these circumstances, an application may be considered further in advance if an official letter is provided with the application, which confirms a relocation date and Unity postal address or quartering area address.  |
| 3.3        | Applying for a year group other than the child's relative (chronological) age  |
|            | The In-Year application will usually be submitted for the year group associated with the child's age, although a parent may apply for an alternative year if he/she considers this would be in the best educational interests of the child. In these circumstances, the application must be accompanied with as much information as possible to support the case for 'retaining' or 'accelerating' the child. It is for the Admission Authority to decide whether to support such a case and what is deemed to be in the best educational interests of the child concerned. If an application for a retained or accelerated year is refused, the Admission Authority will consider whether a place can be offered in the relative (chronological) age year group. The parent has the right to appeal the decision where a place cannot be offered in the relative year group. Retained and accelerated places secured through the in-year admissions process will be reviewed annually.  |
| 3.4        | The decision   |
|            | On receipt of a signed and dated In-Year Application Form, the Admission Authority will evaluate whether a place can be made available without prejudicing 'the efficient delivery of education or the efficient use of resources' or breaching the  |

|            |   |
|------------|---|
|            | statutory Infant Class Size Limit. The decision will be notified to the applicant in writing within ten school days of receipt of the In-Year Application Form.   |
| 3.5        | Accepting the offer of a place  |
|            | Where a place is offered, it will remain available for the remainder of six school weeks from the date of this letter. If the child concerned is not attending school within this time frame, the Admission Authority will write to the applicant requesting an update and may, depending on the circumstances, withdraw the offer.   |
| 4.0        | <b>The Oversubscription Criteria</b>  |
| 4.1        | Oversubscription  |
|            | <p>If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admission Authority will assess every application against the oversubscription criteria set out in section 4.1 and rank these applications in priority order, before any places are offered. The oversubscription criteria will also be applied to rank children's names on a waiting list.</p> <ol style="list-style-type: none"> <li>1. Looked after child <ol style="list-style-type: none"> <li>a. A 'looked after child' is a 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 England.</li> <li>or</li> <li>b. A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.</li> </ol> </li> <li>2. Children who at the time of application have an older sibling at Shoscombe Church School who will still be on roll at the time of admission and who live at the same address.</li> <li>3. Children who at the time of application are eligible to receive a Pupil Premium or a Service Premium grant.</li> <li>4. Children of permanent members of staff.</li> <li>5. Children not satisfying a higher criterion.</li> </ol> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Refer to section 1.4 of these Admission Arrangements for the definition of 'home address'</li> <li>• Refer to section 1.5 of these Admission Arrangements for the definition of 'sibling'</li> <li>• The Supplementary Information Form applies for criterion 1, 2, 3 or 4 (refer to section 4.5 of these Admission Arrangements)</li> </ul> |
| 4.5        | Supplementary Information Form  |
|            | A Supplementary Information Form (SIF) is provided on the school website (and at Appendix C). This is used to collect the information required to evidence that a child qualifies against oversubscription criterion 1, 2, 3 or 4. The SIF must be completed and returned directly to the school in accordance with the instructions set out in Part 3 of the SIF <b>if</b> the parent wishes qualifying information to be taken account of. If it proves necessary for the oversubscription criteria to be applied and applications prioritised, this information will be referred to. In some cases, a member of the Admission Authority, or an appointed agent, may need to contact the parent to discuss the information submitted on the SIF.  |
| 6.0        | <b>Key contact details</b>  |
| The School | <p>Shoscombe Church School<br/> St Julian's Road<br/> Shoscombe<br/> Bath<br/> BA2 8NB</p> <p>Telephone: 01761 432479<br/> School website: <a href="https://www.shoscombeprimary.co.uk/">https://www.shoscombeprimary.co.uk/</a><br/> Email: <a href="mailto:office@shoscombeprimary.co.uk">office@shoscombeprimary.co.uk</a></p> <p><i>Headteacher: Ruth Noall</i><br/> <i>Chair of Governors: Anna Holbrook</i></p>   |

| Appendix A                              | Glossary and Definitions   |
|---|--|
| <b>Admission Authority</b>              | 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  |
| <b>Admission Arrangements</b>           | 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.   |
| <b>Published Admission Number (PAN)</b> | 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.   |
| <b>Admission Limit</b>                  | A non statutory limit applying to year groups other than the year(s) of entry which indicates the number of places to be offered, usually determined according to the level of resource available.   |
| <b>Common Application Form (CAF)</b>    | 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 coordination 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.  |
| <b>Composite prospectus</b>             | The prospectus that a local authority is required to publish by 12 <sup>th</sup> 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).  |
| <b>Coordinated Scheme</b>               | All local authorities are required to coordinate 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. Each local authority must produce and publish a Coordinated Admissions Scheme.  |
| <b>Home Local Authority</b>             | A child's home local authority is the local authority in whose area the child resides.   |
| <b>In-year admission application</b>    | A school admission application submitted in connection with a place required at any time during the academic year. In most cases and where the local authority has chosen not to coordinate in-year applications, the application form will be submitted directly to the school concerned.   |
| <b>Maintaining Local Authority</b>      | The area in which a school is located is referred to as the maintaining local authority  |
| <b>National Offer Day</b>               | 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. <b>For primary pupils, offers are sent out on or about 16<sup>th</sup> April</b> and secondary on or about 1 <sup>st</sup> March. The specific date will be published in the home local authority Composite Prospectus.  |
| <b>Offer Year</b>                       | 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.   |
| <b>Oversubscription Criteria</b>        | 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 school has more applications than places available in order to decide which children will be allocated a place.   |
| <b>Reception Class</b>                  | 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.  |
| <b>Relevant Age Group</b>               | 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 form which admit children into the sixth form) may have more than one relevant age group.   |
| <b>School Year</b>                      | 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.   |
| <b>The 'normal admissions round'</b>    | 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 <sup>th</sup> September, with the deadlines for parental applications of <b>15<sup>th</sup> January for primary places</b> and <b>31<sup>st</sup> October for secondary places</b> , and subsequent offers made to parents on National Offer Day. |



## Appendix B

### In-Year Application Form

(To be used when applying to change school and the place is required during the school year)

#### **This form must be completed and submitted directly to the School Office**

Shoscombe C of E VA Primary School, St Julian's Road, Shoscombe, Bath, BA2 8NB

- Please provide all the required information
- Applicants are advised to refer to the published School Admission Arrangements before completing this application form
- The applicant will be notified of the admission decision in writing within 10 school days of the Admission Authority receiving the completed application form

#### Section 1: Your requirements

|   |  |
|---|--|
| In which Year Group is the place required?  |  |
| When is the place required? (dd/mm/yyyy)  |  |
| School use only: Insert the date on which this application was received at the school |  |

#### Section 2: Your Child's details (the child who is the subject of this application)

Please enter the required detail or circle 'Yes' or 'No' throughout

|           |        |                            |                        |                |
|-----------|--------|----------------------------|------------------------|----------------|
| Last Name |        | First Name                 |                        | Middle Name(s) |
|           |        |                            |                        |                |
| Male      | Female | Date of Birth (dd/mm/yyyy) | Registered Nationality |                |
|           |        |                            |                        |                |

|   |       |        |       |
|---|-------|--------|-------|
| Please enter the home address at which your child lives for the majority of his/her time  |       |        |       |
|   |       |        |       |
|   | Years | Months | Weeks |
| How long has he/she lived at this address?  |       |        |       |
| Are there any formal shared residency arrangements in place for your child?   | Yes   | No     |       |
| <b>Please note:</b> If your family is currently moving house and you would like this application to be considered on the basis of your child's future home address, you <u>must</u> enclose with this application a copy of the legal 'Exchange of Contract' document or a Tenancy Agreement (minimum six months) signed by the landlord. |       |        |       |

|  |     |    |
|--|-----|----|
| Is he/she currently on the roll of a United Kingdom school?  | Yes | No |
| If NO, when did he/she last attend school (Enter month/year)   |     |    |
| Does he/she have European Economic Area Citizenship?   | Yes | No |
| Is he/she currently a 'Looked After Child' - a child in the care of a Local Authority?                             | Yes | No |
| Is there an adoption, child arrangements or special guardianship order in place?                                   | Yes | No |
| Is he/she designated as a registered carer for another person?   | Yes | No |
| Is he/she eligible to receive a Pupil Premium or Service Premium?  | Yes | No |
| Does he/she have an Education Health and Care Plan (EHCP)?   | Yes | No |
| Does he/she have any special educational need, disability or medical condition that the school should be aware of? | Yes | No |
| Does he/she have a registered support worker?  | Yes | No |

|  |            |                 |              |
|--|------------|-----------------|--------------|
| Does your child have a sibling currently attending Shoscombe C of E Primary School? (The sibling definition set out in section 1.5 of the School Admission Arrangements applies) | Yes        | No              |              |
| If 'Yes' enter the details of <u>any one</u> sibling who is currently registered on the roll of this school  |            |                 |              |
| Last Name  | First Name | DOB: dd/mm/yyyy | Relationship |
|  |            |                 |              |

**Section 3: Applicant Details** (the applicant is the person completing this form)

Please enter the required detail or circle 'Yes' or 'No'

| Last Name | First Name | Title |
|-----------|------------|-------|
|           |            |       |

| Your relationship to this child | Parent | Carer | Other |
|---------------------------------|--------|-------|-------|
|                                 |        |       |       |

| Do you live at the same address as the child you are applying for | Yes | No |
|---|-----|----|
|   |     |    |

If 'No' then please provide your full address (include postcode) for communication purposes

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

| Land line telephone number | Mobile number | Email address |
|----------------------------|---------------|---------------|
|                            |               |               |

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

**Section 4: Declaration and Signature****This application will not be processed unless signed and dated by the applicant. By signing, the applicant confirms that:**

The information provided on this application form (and any other information that may be provided in support of this application) is accurate to the best of the applicant's knowledge and not intended to mislead in any way.

Any offer of a school place may be withdrawn if any of the information provided in support of the application is subsequently found to be intentionally misleading or false.

The information provided may be discussed with the applicant and / or shared by the Admission Authority to the extent that is required in order to determine the school admission decision, subject to the requirements of the Data Protection Act 1988.

If the parent chooses to submit this Application Form as an email attachment, he/she is fully aware of data protection requirements and takes responsibility for submitting the child's details by non-encrypted email. Submitting this application by email will constitute signing the application form and agreeing to these terms.

The applicant is legally responsible for the child concerned or that he/she has appropriate consent from the legally responsible party to submit this school place application.

He/she is aware of the In-Year admission application process set out in Section 3 of the published school Admission Arrangements

| Signature of Applicant: | Date: |
|-------------------------|-------|
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| Appendix C Shoscombe C of E Primary School - Supplementary Information Form  |  |                           |
|--|--|---------------------------|
| <b>Part 1</b>  | <b>The purposes of this Supplementary Information Form</b>   |                           |
|  | <p>This form must be completed if a parent wishes to provide supplementary information in order to confirm that his/her child satisfies Criterion 1, 2, 3 or 4 of the oversubscription criteria applying for Shoscombe Church School.</p> <p>In the event that there are more admission applications received than places available within the required year group (oversubscription), it will be necessary for the Admissions Authority to rank every application according to the oversubscription criteria published in section 4.1 of the school's Admission Arrangements. This will determine a priority for the offer of available places.</p>   |                           |
| <b>Part 2</b>  | <b>Completing this Supplementary Information Form</b>  |                           |
|  | <p>The oversubscription criteria, which will require qualifying information, are set out on page two of this Supplementary Information Form (part 6). A child will only be prioritised against a particular criterion if a completed Supplementary Information Form is submitted in conjunction with the school admission application and in accordance with the procedure set out in part 3 below.</p> <p><b>The required evidence must be provided to back up this claim.</b></p>  |                           |
| <b>Part 3</b>  | <b>Submitting this Supplementary Information Form</b>  |                           |
|  | <p>The completed Supplementary Information Form must be submitted in accordance with the following requirement: For admission applications made as part of the 'normal' admissions round, which is coordinated by the home local authority (starting or transferring school in September 2022): - The admission application form must be submitted to the home local authority by <b>23:59 hours on 15<sup>th</sup> January 2022</b> and the Supplementary Information Form must be submitted <u>directly to the school</u> by the same date.</p> <p>For the applications in connection with a place required in any year group during the school year (In-Year Application) this Supplementary Information Form must be submitted directly to the school office <u>with the Admission Application Form</u>.</p> |                           |
| <b>Part 4</b>  | <b>Declaration</b>   |                           |
|  | <p>I confirm that the child named in Part 5 of this Supplementary Information Form satisfies the indicated criterion/criteria. I understand that any offer of a school place may be withdrawn where this claim is found to be misleading or false and that signing this declaration, I grant the Admission Authority permission to seek further confirmation where it is deemed necessary to do so.</p>  |                           |
| <b>Applicant to print his/her name below and sign below</b>  |  | <b>Date</b>               |
|  |  |                           |
| <b>Part 5</b>  | <b>The Child who is the subject of this Supplementary Information</b>  |                           |
|  | <b>Last name</b>   | <b>First name</b>         |
|  |  | <b>Middle name(s)</b>     |
|  |  |                           |
|  | <b>Date of Birth: dd/mm/yyyy</b>   |                           |
|  |  |                           |
| <b>Home address</b>  |  |                           |
|  |  |                           |
| <b>Part 6</b>  | <b>The oversubscription criterion</b>  | <b>Tick if applicable</b> |
| <b>Criterion 1</b>   | A 'looked after child' or a child who was previously looked after by a local authority, but, immediately after being looked after, became subject to an adoption, child arrangements, or special guardianship order  |                           |
| <b>The required evidence to be attached to this Supplementary Information Form:</b><br>Written confirmation issued by a local authority that the child is officially in the care of that authority at the time of application, or a copy of an adoption certificate, or qualifying order issued by the local authority previously responsible for the child. |  |                           |
| <b>Criterion 2</b>   | Children who at the time of application have an older sibling at Shoscombe Church School who will still be on roll at the time of admission and who live at the same address.  |                           |
| <b>The required evidence to be attached to this supplementary Information Form:</b><br>Written confirmation that the child has an older sibling at Shoscombe Church School who will still be on roll at the time of admission.   |  |                           |
| <b>Criterion 3</b>   | Children who at the time of application are eligible to receive a Pupil Premium or a Service Premium.  |                           |
| <b>The required evidence to be attached to this Supplementary Information Form in connection with criterion 3:</b><br>A copy of a Local Authority statement of entitlement to a Pupil Premium or Service Premium, or other official authorising letter, which is signed and dated.   |  |                           |
| <b>Criterion 4</b>   | <b>Children of permanent members of staff</b>  |                           |
| <b>The required evidence to be attached to this Supplementary Information Form in connection with criterion 4:</b><br>The declaration below must be completed and signed by the Headteacher to confirm that the child named on this SIF fully satisfies the requirements of criterion 4.   |  |                           |



## Somervale Secondary School - Admissions 2022/23

When schools are oversubscribed the LA has to apply criteria to decide which children shall be admitted to the school. These are as follows:

### Priority A –

- A 'looked after child' is a 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 England.

or

- A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

**Priority B** - Children in receipt of the mobility component of the Disability Living Allowance in respect of a physical disability and whose home address is within the Area of Prime Responsibility (APR) for either Norton Hill School or Somervale School.

**Priority C** - Children whose home address is within the Area of Prime Responsibility (APR) whose older sibling will be attending the school on the admission date.

**Priority D** - Children whose home address is within the APR.

**Priority E** - Children whose home address is outside the APR whose older sibling will be attending the school on the admission date.

**Priority F** - Children whose home address is outside the APR

To be considered under the above criteria parents/carers must have named the school as a preference. Under all the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

If under all the above criteria any single category resulted in oversubscription, priority would be given to those children whose home address is nearest to the school, as measured in a direct line between the home address and preferred school. This rule would still be applied strictly to both children living within Bath and North East Somerset and those from neighbouring authorities.

In the event of a school being over-subscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births, the Midsomer Norton Schools Partnership will breach the admission number to allow these children to be offered places.

For admission purposes, the Admission Authority will consider the home address to be:

The address at which the child concerned is living, at the time of application, for more than 2.5 school days per week, with the person(s) who has legal responsibility for this child. This address should be clearly stated on the application form.

Where the child will be moving to a new home address and the parent wishes this to be taken into account, one of the following documents, depending on the circumstances of the case, must be made available at the time of application.

- A legal 'exchange of contract' which confirms the purchase of the property
- A copy of a formal tenancy agreement (minimum six month term) signed and dated by the applicant and the Landlord for the property
- Where the child will be living at an address other than the parental family home, for more than 2.5 school days per week (for example; with an extended family member, or in emergency or other public accommodation) - A formal written letter, signed and dated by the person responsible for the address in question. This must explain the living/care arrangements for the child and state how long these arrangements are expected to remain in place.
- For Children of UK service personnel with a confirmed posting to the area or Crown servants returning from overseas, an official letter confirming a relocation date and Unit postal address or quartering area address

For admission purposes, if a parent wishes a sibling connection to be taken into account, the sibling's details must be provided on the admission application form and he/she must qualify as a full, half or adoptive brother or sister, or a child living for the majority of his/her school time (more than 2.5 school days per week) within the same family unit and at the same home address.

For further details of Admissions Criteria and the Appeals Procedure, please see your copy of the B&NES booklet 'A Secondary School for your Child'. All parents should have a copy of this. Alternatively visit [www.bathnes.gov.uk](http://www.bathnes.gov.uk) (Schools and Colleges).

The following documents are held in school and are available for inspection by parents:

1. All statutory orders relating to National Curriculum subjects, and administrative memoranda relating to the parts of the 1988 Education Act which refer to the curriculum
2. Curriculum overviews currently used by teachers in the school
3. All syllabuses followed whether for public examinations or otherwise
4. The locally agreed syllabus for Religious Education
5. The School Policies on:
  - i Collective Worship

- ii Special Educational Needs
  - iii Sex Education
  - iv Behaviour
  - v Disability Arrangements
  - vi Child Protection & Safeguarding
  - vii Exclusions
6. Policies are also available to view on our website: [www.somervaleschool.com](http://www.somervaleschool.com)
  7. The leaflet issued by the LEA referring to transfer and admissions
  8. The Complaints Procedure
  9. The full OFSTED Report on the Inspection of Somervale School. The summary is available free of charge.
  10. The map showing the area of APR

**CONTACT DETAILS:**

Somervale Secondary School  
Redfield Road  
Midsomer Norton  
Radstock  
BA3 2JD  
Telephone: 01761 414276

Headteacher: Joanna Postlethwaite  
Chair of Governors: Andrew Sinden  
School website: <https://www.somervaleschool.com/>  
Email: [enquiries@somervaleschool.com](mailto:enquiries@somervaleschool.com)



## St John's Primary School – Admissions 2022/23

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| <b>1.0</b> | <b>General information</b>  |
| 1.1        | The School  |
|            | St John's Church of England (CofE) Primary School provides an inclusive high quality education for all children, within a friendly caring Christian environment. The governors and staff promote care, respect and responsibility and expect high standards in all aspects of school life. Admission applications are welcomed on behalf of any child but are prioritised for siblings and children living close to the school before those living further away (see section 4 – The Oversubscription Criteria)   |
| 1.2        | Who can apply for a school place?   |
|            | A parent, registered carer, or other person/organisation that has responsibility for a child (referred to throughout this document as 'the parent') may submit a school admission application on behalf of that child for any United Kingdom (UK) state funded school.  |
| 1.3        | The child   |
|            | Any child who resides within the United Kingdom (UK) has a right to access education at a UK state funded school from age four onwards. The child must, at the time of applying for a school place, have European Economic Area Citizenship (this includes British citizenship), or hold an appropriate Home Office Visa entitling him/her to reside in the UK.   |
| 1.4        | The home address  |
|            | For admission purposes, the Admission Authority considers the home address to be: The address at which the child concerned is living at the time of application, with his/her parent(s) for more than 2.5 school days per week. This address should be clearly stated on the application form.<br><br>If the child will be moving to a new home address and the parent wishes this address to be used for admission purposes, one of the following documents must be made available in conjunction with the Admission Application Form: <ul style="list-style-type: none"> <li>• A legal 'exchange of contract' which confirms the purchase of the property</li> <li>• A copy of a formal tenancy agreement (minimum six-month term) signed and dated by the applicant and the Landlord for the property</li> <li>• Where the child will be living at an address other than the parental family home, for more than 2.5 school days per week (for example; with an extended family member, or in emergency or other public accommodation) - A formal written letter, signed and dated by the person responsible for the address in question. This must explain the living/care arrangements for the child and state how long these arrangements are expected to remain in place.</li> <li>• For Children of UK service personnel with a confirmed posting to the area or Crown servants returning from overseas: An official letter confirming a relocation date and Unit postal address or quartering area address.</li> </ul> |
| 1.5        | Siblings  |
|            | The oversubscription criteria set out in section 4.2 of these admission arrangements includes criteria which relate to children with a sibling attending the preferred school.<br><br>If a parent would like his/her child to be prioritised against one of these sibling criteria, the sibling's details must be provided on the admission application form. The named sibling can be a full, half or adopted brother or sister, or another child, who lives for the 'majority' of his/her school time (more than 2.5 school days per week) within the same family unit and at the same home address.<br><br>The Published Admission Number/Admission Limit will be exceeded in order that multiple birth siblings of the same family (twin, triplet etc.) can all be offered places, where otherwise one or more of these children would be refused if the Admission Number/Limit was adhered to.   |
| 1.6        | Waiting lists   |
|            | When an admission application is refused, the child's name will be entered onto a waiting list for the required year group, which will be maintained until the end of the school year in question and then shut down. Names are held on waiting lists in strict ranked order, which indicates how he/she qualifies against the published oversubscription criteria. Each time a name is added, the waiting list will be re-ranked. If a place becomes available in the required year, this will be offered for the child ranked highest on the waiting list at that time. A child's name will be removed from the waiting list if a place is offered and accepted, offered and declined, or the parent requests in writing that the school removes his/her child's name.  |
| 1.7        | Supplementary information Form (SIF)  |
|            | A Supplementary Information Form is available on the school website which <u>must</u> be completed if a parent wishes to demonstrate that a child qualifies against oversubscription criterion 3 (see section 4.2 of this document). In the event of oversubscription and the need to rank applications in priority order, the information submitted with the SIF will be taken account of, providing the SIF is completed and submitted along with the required evidence in accordance with the instructions provided. In some cases, a member of the Admission Authority, or an appointed agent, may need to contact the parent to discuss the information provided.  |
| 1.8        | Misleading or false information   |
|            | If the Admission Authority becomes aware that a school place has been secured for a child due to the provision of misleading or false information, it will consider withdrawing the offer, or where a child has already started to attend the school, may remove the child from the school roll. Before doing so, the circumstances of the case will be discussed with the parent and, where required, the application will be considered afresh taking account of any new information.   |
| <b>3.0</b> | <b>Changing school – The 'In-Year' application process</b>  |
| 3.2        | Submitting an in-year application   |
|            | The In-Year Application Form is available to download from the school website or can be provided as a paper form via the school office. The Application Form may be completed and returned directly to the school at any time, although it will only be administered during school term time and within six school weeks of the place being required, unless the application is for a child from a Service  |

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|                   | family or the parent is a Crown Servant returning from overseas. In these circumstances, an application will be considered further in advance providing an official letter is submitted with the application, which sets out a relocation date and confirms a Unit postal address or quartering area address.  |
| <b>3.3</b>        | <b>Applying for a year group other than the child's relative (chronological) age</b>   |
|                   | <p>The In-Year Application Form will usually be submitted for the year group associated with the child's age, although a parent may apply for an alternative year group where he/she considers this would be in the best educational interests of the child concerned. The application must be accompanied with as much information as possible to support the case for 'retaining' or 'accelerating' the child.</p> <p>The Admission Authority will decide on a 'case by case' basis whether to support the parent's request, taking account of the information provided and what is considered by the Admission Authority to be in the best educational interests of the child concerned. Where an application for a 'retained' or 'accelerated' placement is refused, the Admission Authority will further consider whether a place can be offered in the child's relative age year group. The applicant will have the right to appeal the decision where a place cannot be offered in the relative age year group.</p> <p>'Retained' and 'accelerated' placements secured through the In-Year admissions process will be reviewed annually in conjunction with the child's parent.</p>   |
| <b>3.4</b>        | <b>Notifying the In-Year admission decision</b>  |
|                   | <p>A decision letter will be issued to the applicant within 10 <u>school</u> days of receipt of the completed application form, unless it is decided that supplementary information is required before a decision can be taken. The applicant will be notified of the admission decision by first class letter post.</p> <p>Whether a place can be offered in the required year group will depend on the circumstances at the school at the time the application is considered. The application will be refused where a further admission would impact negatively on the school and so prejudice <i>'the efficient delivery of education or the efficient use of resources'</i> or breach the statutory Infant Class Size Limit.</p>   |
| <b>3.5</b>        | <b>Accepting the offer of a place</b>  |
|                   | The School regularly receives applications so, where a place is offered, it is very helpful if the applicant can confirm acceptance of the offer, by letter or email, as soon as possible after receiving the decision letter. However, the offer will remain available for six school weeks from the date of the decision letter, at which point it is expected that the child concerned will be attending school. If the child is not on roll and regularly attending within this time frame, the Admission Authority will write to the applicant with a view to withdrawing the offer and making the place available for another child.   |
| <b>4.0</b>        | <b>The Oversubscription Criteria</b>   |
| <b>4.1</b>        | <b>Oversubscription</b>  |
|                   | If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admission Authority will consider every application received at that time against the oversubscription criteria set out in section 4.2 of these Admission Arrangements. This will enable the Admission Authority to sort the applications into ranked order and identify a priority for the offer of available places. The oversubscription criteria will also be applied when it is necessary to rank a waiting list.   |
| <b>4.2</b>        | <b>The Oversubscription Criteria</b>   |
|                   | <ol style="list-style-type: none"> <li>1. Looked after child <ol style="list-style-type: none"> <li>a. A 'looked after child' is a 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 England.</li> <li>or</li> <li>b. A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.</li> </ol> </li> <li>2. Children who have a sibling attending St John's C of E Primary School at the time of application, who will still be on roll at the time of admission and who lives at the same home address. Children eligible to receive a Pupil Premium or Service Premium at the time of application</li> <li>3. Children of permanent Staff who have been employed at St John's C of E Primary School on a permanent contract for at least two years prior to the submission of an admission application, or children of a newly appointed teacher, appointed to satisfy a demonstrable skills shortage</li> <li>4. Children not satisfying a higher criterion</li> </ol> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Refer to section 1.4 of these Admission Arrangements for the definition of 'home address'</li> <li>• Refer to section 1.5 of these Admission Arrangements for the definition of 'sibling'</li> <li>• The Supplementary Information Form which is available on the school website or from the school office <u>must</u> be completed and returned to confirm compliance with criterion 3.</li> </ul> |
| <b>6.0</b>        | <b>Key contact details</b>   |
| <b>The School</b> | <p>St John's Church of England (C of E) Primary School<br/>Redfield Road, Midsomer Norton, Radstock, BA3 2JN</p> <p><b>Tel:</b> 01761 412019</p>   |

**Fax:** 01761 414914

**School Office email:** [office@stjohnsmsn.co.uk](mailto:office@stjohnsmsn.co.uk)

**Headteacher:** Danielle West-Gaul

**Chair of Admissions Committee:** Mr. Steven Smith

**School website:** <http://www.st-johnscofe.bathnes.sch.uk/>





## St Julian's Primary School- Admissions 2022/23

|            |   |
|------------|---|
| <b>1.0</b> | <b>General information</b>  |
| 1.1        | The School  |
|            | St Julian's Church School is part of the Midsomer Norton Schools Partnership Multi Academy Trust. The school was established to serve all within its community and strives to offer a high quality education underpinned by a distinctively Christian ethos. The school works closely with Shoscombe Church School in Shoscombe with one Executive Head teacher and one shared governing body.  |
| 1.2        | Who can apply for a school place?   |
|            | A parent, registered carer, or another person(s) who has an assigned responsibility for the child concerned (referred to throughout this document as 'the parent') may submit a school application on behalf of that child for any United Kingdom (UK) state funded school.   |
| 1.3        | The child   |
|            | A child of statutory school age who resides within the UK has a right to receive an education. The child must, at the time of applying for a school place, be a UK citizen, or have European Economic Area Citizenship, or hold an appropriate Home Office Visa entitling him/her to reside in the UK.  |
| 1.4        | The home address  |
|            | For admissions purposes, the Admission Authority will consider the home address to be: The address at which the child concerned is living, at the time of application, for more than 2.5 school days per week, with the person(s) who has legal responsibility for this child. The home address should be clearly stated on the application form.<br>Where the child will be moving to a new home address and the parent wishes this to be considered, one of the following documents, depending on the circumstances of the case, must be made available at the time of application. <ul style="list-style-type: none"> <li>• A legal 'exchange of contract' which confirms the purchase of the property</li> <li>• A copy of a formal tenancy agreement (minimum six-month term) signed and dated by the applicant and the Landlord for the property</li> <li>• For children of UK service personnel with a confirmed posting to the area of Crown Servants returning from overseas, an official letter confirming a relocation date and Unit postal address or quartering area address.</li> </ul> |
| 1.5        | Siblings  |
|            | The oversubscription criteria set out in section 4.1 of these Admission Arrangements prioritise applications for children with an older sibling attending St Julian's Church School at the time of application who will still be on roll at the time of admission.<br><br>If a parent wishes a sibling connection to be taken account of, the sibling's details must be provided on the admission application form and he/she must qualify as a full, half, step or adoptive brother or sister, or a child living for more than 2.5 school days per week within the same family unit and at the same home address.<br><br>The Published Admission Number or admission limit will be exceeded, where necessary, in order that multiple birth siblings of the same family (twin, triplet etc.) can all be offered places, where otherwise one or more of these children would be refused  |
| 1.7        | Misleading or false information   |
|            | Should the Admission Authority become aware that a place was secured for a child at the school using misleading or false information, it will consider withdrawing the offer, or where a child has already started to attend the school may remove the child from the school roll. The circumstances of the case will be fully discussed with the parent and, if the decision is taken to withdraw the offer of a place, the application will be considered afresh, taking account of any new information.  |

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| <b>3.0</b> | <b>Changing school – The 'in-year' application process</b>  |
| 3.2        | Submitting an in-year application   |
|            | If a parent wishes to apply for his/her child to join the school during the 2022/23 school year, the In-Year application form (Appendix B) must be completed and submitted directly to the school. This is available to download from the school website or a paper copy can be provided by the School Office. The In-Year Application Form may be submitted at any time but will only be administered during school term time and within six <u>school</u> weeks of the place being required, unless the application is for a child from a Service family or the parent is a Crown Servant returning from overseas. In these circumstances, an application may be considered further in advance if an official letter is provided with the application, which confirms a relocation date and Unity postal address or quartering area address.  |
| 3.3        | Applying for a year group other than the child's relative (chronological) age   |
|            | The In-Year application will usually be submitted for the year group associated with the child's age, although a parent may apply for an alternative year if he/she considers this would be in the best educational interests of the child. In these circumstances, the application must be accompanied with as much information as possible to support the case for 'retaining' or 'accelerating' the child. It is for the Admission Authority to decide whether to support such a case and what is deemed to be in the best educational interests of the child concerned. If an application for a retained or accelerated year is refused, the Admission Authority will consider whether a place can be offered in the relative (chronological) age year group. The parent has the right to appeal the decision where a place cannot be offered in the relative year group. Retained and accelerated places secured through the in-year admissions process will be reviewed annually. |
| 3.4        | The decision  |
|            | On receipt of a signed and dated In-Year Application Form, the Admission Authority will evaluate whether a place can be made available without prejudicing 'the efficient delivery of education or the efficient use of resources' or breaching the   |

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|     | statutory Infant Class Size Limit. The decision will be notified to the applicant in writing within ten school days of receipt of the In-Year Application Form.  |
| 3.5 | Accepting the offer of a place   |
|     | Where a place is offered, it will remain available for the remainder of six school weeks from the date of the offer letter. If the child concerned is not attending school within this time frame, the Admission Authority will write to the applicant requesting an update and may, depending on the circumstances, withdraw the offer. |

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| <b>4.0</b> | <b>The Oversubscription Criteria</b> |
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| 4.1 | Oversubscription |
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|  | If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admission Authority will assess every application against the oversubscription criteria set out in section 4.1 and rank these applications in priority order, before any places are offered. The oversubscription criteria will also be applied to rank children's names on a waiting list. |
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| 4.2 | The Oversubscription Criteria |
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- |  |  |
|--|--|
|  | <ol style="list-style-type: none"> <li>1. Looked after child <ol style="list-style-type: none"> <li>a. A 'looked after child' is a 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 England.</li> <li>or</li> <li>b. A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.</li> </ol> </li> <li>2. Children who at the time of application have an older sibling at St Julian's Church School who will still be on roll at the time of admission and who live at the same address</li> <li>3. Children who at the time of application are eligible to receive a Pupil Premium or a Service Premium Grant</li> <li>4. Children of permanent members of staff</li> <li>5. Children not satisfying a higher criterion</li> </ol> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Refer to section 1.4 of these Admission Arrangements for the definition of 'home address'</li> <li>• Refer to section 1.5 of these Admission Arrangements for the definition of 'sibling'</li> <li>• The Supplementary Information Form applies for criterion 1, 2, 3 or 4 (refer to section 4.5 of these Admission Arrangements)</li> </ul> |
|--|--|

|     |                                |
|-----|--------------------------------|
| 4.5 | Supplementary Information Form |
|-----|--------------------------------|

|  |   |
|--|---|
|  | A Supplementary Information Form (SIF) is provided on the school website (and at Appendix C). This is used to collect the information required to evidence that a child qualifies against oversubscription criterion 1, 2, 3 or 4. The SIF must be completed and returned directly to the school in accordance with the instructions set out in Part 3 of the SIF if the parent wishes qualifying information to be taken account of. If it proves necessary for the oversubscription criteria to be applied and applications prioritised, this information will be referred to. In some cases, a member of the Admission Authority, or an appointed agent, may need to contact the parent to discuss the information submitted on the SIF. |
|--|---|

|            |                            |
|------------|----------------------------|
| <b>6.0</b> | <b>Key contact details</b> |
|------------|----------------------------|

|                   |  |
|-------------------|--|
| <b>The School</b> | <p>St Julians Church School,<br/>Wellow, Bath, Somerset, BA2 8QS</p> <p>Telephone: 01225 833143<br/>School website: <a href="http://www.stjuliansprimary.co.uk">http://www.stjuliansprimary.co.uk</a><br/>School Office: Email: <a href="mailto:office@stjuliansprimary.co.uk">office@stjuliansprimary.co.uk</a></p> <p>Chair of School Governors: Anna Holbrook<br/>Headteacher: Ruth Noall</p> |
|-------------------|--|

| Appendix A                              | Glossary and Definitions   |
|---|--|
| <b>Admission Authority</b>              | 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  |
| <b>Admission Arrangements</b>           | 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.   |
| <b>Published Admission Number (PAN)</b> | 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.   |
| <b>Admission Limit</b>                  | A non-statutory limit applying to year groups other than the year(s) of entry which indicates the number of places to be offered, usually determined according to the level of resource available.   |
| <b>Common Application Form (CAF)</b>    | 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 coordination 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.                |
| <b>Composite prospectus</b>             | The prospectus that a local authority is required to publish by 12th 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).  |
| <b>Coordinated Scheme</b>               | All local authorities are required to coordinate 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. Each local authority must produce and publish a Coordinated Admissions Scheme.  |
| <b>Home Local Authority</b>             | A child's home local authority is the local authority in whose area the child resides.   |
| <b>In-year admission application</b>    | A school admission application submitted in connection with a place required at any time during the academic year. In most cases and where the local authority has chosen not to coordinate in-year applications, the application form will be submitted directly to the school concerned.   |
| <b>Maintaining Local Authority</b>      | The area in which a school is located is referred to as the maintaining local authority.   |
| <b>National Offer Day</b>               | 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 primary pupils, offers are sent out on or about 16th April and secondary on or about 1st March. The specific date will be published in the home local authority Composite Prospectus.  |
| <b>Offer Year</b>                       | 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.   |
| <b>Oversubscription Criteria</b>        | 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 school has more applications than places available in order to decide which children will be allocated a place.   |
| <b>Reception Class</b>                  | 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.  |
| <b>Relevant Age Group</b>               | 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 form which admit children into the sixth form) may have more than one relevant age group  |
| <b>School Year</b>                      | 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.   |
| <b>The 'normal admissions round'</b>    | 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 12th September, with the deadlines for parental applications of <b>15th January for primary</b> places and 31st October for secondary places, and subsequent offers made to parents on National Offer Day. |

Appendix B

**In-Year Application Form**  
**(To be used when applying to change school and the place is required during the school year)**

**This form must be completed and submitted directly to the school office**  
 St Julian's CofE Primary School, Wellow, Bath, Somerset, BA2 8QS

**Please provide all the required information**

**Applicants are advised to refer to the published School Admission Arrangements before completing this application form**

**The applicant will be notified of the admission decision in writing within 10 school days of the Admission Authority receiving the completed application form**

**Section 1: Your requirements**

|   |  |
|---|--|
| In which Year Group is the place required?  |  |
| When is the place required? (dd/mm/yyyy)  |  |
| School use only: Insert the date on which this application was received at the school |  |

**Section 2: Your Child's details** (the child who is the subject of this application)

Please enter the required detail or circle 'Yes' or 'No' throughout

|   |               |                                  |                               |              |
|---|---------------|----------------------------------|-------------------------------|--------------|
| <b>Last Name</b>  |               | <b>First Name</b>                | <b>Middle Name(s)</b>         |              |
|   |               |                                  |                               |              |
| <b>Male</b>   | <b>Female</b> | <b>Date of Birth(dd/mm/yyyy)</b> | <b>Registered Nationality</b> |              |
|   |               |                                  |                               |              |
| <b>Please enter the home address at which your child lives for the majority of his/her time</b> |               |                                  |                               |              |
|   |               |                                  |                               |              |
|   |               | <b>Years</b>                     | <b>Months</b>                 | <b>Weeks</b> |
| <b>How long has he/she lived at this address?</b>   |               |                                  |                               |              |
| <b>Are there any formal shared residency arrangements in place for your child?</b>              |               |                                  | <b>Yes</b>                    | <b>No</b>    |
|   |               |                                  |                               |              |

**Please note:** If your family is currently moving house and you would like this application to be considered on the basis of your child's future home address, you must enclose with this application a copy of the legal 'Exchange of Contract' document or Tenancy Agreement (minimum six months) signed by the landlord.

|   |            |           |
|---|------------|-----------|
| <b>Is he/she currently on the roll of a United Kingdom school?</b>                            | <b>Yes</b> | <b>No</b> |
| <b>If NO, when did he/she last attend school? (Enter month/year)</b>                          |            |           |
| <b>Does he/she have European Economic Area Citizenship?</b>                                   | <b>Yes</b> | <b>No</b> |
| <b>Is he/she currently a 'Looked After Child' - a child in the care of a Local Authority?</b> | <b>Yes</b> | <b>No</b> |
| <b>Is there an adoption, child arrangements or special guardianship order in place?</b>       | <b>Yes</b> | <b>No</b> |
| <b>Is he/she designated as a registered carer for another person?</b>                         | <b>Yes</b> | <b>No</b> |
| <b>Is he/she eligible to receive a Pupil Premium or Service Premium?</b>                      | <b>Yes</b> | <b>No</b> |
| <b>Does he/she have an Education Health and Care Plan (EHCP)?</b>                             | <b>Yes</b> | <b>No</b> |

|  |            |                 |
|--|------------|-----------------|
| Does he/she have any special educational need, disability or medical condition that the school should be aware of?   | Yes        | No              |
| Does he/she have a registered support worker?  | Yes        | No              |
| Does your child have a sibling currently attending St Julian's C of E Primary School? (The sibling definition set out in section 1.5 of the School Admission Arrangements applies) | Yes        | No              |
| If 'Yes' enter the details of any one sibling who is currently registered on the roll of this school   |            |                 |
| Last Name  | First Name | DOB: dd/mm/yyyy |
|  |            |                 |
| Relationship   |            |                 |
|  |            |                 |

**Section 3: Applicant Details** (the applicant is the person completing this form)

Please enter the required detail or circle 'Yes' or 'No'

|   |               |               |       |
|---|---------------|---------------|-------|
| Last Name   | First Name    | Title         |       |
|   |               |               |       |
| Your relationship to this child   | Parent        | Carer         | Other |
| Do you live at the same address as the child you are applying for                           | Yes           | No            |       |
| If 'No' then please provide your full address (include postcode) for communication purposes |               |               |       |
|   |               |               |       |
| Land line telephone number  | Mobile Number | Email address |       |
|   |               |               |       |

**Section 4: Declaration and Signature**

This application will not be processed unless signed and dated by the applicant. By signing, the applicant confirms that:

|  |       |
|--|-------|
| The information provided on this application form (and any other information that may be provided in support of this application) is accurate to the best of the applicant's knowledge and not intended to mislead in any way.   |       |
| Any offer of a school place may be withdrawn if any of the information provided in support of the application is subsequently found to be intentionally misleading or false.   |       |
| The information provided may be discussed with the applicant and / or shared by the Admission Authority to the extent that is required in order to determine the school admission decision, subject to the requirements of the Data Protection Act 1988.   |       |
| If the parent chooses to submit this Application Form as an email attachment, he/she is fully aware of data protection requirements and takes responsibility for submitting the child's details by non-encrypted email. Submitting this application by email will constitute signing the application form and agreeing to these terms. |       |
| The applicant is legally responsible for the child concerned or that he/she has appropriate consent from the legally responsible party to submit this school place application.  |       |
| He/she is aware of the In-Year admission application process set out in Section 3 of the published school Admission Arrangements   |       |
| Signature of Applicant:  | Date: |
|  |       |

| Appendix C St Julian's C of E Primary School – Supplementary Information Form  |  |                           |
|--|--|---------------------------|
| <b>Part 1</b>  | <b>The purposes of this Supplementary Information Form</b>   |                           |
|  | <p>This form must be completed if a parent wishes to provide supplementary information in order to confirm that his/her child satisfies Criterion 1, 2, 3 or 4 of the oversubscription criteria applying for St Julian's Church Primary School.</p> <p>In the event that there are more admission applications received than places available within the required year group (oversubscription), it will be necessary for the Admissions Authority to rank every application according to the oversubscription criteria published in section 4.1 of the school's Admission Arrangements. This will determine a priority for the offer of available places.</p>   |                           |
| <b>Part 2</b>  | <b>Completing this Supplementary Information Form</b>  |                           |
|  | <p>The oversubscription criteria, which will require qualifying information, are set out on page two of this Supplementary Information Form (part 6). A child will only be prioritised against a particular criterion if a completed Supplementary Information Form is submitted in conjunction with the school admission application and in accordance with the procedure set out in part 3 below.</p> <p><u>The required evidence must be provided to back up this claim.</u></p>  |                           |
| <b>Part 3</b>  | <b>Submitting this Supplementary Information Form</b>  |                           |
|  | <p>The completed Supplementary Information Form must be submitted in accordance with the following requirement:<br/>For admission applications made as part of the 'normal' admissions round, which is coordinated by the home local authority (starting or transferring school in September 2022): - The admission application form must be submitted to the home local authority by <b>23:59 hours on 15th January 2022</b> and the Supplementary Information Form must be submitted <u>directly to the school</u> by the same date.</p> <p>For the applications in connection with a place required in any year group during the school year (In-Year Application) this Supplementary Information Form must be submitted directly to the school office with the Admission Application Form.</p> |                           |
| <b>Part 4</b>  | <b>Declaration</b>   |                           |
|  | <p>I confirm that the child named in Part 5 of this Supplementary Information Form satisfies the indicated criterion/criteria. I understand that any offer of a school place may be withdrawn where this claim is found to be misleading or false and that signing this declaration, I grant the Admission Authority permission to seek further confirmation where it is deemed necessary to do so.</p>  |                           |
| <b>Applicant to print his/her name below and sign below</b>  |  | <b>Date</b>               |
|  |  |                           |
| <b>Part 5</b>  | <b>The Child who is the subject of this Supplementary Information</b>  |                           |
|  | <b>Last Name</b>   | <b>First Name</b>         |
|  |  | <b>Middle Name(s)</b>     |
|  |  |                           |
|  | <b>Date of Birth: dd/mm/yyyy</b>   |                           |
| <b>Home Address</b>  |  |                           |
|  |  |                           |
| <b>Part 6</b>  | <b>The oversubscription criterion</b>  | <b>Tick if applicable</b> |
| <b>Criterion 1</b>   | A 'looked after child' or a child who was previously looked after by a local authority, but, immediately after being looked after, became subject to an adoption, child arrangements, or special guardianship order  |                           |
| <b>The required evidence to be attached to this Supplementary Information Form:</b><br>Written confirmation issued by a local authority that the child is officially in the care of that authority at the time of application, or a copy of an adoption certificate, or qualifying order issued by the local authority previously responsible for the child. |  |                           |
| <b>Criterion 2</b>   | Children who at the time of application have an older sibling at St Julian's Church School who will still be on roll at the time of admission and who live at the same address.  |                           |
| <b>The required evidence to be attached to this supplementary Information Form:</b><br>Written confirmation that the child has an older sibling at St Julian's CE School who will still be on roll at the time of admission.   |  |                           |
| <b>Criterion 3</b>   | Children who at the time of application are eligible to receive a Pupil Premium or a Service Premium grant.  |                           |
| <b>The required evidence to be attached to this Supplementary Information Form in connection with criterion 3:</b><br>A copy of a Local Authority statement of entitlement to a Pupil Premium or Service Premium, or other official authorising letter, which is signed and dated.   |  |                           |
| <b>Criterion 4</b>   | Children of permanent members of staff   |                           |
| <b>The required evidence to be attached to this Supplementary Information Form in connection with criterion 4:</b><br>The declaration below must be completed and signed by the Headteacher to confirm that the child named on this SIF fully satisfies the requirements of criterion 4.   |  |                           |



# St Mark's Secondary School – Admissions 2022/23

## 1.1. Overview:

We are committed to:

- Achieving excellence for all through a personalised student experience.
- Providing opportunities for students to grow into principled, well-rounded individuals.
- Promoting spiritual, moral, social and cultural development.
- Advancing individual development, instilling self-esteem, confidence and enthusiasm.
- Being a positive resource and making a contribution to our community through use of our extensive grounds and facilities.

We provide a unique learning experience where:

- Tailored support and a personalised, dynamic curriculum ensures every student is known, valued and encouraged to achieve their full potential.
- A raising aspirations programme, including a careers programme, extra-curricular activities and enrichment opportunities, allows students to build on their personal achievements and experiences.
- Students develop leadership skills and self-confidence through school initiatives and peer leadership roles and opportunities.
- Committed teachers equip students with the expertise and skills they need to succeed.
- Impressive and expanding partnerships with our community, primary schools and businesses, widens the academic offer.
- Our Christian ethos shapes our students through the development of Christian values.
- We provide a place at the thriving New Sixth, providing a high-quality sixth form education.

The Governing Body is the Admissions Authority and is responsible for admission decisions in connection with the school. 'Day to day' admission decisions are delegated to an Admissions Committee of at least three governors. The governors welcome applications from all parents and children from the local community including the neighbouring regions, from the Greater Bath Consortium (GBC) and generally from families beyond this area. When administering the admission arrangements the school will follow, unless otherwise stated, the definitions, procedures and timescale included within these admission arrangements.

## 1.2. Contact details

St Mark's School Bay Tree Road Larkhall

Bath BA1 6ND

**Tel:** 01225 312661

**Headteacher:** Mr B Ash

**Chair of Governors:** Mrs Julie Henderson

**School website:** [www.st-marks.org.uk](http://www.st-marks.org.uk)

**Bath and North East Somerset Local Authority website:** [www.bathnes.gov.uk](http://www.bathnes.gov.uk)

## 1.3. The Published Admission Number (PAN)

Statutory PANs apply for years 7 and 12 (the years of entry) and these indicate the number of places normally available. In accordance with the School Admissions Code, the governors may increase PANs from time to time without further consultation and any change will be clearly notified on the school website and the information updated in these admission arrangements.

- The statutory PANs set for the 2022/23 academic year are:
- Year 7 **120** (a non-statutory admission limit of **120** applies for years 8 –11) Year
- Year 12 **20** (applies for entry from other educational establishments – refer to separate Sixth Form Admission Arrangements)

The governors' Admissions Committee will consider all applications in accordance with these admission arrangements and places will always be offered until the PANs or admission limits are reached, at which point the governors will consider refusing other applications.

Relevant Documents: Please read this information before applying for a school place

Important documents published by your Local Authority are relevant to some areas of school admissions procedure. Applicants are strongly advised to contact their home Local Authority or access the Local Authority website and ensure that they read and understand this information before proceeding with an application for a school place. Related documents of particular importance are:

- The Local Authority Coordinated Admissions Scheme (this applies to starting and transferring school for the first time) <https://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools>
- The Local Authority In-Year Admissions Scheme 2022/23 <https://beta.bathnes.gov.uk/year-admissions-arrangements>
- The Local Authority Fair Access Protocol link <http://www.bathnes.gov.uk/search/site/fair%20access%20protocol>
- The Local Authority School Transport link <http://www.bathnes.gov.uk/services/schools-colleges-and-learning/home-school-transport>
- Free School Meal Entitlement <http://www.bathnes.gov.uk/search/site/school%20meal>

Over Subscription Criteria

- 2.1 The School Admissions Code requires the governors to admit any children with a Statement of Special Educational Needs or an Education Health Care Plan (EHC) naming St Mark's School before the consideration of any other applications.
- 2.2 Where there are more applications than there are places available within the required year group, the governors will consider all applications received against the oversubscription criteria set out in section 2.3. This will enable the governors to rank children according to priority and identify those children who should be allocated a place within the Published Admission Number or admission limit and those who should be refused. Where there are fewer applications than places available within the Published Admission Number or admission limit set for the required year group, places will normally be provided for every child.

2.3 Over Subscription Criteria

1) Looked after child

a) A 'looked after child' is a 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 England.

or

b) A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

- 2) Children with a sibling attending the school at the time of application and still be on roll at the time of admission (see section 6.5 Siblings)
- 3) Children living within the parish of St Saviour's, Larkhall and Swainswick, who are themselves, or whose parent(s) are practising members of the Church of England or another Christian group (see sections 6.7 Home address, 6.8 Supplementary Information Form and 6.13 Parish map)
- 4) Children living within the parish of St Saviour's, Larkhall and Swainswick (see sections 6.7 Home address and 6.13 Parish map)
- 5) Children living in the parishes of Bathampton, Bathford, Batheaston, Charlcombe, Kelston, **North Stoke, and St Catherine who are themselves or whose parent(s) are practising members of the Church of England or another Christian group** (see sections 6.7 Home address, 6.8 Supplementary Information Form and 6.13 Parish map)
- 6) Children living in the parishes of Bathampton, Bathford, Batheaston, Charlcombe, Kelston, North Stoke, and St Catherine at the time of application (see sections 6.7 Home address and 6.13 Parish map)
- 7) Children living within the GBC who themselves, or whose parent(s) are practising members of the Church of England or another Christian group (see sections 6.7 Home address, 6.8 Supplementary Information Form and 6.13 Parish map)
- 8) Children living within the GBC (see sections 6.7 Home address and 6.13)
- 9) Children living in the Parish of Wick who are themselves, or whose parent(s)/carer(s) are practicing members of the Church of England or another Christian group (see section 6.8 Supplementary Information Form).
- 10) Children living in the Parish of Wick
- 11) Children who are themselves, or whose parent(s)/carer(s) are practising members of the Church of England or another Christian group (see section 6.8 Supplementary Information Form)
- 12) *'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'.*



## 2.4 Tie Breaker:

Where the Published Admission Number is reached part way through any criterion, places will be allocated in priority order up to the published admission number, to those children living nearest to the school by straight line measurement between the main gate of the school and the door of the child's permanent home the 'address point' of the school and the 'address point' of the child's permanent home (see section 6.7). Where two or more children are assessed as exactly equal and it cannot otherwise be determined which child has the higher priority for a school place or a position on a waiting list, the order of priority will be determined by the drawing of lots for these children. Where required, this will be conducted on the school premises by someone entirely independent of the Admissions Committee and the Chair of Governors or a nominated governor will observe this process.

### **Starting School in Year 7 for the first time**

- 3.1. The following information should be read in conjunction with the 2020 Coordinated Admissions Scheme published by the Local Authority in which area the child subject to the application lives (the home Local Authority). Additionally, applicants should read the information contained in the Local Authority's 'secondary guide for parents', which will explain the admission application process in detail. These documents should be available on the home Local Authority's website or upon request to that Local Authority.
- 3.2. Application forms relating to starting in year 7 in September 2022 must be submitted directly to the home Local Authority, to arrive no later than 23.59 hours on **31 October 2021**. A Supplementary Information Forms submitted in support of an application in order to evidence 'practicing member of a Church organisation' must be sent directly to the school to arrive by the same closing date (see section 1.2 Contact details).
- 3.3. The home Local Authority will forward applications directly to the Local Authority in which area a preferred school is located. Where the application is for St Mark's School, the Governing Body will be notified and the governors Admissions Committee will meet and rank every application received according to the oversubscription criteria set out in section 2.3. Applications received 'on time' by the published closing date will be processed and places allocated before any late applications are considered. A late application closing date is published in Local Authority Coordinated admissions Schemes.

The governors' allocation decisions will be notified to Bath and North East timetable and the home Local Authority will then inform parents of individual decisions on **1 March 2022** by email or letter post.

### **Admission to any year group during the 2022/23 academic year**

(in-year admission)

- 4.1. Applications can be submitted at any time during the academic year, by completing the governors' in-year application form and returning this directly to the School Office. The application form is available to download from the school website, or a copy can be provided upon request to the school office. The governors will not consider any applications received during school holiday periods until school resumes.
- 4.2. The governors' Admissions Committee will meet within five school days of the receipt of an application form. Where the request is for the child's chronological age year group and there is a place available, the decision will normally be to admit the child concerned and applicants will be notified of this in writing.
- 4.3. In-year decision letters are sent out from the School Office within five school days of the Admission Committee decision being taken. Applicants will be expected to confirm their acceptance of any place offered within 21 school days (see section 6.11 Withdrawing an allocated place)
- 4.4. Where the governors have more than one application to consider at any one time for the same year group, they may need to apply the published oversubscription criteria in order to determine a priority for admission where insufficient places exist (see Part 2 – Oversubscription Criteria)
- 4.5. Where the requested chronological age year group is oversubscribed, the governors will carefully consider whether an additional child might still be admitted to the school without impacting on the available resources or affecting the delivery of education. Normally the decision will be to refuse admission if the year group is full and, where this is the case, parents will be notified in writing of the reasons for refusal and how to appeal against the governors' decision (see Part 5 of these arrangements).
- 4.6. The governors Admissions committee may refer some in-year admission applications in accordance with the B&NES Local Authority Fair Access Protocol, where the information provided by an applicant on the school place application form indicates that the child concerned may require additional support or an alternative school provision. Applicants are advised to read the Local Authority Fair Access Protocol document before completing an in-year application form. This document can be downloaded and/or read on the B&NES Local Authority Website (see section 1.2 Contact details).

### **Appeals Procedure**

- 5.1. Parents have the legal right to appeal against the governors' decision to refuse a place at St Mark's School for a child in their care, providing a formal application for a school place has been submitted and a decision letter sent out on behalf of the Governing Body explaining the reasons for refusal. Full details explaining the appeal application process will be enclosed with the decision letter.

- 5.2. An appeal timetable will be 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 governors do not organise appeal hearings during school holiday periods and any appeal applications received when the school is closed will not be administered until school resumes.
- 5.3. The school appeal application form must always be completed and submitted to the School Office within 21 school days of the date on the admission refusal letter. An appeal application form may be downloaded from the school website, or obtained from the School Office.

## **Important Information**

### **6.1. Waiting Lists**

In accordance with statutory requirement the governors will maintain a waiting list for the year of entry (Year 7) until the end of the first term following transfer each September (shuts down at the end of December). Waiting lists are not held for any other statutory age year group. The governors operate waiting lists for every year group. Where a child is formally refused admission to any year group, parents may request that his/her child's name is placed on the appropriate waiting list. This is held in ranked order according to the oversubscription criteria. Waiting lists will be maintained until the end of the academic year. If a place becomes available within the Published Admission Number or other admission limit, this will be offered for the highest ranked child at that time.

### **6.2. 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 circumstances where parents would like their child to be admitted to a year group either side of the chronological age year group. Children must be of statutory school age when applications are made. The reasons for the request must be fully explained in writing and included with the school place application form. A child admitted under these circumstances will be subject to an annual review in order to determine whether the retention or acceleration should continue or the child return to their chronological age group.

### **6.3. Multiple birth applications (for example twins)**

In the case of multiple birth applications, the Published Admission Number or admission limit will be increased at the point of allocation or exceeded to ensure that multiple birth siblings can be allocated places at the same school (the sibling definition still applies).

### **6.4. Children from Overseas**

Governors will not allocate a place to anyone moving into the country from abroad prior to their arrival in the county. Governors will require proof of residency – see 6.7 'home address'. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the local area.

### **6.5. Siblings**

For the purpose of school admission, the governors' definition of a sibling is "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 at the time of application and remaining so at the time of admission".

### **6.6. Parent**

A 'parent' in education law includes natural parents, whether they are married or not 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.

### **6.7. 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 residence 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. The governors may withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.

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

The Governors Supplementary Information Form must be submitted in connection with oversubscription criteria 3, 5, 7 or 9. The governors define 'practicing' as 'attending the place of worship at least once per month for a minimum period of six months prior to application'. Applicants must complete the governors Supplementary Information Form and ensure that the vicar, priest, minister, pastor or warden of their Church/place of worship also completes the relevant sections. Completed supplementary Information Forms must be submitted in conjunction with a school place application form and be returned directly to the school office. Application forms will not be considered until all the relevant supplementary information is available.

### **6.9. Distance Measurements**

For the purpose of measuring home to school distance, all calculations will be based on a straight-line measurement between the main gate of the school and the front door of the child's home address (as defined in 6.8) using a Geographical Information System (GIS) method the address point of the home to the address point of the school using a GIS mapping system. (Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail). In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

6.10. Children with a Statement of Special Educational Needs

Children with a Statement of Special Educational Needs or an Education Health Care Plan (EHC) are admitted to school in accordance with a separate process administered by the Local Authority (LA) in whose area the family lives. The governors must always admit a child whose Statement names St Mark's School.

6.11. Withdrawing an allocated place

The governors will expect parents to confirm by post or email within 21 school days, their acceptance of any place offered at the school and the child must be attending school within five weeks of the date of the original offer letter. The governors reserve the right to withdraw the offer of a place if these conditions are not met and to reallocate the place to the highest ranked child on a waiting list, or to a new applicant where no waiting list exists. The governors may also withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.

6.12. Children in Care (Looked After Child)

The School Admissions Code requires that; published oversubscription criteria provide 'Looked After Children' and 'previously Looked After Children' with the highest priority for a school place. For admission purposes, Looked After Children are defined as 'children who are in the care of local authorities as defined by Section 22 of the Children Act 1989 and must be in public care at the time of application to a school. Previously looked after children are defined as children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.

6.13. Parish map

The governors prioritise some school places on the basis of parish areas. A map indicating the parish boundary of St Saviour's is available to view on the school website or a copy can be provided for viewing.



# St Mark's Sixth Form – Admissions 2022/23

## 1 Introduction

1. St. Mark's opened a sixth form to Year 12 students in September 2013 providing some places to Year 12 students from outside of St Mark's (see: No. 4 for maximum number for 2022).
2. Students enrolled in Year 11 at St. Mark's will not need to complete the Application Form. Instead, students will express a preference for a place in the sixth form and providing they meet the published examination entrance requirements will automatically be allocated a place.
3. For Year 11 students wishing to transfer to the Sixth Form from other educational establishments, an Application Form must be completed and submitted by the published deadline to the school. Parents and/or students may complete this application form.
4. A Published Admission Number (PAN) applies to the entry of students from other educational establishments (external applications). This represents the maximum number of students who will normally be admitted providing they meet the published examination entrance requirements, and for September 2022 the PAN is 20.
5. If there are more external applications than places available within the PAN, then every application received on time will be considered and ranked against the oversubscription criteria below. In the first instance, the 20 highest ranked students will provisionally be allocated places. Students who have been formally refused will have their names entered on a waiting list which will be maintained until 31st December 2022 and students will be re ranked.
6. Under the terms of the Trust Deed entered into by the Roman Catholic Diocese of Clifton and the Church of England Diocese of Bath and Wells, all Year 11 students at St. Mark's Church of England School, Bath, and St. Gregory's Catholic College, Bath, have equal access to the sixth form provision (i.e. post-16 courses and facilities at St. Gregory's and/or St. Mark's) established by both schools in a collaboration arrangement, provided they meet the published examination entrance requirements for the courses.

## 1 Oversubscription Criteria

1. Students in the care of the Local Authority, or who have been previously and are now formally adopted and who have met the Sixth Form published examination entrance requirement for the courses by the time of admission.
2. Students who are practising members of the Anglican faith and who have met the published examination entrance requirements by the time of admission. A Supplementary Information Form will be required to be submitted with the application to demonstrate practise of the Anglican faith.
3. Students who are practising members of other Christian organisations and who have passed the published examination entrance requirements by the time of admission. A Supplementary Information Form will need to be completed to demonstrate religious practice.
4. Other students who have met the published examination entrance requirements by the time of admission.

## 2 Additional Admissions

On occasion, it may be possible to exceed the PAN and admit additional students from other educational establishments, providing there is a demonstrable demand for the academic courses on offer and there is no other establishment within a reasonable distance providing the same course. Examination requirements for entry must be attained in these circumstances.

## 3 Entrance Examination Requirements

Level 3 two-year AS/A Level courses: students will be expected to have achieved 5 or more A\*-C or equivalent passes at GCSE and have achieved the entrance grade for their chosen subjects specified in the course. Please note that the entrance grade requirements may vary from subject to subject. Students must meet entry level requirements for at least four AS subjects.

Level 2 one -year GCSE or equivalent courses: students will be expected to have achieved a good range of GCSE grades from A\*-G or equivalent. Entry to the sixth form will require students to meet the entry requirements for enough courses to constitute a full-time course of study.



## Orchard Lodge based at St Mark’s Secondary School

| STATUS:                         | DATE OF LAST REVIEW | DATE OF NEXT REVIEW |
|---------------------------------|---------------------|---------------------|
| RECOMMENDED                     | SEPTEMBER 2022      | SEPTEMBER 2023      |
| <b>RESOURCES AND REFERENCES</b> |                     |                     |
|                                 |                     |                     |

### Rationale

All children & young people that attend Orchard Lodge have moderate learning needs and an EHCP. An Education, Health and Care plan(EHCP) identifies educational, health and social needs and sets out the additional support needed to meet those needs. All plans contain strengths and areas of development and long and short term outcomes for individuals.

Placement at Orchard Lodge should always arise from a process that identifies the base as an appropriate and positive choice, which best meets the need of the pupil.

### Procedure

Parents/Carers are encouraged to make a visit. You may arrange this by contacting the school office.

- If requested, key staff from Orchard Lodge may attend an Annual Review or carry out an observation at the young person’s existing school.
- Consultation paperwork including the Educational Healthcare Plan is received by the base from the pupil’s host authority requesting consideration of pupil for admission.
- If a place is available and everyone is agreed on the suitability of the referral, the host local authority & B&NES Council is informed.
- If it is decided that the school cannot meet the child’s needs the Authority is advised the reason for this decision.
- A transition programme, appropriate to the individual child, will be drawn up to support transfer. This may include:
  - Visits by key staff between schools
  - Additional visits/part-time placement to support move by child

All pupils joining the school will have a School Entry Plan meeting. This ensures that a personalised transition is arranged to best meet the needs of each individual as well as sharing information and ensuring best practice



## St Mary's Primary School - Admissions 2022/23

### Introduction

These Admission Arrangements comply with the requirements of the 2014 School Admissions Code and the 2012 School Admission Appeals Code issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998 and are reviewed and published annually by the Academy Trust, the Midsomer Norton Schools Partnership. Should the Trust propose to alter any aspect of policy or practice, a public consultation will be conducted in accordance with the statutory requirements set out in the School Admissions Code. The 'day to day' management of school admissions is delegated to the local School Governing Body whose Admissions Committee takes all admission decisions in connection with the school.

In the interests of clarity, this document is set out under the following headings:

- 1.0 - General Information
- 2.0 - Starting School in September 2022 - The 'normal admissions round'
- 3.0 - Changing School - The 'In-Year' application process
- 4.0 - The Oversubscription Criteria
- 5.0 - Lodging an Appeal
- 6.0 - Key contact details

Appendix A: In-Year Application Form Appendix B: Supplementary Information Form

If you would like to discuss your particular circumstances or require further help with any aspect of the school admissions process, please contact the School Office - telephone: 01761 470245.

It is recommended that you also visit the school website which provides a lot of useful information about the school community and curriculum which will be helpful when choosing a school

<http://stmarystimsbury.co.uk/>

Any concern relating to the statutory compliance of these admission arrangements or the fairness and equality of local policy/practice should initially be raised with the School Office. If the issue cannot be resolved locally, a complaint may be raised with the Office of the Schools Adjudicator.

See section 6 for contact details.

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| <b>1.0</b> | <b>General information</b>   |
| <b>1.1</b> | The School   |
|            | St Mary's C of E Primary School is an inclusive primary school offering high quality education for all children, within a friendly caring Christian environment. The academy is part of the Midsomer Norton Schools' Partnership (MNSP).   |
| <b>1.2</b> | Who can apply for a school place?  |
|            | A parent, registered carer, or another person(s) who has an assigned responsibility for the child concerned (referred to throughout this document as 'the parent') may submit a school admission application on behalf of that child for any United Kingdom (UK) state funded school.  |
| <b>1.3</b> | The child  |
|            | The child must, at the time of application, be a UK citizen, or have European Economic Area Citizenship, or hold an appropriate Home Office Visa entitling him/her to reside in the UK.  |
| <b>1.4</b> | The home address   |
|            | For admission purposes, the Admission Authority will consider the home address to be: The address at which the child concerned is living, at the time of application, for more than 2.5 school days per week, with the person(s) who has legal responsibility for this child. This address should be clearly stated on the application form.<br><br>Where the child will be moving to a new home address and the parent wishes this to be taken into account, one of the following documents, depending on the circumstances of the case, must be made available at the time of application. <ul style="list-style-type: none"> <li>• A legal 'exchange of contract' which confirms the purchase of the property.</li> <li>• A copy of a formal tenancy agreement (minimum six month term) signed and dated by the applicant and the Landlord for the property.</li> <li>• Where the child will be living at an address other than the parental family home, for more than 2.5 school days per week (for example; with an extended family member, or in emergency or other public accommodation) - A formal written letter, signed and dated by the person responsible for the address in</li> </ul> |

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|            | <p>question. This must explain the living/care arrangements for the child and state how long these arrangements are expected to remain in place.</p> <ul style="list-style-type: none"> <li>For Children of UK service personnel with a confirmed posting to the area or Crown servants returning from overseas, an official letter confirming a relocation date and Unit postal address or quartering area address.</li> </ul>  |
| <b>1.5</b> | <b>Siblings</b>  |
|            | <p>The oversubscription criteria set out in section 4.2 of these admission arrangements includes a priority for children with a sibling attending the school at the time of application who will still be on roll at the time of admission.</p> <p>If a parent wishes a sibling connection to be taken into account, the sibling's details must be provided on the admission application form and he/she must qualify as a full, half or adoptive brother or sister, or a child living for the majority of his/her school time (more than 2.5 school days per week) within the same family unit and at the same home address.</p> <p>The published Admission Number or admission limit will be exceeded, where necessary, in order that multiple birth siblings of the same family (twin, triplet etc.) can all be offered places, where otherwise one or more of these children would be refused.</p> |
| <b>1.6</b> | <b>Waiting lists</b>   |
|            | <p>When an admission application is refused, because the year applied for is full, the child's name will be entered onto a waiting list for that year group, which will be maintained until the end of the school year and then shut down. Names on waiting lists are held strictly in ranked order according to the child's compliance with the oversubscription criteria. Each time a name is added, the waiting list concerned will be re-ranked. If a place becomes available in the appropriate year, this will be offered for the child ranked highest on the waiting list at that time. A child's name will be removed from the waiting list if a place is offered and declined, or the parent requests the school, in writing, to remove his/her child's name.</p>   |
| <b>1.7</b> | <b>Misleading or false information</b>   |
|            | <p>Should the admission authority become aware that a place was secured for a child at the school on the basis of misleading or false information, it will consider withdrawing the offer, or where a child has already started to attend the school may remove the child from the school roll. The circumstances of the case will be fully discussed with the parent and, if the decision is taken to withdraw the offer of a place, the application will be considered afresh, taking account of any new information.</p>  |

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| <b>2.0</b> | <b>Starting School in September 2022 (The 'normal' Admissions round)</b>   |
| <b>2.1</b> | <b>The Published Admission Number (PAN)</b>  |
|            | <p>The PAN for Foundation (reception) is 30. This is the number of places that can be provided according to the resources available and the need to maintain the size of infant classes within the requirements of Infant Class Size legislation (30 children to each qualified teacher unless a child qualifies as a permitted exception in accordance with section 2.15 of the 2014 School Admissions Code). If 30 or fewer reception applications are received for September 2022, every applicant will be offered a place for their child, without condition. If more than 30 applications are received, the Admissions Authority will apply the oversubscription criteria, set out in section 4.2, in order to rank all the applications and identify a priority for the offer of places up to the PAN.</p>   |
| <b>2.2</b> | <b>Submitting an 'on time' application</b>   |
|            | <p>For a child to start school in September 2022, the parent must complete the Common Application Form (CAF) available from the home local authority. In order for the application to be considered as 'on time' the CAF must be submitted to the home local authority by 23:59 hours on 15 January 2022. The CAF may be completed and submitted using this local authority's 'on line' procedure, or as a paper form. Full details about the application process and information about the schools in the local authority area are explained in the 'Composite Prospectus' document, which each local authority must make available on 12th September annually.</p> <p>For families living in Bath and North East Somerset, the home local authority is BaNES Local Authority. School admission enquiries can be made at <a href="mailto:admissions_transport@bathnes.gov.uk">admissions_transport@bathnes.gov.uk</a></p> |
| <b>2.3</b> | <b>Late applications</b>   |
|            | <p>Local authorities must coordinate 'normal admission round' reception applications until 31 August 2022. If an application form is submitted to the home local authority after the application deadline of 15th January 2022, it will be considered as a 'late' application and will not be administered until all on time applications have been processed, at which point there may no longer be a place available at the preferred school(s).</p>   |
| <b>2.4</b> | <b>Notifying the application decision</b>  |
|            | <p>Parents will receive an admission decision in writing from the home local authority on or about 16 April 2022, according to the procedure set out in this local authority's Composite Prospectus.</p>   |
| <b>2.5</b> | <b>Education Health and Care plan</b>  |
|            | <p>A place will automatically be provided for any child who has an Education Health and Care Plan (EHCP) in place at the time of application, which names St Mary's C of E Primary School as the education provider. This place will be allocated within the Published Admission Number (PAN) before the consideration of any other applications, or above the PAN if places have already been offered up to this limit at that time.</p>  |

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| <b>2.6</b> | <b>Starting school on a full or part time basis</b>   |
|            | A parent may apply for his/her child to start school for the first time in the September following the fourth birthday and, where a place is offered, may choose for the child to start full time from day one, or to attend on a part time basis until statutory school age, is reached which occurs during the term following the child's fifth birthday.   |
| <b>2.7</b> | <b>Deferred entry to school</b>   |
|            | While a child is below statutory school age, the parent may choose to defer his/her child's entry to school until later in the school year. However, parents cannot defer beyond the point at which the child reaches statutory school age, or beyond the start of the last term in the school year. The school operates on the basis of a six-term year.   |
| <b>2.8</b> | <b>Applying on behalf of a summer born child (born 1 April – 31 August)</b>   |
|            | <p>A parent of a 'summer born' child entitled to start school in September 2022 may choose to apply for the reception year in September 2023 rather than year 1 if they believe it to be in the best educational interests of the child. Please refer to Government advice on school admission for summer born children: <a href="https://www.gov.uk/government/publications/summer-born-children-school-admission">https://www.gov.uk/government/publications/summer-born-children-school-admission</a></p> <p>However, there is a risk attached to deciding this approach, particularly in relation to transferring to other schools, which the parent must be clear about. Although the Admission Authority will agree to a new application being submitted for a reception place in September 2023, there can be no indication given as to whether a place will be available until the 2023 'normal admissions round' is complete. The following process will apply:</p> <ol style="list-style-type: none"> <li>1. The parent(s) must submit an application to the home local authority during the 2022 'normal admissions round', making it clear in the text box on the application form that he/she wishes to delay the child's entry until September 2023. Where the intention is for the child to start with the 2023 reception cohort, this must also be clearly stated on the form. The Admission Authority will formally note the parent(s) instruction and will not process the 2022 application. Effectively, the child will no longer be part of the 2022 'normal admissions round'.</li> <li>2. The parent(s) must then wait and make an entirely new application as part of the 2023 'normal admissions round' in accordance with the application process described in the home local authority 2023 Composite Prospectus document. This will be made available by the local authority on 12th September 2022. The parent should also take account of the 2023/24 Admission Arrangements applying to the school.</li> <li>3. If the school is undersubscribed with reception applications for September 2023, the applicant will receive the offer of a place, without condition, for his/her child on or around 16th April 2022. If the school is oversubscribed with applications for September 2023, the published oversubscription criteria will be applied in order to rank all the applications received (including delayed entry applications) and identify a priority for the offer of available reception places. Whether a place can be offered will depend on the outcome of the 2023 application ranking exercise.</li> <li>4. If the September 2023 (retained) reception application is refused, the right of appeal will apply.</li> <li>5. If a parent delays a child's entry until 2023 and decides that the child should join year 1 rather than reception, he/she will need to make an in-year application within six school weeks of the place being required.</li> </ol> |

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| <b>3.0</b> | <b>Changing school – The 'in-year' application process</b>   |
| <b>3.1</b> | <b>The Admission Limit</b>   |
|            | For each year group other than the year of entry (years 1-6) the Admissions Authority will set a non-statutory admission limit as a guideline to the number of places available. Admission limits will be set in order to ensure the efficient delivery of education and, where applicable, that the statutory Infant Class Size limit is adhered to. The efficient use of resources will also be a factor in terms of available accommodation, class organisation, the needs of the children and the specific resources required to support the children. Consequently, admission limits may be varied from time to time and so the number of places available may vary.  |
| <b>3.2</b> | <b>Submitting an in-year application</b>   |
|            | If a parent wishes to apply for a child to join the school during the 2022/23 school year, the In-Year application form (Appendix A) must be completed and submitted directly to the school. This is available to download from the school website or a paper copy can be provided by the School Office. The In-Year application form may be submitted at any time but will only be administered during school term time and within six school weeks of the place being required, unless the application is for a child from a Service family or the parent is a Crown Servant returning from overseas. In these circumstances, an application may be considered further in advance if an official letter is provided with the application, which confirms a relocation date and Unit postal address or quartering area address. |
| <b>3.3</b> | <b>Applying for a year group other than the child's relative (chronological) age</b>   |
|            | The In-Year application will usually be submitted for the year group associated with the child's relative age, although a parent may apply for an alternative year if he/she considers this would be in the best educational interests of the child. In these circumstances, the application must be accompanied with as much information as possible to support the case  |



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|            | for 'retaining' or 'accelerating' the child. It is for the Admissions Authority to decide whether to support such a request, which will be considered according to the information provided, the circumstances of the case and what is deemed to be in the best educational interests of the child concerned. If an application for a retained or accelerated year is refused, the Admissions Authority will consider whether a place can be offered in the relative (chronological) age year group. The parent has the right to appeal the decision where a place cannot be offered in the relative year group. Retained and accelerated places secured through the in-year admissions process will be reviewed annually. |
| <b>3.4</b> | <b>The decision</b>  |
|            | On receipt of a signed and dated In-Year Application Form, the Admissions Authority will evaluate whether a place can be made available without prejudicing 'the efficient delivery of education or the efficient use of resources' and/or breaching the Government statutory Infant Class Size Limit. The decision will be notified to the applicant in writing within ten school days of receipt of the In-Year Application Form.  |
| <b>3.5</b> | <b>Accepting the offer of a place</b>  |
|            | Where a place is offered, the parent(s) will be asked to confirm acceptance in writing (by letter or email) within ten school days of receipt of the offer letter, following which the place will remain available for the remainder of six school weeks from the date of the decision letter. If the child concerned is not attending school with this time frame, the Admissions Committee will write to the applicant with a view to withdrawing the offer.   |
| <b>3.6</b> | <b>Applying the Fair Access Protocol</b>   |
|            | Fair Access to school is very important. Therefore, where it is not possible to offer a place because the required year group is full, or the statutory Infant Class Size limit would be unlawfully breached, the Admissions Committee will further consider the application against the criteria set out in the BaNES Local Authority Fair Access Protocol (FAP), which is published on the authority's website. If the child concerned satisfies any of the FAP criteria, the application will be referred to BaNES local authority, which may then decide to engage with the family in order to identify a suitable educational placement without undue delay.  |
| <b>3.7</b> | <b>Children issued with an Education Health and Care plan</b>  |
|            | If a child is the subject of an Education Health and Care Plan (EHCP), which names a particular school, his/her parents should consult the local authority that issued the EHCP before applying for the child to change school.  |

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| <b>4.0</b> | <b>The Oversubscription Criteria</b>  |
| <b>4.1</b> | <b>Oversubscription</b>   |
|            | If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admissions Committee will assess every application received at that time against the oversubscription criteria set out in section 4.2 in order to rank the applications and identify a priority for the offer of any available places. The oversubscription criteria will also be applied, as required, in order to rank children's names on a waiting list.  |
| <b>4.2</b> | <b>The Oversubscription Criteria</b>  |
|            | <ol style="list-style-type: none"> <li>1) Looked after child <ol style="list-style-type: none"> <li>a) A 'looked after child' is a 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 England.</li> <li>or</li> <li>b) A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.</li> </ol> </li> <li>2) Children who have a sibling attending St Mary's C of E Primary School at the time of application, who will still be on roll at the time of admission and who lives at the same home address</li> <li>3) Children of permanent staff.</li> <li>4) Children eligible to receive a pupil or service premium at the time of application</li> <li>5) Children not satisfying a higher criterion</li> </ol> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Refer to section 1.4 of these Admission Arrangements for the definition of 'home address'</li> <li>• Refer to section 1.5 of these Admission Arrangements for the definition of 'sibling'</li> <li>• The Supplementary Information Form must be completed and submitted in conjunction with the school place application, where the applicant wishes the child to be considered against Criterion 4 in the event of oversubscription (refer to section 4.5 of these admission arrangements)</li> </ul> |
| <b>4.3</b> | <b>Prioritising applications by distance measurement</b>  |
|            | In the event of oversubscription and the consequent need to rank all applications against the oversubscription criteria, the admission number/limit may be reached before all applications have been considered. The ranked order for those applications identifying against the 'cut off' criterion and any applications that fall below this criterion will be determined according to the straight line distance between each child's home and the school. This will determine a priority for the offer of available places.   |

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|            | In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system. The GIS system used within this LA would not be able to calculate a staircase measurement in the case of multi-level dwellings. If the distance between two children's homes and the school is exactly the same then a random allocation would be used for any such cases.                          |
| <b>4.4</b> | <b>Applying a tie-breaker</b>  |
|            | Where two or more distances are exactly the same and it proves necessary to rank the relevant applications, a priority for admission will be determined by the drawing of lots. This exercise will take place at the school and be supervised by a person entirely independent of the Admissions Authority and the school.   |
| <b>4.5</b> | <b>Supplementary Information Form (SIF) (for admission to Reception Class only)</b>  |
|            | A Supplementary Information Form (SIF) is provided on the school website (Appendix B). This is used to collect information required in order to evidence that a child qualifies against oversubscription Criterion 4. The SIF must be completed and submitted in accordance with the instructions, for admission to Reception Class only, in order for the oversubscription criterion to be applied to prioritise applications if necessary. In some cases, a member of the Admissions Authority, or an appointed agent, may need to contact the parent to discuss the information submitted on the SIF. |

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| <b>5.0</b> | <b>Lodging an appeal</b>   |
| <b>5.1</b> | <b>The legal right to an appeal hearing</b>  |
|            | The administration of school admission appeals is subject to statutory procedure set out in the 2012 School Admission Appeals Code issued by the Department for Education. A parent whose child is refused admission to the school is legally entitled to lodge an appeal against this decision. The refusal letter issued by the Admissions Committee will explain how to complete this process and an appeal form is available to download from the school website, or can be requested from the School Office   |
| <b>5.2</b> | <b>The basis on which an admission application may be refused</b>  |
|            | The Admission authority can refuse to admit a child where a further admission would 'prejudice the efficient delivery of education or the efficient use of resources' or where the admission would unlawfully breach the Governments Statutory Infant Class Size (ICS) Limit, resulting in an infant teaching group of more than 30 children to one teacher for part or all of the school day. In the case of an ICS refusal, specific conditions set out in section 4 of the 2012 School Admission Appeals Code are 'tested' at the appeal hearing by an independent appeal panel. The range of circumstances whereby an appeal panel might find in favour of an appellant are limited to the appeal panel's review of these conditions and the reasonableness of the decision. |
| <b>5.3</b> | <b>The appeal timetable</b>  |
|            | An appeals timetable will be published on the school website by 28 February each year. This sets out the statutory time frame within which an appeal must be heard as well as the administrative timeframe within which the Admissions Authority undertakes to process any appeal lodged with the school.  |
| <b>5.4</b> | <b>Complaints about the administration of the appeals process</b>  |
|            | The decision of an independent appeal panel is binding on all parties. However, where there is concern that the appeal process has not been properly administered in accordance with the 2012 School Admission Appeals Code, a complaint may be raised with the Academy Trust. Where no local resolution is reached the parent may escalate the matter to the Education Funding Agency for further consideration.  |

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| <b>6.0</b>        | <b>Key contact details</b>   |
| <b>The School</b> | <p>St Mary's C of E Primary School<br/> Lansdown View<br/> Timsbury<br/> Bath<br/> BA2 0JR</p> <p>Telephone: 01761 470245<br/> School website: <a href="http://stmarystimsbury.co.uk/">http://stmarystimsbury.co.uk/</a><br/> School Office: Email: <a href="mailto:office@stmarystimsbury.co.uk">office@stmarystimsbury.co.uk</a></p> <p>Executive Headteacher: Mrs Parsons<br/> Head of School: Mr Cox<br/> Admissions contact: School Office<br/> Chair of School Governors: Jen Hird</p> |

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| <b>For families resident in Bath and North East Somerset, the 'home' local authority is BaNES</b> | <p>Team/Service: Admissions &amp; Transport<br/> Email: <a href="mailto:admissions_transport@bathnes.gov.uk">admissions_transport@bathnes.gov.uk</a> Telephone: 01225 394312<br/> Fax: 01225 394296</p> <p>Postal Address: PO Box 25<br/> Riverside Temple Street Keynsham Bristol<br/> BS31 1DN</p> |
| <b>The Office of the Schools Adjudicator</b>  | <a href="https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator">https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator</a>  |
| <b>The Education Funding Agency</b>   | <a href="http://www.gov.uk/government/organisations/education-funding-agency">www.gov.uk/government/organisations/education-funding-agency</a>   |
| <b>The Department for Education</b>   | <p>The Department for Education<br/> Sanctuary Buildings, 20 Great Smith St, London SW1P 3BT Telephone 0370 000 2288<br/> Electronic contact form: <a href="http://form.education.gov.uk">form.education.gov.uk</a> Website: <a href="http://www.education.gov.uk">www.education.gov.uk</a></p>      |
| <b>School Admissions Code</b>   | <a href="https://www.gov.uk/government/publications/school-admissions-code--2">https://www.gov.uk/government/publications/school-admissions-code--2</a>  |
| <b>School Admission Appeals Code</b>  | <a href="https://www.gov.uk/government/publications/school-admissions-appeals-code">https://www.gov.uk/government/publications/school-admissions-appeals-code</a>  |



## Trinity Church School - Admissions 2022/23

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| <b>1.0</b> | <b>General information</b>  |
| 1.1        | The School  |
|            | Trinity Church School is an inclusive primary school offering high quality education for all children, within a friendly caring Christian environment. The academy is part of the Midsomer Norton Schools' Partnership (MNSP).  |
| 1.2        | Who can apply for a school place?   |
|            | A parent, registered carer, or another person(s) who has an assigned responsibility for the child concerned (referred to throughout this document as 'the parent') may submit a school admission application on behalf of that child for any United Kingdom (UK) state funded school.   |
| 1.3        | The child   |
|            | The child must, at the time of application, be a UK citizen, or have European Economic Area Citizenship, or hold an appropriate Home Office Visa entitling him/her to reside in the UK.   |
| 1.4        | The home address  |
|            | <p>For admission purposes, the Admission Authority will consider the home address to be:<br/>The address at which the child concerned is living, at the time of application, for more than 2.5 school days per week, with the person(s) who has legal responsibility for this child. This address should be clearly stated on the application form.</p> <p>Where the child will be moving to a new home address and the parent wishes this to be taken into account, one of the following documents, depending on the circumstances of the case, must be made available <u>at the time of application</u>.<br/>A legal 'exchange of contract' which confirms the purchase of the property.<br/>A copy of a formal tenancy agreement (minimum six month term) signed and dated by the applicant and the Landlord for the property.</p> <p>Where the child will be living at an address other than the parental family home, for more than 2.5 school days per week (for example; with an extended family member, or in emergency or other public accommodation) - A formal written letter, signed and dated by the person responsible for the address in question. This must explain the living/care arrangements for the child and state how long these arrangements are expected to remain in place.</p> <p>For Children of UK service personnel with a confirmed posting to the area or Crown servants returning from overseas, an official letter confirming a relocation date and Unit postal address or quartering area address.</p> |
| 1.5        | Siblings  |
|            | <p>The oversubscription criteria set out in section 4.2 of these admission arrangements includes a priority for children with a sibling attending the school at the time of application who will still be on roll at the time of admission.</p> <p>If a parent wishes a sibling connection to be taken into account, the sibling's details must be provided on the admission application form and he/she must qualify as a full, half or adoptive brother or sister, or a child living for the majority of his/her school time (more than 2.5 school days per week) within the same family unit and at the same home address.</p> <p>The published Admission Number or admission limit will be exceeded, where necessary, in order that multiple birth siblings of the same family (twin, triplet etc.) can all be offered places, where otherwise one or more of these children would be refused.</p>  |
| 1.7        | Misleading or false information   |
|            | Should the admission authority become aware that a place was secured for a child at the school on the basis of misleading or false information, it will consider withdrawing the offer, or where a child has already started to attend the school may remove the child from the school roll. The circumstances of the case will be fully discussed with the parent and, if the decision is taken to withdraw the offer of a place, the application will be considered afresh, taking account of any new information.  |
| <b>3.0</b> | <b>Changing school – The 'in-year' application process</b>  |
| 3.2        | Submitting an in-year application   |
|            | If a parent wishes to apply for a child to join the school during the 2022/23 school year, the In-Year application form must be completed and submitted directly to the school. This is available to download from the school website or a paper copy can be provided by the School Office. The In-Year application form may be submitted at any time but will only be administered during school term time and within six <u>school</u> weeks of the place being required, unless the application is for a child from a Service family or the parent is a Crown Servant returning from overseas. In these circumstances, an application may be considered further in advance if an official letter is provided with the application, which confirms a relocation date and Unit postal address or quartering area address.  |
| 3.3        | Applying for a year group other than the child's relative (chronological) age   |
|            | The In-Year application will usually be submitted for the year group associated with the child's relative age, although a parent may apply for an alternative year if he/she considers this would be in the best educational interests of the child. In these circumstances, the application must be accompanied with as much information as possible to support the case for 'retaining' or 'accelerating' the child. It is for the Admissions Authority to decide whether to support such a request, which will be considered according to the information provided, the circumstances of the case and what is deemed to be in the best educational interests of the child concerned. If an application for a retained or accelerated year is refused, the Admissions Authority will consider whether a place can be offered in the relative (chronological) age year group. The parent has the right to appeal the decision  |

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|                   | where a place cannot be offered in the relative year group. Retained and accelerated places secured through the in-year admissions process will be reviewed annually.   |
| 3.4               | The decision  |
|                   | On receipt of a signed and dated In-Year Application Form, the Admissions Authority will evaluate whether a place can be made available without prejudicing 'the efficient delivery of education or the efficient use of resources' and/or breaching the Government statutory Infant Class Size Limit. The decision will be notified to the applicant in writing within ten school days of receipt of the In-Year Application Form.   |
| 3.5               | Accepting the offer of a place  |
|                   | Where a place is offered, the parent(s) will be asked to confirm acceptance in writing (by letter or email) within ten school days of receipt of the offer letter, following which the place will remain available for the remainder of six school weeks from the date of the decision letter. If the child concerned is not attending school with this time frame, the Admissions Committee will write to the applicant with a view to withdrawing the offer.  |
| <b>4.0</b>        | <b>The Oversubscription Criteria</b>  |
| 4.1               | Oversubscription  |
|                   | If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admissions Committee will assess every application received at that time against the oversubscription criteria set out in section 4.2 in order to rank the applications and identify a priority for the offer of any available places. The oversubscription criteria will also be applied, as required, in order to rank children's names on a waiting list.  |
| 4.2               | The Oversubscription Criteria   |
|                   | <p>1) Looked after child</p> <p>a) A 'looked after child' is a 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 England.</p> <p>or</p> <p>b) A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.</p> <p>2) Children who have a sibling attending Trinity Church School at the time of application, who will still be on roll at the time of admission and who lives at the same home address</p> <p>3) Children of permanent staff</p> <p>4) Children who attend Acorns Nursery at Trinity Church School at the time of application.</p> <p>5) Children eligible to receive a pupil or service premium at the time of application</p> <p>6) Children not satisfying a higher criterion</p> <p>Notes:</p> <p><i>Children not satisfying a higher criterion</i></p> <ul style="list-style-type: none"> <li>• Refer to section 1.4 of these Admission Arrangements for the definition of 'home address'</li> <li>• Refer to section 1.5 of these Admission Arrangements for the definition of 'sibling'</li> </ul> <p><i>The Supplementary Information Form must be completed and submitted in conjunction with the school place application, where the applicant wishes the child to be considered against Criterion 4 in the event of oversubscription (refer to section 4.5 of these admission arrangements)</i></p> |
| 4.5               | Supplementary Information Form (SIF) (for admission to Reception Class only)  |
|                   | A Supplementary Information Form (SIF) is provided on the school website (Appendix B). This is used to collect information required in order to evidence that a child qualifies against oversubscription Criterion 4. The SIF <u>must</u> be completed and submitted in accordance with the instructions, for admission to Reception Class only, in order for the oversubscription criterion to be applied to prioritise applications if necessary. In some cases, a member of the Admissions Authority, or an appointed agent, may need to contact the parent to discuss the information submitted on the SIF.   |
| <b>6.0</b>        | <b>Key contact details</b>  |
| <b>The School</b> | <p>Trinity Church School<br/>Woodborough Lane, Radstock, Bath and North East Somerset, BA3 3DE</p> <p>Telephone: 01761 438650<br/>School website: <a href="http://www.trinitychurchschool.com">www.trinitychurchschool.com</a><br/>School Office: Email: <a href="mailto:office@trinitychurchschool.com">office@trinitychurchschool.com</a></p> <p>Chair of School Governors: Jen Hird<br/>Headteacher: Michelle Parsons</p>  |



## Welton Primary School - Admissions 2022/23

### **PRIORITY A**

- A 'looked after child' is a 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 England.  
or
- A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

### **PRIORITY B [The 2 categories in this criterion will be given equal consideration].**

- Children who live within a 1.5 mile radius\* of the school and for whom there will be a sibling in attendance on the admission date at the preferred school.
- Children who live outside a 1.5 mile radius\* of the school but it is their closest School and for whom there will be a sibling in attendance on the admission date at the preferred school.

### **PRIORITY C**

Children who live closest to the school as measured in a direct line.

### **Additional Notes**

To be considered under the above criteria parents must have named the school as a preference. Under the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

*\* The 1.5 mile radius will be measured from the address point of a school as defined by the Local Land & Property Gazetteer (LLPG).*

In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system.

If under all the above criteria any single category resulted in oversubscription, those living closer to the preferred school would receive the higher priority. Where there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants the place(s) will be allocated by random allocation.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

### **CONTACT DETAILS:**

Welton Primary School  
Radstock Road  
Midsomer Norton  
BA3 2AG  
Telephone: 01761 413131

Headteacher: John Snell  
Chair of Governors: Simon Scarborough  
School website: <http://www.weltonprimaryschool.co.uk/>  
Email: [office@weltonprimaryschool.com.uk](mailto:office@weltonprimaryschool.com.uk)



## Westfield Primary School - Admissions 2022/23

### **PRIORITY A**

- A 'looked after child' is a 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 England.  
or
- A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

### **PRIORITY B** [The 2 categories in this criterion will be given equal consideration].

- Children who live within a 1.5 mile radius\* of the school and for whom there will be a sibling in attendance on the admission date at the preferred school.
- Children who live outside a 1.5 mile radius\* of the school but it is their closest School and for whom there will be a sibling in attendance on the admission date at the preferred school.

### **PRIORITY C**

Children who live closest to the school as measured in a direct line.

#### Additional Notes

To be considered under the above criteria parents must have named the school as a preference. Under the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

\* The 1.5 mile radius will be measured from the address point of a school as defined by the Local Land & Property Gazetteer (LLPG).

In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system.

If under all the above criteria any single category resulted in oversubscription, those living closer to the preferred school would receive the higher priority. Where there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants the place(s) will be allocated by random allocation.

Parents/Carers who make a formal appeal against their allocated school will have their child's name kept on a waiting list for any places which may become available at their preferred school. They may also ask for their child to remain on the waiting list without making a formal appeal. Any places which do become available will be reallocated using the Admissions Criteria, taking into account those parents who have asked to remain on the waiting list or who have lodged a formal appeal together with any late applications received. However children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

#### **CONTACT DETAILS:**

Westfield Primary School  
Longfellow Road  
Radstock  
BA3 3XX  
Telephone: 01761 413662

Headteacher: Simon Mills  
Chair of Governors: Julie Probert  
School website: <https://www.westfieldprimary.com/>  
Email: [office@westfieldprimary.com](mailto:office@westfieldprimary.com)



## Writhlington Secondary School - Admissions 2022/23

When schools are oversubscribed the LA has to apply criteria to decide which children shall be admitted to the school. These are as follows:

### Priority A –

- A 'looked after child' is a 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 England.  
or
- A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

**Priority B** - Children in receipt of the mobility component of the Disability Living Allowance in respect of a physical disability and whose home address is within the Area of Prime Responsibility (APR) for Writhlington School.

**Priority C** - Children whose home address is within the Area of Prime Responsibility (APR) whose older sibling will be attending the school on the admission date.

**Priority D** - Children whose home address is within the APR.

**Priority E** - Children whose home address is outside the APR whose older sibling will be attending the school on the admission date.

**Priority F** - Children whose home address is outside the APR

To be considered under the above criteria parents/carers must have named the school as a preference. Under all the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

If under all the above criteria any single category resulted in oversubscription, priority would be given to those children whose home address is nearest to the school, as measured in a direct line between the home address and preferred school. This rule would still be applied strictly to both children living within Bath and North East Somerset and those from neighbouring authorities.

In the event of a school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births, the Midsomer Norton Schools Partnership will breach the admission number to allow these children to be offered places. Applications for twins, triplets or other multiple births will be considered as individual applications. In the event of the school being oversubscribed the authority will breach the admission number to allow these children to be offered places where either:

- A child from a multiple birth has qualified for the last available place within the admission number but the other child(ren) from that multiple birth have not qualified for a place
- A child from a multiple birth has had a place named at that school as part of their Education, Health and Care Plan (EHC) during the normal admissions round but the other child(ren) from that multiple birth have not qualified for a place

For admission purposes, the Admission Authority will consider the home address to be:

The address at which the child concerned is living, at the time of application, for more than 2.5 school days per week, with the person(s) who has legal responsibility for this child. This address should be clearly stated on the application form.

Where the child will be moving to a new home address and the parent wishes this to be taken into account, one of the following documents, depending on the circumstances of the case, must be made available at the time of application.

- A legal 'exchange of contract' which confirms the purchase of the property
- A copy of a formal tenancy agreement (minimum six month term) signed and dated by the applicant and the Landlord for the property
- Where the child will be living at an address other than the parental family home, for more than 2.5 school days per week (for example; with an extended family member, or in emergency or other public accommodation) - A formal written letter, signed and dated by the person responsible for the address in question. This must explain the living/care arrangements for the child and state how long these arrangements are expected to remain in place.
- For Children of UK service personnel with a confirmed posting to the area or Crown servants returning from overseas, an official letter confirming a relocation date and Unit postal address or quartering area address

For admission purposes, if a parent wishes a sibling connection to be taken into account, the sibling's details must be provided on the admission application form and he/she must qualify as a full, half or adoptive brother or sister, or a child living for the majority of his/her school time (more than 2.5 school days per week) within the same family unit and at the same home address.



The following documents are held in school and are available for inspection by parents:

1. All statutory orders relating to National Curriculum subjects, and administrative memoranda relating to the parts of the 1988 Education Act which refer to the curriculum
2. Curriculum overviews currently used by teachers in the school
3. All syllabuses followed whether for public examinations or otherwise
4. The locally agreed syllabus for Religious Education
5. The Trust Policies on:
  - i) Collective Worship
  - ii) Special Educational Needs
  - iii) Sex Education
  - iv) Behaviour
  - v) Disability Arrangements
  - vi) Child Protection & Safeguarding
  - vii) Exclusions
6. Trust policies are also available to view on our website: [www.writhlington.org.uk](http://www.writhlington.org.uk)
7. The leaflet issued by the LEA referring to transfer and admissions
8. The Complaints Procedure
9. The full OFSTED Report on the Inspection of Writhlington School (May 2019). The summary is available free of charge.
10. The map showing the area of APR

**CONTACT DETAILS:**

Writhlington Secondary School  
Knobsbury Lane  
Radstock  
BA3 3NQ  
Telephone: 01761 438557

Headteacher: Alun Williams  
Chair of Governors: Chris Dando  
School website: <https://www.writhlington.org.uk/>  
Email: [slock@writhlington.org.uk](mailto:slock@writhlington.org.uk)



## Writhlington Sixth Form - Admissions 2022/23

Entry to Writhlington Sixth Form is by application to the Head of Sixth Form. Applications from external candidates are very welcome. Students applying to Writhlington School Sixth Form from other schools are invited to meet the Head of Sixth Form to discuss their option choices and references are requested from their previous school. The references enable us to assess the students' predicted GCSE grades. In considering applications, our aim is to accept students on to courses which they can be expected to have a good chance of success. Students are asked to make provisional course choices. This is not a final commitment and they will be able to reconsider their options after GCSE results are published and in light of the school timetable.

The deadline for all applications for September is 6th December, although late applications will always be considered. Students who apply before the deadline will be given priority if a class becomes oversubscribed. The school currently caters for GCE A level and BTEC students between the ages of 16 to 19. We only enrol full time students. All students are expected to study three advanced level courses and/or BTECs. The admissions number for Writhlington School's Sixth Form is 200 students.

The Sixth Form has a code of conduct that students are expected to sign when they join and all students are expected to follow our programme of study which includes tutor time, work experience, as well as all of their lessons.

### Specified Entry Requirements

A level GCE and applied GCE:

Students are usually expected to have gained a minimum of 5 GCSEs at Grade 4 for BTECs and 5 for A Levels. Each subject details its own entry requirements. Specific subject entry requirements and further information are available on the school website and in the Sixth Form curriculum booklet.

### CONTACT DETAILS:

Writhlington Sixth Form  
Knobsbury Lane  
Radstock  
BA3 3NQ  
Telephone: 01761 438557

Head of Sixth Form: Karen Ward  
Chair of Governors: Chris Dando  
School website: <https://www.writhlington.org.uk/sixth-form/>  
Email: [slock@writhlington.org.uk](mailto:slock@writhlington.org.uk)