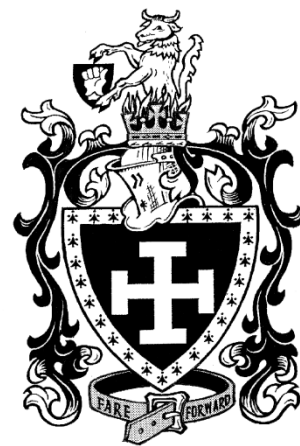



Buckler's Mead Academy



ADMISSION ARRANGEMENTS FOR 2022/23 ACADEMIC YEAR

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Responsible Person:	Headteacher / Mark Lawrence
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Buckler's Mead Academy

1. Introduction

Buckler's Mead is an Academy school for girls and boys aged 11 to 16 of all abilities and aptitudes.

The Board of Directors is the Admissions Authority. This means that Directors, through their Admissions Panel (Pastoral & Safeguarding Committee), decide who should attend the academy, whether starting the school year at the beginning of Year 7 or joining any year groups during the academic year.

Somerset Local Authority is responsible for the co-ordination of all September 2022 transferring school applications and so these admission arrangements should be read in conjunction with the Local Authority's published 2022/23 co-ordinated admissions scheme. A copy is available at www.somerset.gov.uk/admissions or upon request to the school office.

Buckler's Mead Academy does not operate a defined catchment area.

The Published Admission Number (PAN) for year 7 and the admission limit for all other year groups is **204**.

2. The Application process

- a) **For transfer to Year 7 in September 2022:** applications must be submitted to the home LA for the chosen school/academy. If this is Somerset, applications can be made online at www.somerset.gov.uk/admissions. Paper applications are available to download from the Somerset County Council website at www.somerset.gov.uk/admissions, or upon request by telephoning Somerset Direct on 0300 123 2224.

Applications must be received by 31 October 2021, otherwise the application will be recorded as late. Late applications will be considered after those received on time. Please see the Somerset LA co-ordinated scheme for full details.

Outcomes for on time applications will be sent out by email (for online applicants) or second class post on 1 March 2022 (or next working day if this falls on a weekend or bank holiday).

- b) **For admission to a year group during the academic year:** applications must be submitted directly to the school using the in-year application form which can be obtained on the school website or by request to the school office.

The Board of Directors will consider batches of applications on a weekly basis with a 4pm deadline every Friday (term time only) for receipt of applications. If more applications are received than there are places available, the over-subscription criteria will be applied. A decision will be notified in writing to the applicant within ten school days.

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

Where there are more applications than places available within a particular year group, applications will be considered against the published oversubscription criteria and allocated up to the admission number/ limit.

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

3. Oversubscription Criteria

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

- a) Looked After Children – Children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order.
- b) Children with a sibling at the school at the time of the application closing date, and who live at the same address.
- c) Children transferring from partner primary schools (Milford Juniors, Birchfield Primary, St Michaels' Academy, Primrose Lane Primary and St Gilda's)
- d) Children of staff who have been employed at Buckler's Mead Academy for at least two years prior to the application closing date.
- e) Children not satisfying a higher criterion

4. Tie breaker

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

Random allocation by drawing lots supervised by someone independent of the school, will be used as a tie-break in categories a) to e) above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN

5. The Appeals Process

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Details of how to appeal are included in the outcome email or letter.

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

6. Waiting Lists

If a child is refused admission to any year group, his/her name will be held on a waiting list until the end of the academic year. The waiting list will be held in ranked order according to the oversubscription criteria and if a place becomes available within the Published Admission Number (PAN) this will be offered for the highest ranked child at that time. Children who are the subject of a direction by a Local Authority to admit or who are

allocated to the school in accordance with the In-year Fair Access Protocols, will take precedence over those children on a waiting list.

7. Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or in extreme circumstances where a child has suffered from particular social or medical issues impacting his or her schooling. There are many considerations to be made when admitting a child outside their normal age range and we would recommend parents' views and reasons for the request.

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

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

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a Year 8 child for a Year 7 place will be considered alongside applications for Year 7.

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

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

If a request for delayed admission is refused, the school place application will be processed and an outcome will be sent on the National Offer Day.

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

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

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

For further information and important things you should consider please visit;

<http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/starting-or-transferring-school-early-or-late/>

8. Children from Overseas

The Board of Directors will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

The Board of Directors will process applications for children who are citizens of the European Economic Area (EEA) and for UK citizens living abroad. If proof of the Somerset address is not available the application will be considered on the current address. The only exceptions are children of UK service personnel and other crown servants (including Diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).

The Board of Directors will not allocate a place to any non EEA citizen moving into Somerset from outside the UK prior to their arrival in the country. In such cases the LA will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition. Applicants who are citizens of countries from outside the EEA should first check that their visas will not be invalidated by taking up a maintained school or academy place before applying. If in doubt, parents should contact the Home Office (www.gov.uk/government/organisations/home-office)

9. Withdrawal of places

The Board of Directors will consider withdrawing the offer of a place if;

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading.
- The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.
- A child has not started at the school within 21 days of an agreed in-year admission start date without medical evidence or other acceptable justification.

10. Children of UK Service Personnel

The Admissions Authority endeavour to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address.)

Usually, an in year place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address, the admissions authority will process the application on that address. If a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

11. Definitions and Glossary

Children who are in the care of a Local Authority or have previously been and are now formally adopted

A "Looked After Child" means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "a previously Looked After Child" means a child who after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, a Residence Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989.

Siblings

For the purposes of Admissions, a sibling is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister, or children of the same household. Please see the information on shared residency arrangements which will apply if necessary in order to determine the sibling's permanent home address.

Parent

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

Home Address

For the purposes of school admission, the Directors' 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 has/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 minimum six month formal lease agreement in place at the time of application. Please note private, informal letting agreements may not be accepted as proof of residence. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required, e.g. proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice. The Board of Directors reserve the right to seek further documentary evidence to support any claim of residence which could include contacting the estate agent, solicitor landlord or relevant professional.

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

Where shared residence arrangements are in place and it is necessary to determine the home address, each parent may be required to write to the Board of Directors and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Board of Directors may ask for additional information

including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered.

Contact Details

Buckler's Mead Academy

1 St Johns Road

YEOVIL

Somerset

BA21 4NH

Telephone: 01935 424454

Somerset Local Authority

Admissions & Entitlements Team

County Hall

TAUNTON

Somerset

TA1 4DY

www.somerset.gov.uk/admissions

Telephone: 0300 123 2224