



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
Trinity Church School	4-11	Reception	30

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 15th January 2022

Year 7 applications must be received by midnight on 31st 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 12th 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 16th 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 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
Postal Address: Admissions & Transport
Bath & North East Somerset Council
Lewis House
Manvers Street
Bath
BA1 1JG



Trinity Church School - Admissions 2022/23

1.0	General information
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: 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>. 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.</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.
3.0	Changing school – The 'in-year' application process
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

	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.
4.0	The Oversubscription Criteria
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
	<ol style="list-style-type: none"> 1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who, at the time of application, 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 (section 22 (1) of the Children Act 1989 applies) 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 3. Children of permanent staff 4. Children who attend Acorns Nursery at Trinity Church School at the time of application. 5. Children eligible to receive a pupil or service premium at the time of application 6. Children not satisfying a higher criterion <p>Notes:</p> <p><i>Children not satisfying a higher criterion</i></p> <ul style="list-style-type: none"> • Refer to section 1.4 of these Admission Arrangements for the definition of 'home address' • Refer to section 1.5 of these Admission Arrangements for the definition of 'sibling' <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.
6.0	Key contact details
The School	<p>Trinity Church School Woodborough Lane, Radstock, Bath and North East Somerset, BA3 3DE</p> <p>Telephone: 01761 438650 School website: www.trinitychurchschool.com School Office: Email: office@trinitychurchschool.com</p> <p>Chair of School Governors: Jen Hird Headteacher: Michelle Parsons</p>