



Admission Arrangements 2021-22

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 - Transferring School in September 2021 - 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

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: 01458 832943. 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 www.st-dunstans.somerset.sch.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.

1.0	General information
1.1	The School
	At St Dunstan's we provide a high quality of education and an environment that supports, nurtures and challenges students to fulfil their potential. We ensure students are prepared with the skills, morals and qualifications to allow them to progress to further education and to become valued members of the community. We are deeply proud that our students have made excellent progress over many years in their GCSE examinations; regularly above that of other local secondary schools.
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
	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 <u>at the time of application</u> . <ul style="list-style-type: none"> • A legal 'exchange of contract' which confirms the purchase of the property.

	<ul style="list-style-type: none"> • 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.
1.5	Siblings
	<p>The oversubscription criteria set out in section 4.2 of these admission arrangements includes a priority for children who will have a sibling attending the school 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>
1.6	Waiting lists
	<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>
1.7	Misleading or false information
	<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>

2.0	Transferring School in September 2021 (The 'normal' Admissions round)
2.1	The Published Admission Number (PAN)
	<p>The PAN for Year 7 entry in September 2021 is 132. This is the number of places that can be provided according to the resources available. If 132 or fewer Year 7 applications are received for September 2021, every applicant will be offered a place for their child, without condition. If more than 132 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>
2.2	Submitting an 'on time' application
	<p>For a child to transfer school in September 2021, 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 31 October 2020. 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 Somerset, the home local authority is Somerset Local Authority.</p>
2.3	Late applications
	<p>Local authorities must coordinate 'normal admission round' reception applications until 31 August 2021. If an application form is submitted to the home local authority after the application deadline of 31 October 2020, 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). Some local authorities publish specific dates for a second admissions-round within which 'late' applications will be administered.</p>
2.4	Notifying the application decision

	Parents will receive an admission decision in writing from the home local authority on or about 1 March 2021, according to the procedure set out in this local authority's Composite Prospectus.
2.5	Education Health and Care plan
	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 Dunstan's 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.
2.6	Admission of children outside their normal age group
	<p>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 view.</p> <p>When such a request is made, the Governing Body will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent. If a request is refused, the child will still be considered for admission to their normal age group.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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</p> <p>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.</p> <p>There is no right of appeal against the decision not to allow your child to be admitted outside of their normal age group.</p> <p>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.</p> <p>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/</p>

3.0	Changing school – The 'in-year' application process
3.1	The Admission Limit
	For each year group other than the year of entry (years 8-11) 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.
3.2	Submitting an in-year application
	If a parent wishes to apply for a child to join the school during the 2021/22 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 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.
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.
3.6	Applying the Fair Access Protocol
	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 North Somerset 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 North Somerset local authority, which may then decide to engage with the family in order to identify a suitable educational placement without undue delay.
3.7	Children issued with an Education Health and Care plan
	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 <u>before</u> applying for the child to change school.
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 living in the St Dunstan's School catchment area who will have a sibling attending the school at the time of admission. 3. Children living in the St Dunstan's School catchment area. 4. Children living outside the St Dunstan's School catchment area who will have a sibling attending the school at the time of admission. 5. Children not satisfying a higher criterion

	<p>Notes:</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'
4.3	Prioritising applications by distance measurement
	<p>If in any of the categories above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured in a straight line by a Geographical information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home.</p> <p>Random allocation by drawing lots supervised by someone independent of the school, will be used as a tie-break in any of the categories 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.</p>
4.4	Applying a tie-breaker
	Random allocation by drawing lots supervised by someone independent of the school, will be used as a tie-break in any of the categories 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.

5.0	Lodging an appeal
5.1	The legal right to an appeal hearing
	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.
5.2	The basis on which an admission application may be refused
	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.
5.3	The appeal timetable
	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.
5.4	Complaints about the administration of the appeals process
	The decision of an independent appeal panel is binding on all parties. However, where there is concern that the appeal <u>process</u> 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.

6.0	Key contact details	
The School	<p>St Dunstan's School Wells Road Glastonbury Somerset BA6 9BY</p> <p>Telephone: 01458 832943</p> <p>School website: https://www.stdunstansschool.com School Office: Email: secretary@stdunstansschool.com</p>	
For families resident in Somerset, the 'home' local authority is Somerset	<p>Team/Service: Admissions & Entitlements Team Email: schooladmissions@somerset.gov.uk Telephone: 0300 123 2224</p>	
The Office of the Schools Adjudicator	www.gov.uk/government/organisations/office-of-the-schools-adjudicator	

The Education Funding Agency	www.gov.uk/government/organisations/education-funding-agency
The Department for Education	The Department for Education Sanctuary Buildings, 20 Great Smith St, London SW1P 3BT Telephone 0370 000 2288 Electronic contact form: form.education.gov.uk Website: www.education.gov.uk
School Admissions Code	https://www.gov.uk/government/publications/school-admissionscode--2
School Admission Appeals Code	https://www.gov.uk/government/publications/school-admissionsappeals-code