



Midsomer Norton Schools Partnership

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School Admission Arrangements for Somerset schools within the Midsomer Norton Schools Partnership 2021-22

Admissions Policy (Somerset County Council)

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.

<u>School</u>	<u>Age Range</u>	<u>Year of intake</u>	<u>Admission number</u>
Critchill School 2021/22	4-18	-	-
Hemington Primary School 2021/22	4-11	Reception	7
Leigh-on-Mendip Primary School 2021/22	4-11	Reception	12
St Dunstan's Secondary School 2021/22	11-16	Year 7	132

Critchill School - Admissions 2021/22



Rationale

Placement at Critchill School should always arise from process that identifies Critchill as an appropriate and positive choice which best meets the need of the pupil.

Range of Provision

Critchill School provides education for 80 pupils who are primarily drawn from the Mendip area. All of our pupils have an Educational Healthcare Plan and we therefore have a very wide range of abilities within our pupil population.

Each pupil's needs are carefully and sensitively addressed, so that within the context of a well-developed curriculum, all of our pupils are fully included.

Our pupils have severe and complex learning needs. Sensory impairment, physical disability or emotional and behavioural difficulties may compound difficulties in some instances but will not be the primary area of need.

Procedure:

- Parents/Carers are encouraged to make a visit to the school. You may arrange this by contacting the school office.
- If requested, key staff from Critchill School 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 school from the pupil's host authority requesting consideration of the pupil for admission.
- If a place is available and everyone is agreed on the suitability of the referral, the host local authority & Somerset 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.

Admissions to our P16 also follow the same procedure.



Hemington Primary School- Admissions 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 - Starting 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

Appendix A: 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: 01373 834320. 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

<https://hemingtonprimary.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.

1.0	General information
1.1	The School
	Hemington Primary School is a popular, small school set in the picturesque Somerset village of Hemington. We are based in a beautiful Victorian building and benefit from a field, sensory garden and wooded conservation area. Through our creative curriculum we are committed to making the best use of our stunning grounds for children's learning. We pride ourselves on the support we give the children in reading, writing and mathematics making use of the latest software. We welcome children and parents to join our family and enjoy a 'good start for all'.
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>.</p> <ul style="list-style-type: none"> • 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.

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>
1.6	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	Starting School in September 2021 (The 'normal' Admissions round)
2.1	The Published Admission Number (PAN)
	<p>The PAN for Foundation (reception) is 7. 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 15 or fewer reception applications are received for September 2021, every applicant will be offered a place for their child, without condition. If more than 7 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 start 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 15 January 2021. 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 15th January 2021, 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
	<p>Parents will receive an admission decision in writing from the home local authority on or about 16 April 2021, according to the procedure set out in this local authority's Composite Prospectus.</p>
2.5	Education Health and Care plan
	<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 Hemington 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>
2.6	Starting school on a full or part time basis
	<p>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.</p>

2.7	Deferred entry to school
	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.
2.8	Applying on behalf of a summer born child (born 1 April – 31 August)
	<p>A parent of a 'summer born' child entitled to start school in September 2021, may lawfully choose to delay his/her entry to school until September 2022, 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 2022 rather than year 1. However, there is a risk attached to deciding this approach, 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 2022, there can be no indication given as to whether a place will be available until the 2022 'normal admissions round' is complete. The following process will apply:</p> <p>If applying for a 'retained' Reception place in 2022, the following process must be followed:</p> <ol style="list-style-type: none"> 1. The parent must apply to the 'home' local authority during the 2021 'normal' admissions round, making it clear on the application form that he/she wishes to delay the child's entry until September 2022 and to apply again at that time for a retained place in the Reception year group. As much information as possible should be submitted by the parent to support the case for a retained Reception place. 2. On receipt of the September 2021 Application Form, the home Local Authority and Admission Authority will formally note the parent's instruction and will not process the 2021 Admission Application Form any further. Effectively, the child concerned will no longer be part of the 2021 'normal' admissions-round. 3. The Admission Authority will then consider the parent's request that he/she be allowed to apply for a retained Reception place in September 2022, rather than having to make an In Year application for a place in Year 1. The Admission Authority will make this decision based on the circumstances of the case and 'what is considered by the Admission Authority to be in the best educational interests of the child concerned'. The Admission Authority might choose to involve professional advisors where this is considered necessary to inform this decision. The decision will be issued in writing to the parent as soon as possible after the September 2021 application is received. 4. Where the Admission Authority decision is to support the parent's request for a retained September 2022 Reception application: The parent must then wait and make an application as part of the 2022 'normal' admissions-round in accordance with the application process set out in the 'home' local authority 2022 Composite Prospectus document. This will be made available by the local authority from 12th September 2021. The parent should also take account of the published 2022/23 Admission Arrangements which apply to the school. 5. If the school is undersubscribed with reception applications for September 2022, 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 2022, every application (including delayed entry) will be considered against the published oversubscription criteria and placed in ranked order, identifying a priority for the offer of available reception places. <u>There can be no guarantee of a place being available to offer.</u> This will be dependent on the 2022 application ranking exercise. 6. If the September 2022 (retained) reception application is refused, the right of appeal will apply. 7. If a parent chooses to delay his/her child's entry until 2022 and apply for the child to join Year 1 (the relative age group) he/she will need to submit an In-Year application within six school-weeks of the place being required.

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 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.
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. Looked after child <ol style="list-style-type: none"> 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>or</p> <ol style="list-style-type: none"> 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 have a sibling attending Hemington 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. 3. Children eligible to receive a pupil or service premium at the time of application. 4. Children of permanent staff who have been employed by the School for a period of no less than two years on the application closing date. 5. Children not satisfying a higher criterion <p>Notes:</p>

	<ol style="list-style-type: none"> 1. Refer to section 1.4 of these Admission Arrangements for the definition of 'home address' 2. Refer to section 1.5 of these Admission Arrangements for the definition of 'sibling' 3. 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)
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.
4.5	Supplementary Information Form (SIF)
	A Supplementary Information Form (SIF) is provided on the school website (Appendix A). This is used to collect information required in order to evidence that a child qualifies against oversubscription Criterion 3. The SIF <u>must</u> be completed and submitted in accordance with the instructions, 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.

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	Hemington Primary School Hemington Radstock Somerset BA3 5XU Telephone: 01373 834320 School website: https://hemingtonprimary.co.uk/ School Office: Email: office@hemingtonprimary.co.uk	
For families resident in Somerset, the 'home' local authority is Somerset	Team/Service: Admissions & Entitlements Team Email: schooladmissions@somerset.gov.uk Telephone: 0300 123 2224	

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	<p>The Department for Education Sanctuary Buildings, 20 Great Smith St, London SW1P 3BT Telephone 0370 000 2288 Electronic contact form: form.education.gov.uk</p> <p>Website: www.education.gov.uk</p>
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



Leigh on Mendip Primary School- Admissions 2021/22

Introduction

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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
	Leigh on Mendip Primary School recognise and value the uniqueness of every child, helping all to achieve their best within a happy, secure and creative environment. We aim to teach children to learn skills, knowledge and develop concepts which will enable them to grow into positive, responsible people who can work and co-operate with others and are better equipped for life in today's rapidly changing society.
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 at the time of <u>application</u> . <ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> 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.
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2.0	Starting School in September 2021 (The 'normal' Admissions round)
2.1	The Published Admission Number (PAN)
	<p>The PAN for Foundation (reception) is 12. 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 15 or fewer reception applications are received for September 2021, every applicant will be offered a place for their child, without condition. If more than 12 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 start 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 15 January 2021. 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 15th January 2021, 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</p>

	authorities publish specific dates for a second admissions-round within which 'late' applications will be administered.
2.4	Notifying the application decision
	Parents will receive an admission decision in writing from the home local authority on or about 16 April 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 Leigh on Mendip 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.
2.6	Starting school on a full or part time basis
	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.
2.7	Deferred entry to school
	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.
2.8	Applying on behalf of a summer born child (born 1 April – 31 August)
	<p>A parent of a 'summer born' child entitled to start school in September 2021, may lawfully choose to delay his/her entry to school until September 2022, 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 2022 rather than year 1. However, there is a risk attached to deciding this approach, 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 2022, there can be no indication given as to whether a place will be available until the 2022 'normal admissions round' is complete. The following process will apply:</p> <p>If applying for a 'retained' Reception place in 2022, the following process must be followed:</p> <ol style="list-style-type: none"> 1. The parent must apply to the 'home' local authority during the 2021 'normal' admissions round, making it clear on the application form that he/she wishes to delay the child's entry until September 2022 and to apply again at that time for a retained place in the Reception year group. As much information as possible should be submitted by the parent to support the case for a retained Reception place 2. On receipt of the September 2021 Application Form, the home Local Authority and Admission Authority will formally note the parent's instruction and will not process the 2021 Admission Application Form any further. Effectively, the child concerned will no longer be part of the 2021 'normal' admissions-round. 3. The Admission Authority will then consider the parent's request that he/she be allowed to apply for a retained Reception place in September 2022, rather than having to make an In Year application for a place in Year 1. The Admission Authority will make this decision based on the circumstances of the case and 'what is considered by the Admission Authority to be in the best educational interests of the child concerned'. The Admission Authority might choose to involve professional advisors where this is considered necessary to inform this decision. The decision will be issued in writing to the parent as soon as possible after the September 2021 application is received. 4. Where the Admission Authority decision is to support the parent's request for a retained September 2022 Reception application: The parent must then wait and make an application as part of the 2022 'normal' admissions-round in accordance with the application process set out in the 'home' local authority 2022 Composite Prospectus document. This will be made available by the local authority from 12th September May 2019 2021. The parent should also take account of the published 2022/23 Admission Arrangements which apply to the school. 5. If the school is undersubscribed with reception applications for September 2022, 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 2022, every application (including delayed

	<p>entry) will be considered against the published oversubscription criteria and placed in ranked order, identifying a priority for the offer of available reception places. <u>There can be no guarantee of a place being available to offer.</u> This will be dependent on the 2022 application ranking exercise.</p> <p>6. If the September 2022 (retained) reception application is refused, the right of appeal will apply</p> <p>7. If a parent chooses to delay his/her child's entry until 2022 and apply for the child to join Year 1 (the relative age group) he/she will need to submit an In-Year application within six school-weeks of the place being required.</p>
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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 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.
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. Looked after child <ol style="list-style-type: none"> 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>or</p> <ol style="list-style-type: none"> 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 living in the catchment area who have a sibling attending Leigh on Mendip 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. 3. Children living in the catchment area 4. Children living outside the catchment area who have a sibling attending Leigh on Mendip 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. 5. Children eligible to receive a pupil or service premium at the time of application. 6. Children attending Owl Babies Pre-school, Leigh on Mendip 7. Children of permanent staff who have been employed by the School for a period of no less than two years on the application closing date. 8. 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' • 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).
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.
4.5	Supplementary Information Form (SIF)

	A Supplementary Information Form (SIF) is provided on the school website (Appendix A). This is used to collect information required in order to evidence that a child qualifies against oversubscription Criterion 3. The SIF must be completed and submitted in accordance with the instructions, 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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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	Leigh on Mendip Primary School Leigh on Mendip Radstock Somerset BA3 5QQ Telephone: 01373 812592 School website: http://www.leighonmendipschool.co.uk/ School Office Email: office@leighonmendipschool.co.uk	
For families resident in Somerset, the 'home' local authority is Somerset	Team/Service: Admissions & Entitlements Team Email: schooladmissions@somerset.gov.uk Telephone: 0300 123 2224	
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/schools-admissionscode-2	
School Admission Appeals Code	https://www.gov.uk/government/publications/schools-admissionsappeals-code	

St Dunstan's Secondary School - Admissions 2021/22



Published Admission Number and Admission Limit

The Published Admission Number for year 7 and the admission limit for all other years is **132**

The Local Governing Body (LGB) reserve the right to admit over this limit providing it will not prove detrimental to the learning of students.

Twins or multiple birth children of the same family and living at the same address will all be admitted regardless of the admission number.

The Application Process

(a) Applications to transfer to year 7 in September 2021

These applications must be submitted using the 'Common Application Form' which is available from Local Authorities or from the office at St Dunstan's School. Completed application forms can be submitted electronically or on paper and must be sent directly to the applicants home Local Authority, to be received no later than 23.59 hours on 31 October 2020. Application forms for children to start in Year 7 which are delivered or post marked after 23.59 hours on the 31 October 2020 will be recorded as late and cannot be administered until all on time applications have been considered.

Somerset Local Authority will forward all September 2021 applications to the LGB for decisions. If there are more applications than places available, the LGB will rank them against the oversubscription criteria set out below. The LGB' decisions will be notified to the Somerset Local Authority for final coordination after which decision letters will be sent out by the applicants home Local Authority on 1 March 2021 by email or second class letter.

(b) Applications to join any year group during the academic year (in-year)

Applications must be submitted using the school, in-year application form which is available from the school office or to download from the school website. Applications may be submitted directly to the school office at any time during the academic year (see contact details at the end of these arrangements).

All applications will be considered and applicants will be sent a written decision by post within 10 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 21 school days from the date of the decision letter. If the child concerned is not attending school after this time frame, a letter will be sent to the original applicant with a view to withdrawing the offer.

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.

Over Subscription Criteria

Following the admission of any children with a Special Educational Needs Statement naming St Dunstan's School, the LGB will consider all other applications. If the number of applications for admission exceeds the Published Admission Number (PAN), or admission limit for the year group concerned, the LGB will apply the following Oversubscription Criteria to every application received and rank children in priority order, admitting up to the PAN or admission limit and refusing all other applications.

- Looked After Children –
 - 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.

- Children living within the designated St Dunstan's School catchment area who will have sibling(s) attending the school at the time of admission
- Children living within the designated St Dunstan's School catchment area
- Children living outside the Designated St Dunstan's School catchment area who will have
- sibling(s) attending the school at the time of admission
- Children living outside the designated St Dunstan's School catchment area
- Children not satisfying a higher criterion

Important Note

This means a 'looked after' child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 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 (see the definition in Section 22 (1) of the Children Act 1989). Adoption is defined under the terms of the Adoption and Children Act 2002 which did not come into force until 31 December 2005 and therefore only children adopted after this date qualify as previously looked after children.

Tie Breaker

A tie breaker will be applied where the Admissions Number is reached part way through any oversubscription criterion and there is a need to decide which children meeting this criterion are to be allocated places and which are to be refused. For this purpose, a straight line measurement will be calculated between home and school for each child falling within the particular criterion. Places will be allocated to those children living nearest to the school by straight line, according to a Geographic Information System (GIS) measurement. Where two straight lines are exactly equal, priority for available places will be decided by drawing lots independently.

Catchment Map

A copy of the St Dunstan's School designated catchment map can be viewed by arrangements with the school office, or viewed electronically on the Somerset Local Authority website www.somerset.gov.uk/admissions.

Right to Appeal

Applicants whose school place application is turned down have the legal right to appeal to the LGB against the decision. Details on how to appeal will be explained in the decision letter.

Waiting Lists

Waiting lists will be maintained for every oversubscribed year group during the academic year. These lists will hold the names of every child formally refused admission; in ranked order according to the oversubscription criteria. If a place becomes available within the Published Admission Number or admission limit, this will be offered to the highest ranked child at the time.

Withdrawing Places

The LGB reserves the right to withdraw the offer of a place if;

- An address is found to have been fraudulently used to support an application
- The child has not started school within 21 days of the agreed start date

Statement of Education Needs

Students with a current Education, Health and Care (EHC) Plan naming St Dunstan's School must be legally allocated a place within the Admission Number before any other students are considered or the Oversubscription Criteria are applied.

Retained or Accelerated Entry

The LGB will consider applications for retained or accelerated entry in cases where parents would like their child to be admitted to a year group either side of the child's chronological age year group. The reasons for the request must be fully explained in a separate letter submitted at the same time as the application form. Without supporting information, the request cannot be considered.

Children from Overseas

The LGB will not allocate a place to anyone moving in the country from abroad prior to their arrival in the country. A proof of residency will be required – see definitions. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

Issues relating to shared residency arrangements

The administering of school applications may be severely delayed where shared residence arrangements are in place and parents/carers of the child submit 2 separate applications for different schools. In this situation the LGB require parents to resolve matters between themselves, and inform the LA which application should be processed. The LGB does recognise that there may be situations where parents cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the LGB to make the decision. Where this is the case the LGB will try to establish the child's permanent address and prioritise the application made by the parent living at this address.

Glossary of Terms

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.

Parent

Natural parents, whether they are married or not, any person who although not a natural parent, has parents 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

The home address is important as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child. Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

Distance Measurements

For the purpose of measuring home to school distance, all calculation will be measured using a straight line measurement from the address point of the home to the address point of the school using a Geographical Information System (GIS) method. 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 the 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.

Contact Information

St Dunstan's School, Wells Road, Glastonbury, Somerset, BA6 9BY

Telephone: 01458 832693

Email: secretary@stdunstansschool.com

Somerset Local Authority
Somerset Admission Team
Children and Young People
County Hall
Taunton
TA1 4DY