



# Midsomer Norton Schools Partnership

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

### 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>
<a href="#">Bucklers Mead</a>	11-16	Year 7	204
<a href="#">Critchill School</a>	4-19	-	80
<a href="#">Hemington Primary School</a>	4-11	Reception	7
<a href="#">Leigh-on-Mendip School</a>	4-11	Reception	15
<a href="#">Preston School</a>	11-16	Year 7	210
<a href="#">St Dunstan's Secondary School</a>	11-16	Year 7	132



# Bucklers Mead-Admissions 2021/22

## 1. Introduction

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

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

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

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

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

## 2. The Application process

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

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

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

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

The Board of Directors will consider batches of applications on a weekly basis with a 4pm deadline every Friday (term time only) for receipt of applications. If more applications are received than there are places available, the over-subscription criteria will be applied

A decision will be notified in writing to the applicant within ten school days.

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

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

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

## 3. Oversubscription Criteria

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

- Looked After Children – Children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order.
- Children with a sibling at the school at the time of the application closing date, and who live at the same address.
- Children transferring from partner primary schools (Milford Juniors, Birchfield Primary, St Michaels' Academy, Primrose Lane Primary and St Gilda's)

- d) Children of staff who have been employed at Buckler's Mead Academy for at least two years prior to the application closing date.
- e) Children not satisfying a higher criterion

#### **4. Tie breaker**

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

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

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

#### **5. The Appeals Process**

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

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

#### **6. Waiting Lists**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## 8. Children from Overseas

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

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

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

## 9. Withdrawal of places

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

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

## 10. Children of UK Service Personnel

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

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

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

## 11. Definitions and Glossary

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

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

### **Siblings**

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

### **Parent**

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

### **Home Address**

For the purposes of school admission, the Directors' definition of a child's home address is considered to be where the child resides for the majority of their time with the person(s) who legally has/have care of the child. Documentary evidence of house ownership or a minimum six-month rental agreement may be required, together with proof of the child's residence at the property concerned. Places will not be allocated on the basis of a future house move unless this can be confirmed through the exchange of contract or a signed minimum six month formal lease agreement in place at the time of application. Please note private, informal letting agreements may not be accepted as proof of residence. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required, e.g. proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice. The **Board of Directors reserve the right to seek further documentary evidence to support any claim of residence which could include contacting the estate agent, solicitor landlord or relevant professional.**

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

Where shared residence arrangements are in place and it is necessary to determine the home address, each parent may be required to write to the Board of Directors and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Board of Directors may ask for additional information including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered.

### **Contact Details**

#### **Buckler's Mead Academy**

1 St Johns Road  
YEOVIL  
Somerset  
BA21 4NH  
Telephone: 01935 424454

#### **Somerset Local Authority**

Admissions & Entitlements Team  
County Hall  
TAUNTON  
Somerset  
TA1 4DY  
[www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions)  
Telephone: 0300 123 2224



## Critchill School - Admissions 2022/23

### 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 2022/23

Introduction	
<p>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.</p> <p>In the interests of clarity, this document is set out under the following headings:</p> <p>1.0 - General Information            2.0 - Starting School in September 2022 - The 'normal admissions round'            3.0 - Changing School - The 'In-Year' application process            4.0 - The Oversubscription Criteria            5.0 - Lodging an Appeal            6.0 - Key contact details</p> <p>Appendix A: Supplementary Information Form</p> <p>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  <a href="https://hemingtonprimary.co.uk/">https://hemingtonprimary.co.uk/</a></p> <p>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.</p> <p>See section 6 for contact details.</p>	

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

1.5	<b>Siblings</b>
	<p>The oversubscription criteria set out in section 4.2 of these admission arrangements includes a priority for children with a sibling attending the school at the time of application who will still be on roll at the time of admission.</p> <p>If a parent wishes a sibling connection to be taken into account, the sibling's details must be provided on the admission application form and he/she must qualify as a full, half or adoptive brother or sister, or a child living for the majority of his/her school time (more than 2.5 school days per week) within the same family unit and at the same home address.</p> <p>The published Admission Number or admission limit will be exceeded, where necessary, in order that multiple birth siblings of the same family (twin, triplet etc.) can all be offered places, where otherwise one or more of these children would be refused.</p>
1.6	<b>Waiting lists</b>
	<p>When an admission application is refused, because the year applied for is full, the child's name will be entered onto a waiting list for that year group, which will be maintained until the end of the school year and then shut down. Names on waiting lists are held strictly in ranked order according to the child's compliance with the oversubscription criteria. Each time a name is added, the waiting list concerned will be re-ranked. If a place becomes available in the appropriate year, this will be offered for the child ranked highest on the waiting list at that time. A child's name will be removed from the waiting list if a place is offered and declined, or the parent requests the school, in writing, to remove his/her child's name.</p>
1.7	<b>Misleading or false information</b>
	<p>Should the admission authority become aware that a place was secured for a child at the school on the basis of misleading or false information, it will consider withdrawing the offer, or where a child has already started to attend the school may remove the child from the school roll. The circumstances of the case will be fully discussed with the parent and, if the decision is taken to withdraw the offer of a place, the application will be considered afresh, taking account of any new information.</p>

<b>2.0</b>	<b>Starting School in September 2022 (The 'normal' Admissions round)</b>
2.1	<b>The Published Admission Number (PAN)</b>
	<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 2022, 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	<b>Submitting an 'on time' application</b>
	<p>For a child to start school in September 2022, the parent must complete the Common Application Form (CAF) available from the home local authority. In order for the application to be considered as 'on time' the CAF must be submitted to the home local authority by 23:59 hours on 15 January 2022. The CAF may be completed and submitted using this local authority's 'on line' procedure, or as a paper form. Full details about the application process and information about the schools in the local authority area are explained in the 'Composite Prospectus' document, which each local authority must make available on 12th September annually.</p> <p>For families living in Somerset, the home local authority is Somerset Local Authority.</p>
2.3	<b>Late applications</b>
	<p>Local authorities must coordinate 'normal admission round' reception applications until 31 August 2022. If an application form is submitted to the home local authority after the application deadline of 15th January 2022, it will be considered as a 'late' application and will not be administered until all on time applications have been processed, at which point there may no longer be a place available at the preferred school(s). Some local authorities publish specific dates for a second admissions-round within which 'late' applications will be administered.</p>
2.4	<b>Notifying the application decision</b>
	<p>Parents will receive an admission decision in writing from the home local authority on or about 16 April 2022, according to the procedure set out in this local authority's Composite Prospectus.</p>
2.5	<b>Education Health and Care plan</b>
	<p>A place will automatically be provided for any child who has an Education Health and Care Plan (EHCP) in place at the time of application, which names 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	<b>Starting school on a full or part time basis</b>
	<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	<b>Deferred entry to school</b>

	While a child is below statutory school age, the parent may choose to defer his/her child's entry to school until later in the school year. However, parents cannot defer beyond the point at which the child reaches statutory school age, or beyond the start of the last term in the school year. The school operates on the basis of a six-term year.
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 2022, may lawfully 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. 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 2023, there can be no indication given as to whether a place will be available until the 2023 'normal admissions round' is complete. The following process will apply:</p> <p>If applying for a 'retained' Reception place in 2023, the following process must be followed:</p> <ol style="list-style-type: none"> <li>1. The parent must apply to the 'home' local authority during the 2022 'normal' admissions round, making it clear on the application form that he/she wishes to delay the child's entry until September 2023 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.</li> <li>2. On receipt of the September 2022 Application Form, the home Local Authority and Admission Authority will formally note the parent's instruction and will not process the 2022 Admission Application Form any further. Effectively, the child concerned will no longer be part of the 2022 'normal' admissions-round.</li> <li>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 2023, 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 2022 application is received.</li> <li>4. Where the Admission Authority decision is to support the parent's request for a retained September 2023 Reception application: The parent must then wait and make an application as part of the 2023 'normal' admissions-round in accordance with the application process set out in the 'home' local authority 2023 Composite Prospectus document. This will be made available by the local authority from 12th September 2022. The parent should also take account of the published 2023/24 Admission Arrangements which apply to the school.</li> <li>5. 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, 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 2023 application ranking exercise.</li> <li>6. If the September 2023 (retained) reception application is refused, the right of appeal will apply.</li> <li>7. If a parent chooses to delay his/her child's entry until 2023 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.</li> </ol>

<b>3.0</b>	<b>Changing school – The 'in-year' application process</b>
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 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 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"> <li>1. Looked after child <ol style="list-style-type: none"> <li>a. A 'looked after child' is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions, in England.</li> </ol> <p>or</p> <ol style="list-style-type: none"> <li>b. A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.</li> </ol> </li> <li>2. Children who have a sibling attending 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.</li> <li>3. Children eligible to receive a pupil or service premium at the time of application.</li> <li>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.</li> <li>5. Children not satisfying a higher criterion</li> </ol> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>6. Refer to section 1.4 of these Admission Arrangements for the definition of 'home address'</li> <li>7. Refer to section 1.5 of these Admission Arrangements for the definition of 'sibling'</li> <li>8. The Supplementary Information Form must be completed and submitted in conjunction with the school place application, where the applicant wishes the child to be considered against Criterion 4 in the event of oversubscription (refer to section 4.5 of these admission arrangements)</li> </ol>
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.

<b>5.0</b>	<b>Lodging an appeal</b>
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.

<b>6.0</b>	<b>Key contact details</b>
<b>The School</b>	<p>Hemington Primary School Hemington Radstock Somerset BA3 5XU</p> <p>Telephone: 01373 834320 School website: <a href="https://hemingtonprimary.co.uk/">https://hemingtonprimary.co.uk/</a> School Office: Email: <a href="mailto:office@hemingtonprimary.co.uk">office@hemingtonprimary.co.uk</a></p>
<b>For families resident in Somerset, the 'home' local authority is Somerset</b>	<p>Team/Service: Admissions &amp; Entitlements Team Email: <a href="mailto:schooladmissions@somerset.gov.uk">schooladmissions@somerset.gov.uk</a> Telephone: 0300 123 2224</p>
<b>The Office of the Schools Adjudicator</b>	<a href="http://www.gov.uk/government/organisations/office-of-the-schools-adjudicator">www.gov.uk/government/organisations/office-of-the-schools-adjudicator</a>
<b>The Education Funding Agency</b>	<a href="http://www.gov.uk/government/organisations/education-funding-agency">www.gov.uk/government/organisations/education-funding-agency</a>

<b>The Department for Education</b>	The Department for Education Sanctuary Buildings, 20 Great Smith St, London SW1P 3BT Telephone 0370 000 2288 Electronic contact form: <a href="http://form.education.gov.uk">form.education.gov.uk</a> Website: <a href="http://www.education.gov.uk">www.education.gov.uk</a>
<b>School Admissions Code</b>	<a href="https://www.gov.uk/government/publications/school-admissionscode--2">https://www.gov.uk/government/publications/school-admissionscode--2</a>
<b>School Admission Appeals Code</b>	<a href="https://www.gov.uk/government/publications/school-admissionsappeals-code">https://www.gov.uk/government/publications/school-admissionsappeals-code</a>



# Leigh on Mendip Primary School- Admissions 2022/23

## Introduction

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

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

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

Appendix A: Supplementary Information Form

If you would like to discuss your particular circumstances or require further help with any aspect of the school admissions process, please contact the School Office - telephone: 01761 812592. 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 [office@leighonmendipschool.co.uk](mailto:office@leighonmendipschool.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.

<b>1.0</b>	<b>General information</b>
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 <u>at the time of application</u> . <ul style="list-style-type: none"> <li>• A legal 'exchange of contract' which confirms the purchase of the property.</li> <li>• A copy of a formal tenancy agreement (minimum six month term) signed and dated by the applicant and the Landlord for the property.</li> <li>• Where the child will be living at an address other than the parental family home, for more than 2.5 school days per week (for example; with an extended family member, or in emergency or other public accommodation) - A formal written letter, signed and dated by the person responsible for the address in question. This must explain the living/care arrangements for the child and state how long these arrangements are expected to remain in place.</li> </ul>

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

<b>2.0</b>	<b>Starting School in September 2022 (The 'normal' Admissions round)</b>
2.1	<b>The Published Admission Number (PAN)</b>
	<p>The PAN for Foundation (reception) is 15. 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 2022, every applicant will be offered a place for their child, without condition. If more than 15 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	<b>Submitting an 'on time' application</b>
	<p>For a child to start school in September 2022, the parent must complete the Common Application Form (CAF) available from the home local authority. In order for the application to be considered as 'on time' the CAF must be submitted to the home local authority by 23:59 hours on 15 January 2022. The CAF may be completed and submitted using this local authority's 'on line' procedure, or as a paper form. Full details about the application process and information about the schools in the local authority area are explained in the 'Composite Prospectus' document, which each local authority must make available on 12th September annually.</p> <p>For families living in Somerset, the home local authority is Somerset Local Authority.</p>
2.3	<b>Late applications</b>
	<p>Local authorities must coordinate 'normal admission round' reception applications until 31 August 2022. If an application form is submitted to the home local authority after the application deadline of 15th January 2022, it will be considered as a 'late' application and will not be administered until all on time applications have been processed, at which point there may no longer be a place available at the preferred school(s). Some local authorities publish specific dates for a second admissions-round within which 'late' applications will be administered.</p>
2.4	<b>Notifying the application decision</b>
	<p>Parents will receive an admission decision in writing from the home local authority on or about 16 April 2022, according to the procedure set out in this local authority's Composite Prospectus.</p>
2.5	<b>Education Health and Care plan</b>
	<p>A place will automatically be provided for any child who has an Education Health and Care Plan (EHCP) in place at the time of application, which names 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.</p>

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 2022, may lawfully 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. 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 2023, there can be no indication given as to whether a place will be available until the 2023 'normal admissions round' is complete. The following process will apply:</p> <p>If applying for a 'retained' Reception place in 2023, the following process must be followed:</p> <ol style="list-style-type: none"> <li>1. The parent must apply to the 'home' local authority during the 2022 '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.</li> <li>2. On receipt of the September 2022 Application Form, the home Local Authority and Admission Authority will formally note the parent's instruction and will not process the 2022 Admission Application Form any further. Effectively, the child concerned will no longer be part of the 2022 'normal' admissions-round.</li> <li>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 2023, 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 2022 application is received.</li> <li>4. Where the Admission Authority decision is to support the parent's request for a retained September 2023 Reception application: The parent must then wait and make an application as part of the 2023 'normal' admissions-round in accordance with the application process set out in the 'home' local authority 2023 Composite Prospectus document. This will be made available by the local authority from 12th September 2022. The parent should also take account of the published 2023/24 Admission Arrangements which apply to the school.</li> <li>5. 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, 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. There can be no guarantee of a place being available to offer. This will be dependent on the 2023 application ranking exercise.</li> <li>6. If the September 2023 (retained) reception application is refused, the right of appeal will apply.</li> <li>7. If a parent chooses to delay his/her child's entry until 2023 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.</li> </ol>

<b>3.0</b>	<b>Changing school – The 'in-year' application process</b>
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 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 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.

<b>4.0</b>	<b>The Oversubscription Criteria</b>
4.1	Oversubscription
	If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admissions Committee will assess every application received at that time against the oversubscription criteria set out in section 4.2 in order to rank the applications and identify a priority for the offer of any available places. The oversubscription criteria will also be applied, as required, in order to rank children's names on a waiting list.
4.2	The Oversubscription Criteria
	<ol style="list-style-type: none"> <li>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)</li> <li>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.</li> <li>3. Children living in the catchment area.</li> <li>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.</li> </ol>

	<p>5. Children eligible to receive a pupil or service premium at the time of application.</p> <p>6. Children attending Robins Pre-school at Leigh on Mendip School.</p> <p>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.</p> <p>8. Children not satisfying a higher criterion</p> <p><b>Notes:</b> □</p> <ul style="list-style-type: none"> <li>□ Refer to section 1.4 of these Admission Arrangements for the definition of 'home address'</li> <li>□ Refer to section 1.5 of these Admission Arrangements for the definition of 'sibling'</li> <li>□ The Supplementary Information Form must be completed and submitted in conjunction with the school place application, where the applicant wishes the child to be considered against Criterion 4 in the event of oversubscription (refer to section 4.5 of these admission arrangements)</li> </ul>
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.

<b>5.0</b>	<b>Lodging an appeal</b>
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	
<b>The School</b>	Leigh on Mendip School Leigh Street Leigh on Mendip Radstock Somerset BA3 5QQ  Telephone: 01373 812592  School website: <a href="http://www.leighonmendipschool.co.uk/">http://www.leighonmendipschool.co.uk/</a> School Office: Email: <a href="mailto:office@leighonmendipschool.co.uk">office@leighonmendipschool.co.uk</a>	
<b>For families resident in Somerset, the 'home' local authority is Somerset</b>	Team/Service: Admissions & Entitlements Team Email: <a href="mailto:schooladmissions@somerset.gov.uk">schooladmissions@somerset.gov.uk</a> Telephone: 0300 123 2224	
<b>The Office of the Schools Adjudicator</b>	<a href="http://www.gov.uk/government/organisations/office-of-the-schools-adjudicator">www.gov.uk/government/organisations/office-of-the-schools-adjudicator</a>	
<b>The Education Funding Agency</b>	<a href="http://www.gov.uk/government/organisations/education-funding-agency">www.gov.uk/government/organisations/education-funding-agency</a>	
<b>The Department for Education</b>	The Department for Education Sanctuary Buildings, 20 Great Smith St, London SW1P 3BT Telephone 0370 000 2288 Electronic contact form: <a href="http://form.education.gov.uk">form.education.gov.uk</a>  Website: <a href="http://www.education.gov.uk">www.education.gov.uk</a>	
<b>School Admissions Code</b>	<a href="https://www.gov.uk/government/publications/school-admissionscode--2">https://www.gov.uk/government/publications/school-admissionscode--2</a>	
<b>School Admission Appeals Code</b>	<a href="https://www.gov.uk/government/publications/school-admissionsappeals-code">https://www.gov.uk/government/publications/school-admissionsappeals-code</a>	



# PRESTON SCHOOL ADMISSIONS POLICY

Preston School is a member of the Yeovil Federation. Each of the 4 secondary schools in the Yeovil Federation shares the same values and ethos with regards to admissions and are committed to working together to provide high quality inclusive education for the local communities that we each serve. **Admissions arrangements for September 2022**

## 1. Introduction

Preston School is a coeducational Business and Enterprise Academy for students aged 11 to 16 and we embrace all abilities and aptitudes.

As an Academy, Preston School is an admissions authority in its own right. This means that Governors, through their Admissions Panel, decide who should attend the Academy, whether starting the school year at the beginning of Year 7 or joining any year groups during the academic year. We aim to meet parental preferences whenever possible.

Governors liaise with the Local Authority, which co-ordinates admission arrangements for all young people in Somerset. Therefore, this document should be read in conjunction with Somerset's published co-ordinated Admissions Scheme for September 2021 which is available from Somerset County Council. (**See contact details at end of this document**).

## 2. The Published Admission Number

Governors have set an Admission Number of 210 for each year group. This is appropriate to the size and capacity of the buildings and other resources. However, as an Academy, the Governors reserve the right to admit over this Admission Number if this would not have a detrimental effect on the learning of students.

## 3. ASD Base – Preston Centre

Preston school is the host school for ASD provision in Yeovil. ASD students are allocated a place through the Complex Cases panel. Access to a place requires an Education, Health and Care plan identifying ASD as primary need and allocated by complex cases panel.

## 4. Applying for a school place

- a) **For students wanting to enter Preston School at the start of Year 7** applications must be submitted to the home LA. If this is Somerset applications can be made on-line at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions). Paper applications are available to download from the Somerset County Council website at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions), or upon request by telephoning Somerset Direct on 0300 123 2224.

Applications must be received by 23:59 hours on 31 October 2021, otherwise the application will be recorded as late. Late applications will be considered after those received on time. Please see the Somerset LA co-ordinated scheme for full details.

Outcomes for on time applications will be sent out by email (for on line applicants) or second class post on 1 March 2021 (or next working day if this falls on a weekend or bank holiday).

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

The governors' admissions committee will consider batches of applications on a weekly basis with a 4pm deadline every Friday (term time only) for receipt of applications. If more applications are received than there are places available, the over-subscription criteria will be applied

A decision will be notified in writing to the applicant within ten school days.

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

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

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

## **5. Published oversubscription criteria**

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

1. Children in the care of a Local Authority or have been previously and are now formally adopted or subject to a residence/child arrangement order or special guardianship order..
2. a) Children of staff who have been employed by Preston School for a period of no less than two years on 31 October 2021.  
b) children of a member of staff who is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Children living in the designated catchment area with an older sibling attending Preston School on 31 October 2021, and who live at the same address.
4. Children living in the designated catchment area.
5. Children living outside the catchment area, with an older sibling attending Preston School on 31 October 2021, and who live at the same address.
6. Children living outside the catchment area.

## **Tie Breaker**

If in categories 1-6 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.

Random allocation by drawing lots supervised by someone independent of the school, will be used as a tie-break in categories 1-6 above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

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

## **6. Right of Appeal**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Details of how to appeal are included in the outcome email or letter.

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

## **7. Waiting lists**

If a student is refused admission to Year 7 in September 2022, his/her name will be held on a waiting list until the end of the first term on the new academic year. The waiting list will be held in ranked order according to the over subscription criteria and if a place becomes available within the published admission number this will be offered for the highest ranked student at that time. Preston School does not hold waiting lists for any other year group.

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

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

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.

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

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

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

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

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

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

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

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

For further information and important things you should consider please visit; <http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/starting-or-transferring-school-early-or-late/>

## **9. Children from Overseas**

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

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

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

## **10. Children of UK Service Personnel**

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

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

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

### **11. Catchment map**

The governors prioritise some school places on the basis of a designated school catchment area. A map indicating this catchment area is available to view on the Local Authority website

[https://maps.somerset.gov.uk/ishareLIVE.Web/new\\_SchoolCatchment\\_solo.html](https://maps.somerset.gov.uk/ishareLIVE.Web/new_SchoolCatchment_solo.html)

### **12. Withdrawal of places**

The Governing Body will consider withdrawing the offer of a place at the school if;

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading.
- The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.

### **13. Glossary and Definitions**

#### **Siblings**

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

#### **Parent**

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

#### **Home Address**

For the purposes of school admission, the governors' definition of a child's home address is considered to be where the child resides for the majority of their time with the person(s) who legally has/have care of the child. Documentary evidence of house ownership or a minimum six-month rental agreement may be required, together with proof of the child's residence at the property concerned. Places will not be allocated on the basis of a future house move unless this can be confirmed through the exchange of contract or a signed minimum six month formal lease agreement in place at the time of application. Please note private letting agreements may not be accepted as proof of residence. An address change

# St Dunstan's Secondary School - Admissions 2022/23

## 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 2022

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 2021. Application forms for children to start in Year 7 which are delivered or post marked after 23.59 hours on the 31 October 2021 will be recorded as late and cannot be administered until all on time applications have been considered.

Somerset Local Authority will forward all September 2022 applications to the Local Governing Body (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's 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 2022 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.

### 1) Looked After Children –

a A 'looked after child' is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions, in England.

or

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

- 2) Children living within the designated St Dunstan's School catchment area who will have sibling(s) attending the school at the time of admission
- 3) Children living within the designated St Dunstan's School catchment area
- 4) Children living outside the Designated St Dunstan's School catchment area who will have sibling(s) attending the school at the time of admission
- 5) Children living outside the designated St Dunstan's School catchment area
- 6) 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](http://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 2022/23 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 the 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 county. 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, who 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

E-mail: [secretary@stdunstansschool.com](mailto:secretary@stdunstansschool.com)

#### **Somerset Local Authority Somerset Admission Team**

Children and Young People

County Hall

Taunton

Somerset

TA1 4DY