

**NORTH SOMERSET COUNCIL
DECISION**

**DECISION OF: COUNCILLOR JAN BARBER
EXECUTIVE MEMBER FOR CHILDREN AND YOUNG PEOPLE'S SERVICES
WITH ADVICE FROM: SHEILA SMITH, DIRECTOR OF PEOPLE AND
COMMUNITIES
DIRECTORATE: PEOPLE AND COMMUNITIES**



DECISION NO: PC54 (2017-18 SCHEME)

**SUBJECT: NEW INTAKE ADMISSION ARRANGEMENTS AND INYEAR ADMISSIONS
ARRANGEMENTS 2019-20**

KEY DECISION: YES

BACKGROUND:

Admission authorities are responsible for admissions and must act in accordance with the School Admissions Code, the School Admission Appeals Code, other laws relating to admissions, and relevant human rights and equalities legislation.

DECISION:

The New Intake School Admissions Arrangements and In Year School Admissions Arrangements are accepted and adopted by the Authority.

REASONS:

Each Local Authority has a duty to set admissions arrangements for schools for which the LA is the admissions authority for.

OPTIONS CONSIDERED:

It is a legal requirement to set admissions arrangements.

FINANCIAL IMPLICATIONS:

No direct financial implications to the council of adopting this policy.

Costs

None.

Funding

None.

LEGAL POWERS AND IMPLICATIONS

Section 1 (1.1 to 1.51) of the School Admissions Code December 2014 and the main provisions relating to admissions are in Chapter 1 of Part 3 of the SSFA 1998.

CONSULTATION

Details of the proposed North Somerset Secondary Coordinated Admission Scheme for 2019-20 school year have been circulated to the following groups for consultation:

- North Somerset Councillors
- Local Members of Parliament
- Head Teachers and Chair of Governors of all mainstream schools in North Somerset
- Neighbouring Local Authorities
- The Diocese of Bath and Wells, the Clifton Diocese and the Methodist Church
- Armed Forces Advice and Support in North Somerset
- Travellers Advisory Service
- The general public via: newsletters of all mainstream schools in North Somerset, NS Life, North Somerset Council’s website, Facebook and twitter, notification to all Early Years settings.

No responses to the consultation were received.

RISK MANAGEMENT

Legal requirement to be set. Failure to set would mean we are in breach of the school admissions code.

EQUALITY IMPLICATIONS

Have you undertaken an Equality Impact Assessment? No
The legal requirements for setting admissions arrangements have been adhered to.

CORPORATE IMPLICATIONS

The council has a duty to formulate and publish the admission arrangements for all schools for which the LA is the admissions authority for.

BACKGROUND PAPERS

None.

SIGNATORIES:

DECISION MAKER(S):

Signed: *Andy J. Bell*

Title: *Exec. Member for C & YP*

Date: *19.2.18*

WITH ADVICE FROM:

Signed:*Shreia Sand*.....

Title:*Director, People + Communities*.....

Date:*19.2.18*.....

Footnote: Details of changes made and agreed by the decision taker since publication of the proposed (pre-signed) decision notice, if applicable:

In-Year School Admission Arrangements and Over-subscription Criteria for North Somerset Community and Voluntary Controlled Schools – 2019-20 School Year

Key:

VC Voluntary Controlled
C of E Church of England
School a school, college or an academy

1. Over-subscription Criteria

Where a school is named in a child's Statement of Special Educational Needs or Education, Health and Care Plan, the admission authority for the school is legally required to admit the child to the school. Such children will therefore be allocated places at the named school before the over-subscription criteria are applied.

2. Admission in-year at Infant and Primary Schools – Non Rural schools

The following criteria apply to the following schools only:

All Saints, East Clevedon C of E Primary
Castle Batch Primary
Golden Valley Primary
Hannah More Infant
Mendip Green Primary
Uphill Primary

If any of the above named schools receive more applications than there are places available, allocations will be made in accordance with the following criteria, given in order of priority:

Ai Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.

Aii Children with a brother or sister who will be attending the school at the time of admission.

Aiii Children living nearest to the school.

In applying criteria Aii, any paired infant and junior schools will be treated as one school. It will be presumed that, for the purpose of applying these criteria, that brothers or sisters who in the 2018-19 school year will be in the final year at an infant school will be attending the paired junior school in 2019-20.

Priority within each criterion will be given to children living nearest to the school.

3. Admission to in-year at Infant and Primary Schools – Rural schools

The following criteria apply to the following schools only:

Banwell Primary

Blagdon Primary
Churchill C of E Primary
Flax Bourton C of E Primary
Kewstoke Primary
Locking Primary
Sandford Primary
St Andrew's C of E Primary
West Leigh Infant
Winford C of E Primary
Winscombe Primary
Wrington C of E Primary
Yatton Infant

If any of the above named schools receives more applications than there are places available, allocations will be made in accordance with the following criteria, given in order of priority:

Bi Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.

Bii Children with a brother or sister who was attending the school prior to September 2017 and either he/she or any younger brother or sister will be attending the school at the time of admission, where it is the nearest North Somerset school to the home address.

Biii Children with a brother or sister who started attending the school after or during September 2017 and he/she will be attending the school at the time of admission, living within the First Geographical Area.

Biv Children living within the First Geographical Area.

Bv Children, living outside the First Geographical Area, with a brother or sister who will be attending the school at the time of admission.

Bvi Children living outside the First Geographical Area living nearest to the school.

Priority within each criterion will be given to children living nearest to the school.

A map of the First Geographical Areas are provided at the end of this policy. A First Geographical Area is an area of priority for a school. Living in this area does not guarantee a child a place at the school but they may receive priority over children who live outside the First Geographical Area.

In applying criteria Bii, Biii and Bv, any paired infant and junior schools will be treated as one school. It will be presumed that, for the purpose of applying these criteria, that brothers or sisters who in the 2018-19 school year will be in the final year at an infant school will be attending the paired junior school in 2019-20.

4. Admission to Year 3 in Junior Schools

The following criteria apply to the following schools only:

Grove Junior School
Yatton Junior School

If any of the above named schools receive more applications than there are places available, allocations will be made in accordance with the following criteria, given in order of priority:
Ci Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.

Cii Children who are attending the paired infant school at the time of application.

Ciii Children with a brother or sister who will be attending the school at the time of admission.

Civ Children with a younger brother or sister who will be attending the paired infant school at the time of admission (this excludes brothers/sisters who will be in the Reception Year Group in 2018-19).

Cv Children with a brother or sister within the same intake year group (for example twins, triplets) applying for the same school when it is the nearest school to the home address.

Cvi Children living nearest to the school.

Priority within each criterion will be given to children living nearest to the school.

Infant schools in North Somerset are currently paired with junior schools as follows:

Hannah More Infant with Grove Junior

Yatton Infant with Yatton C of E Junior

General Information

5. **Children in Care are defined as follows:**

'Children in Care' are children who are (a) in the care of a local council or (b) being provided with accommodation by a local council in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

For Children previously in Care:

- this includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders)

- child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order

- in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).

6. **Parent:** This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989. All references within this document to parent(s) therefore include carers.

Where these arrangements refer to 'children applying' it means parent(s) applying on behalf of children.

7. **Contact details:**
For North Somerset children the Application Form is available for submission using the online system on the North Somerset Council website or in paper form. See below for details.

North Somerset Council, People and Communities, School Admissions Team, Town Hall,
Walliscote Grove Road, Weston-super-Mare, BS23 1UJ.

Tel No: 01275 884 078

Email: admissions@n-somerset.gov.uk

Website: www.n-somerset.gov.uk/admissions

Any letters/supporting documents should also be submitted to the above address. Applications and any letters/supporting documents received by the SAAT at its office in Castlewood, Tickenham Road, Clevedon may also be accepted.

Whilst it is not the responsibility of other offices/schools to forward applications, the North Somerset Council School Admissions Team will use discretion and may accept applications/documents received by other Councils, Schools or other Council offices that are passed to the Team.

8. In circumstances where to not admit the child would result in North Somerset Council incurring unreasonable public expenditure, the prejudice to the provision of efficient education at the school may be balanced against the efficient use of resources.
9. These arrangements apply as far as possible to all children including those considered to be from vulnerable groups in the North Somerset Council Fair Access Protocol. The protocol will only be used if a suitable place cannot be secured using the normal admission arrangements.
10. Places must be accepted within 14 days (or possibly 28 days for those moving house), of the date of the letter. If the place is no longer required, parents will need to notify North Somerset Council as soon as possible and confirm the arrangements they are making.
11. Any request for an extension beyond the required start date will be considered by North Somerset Council on its individual basis. Where North Somerset Council considers that exceptional circumstances exist, places may be accepted after the specified start date, depending on the circumstances of the case. An example of exceptional circumstances may be where United Kingdom (UK) Service Personnel or other Crown Servants are returning to the UK.
Places offered may be reserved for a child and/or his/her brother or sisters beyond the specified start date if parents are waiting for the outcome of an application or an appeal for a school place for their child before deciding to accept a place(s) or not.
12. North Somerset Council reserves the right not to admit up to the admission number/level for a particular year group (other than the intake year).

13. Applications for all school places should be made and signed by a person with parental responsibility for the child as defined in the Children Act 1989. Applicants will be asked to confirm that they have parental responsibility for the child on their application form. If applicants do not have parental responsibility, the person completing the form should send an accompanying letter (in paper or electronic format) explaining the reasons why they are applying rather than a person with parental responsibility. Any evidence to support the case should accompany the letter. The reasons will be considered by North Somerset Council and if deemed acceptable, the application will be processed accordingly. If not deemed acceptable, the application will be returned for the signature of a person with parental responsibility for the child.

14. Nearest School

i) The distances used to determine the nearest maintained school or academy will be measured in a direct line. If direct line distances are equal the nearest school will be determined by drawing lots.

ii) The nearest school is the nearest appropriate one. An appropriate school is defined as a maintained* mainstream school or academy (excluding Catholic schools) that is appropriate to the child's age on joining the school. * ie not private or fee charging.

15. Measurements

Distances are measured in a direct line between the address point of the child's home and the main entrance marker for the school, indicated on North Somerset Council computerised system(s). Where the direct line distances are equal, the ranking of applications will be determined by drawing lots.

The only exception to the above is the shortest available walking route between the child's home and the nearest entrance to the school site. We use the road and footpath network as defined by Ordnance Survey to calculate the route. The distance is calculated from the point on the road and footpath network which is nearest to the child's home as indicated on the North Somerset Council computerised mapping system and does not include the distance between the property and the road.

If it is not possible to measure a distance on North Somerset Council computerised system(s), North Somerset Council will use alternative methods.

16. To be considered as a brother or sister a child must be living at the same address for the majority of the time (at least 50% of the time), as a full, half, step or an adoptive brother/sister of another child.

Full and adoptive brothers/sisters are defined as children who have the same biological or adoptive parents.

Half-brothers/sisters are defined as children who share only one biological or adoptive parent.

Step brothers/sisters are defined as children who are not necessarily related biologically (including foster children) but are living in the same household for the majority of the time at the address North Somerset Council considers to be the address of the child for whom the application is made.

A brother or sister must be attending the school at the time of admission i.e. he/she must be (or is expected to be by North Somerset Council) on roll at the school (or would be expected to be on roll if a place was offered).

It is the responsibility of parents to ensure that they declare on their application if they have a child (or have been allocated a place for a child) at their preferred school(s) or to inform North Somerset Council if a child obtains a place after they have applied.

A child attending a nursery/pre-school part of a school does not count as a brother or sister.

17. Infant schools are paired with junior schools as follows:

- Hannah More Infant with Grove Junior
- Yatton Infant with Yatton Church of England Junior

18. Parents may name up to three schools in rank order on the application form. All preferences are treated equally regardless of rank. Where a child can be offered a place at more than one school, the final offer will be the highest ranked school.

Where a parent applies more than once, the most recent of the applications is deemed to be the appropriate one. The earlier application(s) will normally be withdrawn.

North Somerset Council will aim to notify parents of the result of their application within 10 school days, however this may be longer if you are applying for an own admissions authority school as we may have to wait for an admissions decision from the school.

19. Vacancies arising during the school year:

Where a place at a preferred school cannot be offered, parents/carers will be able to request that their child's name is placed on a list of those seeking a place as follows:

a. North Somerset Council on behalf of Community and VC schools, shall hold a waiting list of those applicants still seeking a place at their preferred school(s). All applications will be ranked in line with the published new intake over-subscription criteria and allocations will be made in accordance with it. Each added child to the list will require the list to be ranked again in line with the published new intake oversubscription criteria. Priority will not be given on the basis simply of the date an application was added to the list. Children who are the subject of a direction by a council to admit, Children with a Statement of Special Educational Needs or an Education Health and Care Plan, Children in Care, Children previously in Care or Children who are allocated a school in accordance with a Fair Access Protocol for school places, will take precedence over those on the waiting list.

b. Parents may request that North Somerset Council ensures that their child is considered for any vacancy that may arise at their preferred North Somerset Community and VC school(s). North Somerset Council will record the name of children whose parent(s) request for them to be considered for a vacant place at a school or apply for a place at a school. The name of the child will be kept up to the last day of the current term only. Parents will have to contact North Somerset Council again if they still wish to be considered for a place during each subsequent term. If a vacancy arises, the authority will allocate the school place in accordance with the above **In-Year** over-subscription criteria. Priority will not be given on the basis of the date a child's name was recorded by North Somerset Council. Children who are

the subject of a direction by a council to admit, Children in Care, Children previously in Care or Children who are allocated a school in accordance with a Fair Access Protocol for school places, will take precedence over those whose names have been recorded by North Somerset Council.

c. For all other year groups (not including years 12 and 13), parents may request that North Somerset Council ensures that their child is considered for any vacancy that may arise at their preferred North Somerset Community and VC school(s). North Somerset Council will record the names of children whose parent(s) request for them to be considered for a vacant place at a school or apply for a place at a school. The name of a child will be kept up to the last day of the term only. Parents will have to contact North Somerset Council again if they still wish to be considered for a place during each subsequent term. If a vacancy arises, the authority will allocate the school place in accordance with the **In-Year** over-subscription criteria. Children who are the subject of a direction by a council to admit, Children in Care, Children previously in Care or Children who are allocated a school in accordance with a Fair Access Protocol for school places, will take precedence over those whose names have been recorded by North Somerset Council.

d. If children are not on the North Somerset Council database the parents may be asked to complete an application form before being added to a waiting list or recorded by North Somerset Council.

e. Any application where an application/appeal is outstanding will be considered for a vacancy at a North Somerset school along with those children whose names have been recorded by North Somerset Council as requesting/applying for a place. Names of children whose cases have been heard but dismissed by an independent appeal panel will be recorded by North Somerset Council as requesting a place for the remainder of the term in which the appeal was heard.

f. When a vacancy occurs in a term the waiting list/children whose names have been recorded by North Somerset Council, for that term should be used (along with any applications received by North Somerset Council) even if it is being filled after the end of that term.

Parents will be expected to notify North Somerset Council if they wish for their child to be considered for a vacancy each term. If able to offer a place, every effort will be made to contact including using the last contact details provided by the applicant. Where a response to an offer has not been received within 10 school days, the offer may be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place. When filling a vacancy, all those seeking a place at the time the decision is made (not at the time the vacancy occurs) will be considered.

20. North Somerset Council reserves the right to require documentary evidence of the genuineness of a family address and if this is not produced, reserves the right to make its own enquiries.

The child's normal permanent home address where he or she lives with his or her parents or legal guardians will be used to decide where the child lives. If parents or guardians plan to move documentary evidence will be required.

Examples of evidence that may be acceptable to determine a child's address are: -

- i. A solicitor's letter confirming exchange of contracts and a completion date for a property which is being purchased or a property which is being sold.
 - ii. A copy of a signed rental agreement or a solicitor's letter if moving to a council or rented property and proof of your sale or Notice to Quit on your current/previous property.
 - iii. A copy of a council tax bill or utility bill such as water, gas or electricity in your name for your newly owned or rented property together with proof of your sale or Notice to Quit on your current/previous property.
 - iv. If you are moving in with a relative a letter from them will be required confirming the date you will be moving in together with a copy utility bill showing their name and address. A solicitor's letter will also be required confirming that completion of contracts has taken place on your sale or Notice to Quit on your current/previous property.
23. Except for deferred entry for Reception Year Group children, applications will not normally be considered until approximately 35 days for those moving house and 21 days for those not moving house, in advance of the date when the place is required. However, applications for admission in September 2020 can be made from 1 June 2020 with offers being made from the middle of June onwards.
24. North Somerset Council reserves the right to withdraw an offer of a school place in certain limited circumstances. Examples include:
- i. Where a parent has given fraudulent or intentionally misleading information such as a false address, which effectively denied a place to a child with a stronger claim.
 - ii. Where a parent has not responded to an offer within the deadline set by the North Somerset Council or to any subsequent reminder to reply within a further 7 days.
 - iii. Where a higher preference school has been offered or where the highest preference school on the latest application has been able to be met.
 - iv. Where the offer was made as a result of an administrative error.

Where before offers are made, an application is deemed to be fraudulent or intentionally misleading the application will be considered on the basis of the correct information. It is the parent's responsibility to inform North Somerset Council if their contact details change after making an application.

25. Where the requested school preference(s) cannot be offered to parents of North Somerset children, they will be informed of their right to have their case considered by the independent Appeal Panel.
26. Where a school wishes to admit a child as part of a Negotiated Transfer they should inform the Vulnerable Learners Service and the School Admissions Team of North Somerset Council. When wanting to make such a transfer permanent the school or parent should apply to the School Admissions Team.

27. Applications will be accepted for children who meet one or more of the following:

- i. are resident in the UK
- ii. hold full British Citizen Passports
- iii. are from countries whose passports have been endorsed to show that they have the right to abode in this country
- iv. are from the European Economic Area (EEA).

Applications for children who do not meet one of the above will usually not be accepted until the child is in this country. Those who live outside of the United Kingdom (UK) and are wishing to attend a North Somerset school should apply directly to North Somerset Council. However applications for children who do meet one of the above will not be accepted until the child is in this country.

Applicants may be asked to confirm that the child(ren) is a resident of an EEA country. Applicants for children from non-EEA countries may be required to provide copies of the child's and/or their passport and/or visa in order to confirm that they are entitled to receive state funded education in this country.

North Somerset Council reserves the right to check that applicants who have previously lived abroad are eligible to receive education in this county. Such applicants may be required to produce their passport and/or their child's passport before the application is considered.

28. For school admission purposes, North Somerset Council will consider the child's home address to be the place where the child permanently and ordinarily resides for the majority of the time. This would normally be the same address as the person who has parental responsibility for the child as their main carer. It will not include the address of a child that is different from his/her parents where the move to this address is expressly linked to obtaining a school place.

Where parents do not live together and the child spends equal amounts of time with both parents, North Somerset Council will consider the home of the parent who made the application to be the child's home.

29. North Somerset Council will not accept more than one address as the child's home address. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order, North Somerset Council will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence may be requested to show for example the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement but where they do not, North Somerset Council will determine the home address.

30. Where parents share parental responsibility for a child and two applications are received for the one child from his/her parents, North Somerset Council will ask the parents to determine which application it should consider and which application should be withdrawn. This is because North Somerset Council will offer only one school place

to a child at any one time. If parents cannot agree, they should resolve the issue through the court system, for example to obtain a 'Specific Issues Order' which specifies which parent has responsibility to make decisions on school preferences. However, in the absence of any Order the decision as to which application should be accepted will be determined by drawing lots. Whichever parent's application is accepted, the address the child spends the majority of his/her time, will be the one considered by North Somerset Council to be the home address.

31. North Somerset Council may undertake rigorous residency checks and reserves the right to request independent confirmation of the child's place of residence. Parents may be asked to supply such documentation to support their application as deemed appropriate by North Somerset Council, for example a Child Benefit Book or a letter from the Inland Revenue may be required.
32. Where a school is full in a year group and North Somerset Council receive an application from a family that is changing address, the application will be considered from the proposed new address provided North Somerset Council has received suitable confirmation of the new address. Some examples of suitable confirmation are: proof of exchange of contracts and a completion date, a signed letting agreement, or a letter from an employer or Service person's commanding officer, confirming details of the relocation. Applicants may also be required to provide proof that they have left their previous property, for example a final account utility bill. If unable to provide confirmation of the proposed address, the application will only be considered from the present address providing the child can attend the requested school(s) from the present address.
33. For UK Service Personnel and other Crown Servants, where possible, places may be allocated in advance of the pupils return to the UK provided the MOD, FCO or GCHQ have provided a letter declaring a return date and residency placement. Places may be offered and reserved up to one term in advance of the place being required.
34. Offer of alternative places, Infant, Junior and Primary schools
 - a. Where North Somerset residents are refused a place at the school(s) they have applied for, they will be either:
 - offered a place at a Community or VC School with a place available as at the time allocations are being made, or;
 - offered a place, on behalf of an own admission authority school that has agreed to admit the child, or;
 - advised to apply for other schools

Where an alternative school is offered, where possible it will be the nearest school, either within or outside North Somerset to the child's home address as measured by the shortest available walking route*.

- b. Where there are more children than places remaining at the intended offer Community or VC School, priority will be given to those living nearest to the school. The distances will be measured by a direct line between the address points of the child's home and main school entrance indicated on North Somerset Council's computerised system(s).

c. The alternative school offered may not be the nearest one available, if after having had regard to any reasons expressed by the parent for their (unsuccessful) preferences and North Somerset Council admission arrangements, North Somerset Council felt it was appropriate to offer a different alternative school.

d. If no preferred school in North Somerset can be offered for a child living in another council area, North Somerset Council will not look for an alternative school place.

If children within the same family (and within the same school age range) are offered places at different schools North Somerset Council will endeavour to also reserve places for the children at a school that can accommodate all of the children (NB paired infant and junior schools are treated as being one school).

* If there is no available walking route, the nearest school will be determined by the shortest route on North Somerset Council computerised system.

35. Admissions of students outside their normal age group

Applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group that is not their child's chronological age year group, will be considered. The admissions authority for the school will make the final decision.

In addition, parents of summer born children (born on or between 1 April and 31 August) can request for their child to be admitted into the Reception year, one year after they would normally enter the school. The admissions authority for the school will make the final decision.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. This will include taking account:

- the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The admissions authority must also take into account the views of the head teacher.

For community and VC schools, North Somerset Council are the admissions authority and the School Admissions Team will make the decision to agree or decline the request. It is recommended that any parent wishing to request a delayed or accelerated entry, that they contact their preferred school(s) to request that their child starts a year later or earlier than their chronological age. Parents will need to give reasons for the request and details of the child's particular needs. Any reports or evidence to support your request should also be enclosed. The head teacher should discuss this with the parents, consider the child's needs and explain the options that are available to the child. The head teacher will then put in writing whether they are in agreement or not and give their reasons.

Once the head teacher has considered the request, parents will need to write to North Somerset Council School Admissions Team requesting a delayed or accelerated entry. Parents will need to give reasons for the request and details of the child's particular needs. Any reports or evidence to support your request should also be enclosed. The letters from the

school(s) that have been approached will need to be attached. North Somerset Council will convene a panel to discuss your specific request and make a final decision.

For reception and junior intake applications, it is advised that an on time application is submitted, for the correct chronological year group. If the delay/accelerated request is agreed, the on time application can be withdrawn and a new application should be made the following year. If the request is not agreed, and the child stays in their chronological age group, the on time application can still be processed. If a request is not agreed and the child does not have an on time application then a late application would need to be submitted.

Where an admission authority agrees to a parent's request for their child to be admitted out of their normal age group the parent must apply according to the timescales of the agreed admission cohort. The application will be processed as part of the main admissions round (including applying the oversubscription criteria where applicable), unless the parental request is made too late for this to be possible. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied and been refused. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Where an admission authority does not agree a request for a summer born child to be admitted into the Reception Year Group, the parent may apply for their child to be admitted with their chronological age group for admission at the time they would normally enter the school. Such children who do not start school in the school year that they become 5 will normally be placed in a Year 1 class and will miss the Reception year.

36. Exclusions issues

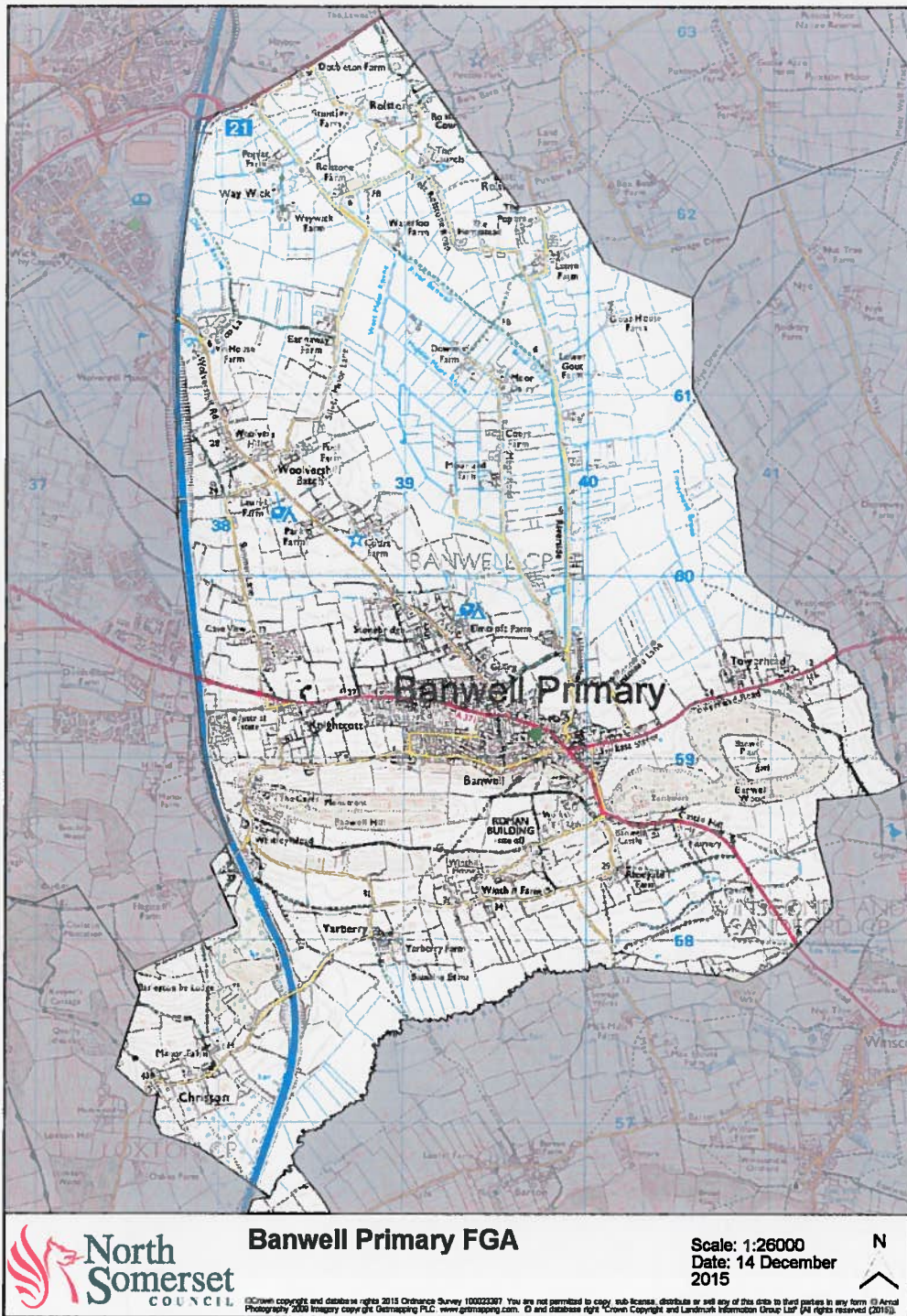
Although pupils who have been permanently excluded from another mainstream school have the right, as with all other pupils, to be considered for entry to the school of their parents' choice, an exception is made for pupils who have been permanently excluded from two different schools within a two year period. A parent can still express a preference for a school place, but the requirement to comply with that preference is removed for a period of two years from the date on which the latest exclusion took place. This does not apply to: children with a Statement of Special Education Needs or an Education, Health and Care Plan; children who are below compulsory school age when excluded; children who were reinstated following a permanent exclusion; and children who would have been reinstated following a permanent exclusion had it been practicable to do so. The authority may refuse to admit a child who has been excluded twice, or in the case of a community or voluntary controlled school, the governing body may appeal against the decision of the local council as the admission authority to admit the child. The parents normal right of appeal against a decision to refuse not to admit their child to a particular school is suspended for 2 years, from the second or any subsequent exclusion.

37. New Schools

Applications for places at new schools will be administered in accordance with the published guidelines for that school. Where a consultation process has not been followed as a default, new schools will follow the policies of North Somerset Councils Community and VC Schools. Where possible, details of the processes and closing dates to be followed for new schools will be made available and published as necessary.

38. It should be noted that this is a working document and is subject to alteration at any time to reflect any changes in legislation, case law, Council policy or to ensure legal compliance.

First Geographical Areas

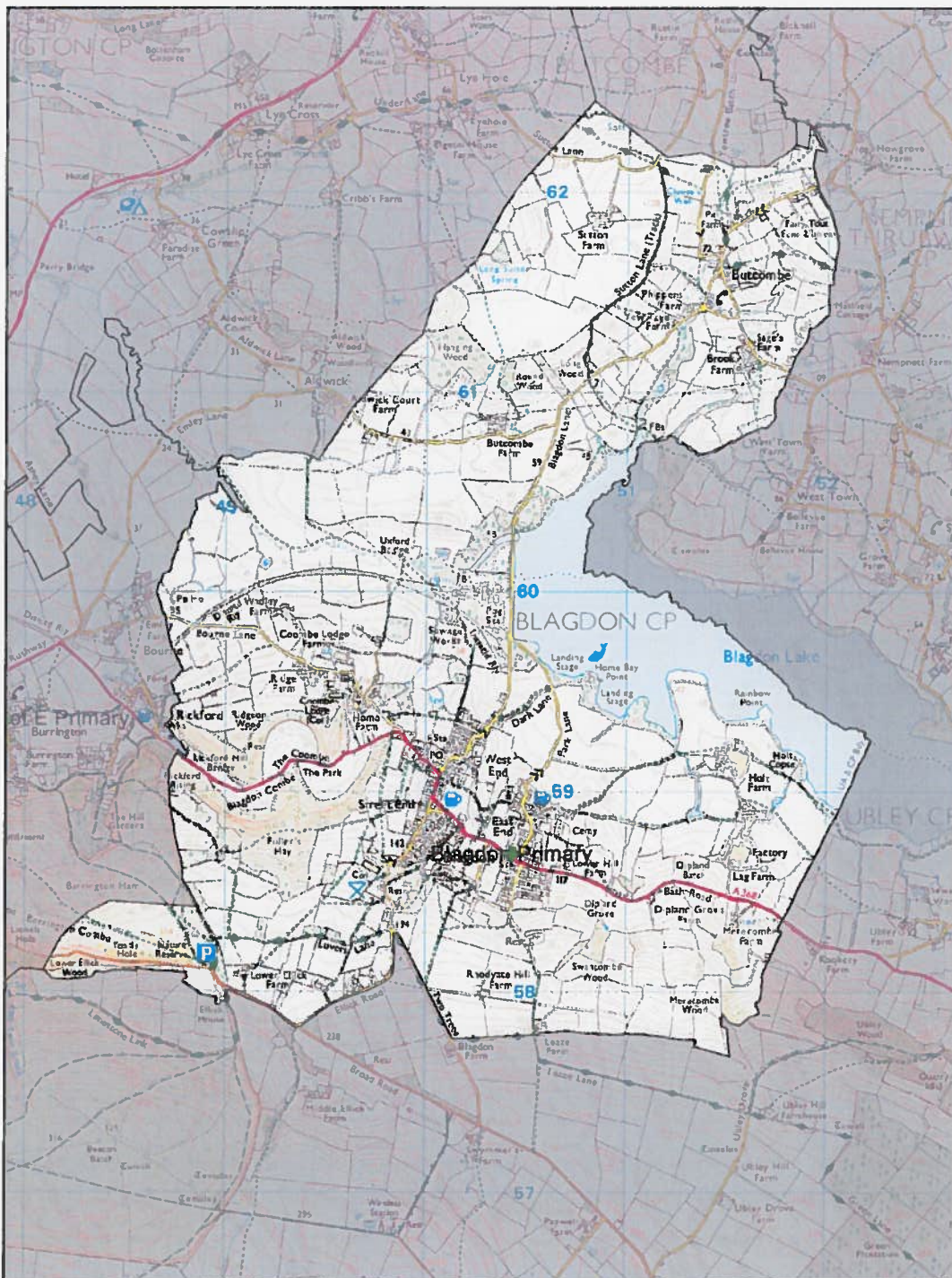


Banwell Primary FGA

Scale: 1:26000
Date: 14 December
2015



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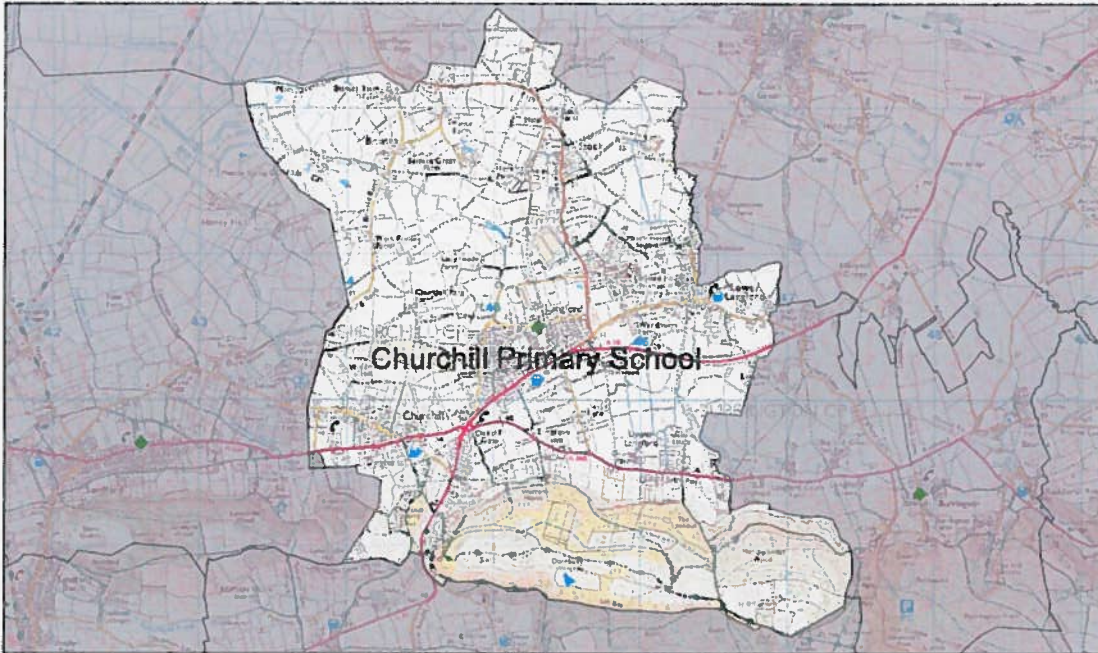



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Date: 05 November
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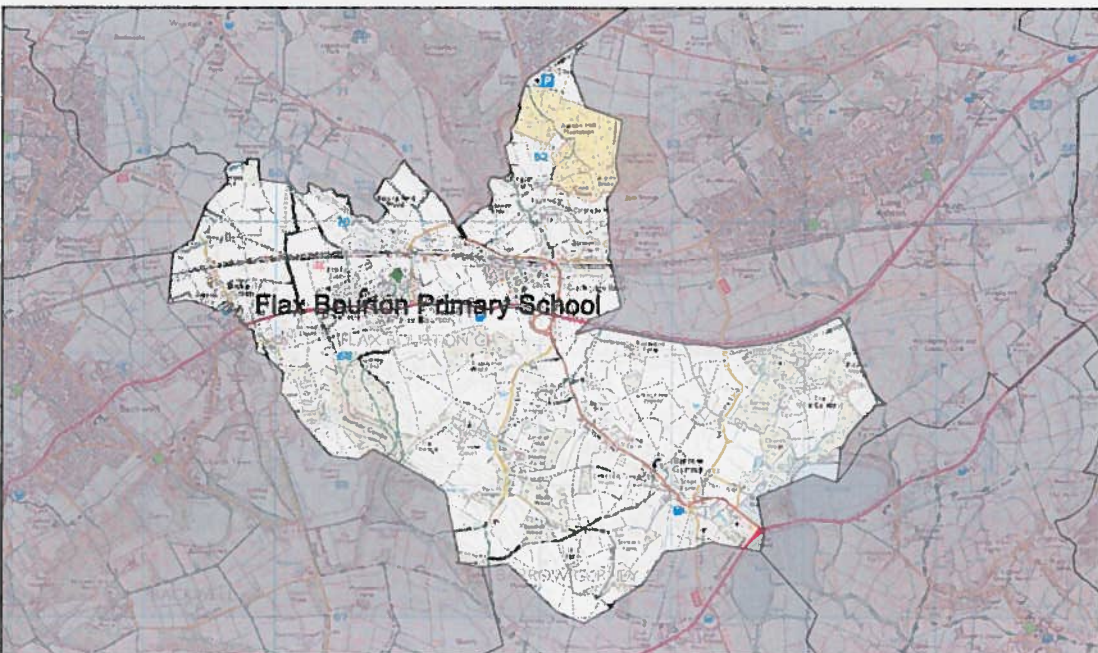



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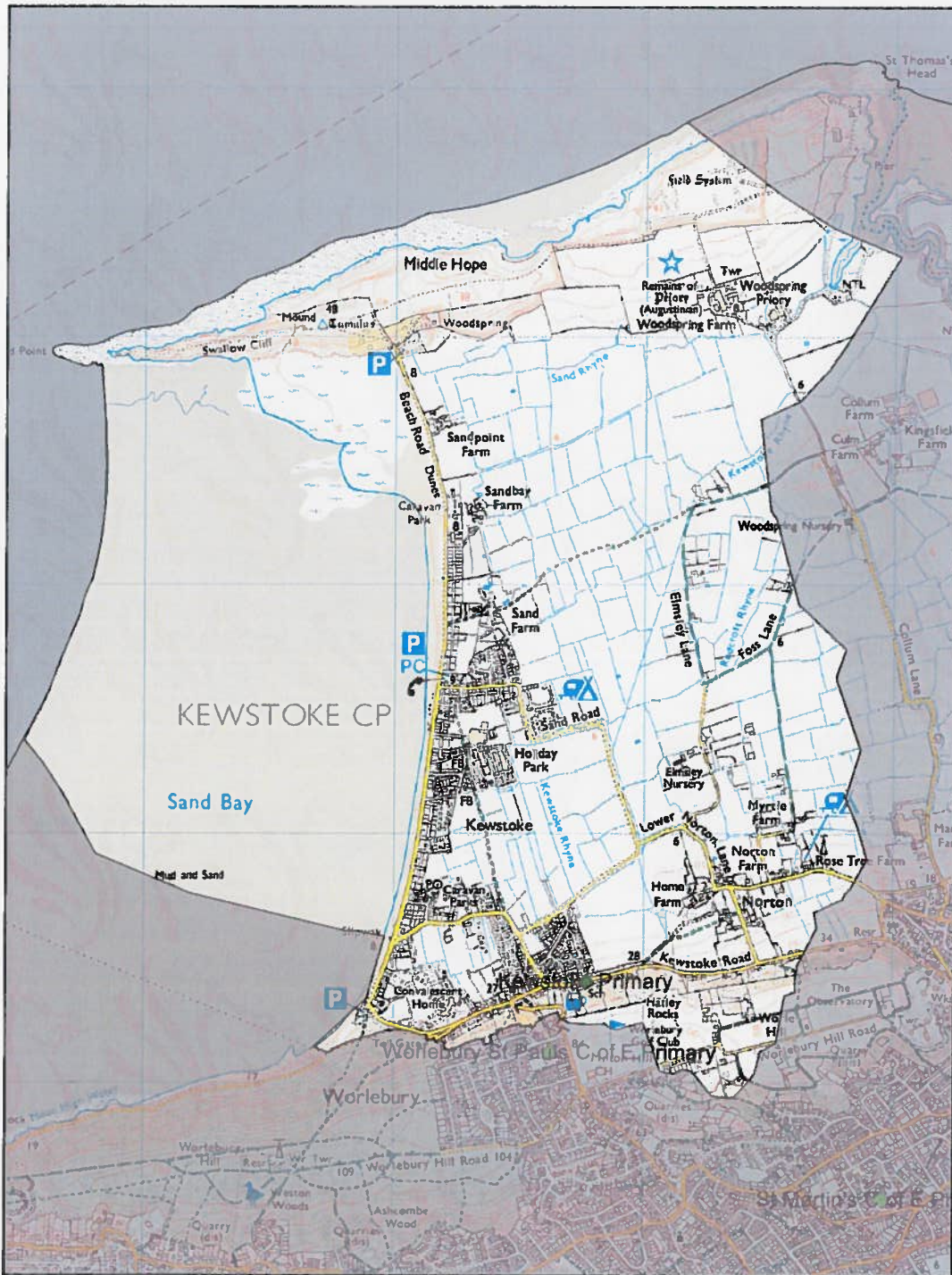

Churchill Primary FGA

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 Date: 15 March 2016
 Time: 15:35:47




Flax Bourton Primary School

 School Admissions and Transport Team
 Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ
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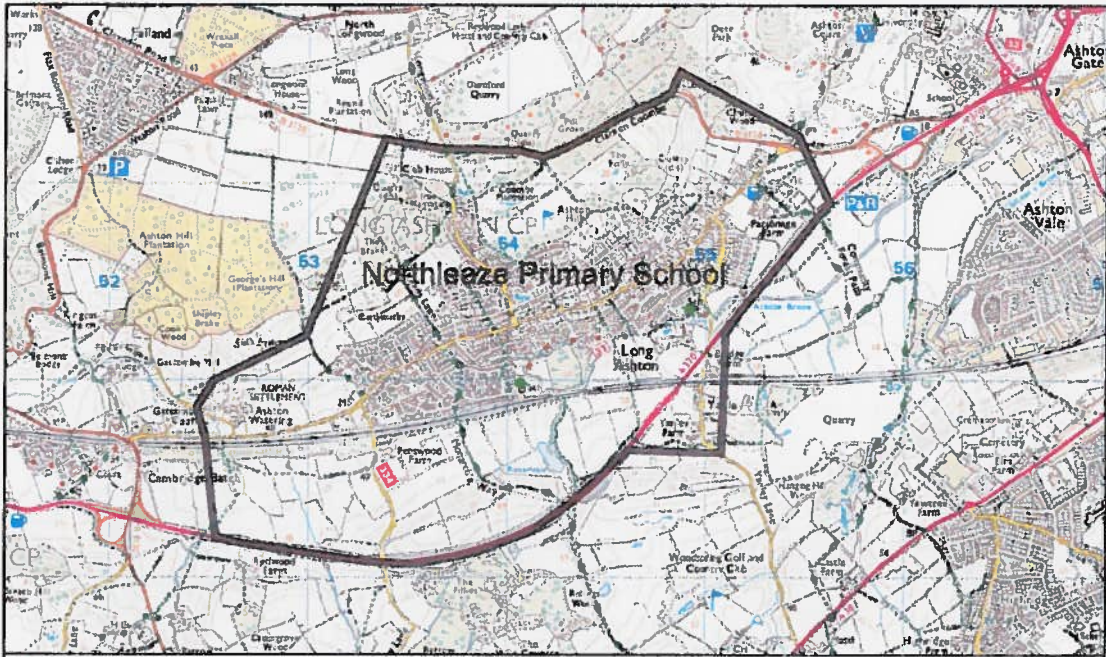


Kewstoke FGA

Scale: 1:20000
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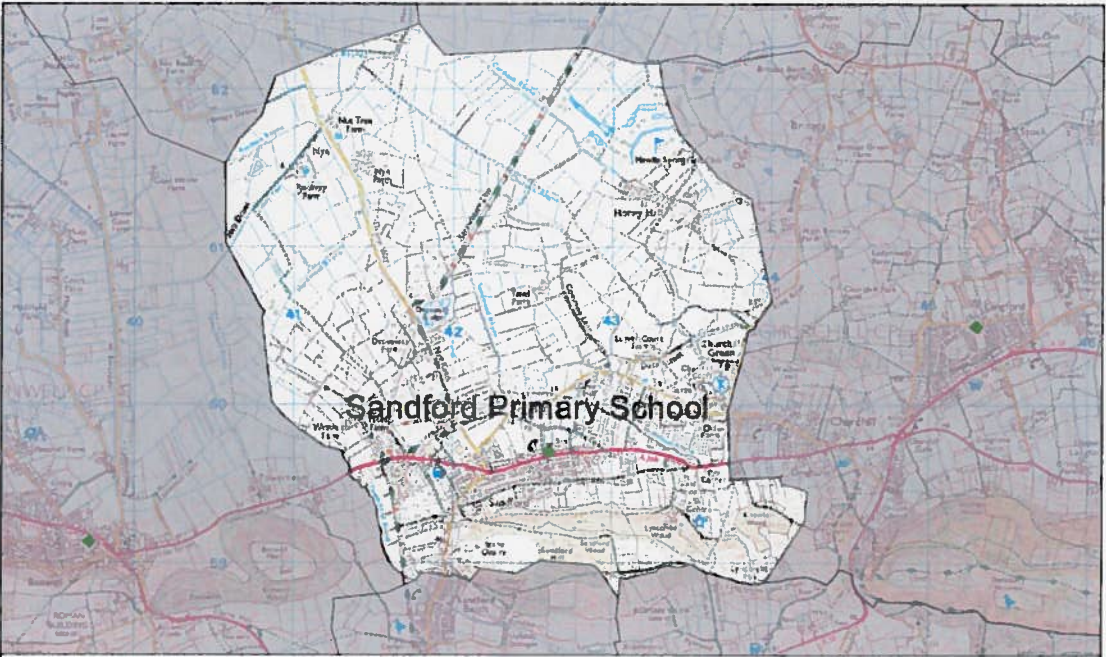


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North Somerset
 COUNCIL

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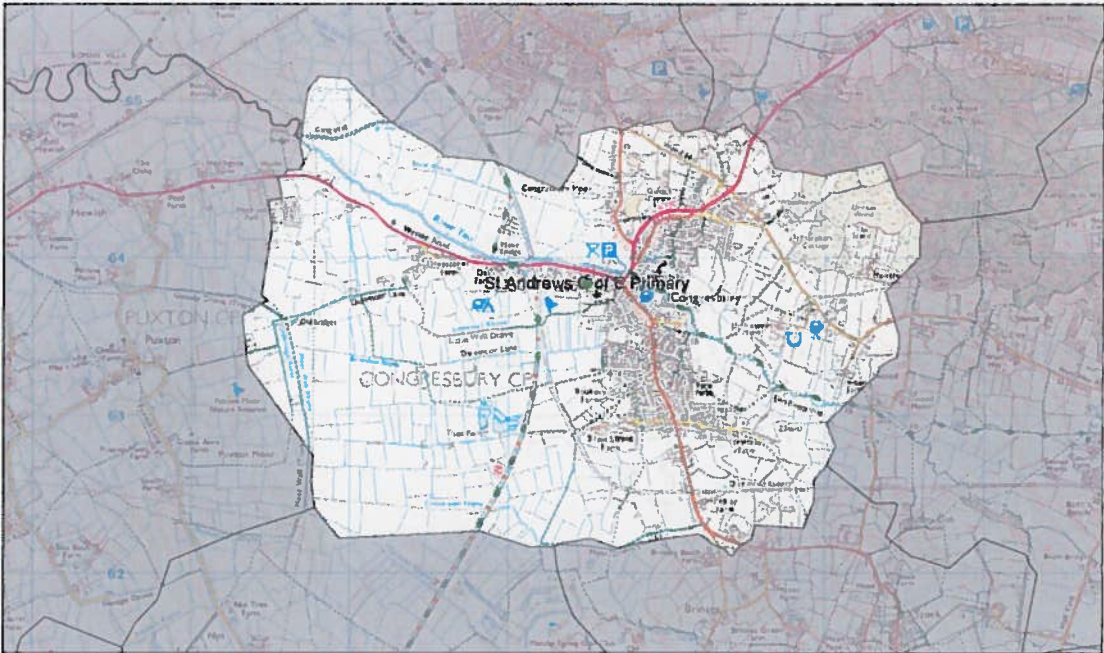


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North Somerset
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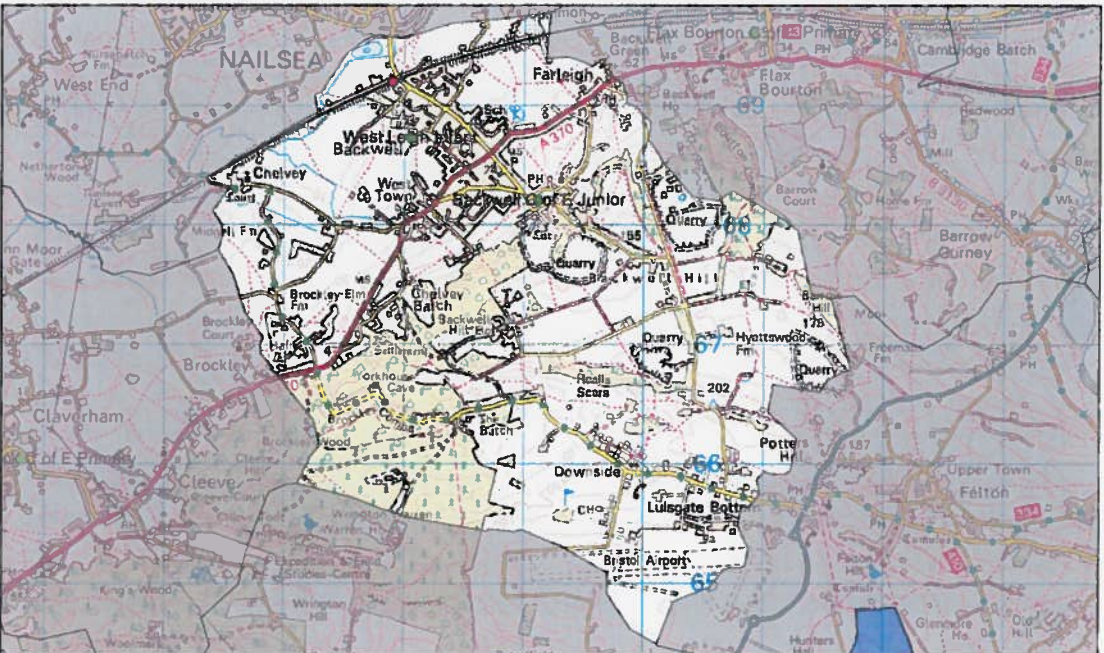
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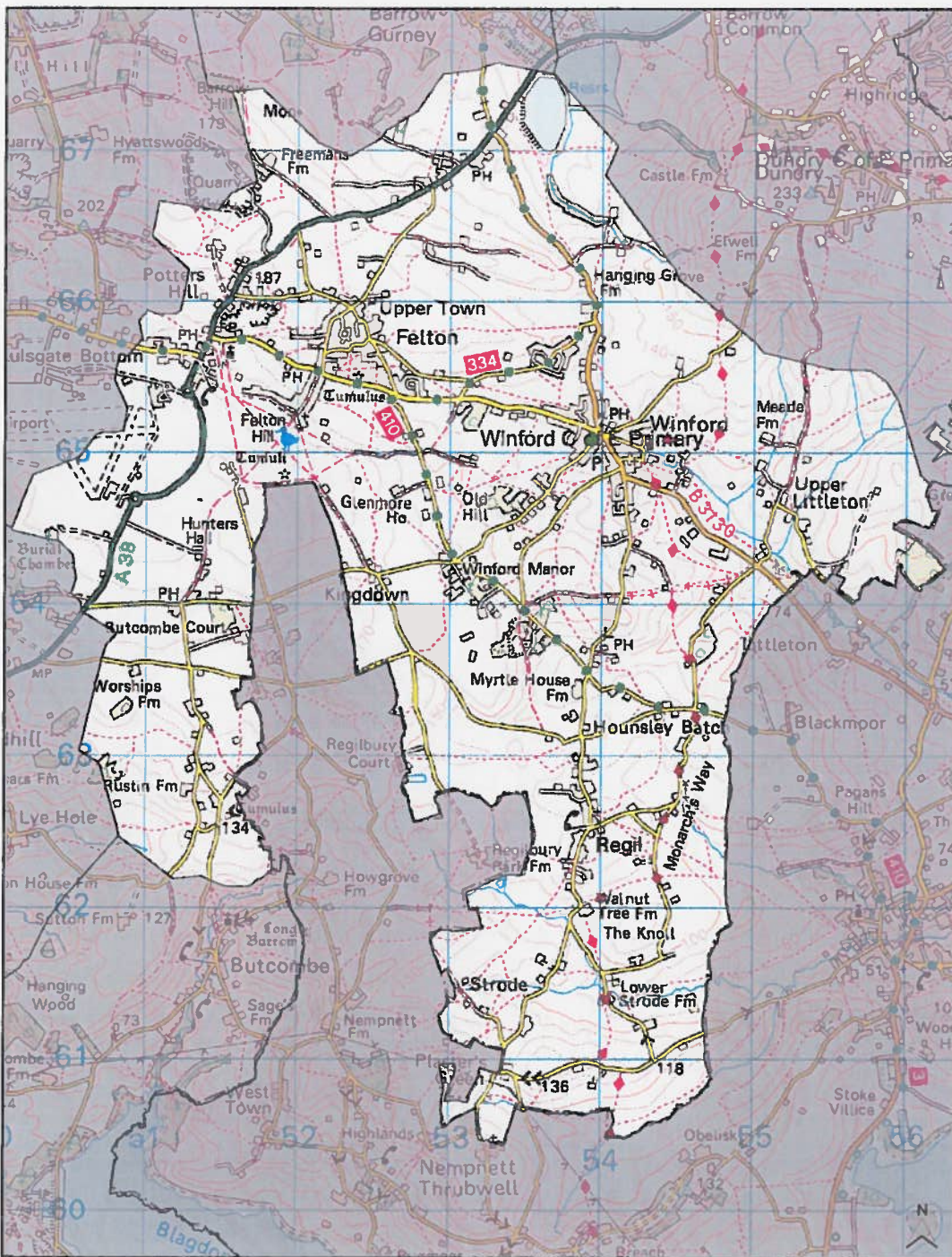


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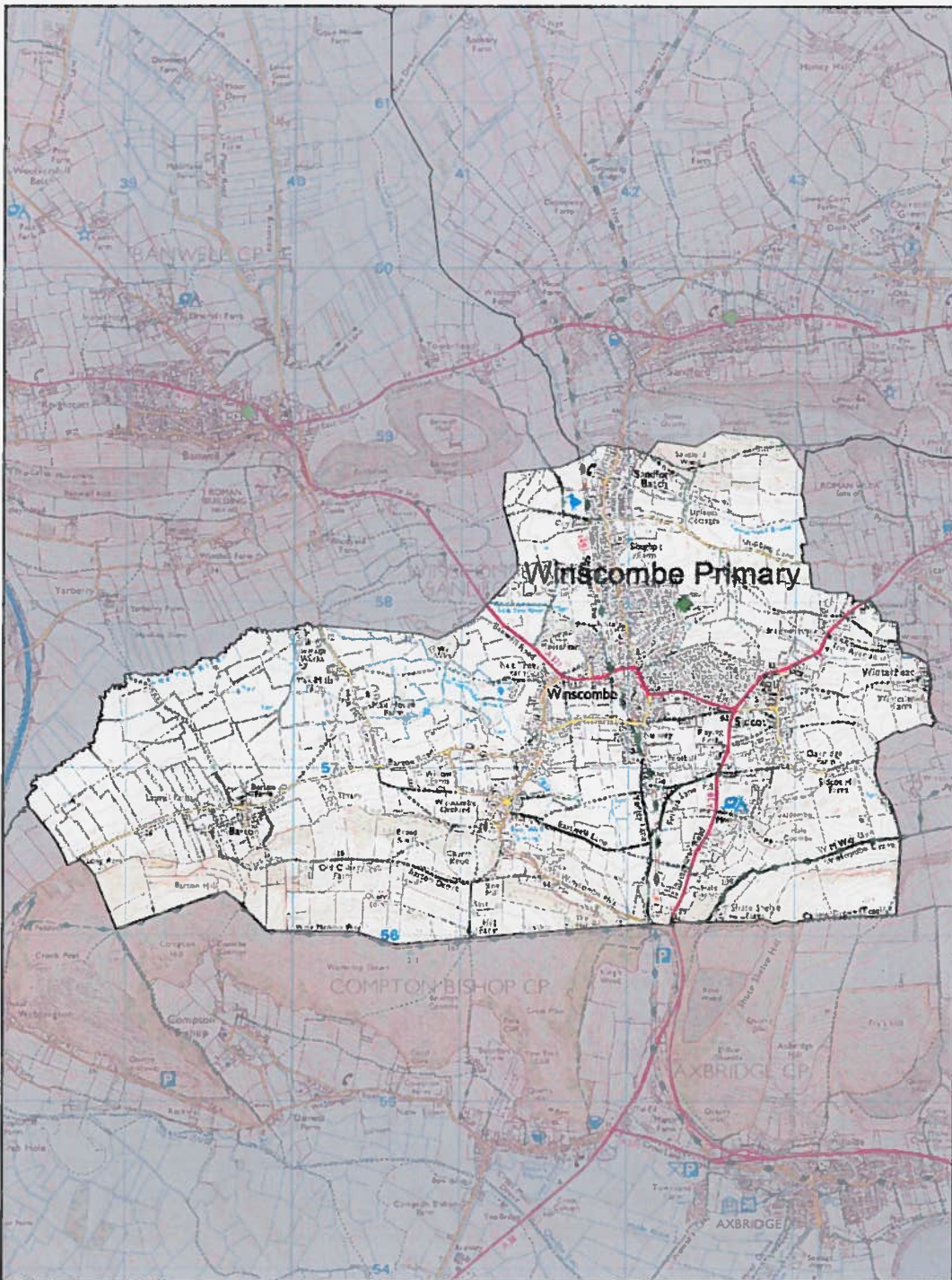




Winford FGA

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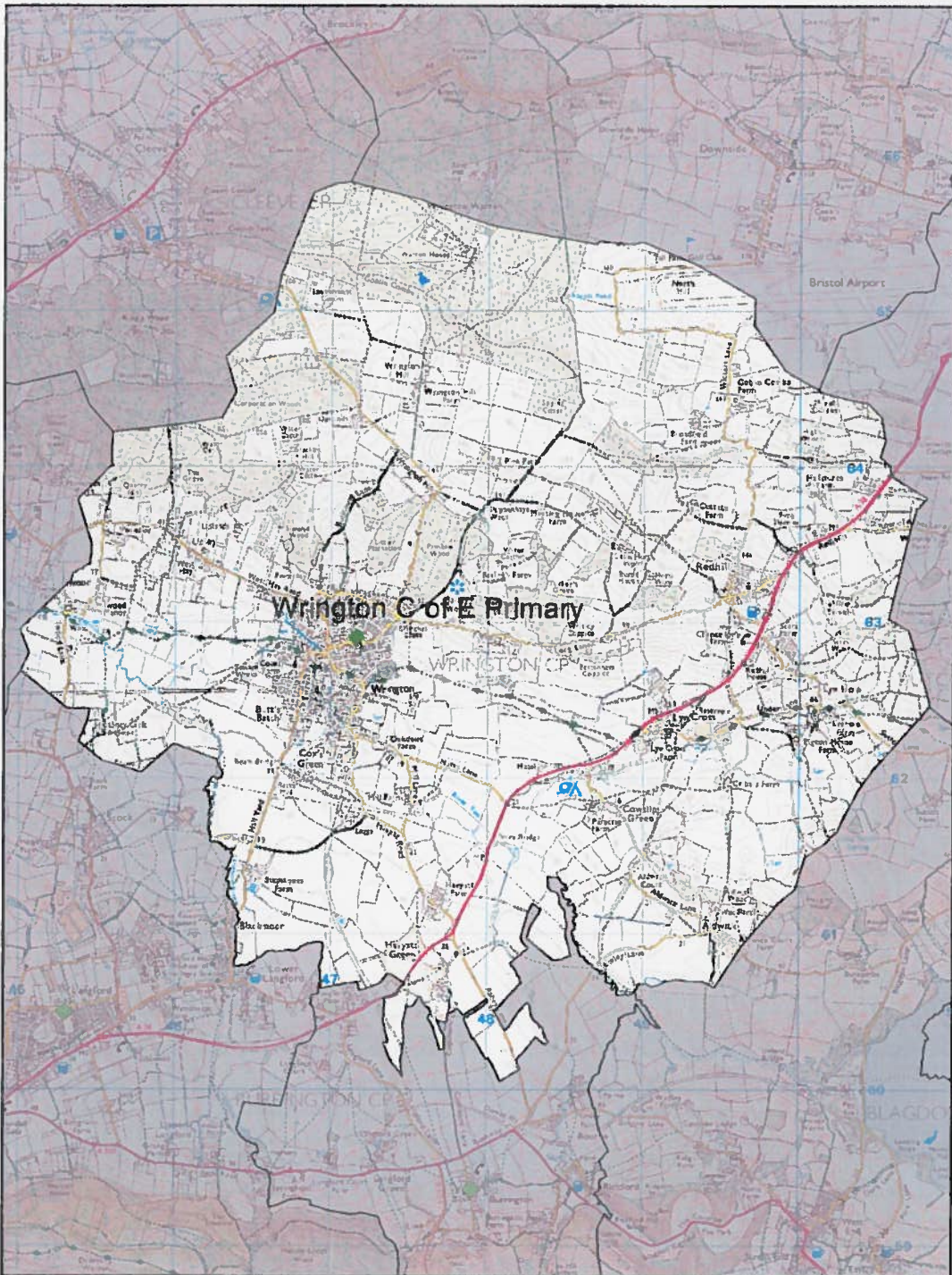


Winscombe Primary FGA

Scale: 1:30000
Date: 14 December
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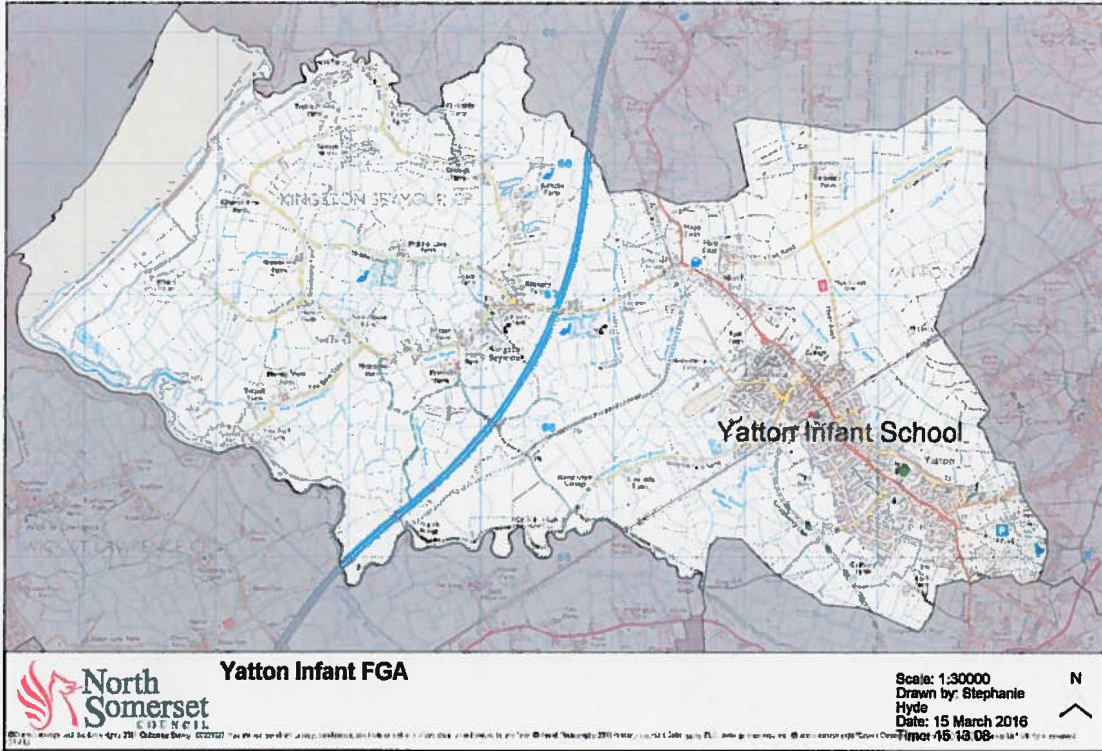


Wrington C of E FGA

Scale: 1:32000
 Date: 14 December
 2015



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Yatton Infant FGA

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New Intake School Admission Arrangements and Oversubscription Criteria for North Somerset Community and Voluntary Controlled Schools for 2019-20 School Year

Key:

VC: Voluntary Controlled
C of E: Church of England
School: a school, college or an academy
FGA: First Geographical Area

1. The following information should be read in conjunction with the 2019-20 Coordinated Admission Scheme published by the Local Council in which area the child lives (the home Council). For primary school aged children living within North Somerset, this is the **North Somerset Primary Coordinated Admission Scheme** for new intake admissions for 2019-20.

The scheme can be viewed on the North Somerset website.

2. North Somerset residents seeking school places should apply on a North Somerset application form. Residents outside North Somerset seeking places at North Somerset schools should apply for places on their home council application form.
3. The Admission Number for each Community and VC school is included in the document 'Admission Numbers' which can be found on the North Somerset Council website (www.n-somerset.gov.uk).

4. Oversubscription Criteria

Where a school is named in a child's Statement of Special Educational Needs or Education, Health and Care Plan, the admission authority for the school is legally required to admit the child to the school. Such children will therefore be allocated places at the named school before the over-subscription criteria are applied.

5. Admission to Reception Year in Infant and Primary Schools – Non Rural schools

The following criteria apply to the following schools only:

All Saints, East Clevedon C of E Primary
Castle Batch Primary
Golden Valley Primary
Hannah More Infant
Mendip Green Primary
Uphill Primary

If any of the above named schools receive more applications than there are places available, allocations will be made in accordance with the following criteria, given in order of priority:

Ai Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.

Aii Children with a brother or sister who will be attending the school at the time of admission.

Aiii Children living nearest to the school.

When applying criteria Ai, Aii and Aiv, priority within each criterion will be given to children living nearest to the school.

When applying criteria Aii, any paired infant and junior schools will be treated as one school. Brothers or sisters who in the 2018-19 school year will be in the final year at an infant school will be assumed to be attending the paired junior school in 2019-20.

6. Admission to Reception Year in Infant and Primary Schools – Rural schools

The following criteria apply to the following schools only:

Banwell Primary
Blagdon Primary
Churchill C of E Primary
Flax Bourton C of E Primary
Kewstoke Primary
Locking Primary
St Andrew's C of E Primary
Sandford Primary
West Leigh Infant
Winford C of E Primary
Winscombe Primary
Wrighton C of E Primary
Yatton Infant

If any of the above named schools receives more applications than there are places available, allocations will be made in accordance with the following criteria, given in order of priority:

Bi Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.

Bii Children with a brother or sister who was attending the school prior to 1 September 2017 and either he/she or any younger brother or sister will be attending the school at the time of admission, where it is the nearest North Somerset school to the home address.

Biii Children with a brother or sister who started attending the school on or after 1 September 2017 and he/she will be attending the school at the time of admission, living within the First Geographical Area.

Biv Children living within the First Geographical Area.

Bv Children, living outside the First Geographical Area, with a brother or sister who will be attending the school at the time of admission.

Bvi Children living outside the First Geographical Area living nearest to the school.

Priority within each criterion will be given to children living nearest to the school.

A map of the First Geographical Areas are provided at the end of this policy. A First Geographical Area is an area of priority for a school. Living in this area does not guarantee a child a place at the school but they may receive priority over children who live outside the First Geographical Area.

When applying Bii, Biii and Bv, any paired infant and junior schools will be treated as one school. Brothers or sisters who in the 2018-19 school year will be in the final year at an infant school will be assumed to be attending the paired junior school in 2019-20.

7. Admission to Year 3 in Junior Schools

The following criteria apply to the following schools only:

Grove Junior School

Yatton Junior School

If any of the above named schools receive more applications than there are places available, allocations will be made in accordance with the following criteria, given in order of priority:

Ci Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.

Cii Children who are attending the paired infant school at the time of application.

Ciii Children with a brother or sister who will be attending the school at the time of admission.

Civ Children with a younger brother or sister who will be attending the paired infant school at the time of admission (this excludes brothers/sisters who will be in the Reception Year Group in 2018-19).

Cv Children with a brother or sister within the same intake year group (for example twins, triplets) applying for the same school when it is the nearest school to the home address.

Cvi Children living nearest to the school.

Priority within each criterion will be given to children living nearest to the school.

Infant schools in North Somerset are currently paired with junior schools as follows:

Hannah More Infant with Grove Junior

Yatton Infant with Yatton C of E Junior

General Information

8. Distances are measured in a direct line between the address point of the child's home and the main entrance marker for the school, indicated on North Somerset Council computerised system(s). Unless stated otherwise where the direct line distances are equal, the ranking of applications will be determined by drawing lots.

Where the shortest available walking route is used, this is a measurement between the child's home address and the nearest entrance to the school site. We use the road and footpath network as defined by Ordnance Survey to calculate the route. The distance is calculated from the point on the road and footpath network which is nearest to the child's home as indicated on the North Somerset Council computerised mapping system and does not include the distance between the property and the road.

If it is not possible to measure a distance on North Somerset Council computerised system(s), North Somerset Council will use alternative methods.

9. North Somerset Council shall hold a waiting list of those applicants still seeking a place at their preferred school(s), until 31 December 2019. All applications will be ranked in line with the above new intake over-subscription criteria and allocations will be made in accordance with it. Each added child to the list will require the list to be ranked again in line with the oversubscription criteria. Priority will not be given on the basis simply of the date an application was added to the list. Children who are the subject of a direction by a council to admit, Children in Care, Children previously in Care or those who are allocated a school in accordance with a Fair Access Protocol for school places, will take precedence over those on the waiting list.
10. **Late Applications:**
Only applications classed as having been submitted on time will be considered in the first round of school place allocations. Applications received after the closing time and date will not be considered in the first round of allocations unless North Somerset Council considers there is an extenuating reason(s) for allowing them to be accepted as on time and the application was received before North Somerset Council has sent details of applications to other councils. Please see the relevant Primary Scheme for 2019-20 for dates and more information.
11. Parents of children who attend a school for nursery provision must apply for a Reception Year place for their child, even if they want their child to transfer to a Reception Year group/class at the same school. Priority is not given because of attendance at a nursery or co-located children's centre. Attendance at these establishments does not guarantee admission to a particular school.

Children who attend an infant school do not transfer automatically to a junior school. Parents must make a separate application for transferring from an infant school to a junior school. Attendance at an infant school does not guarantee admission to a particular junior school.

12. Children in Care are defined as follows:
Children in Care' are children who are (a) in the care of a local council or (b) being provided with accommodation by a local council in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

For Children previously in Care:

- this includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders)
- child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order
- in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).

13. To be considered as a brother or sister a child must be living at the same address for the majority of the time (at least 50% of the time), as a full, half, step or adoptive brother/sister.

Full and adoptive brothers/sisters are defined as children who have the same biological or adoptive parents.

Half brothers/sisters are defined as children who share only one biological or adoptive parent.

Step brothers/sisters are defined as children who are not necessarily related biologically (including foster children) but are living in the same household for the majority of the time at the address North Somerset Council considers to be the address of the child for whom the application is made.

It is the responsibility of parents to ensure that they declare on their application if they have a child (or have been allocated a place for a child) at their preferred school(s) or to inform North Somerset Council if a child obtains a place after they have applied.

Except for a brother or sister within the same intake year group applying for Junior Transfer , a brother or sister must be attending (or is expected by North Somerset Council to be attending) the school at the time of admission.

A child attending a nursery/pre-school part of a school does not count as a brother or sister attending the school at the time of admission.

14. **Admissions of children outside their normal chronological age group (delayed or accelerated entry)**

Applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group that is not their child's chronological age year group, will be considered. The admissions authority for the school will make the final decision.

In addition, parents of summer born children (born on or between 1 April and 31 August) can request for their child to be admitted into the Reception year, one year after they would normally enter the school. The admissions authority for the school will make the final decision.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. This will include taking account:

- the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The admissions authority must also take into account the views of the head teacher.

For community and VC schools, North Somerset Council are the admissions authority and the School Admissions Team will make the decision to agree or decline the request. It is recommended that any parent wishing to request a delayed or accelerated entry, that they contact their preferred school(s) to request that their child starts a year later or earlier than their chronological age. Parents will need to give reasons for the request and details of the child's particular needs. Any reports or evidence to support your request should also be enclosed. The head teacher should discuss this with the parents, consider the child's needs and explain the options that are available to the child. The head teacher will then put in writing whether they are in agreement or not and give their reasons.

Once the head teacher has considered the request, parents will need to write to North Somerset Council School Admissions Team requesting a delayed or accelerated entry. Parents will need to give reasons for the request and details of the child's particular needs. Any reports or evidence to support your request should also be enclosed. The letters from the school(s) that have been approached will need to be attached. North Somerset Council will convene a panel to discuss your specific request and make a final decision.

For reception and junior intake applications, it is advised that an on time application is submitted, for the correct chronological year group. If the delay/accelerated request is agreed, the on time application can be withdrawn and a new application should be made the following year. If the request is not agreed, and the child stays in their chronological age group, the on time application can still be processed. If a request is not agreed and the child does not have an on time application then a late application would need to be submitted.

Where an admission authority agrees to a parent's request for their child to be admitted out of their normal age group the parent must apply according to the timescales of the agreed admission cohort. The application will be processed as part of the main admissions round (including applying the oversubscription criteria where applicable), unless the parental request is made too late for this to be possible. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied and been refused. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Where an admission authority does not agree a request for a summer born child to be admitted into the Reception Year Group, the parent may apply for their child to be admitted with their chronological age group for admission at the time they would normally enter the school. Such children who do not start school in the school year that they become 5 will normally be placed in a Year 1 class and will miss the Reception year.

15. Deferred Entry

Places will be offered for admission in September 2019. However, depending on their child's date of birth, places may be deferred until the start of term 3 or 5 but not later than the term following the child's fifth birthday and cannot be deferred until the start of the following academic year. Parents should make any request to the school for a deferment once they have received an offer of a school place. The school place will be held for that child and will not be available to be offered to another child.

All children offered a place are entitled to a full-time place in the September following their fourth birthday. Parents can request that their child takes up their place on a part-time basis until their child reaches compulsory school age.

If parents wish to defer their child's admission and the term following their fifth birthday would be September 2020, parents will need to notify the school, where a place has been offered, of their intentions to do so. Parents will need to put this in writing to the school and their child's place at the school will be withdrawn and may be offered to another child. It is then the parent's responsibility to apply for a school place in year 1, with their chronological cohort.

Parents should be aware that a school might become full in the Reception age group with pupils whose parent applies for a place during the 2019-20 school year. There may be no places available in a preferred school for those who defer their child's admission until Year 1. These parents will need to apply for a Year 1 school place for their child and these applications will be considered from 1 July 2020 onwards.

16. All children offered a place are entitled to a full time place in the September following their fourth birthday.

Parents may also request that that their child takes up their place part time until the child reaches compulsory school age.

17. Contact Details

For North Somerset children the Application Form is available for submission using the online system on the North Somerset Council website or in a paper form. See below for details.

School Admissions Team
People and Communities
North Somerset Council
Town Hall
Walliscote Grove Road
Weston-super-Mare
BS23 1UJ

Tel No: 01275 884078 / 884014
Email: admissions@n-somerset.gov.uk
Website: www.n-somerset.gov.uk/admissions

Applications must be submitted by the closing time and date of 23:59 on 15 January 2019 in order to be considered in the first round of school place allocations.

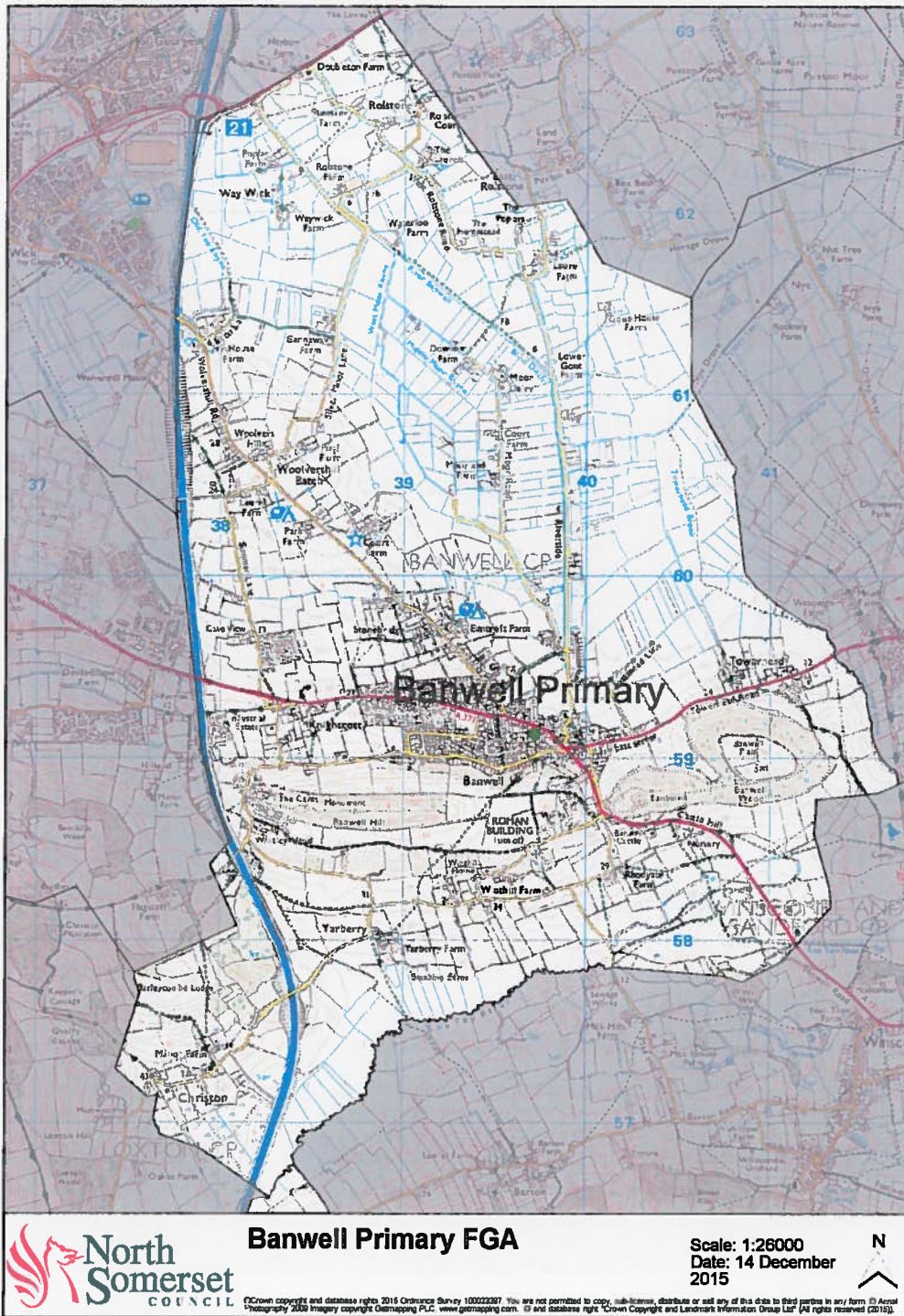
Any letters/supporting documents should also be submitted to the above addresses. Applications and any letters/supporting documents received by the School Admissions Team at its office in Castlewood, Tickenham Road, Clevedon may also be accepted.

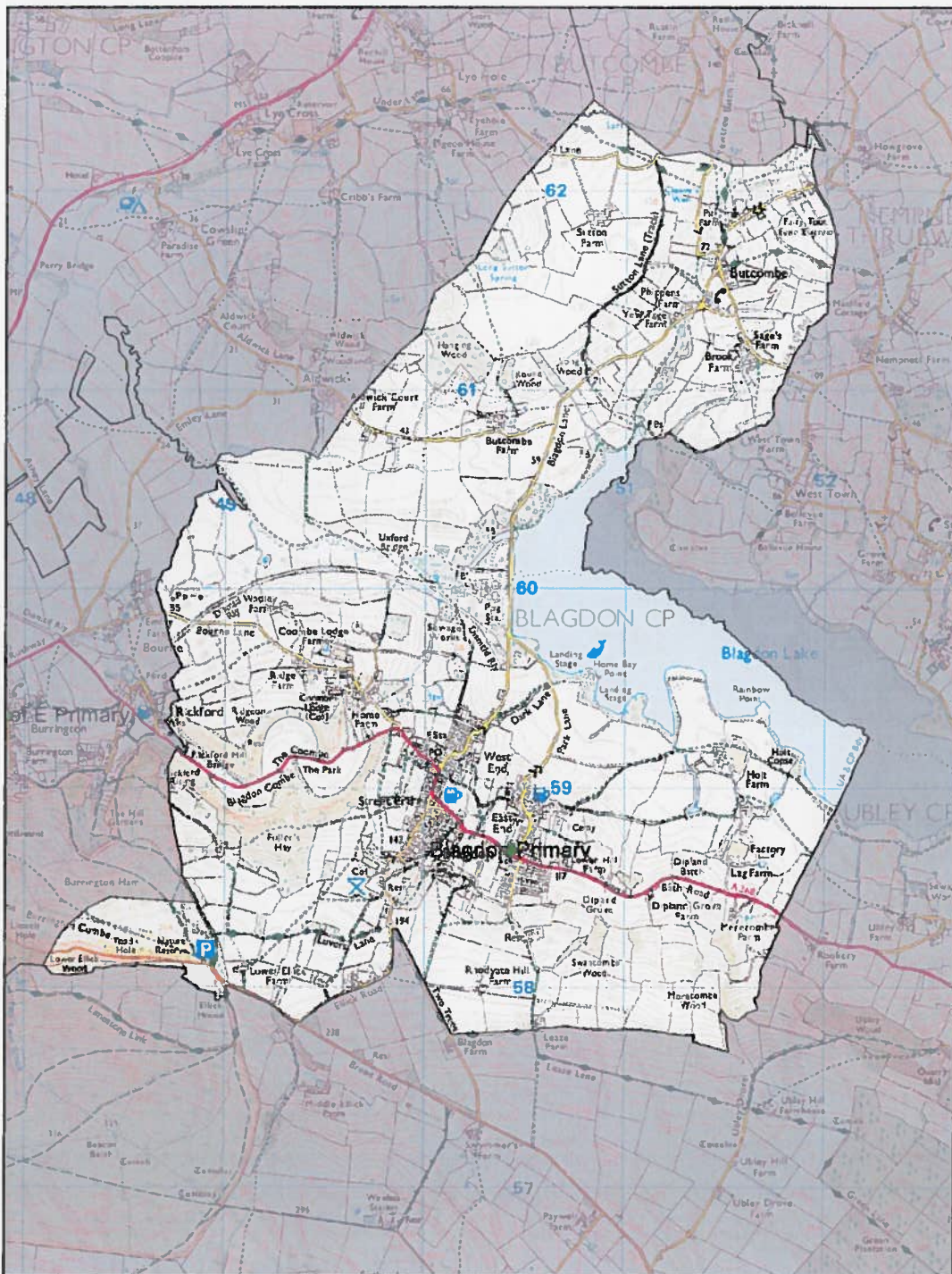
Whilst it is not the responsibility of other offices/schools, North Somerset Council will use discretion and may accept applications/documents received by other Councils, Schools or other Council offices that are passed to the School Admissions Team. They will be accepted as on time if North Somerset Council feels they may have been submitted by the closing time and date.

Applications for children outside North Somerset should be made to the child's home council.

18. Council: Within this document references to 'Council' mean either North Somerset Council or any local council. 'Home Council' means the council within which the child lives.
19. Parent: This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989. All references within this document to parent(s) therefore include carers.
20. Children with a Statement of Special Educational Needs or Education, Health and Care Plan: There is a different procedure for Children with a Statement of Special Educational Needs or Education, Health and Care Plan. Their parents should apply for a place via the service dealing with Special Education Needs in their home council.
21. Right of Appeal: Parents whose school place application is refused have the legal right to appeal against this decision. Details concerning how to appeal will be explained in the decision letter.
22. It should be noted that this policy is subject to alteration to reflect any changes in legislation, case law, council policy or to ensure legal compliance.

First Geographical Areas



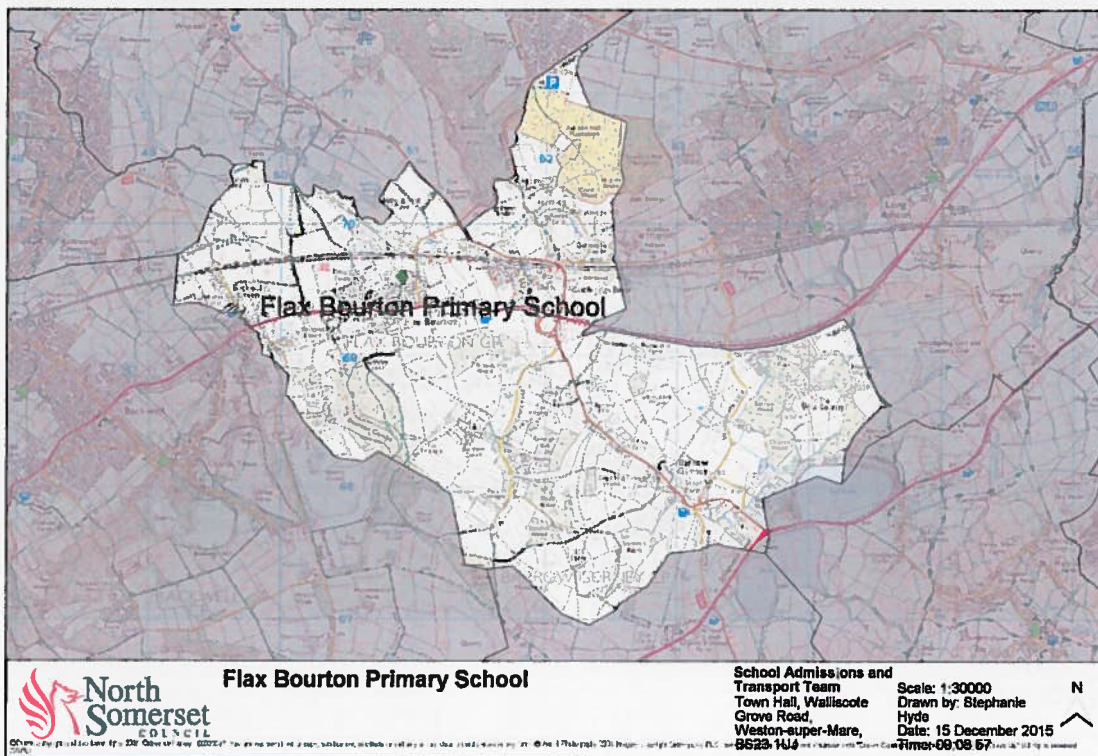
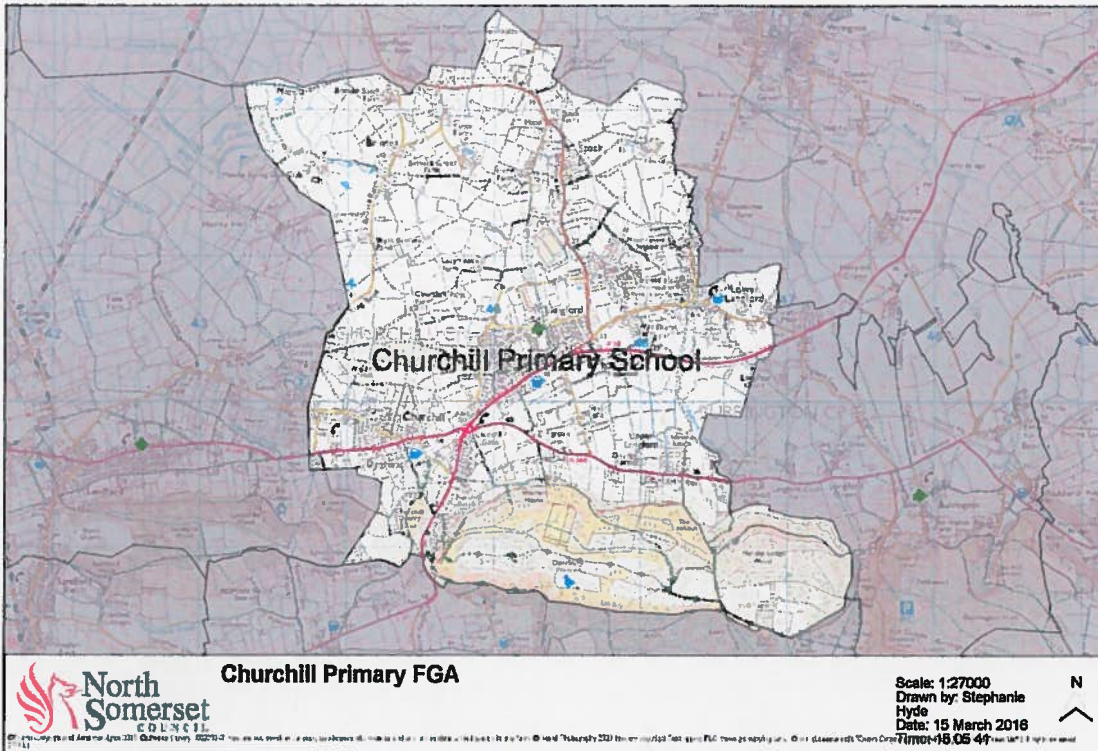


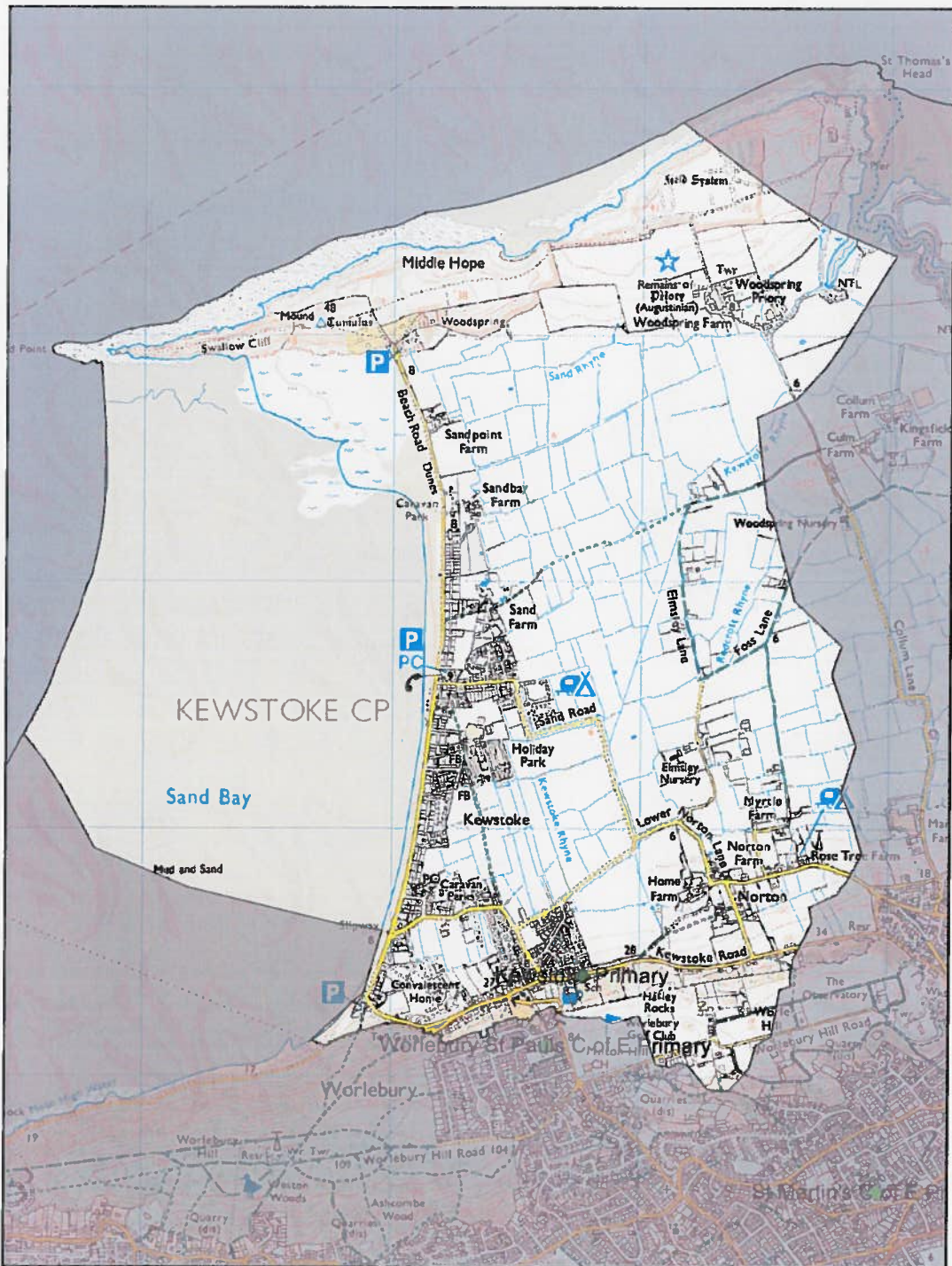
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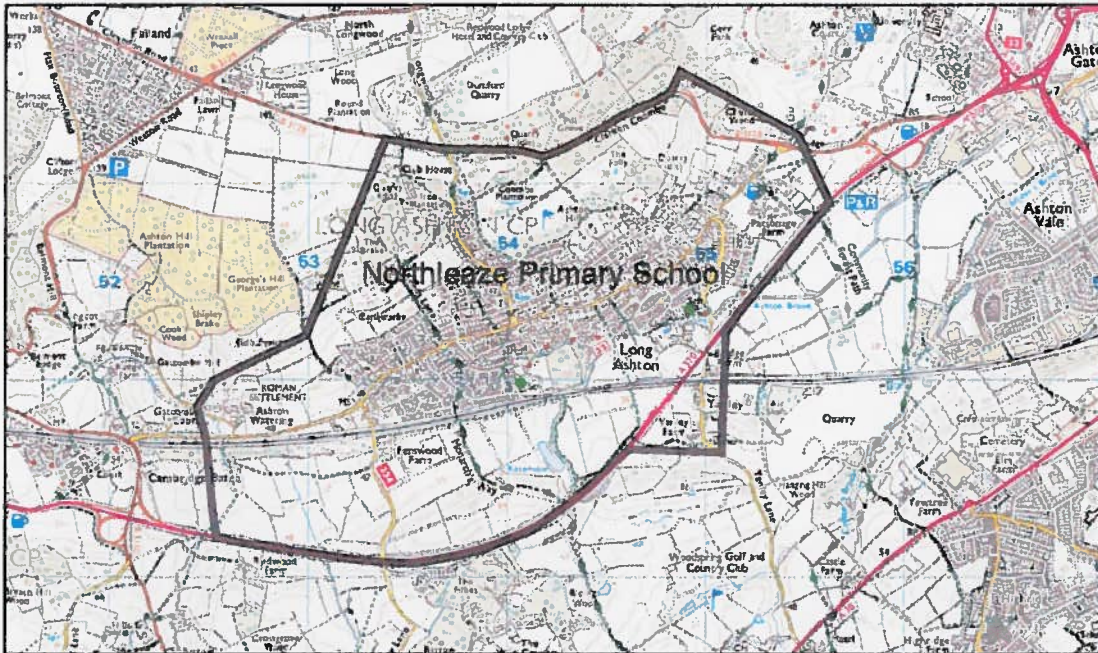



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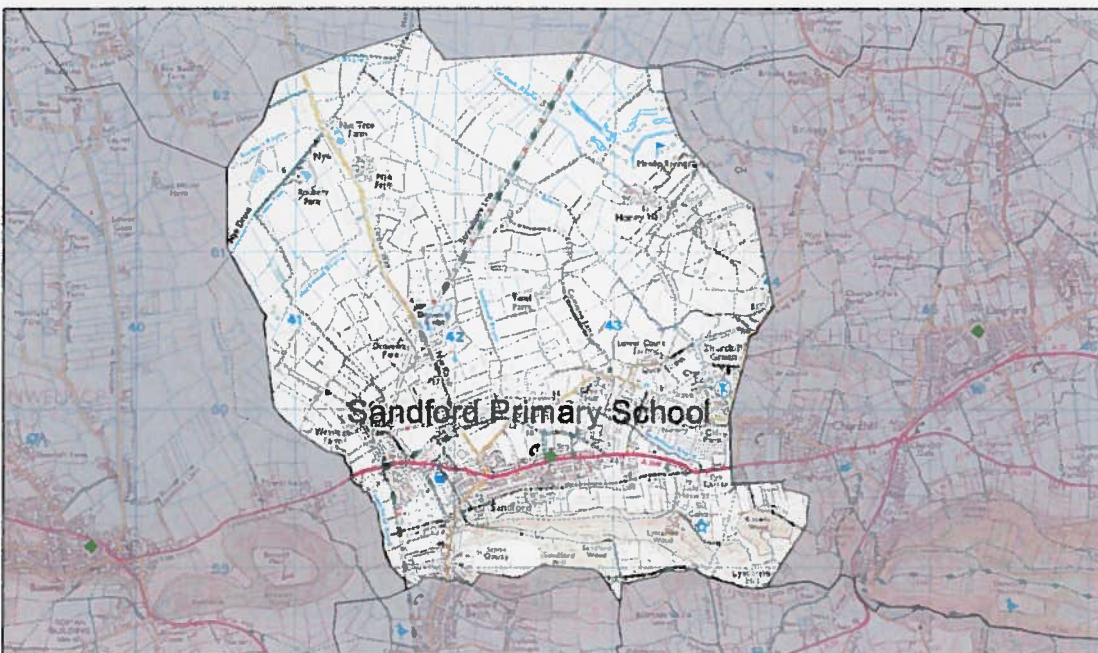
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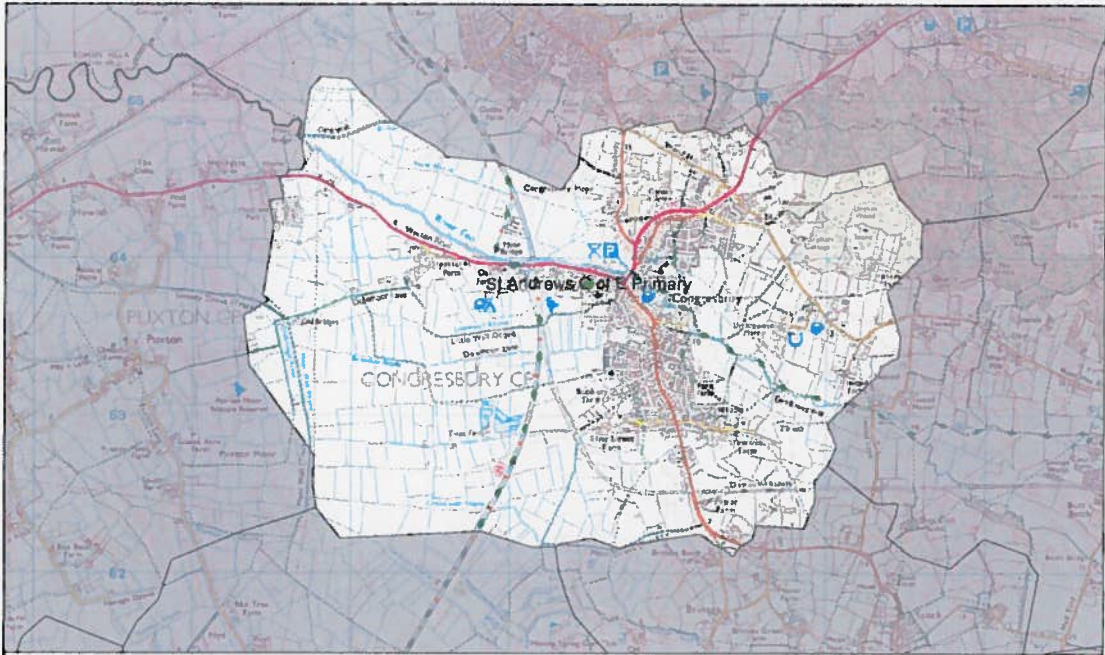
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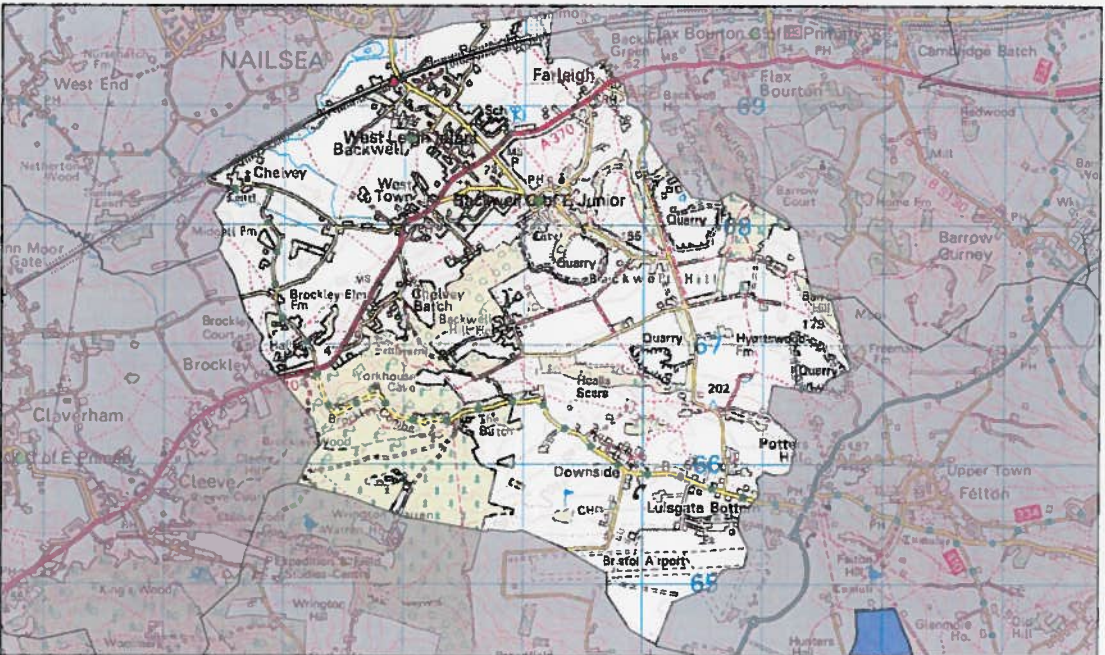



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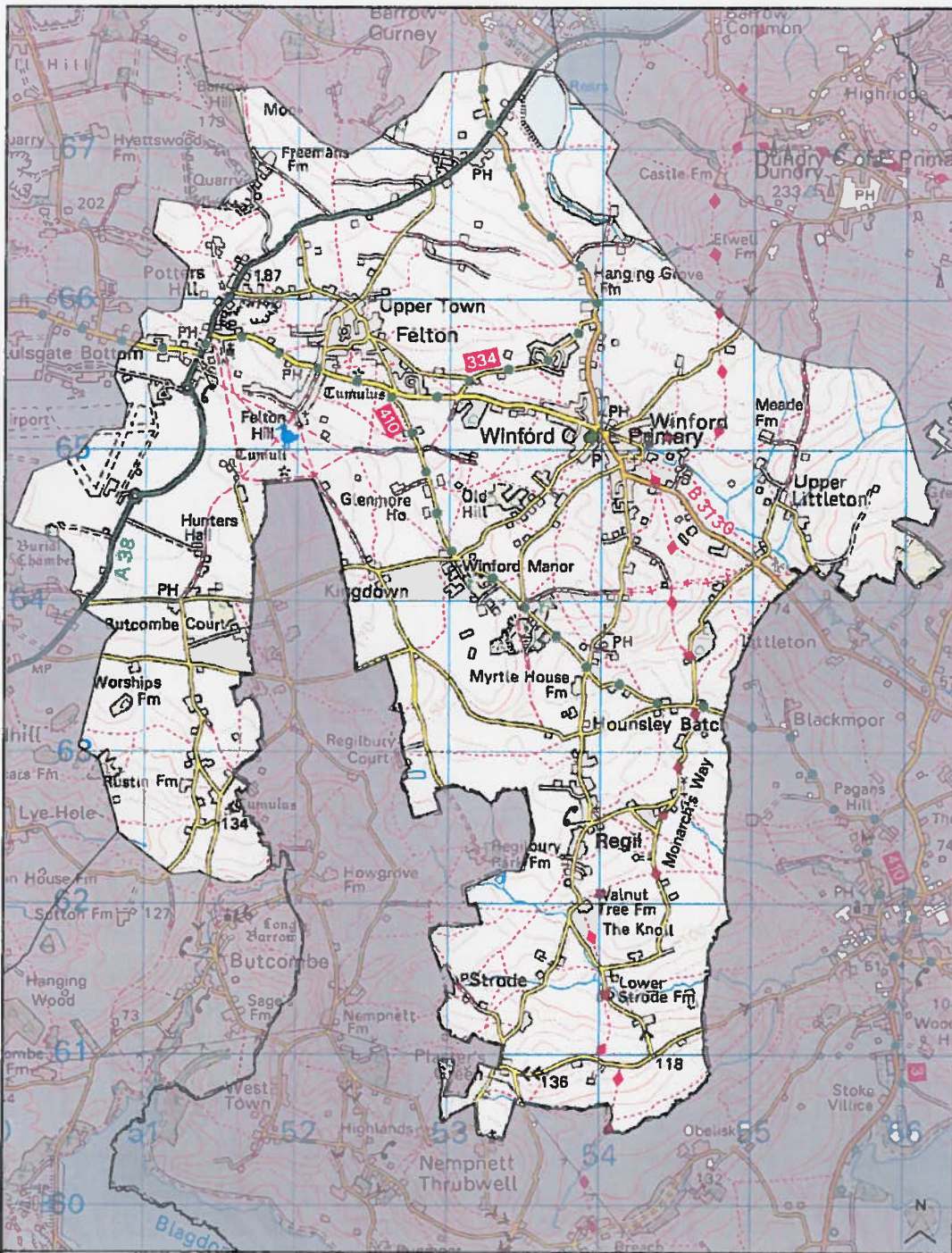
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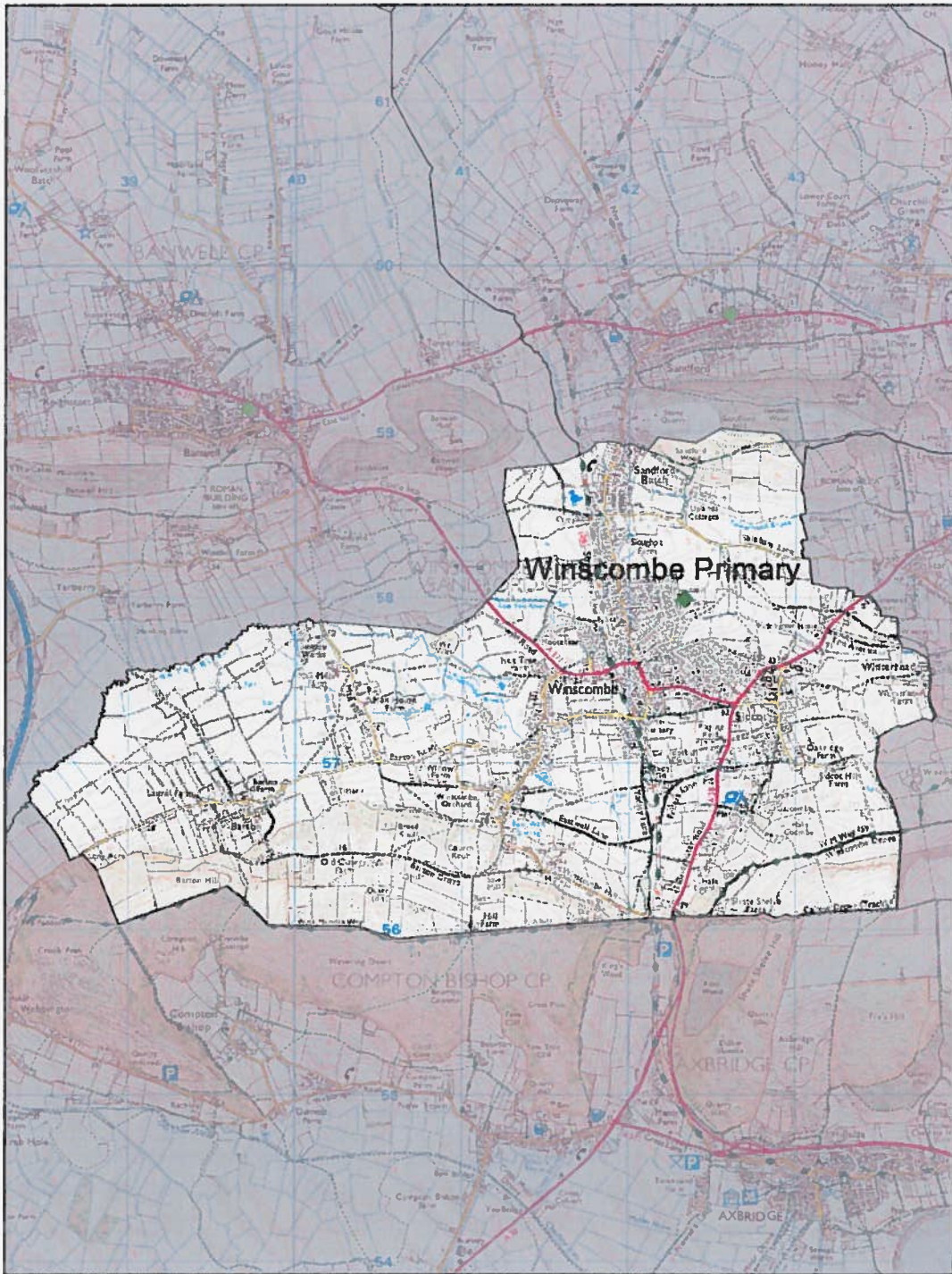




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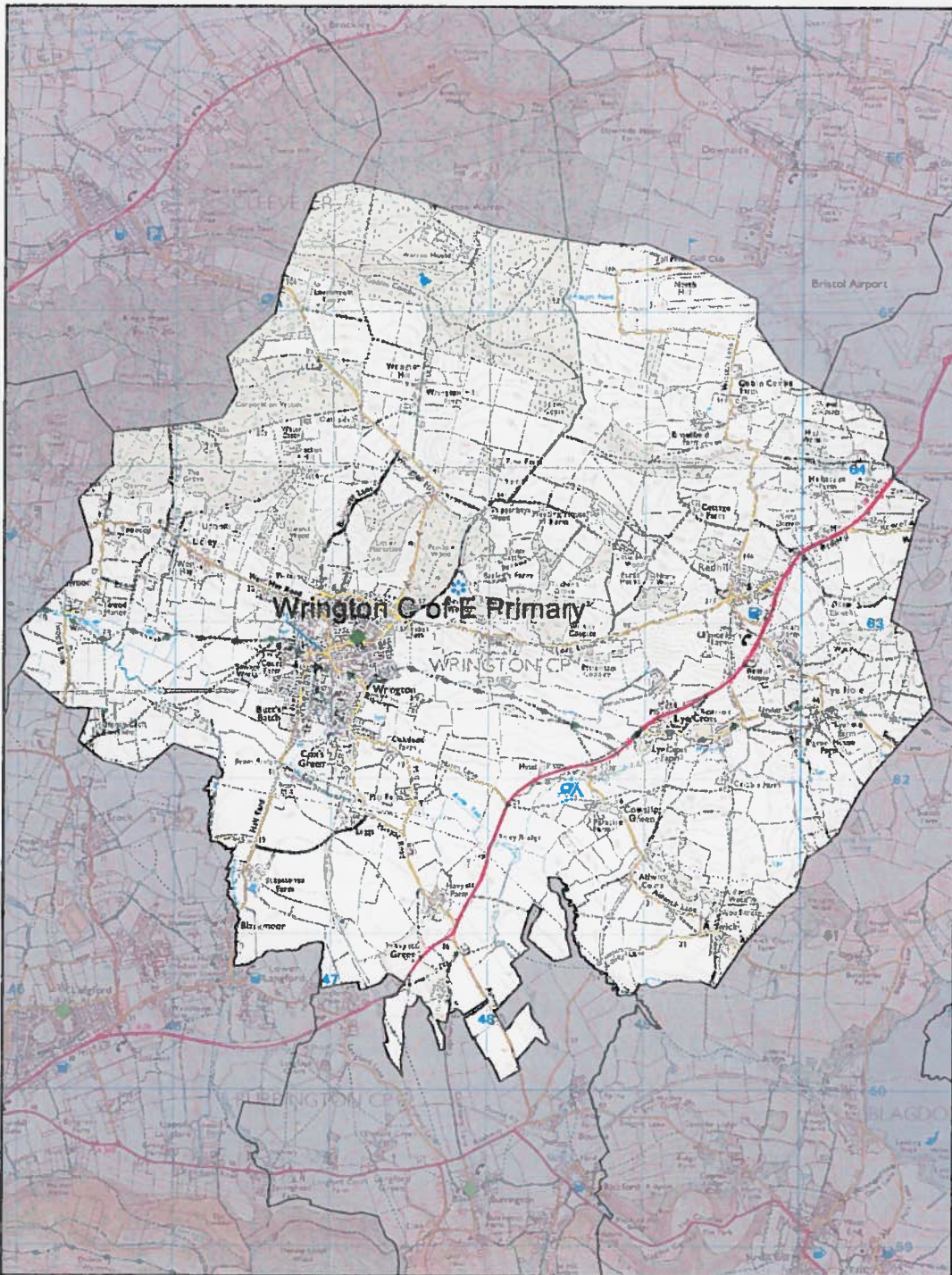


Winscombe Primary FGA

Scale: 1:30000
Date: 14 December 2015



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Wrington C of E FGA

Scale: 1:32000
Date: 14 December 2015



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