

Primary Coordinated Admission Scheme  
for new intake admissions  
2024-25

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## 1. Introduction

All Local Authorities in England are required, under the [School Admissions Code](#), to operate a coordinated scheme.

All Infant, Junior, and Primary Schools within North Somerset are participants within this Scheme.

The Local Authority is the admission authority for all Voluntary Controlled and Community schools. The Governing Body is the admissions authority for a Foundation or Voluntary Aided school. The Trust is the admissions authority for Free schools and Academies.

It should be noted that this Scheme is subject to alteration to reflect any changes in legislation, case law, Council policy or to ensure legal compliance.

## 2. Timetable for Coordinated Primary Admissions

Date	Action
By 12 September 2023	<p>The Composite Prospectus (parent guide) and the application form, both online and paper, will be available. North Somerset parents will be able to express up to three preferences, and give their reasons for their preferences, for a new intake admission place at any maintained Infant, First, Lower, Junior, Middle (with an entry age before 11) or Primary school in England for their child (not including nursery/pre-school admissions). All preferences should be made in rank order to the applicants home Local Authority, by the closing date and time, to be considered in the first round of school place allocations.</p> <p>All preferences (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> etc) will be initially considered equally regardless of ranking.</p>
15 January 2024	<p>National closing date for primary school applications. North Somerset residents' applications will be accepted up to <b>11:59pm</b> on the national closing date.</p>
By 26 January 2024	<p>North Somerset Council will send to other Local Authorities, details of applications for their schools.</p>
By 9 February 2024	<p>North Somerset Council will send in confidence to Own Admission Authority schools within North Somerset details of all applications for their schools. Schools will <b>not</b> reveal this information to anyone until after the National Offer Day. The order of the applicant's preferences will not be revealed to schools.</p>

Date	Action
By 1 March 2024	Own Admission Authority schools in North Somerset will apply their over-subscription criteria and send to North Somerset Council, a list indicating the ranking order of all applicants.
By 15 March 2024	North Somerset Council will send to other Local Authorities lists of initial outcomes of applications made by their residents for schools in North Somerset.
Once initial outcomes from other Councils have been received	North Somerset Council will determine the highest preference school that can be offered for each applicant. Where a child qualifies for a place at more than one school, only the highest preference school will be allocated. If no preference can be offered North Somerset Council will determine the school to be allocated for North Somerset Council residents. Only one school will be offered per child.
By 5 April 2024	North Somerset Council will send to other Local Authorities, details of the intended final list of offers for their residents applying for North Somerset schools.
By 16 April 2024	North Somerset Council will send to all North Somerset schools the intended final lists of pupils to be allocated places. Schools must <b>not</b> notify parents of the results of the application process.
On 16 April 2024	North Somerset Council will inform North Somerset residents, whose application has been accepted as on-time, of the result of their application.
30 April 2024	The acceptance or refusal of an offer of a school place should be returned by the applicant.
10 May 2024	Closing date for applications to be considered for the second round of allocations.
10 May 2024	<p>The date applicants are required to give notification of intention to appeal by, in order for the appeal to be heard before the start of the September term.</p> <p>If any appeals are received after this date, we will endeavour to have the appeal heard before the start of the September term but cannot guarantee this.</p>
Up to and including 10 May 2024	Application details will be exchanged between Local Authorities to enable the next round of allocations to be made.
By 24 May 2024	Second round of allocations will be made and applicants will be informed of the outcome by post.

Date	Action
From June 2024	Primary school appeals start to be heard. The coordinated process will continue with subsequent rounds of allocations being completed until the coordinated admissions process ends.
From 10 June 2024	Further admission rounds will take place, as and when required, until the end of the coordinated admissions process.
31 August 2024	The coordinated admissions process ends. Applications for school places received after this date will be considered under the in-year transfer process.
September 2024	Child begins school (except for those children whose parents have arranged to defer their child's Reception Year admission to later within the academic year).

The stated dates for sharing data between Councils and schools and for sending offer/refusal letters to parents are intended target dates. It may not be possible for the data to be exchanged or letters to be sent on those actual dates.

### 3. Information

#### 3.1 Who can apply

For the 2024-25 school year, first entry to the Reception Year at Infant and Primary schools is for children born between 01/09/19 and 31/08/20. First entry to North Somerset Junior school places is for children born between 01/09/16 and 31/08/17.

#### 3.2 How to apply

Regardless of which schools' parents' express preferences for, the application is required to be returned to the Local Authority in the area that they live. The home Local Authority must then pass information on applications to other Local Authorities about applications to schools in their area.

For North Somerset residents the application form is available for submission using the online system on the North Somerset Council [website](#) or in paper form.

Applicants are strongly advised to read the parent guide, which is available on the Council [website](#), before applying.

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Website: [www.n-somerset.gov.uk/admissions](http://www.n-somerset.gov.uk/admissions)

### 3.3 On time 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) (see below) 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 Local Authorities.

Examples of an extenuating reason may include the following:

1. The child is from a family of a Crown Servant or of UK Service Personnel and the MOD, FCO or GCHQ has provided a letter declaring a return date and residency area.
2. The application was late due to significant health/medical reasons and independent confirmation of this is provided.
3. The child is or becomes a 'Child in Care'.

### 3.4 Applications to be accepted

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

- they are resident in the UK
- they hold a full British Citizen Passport
- they are from countries whose passports have been endorsed to show that they have the [right to abode](#) 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 not meet one of the above will not be accepted until the child is residing in this country.

Applications, independent confirmation of new addresses and any changes to applications submitted by post but received one working day after the closing date will be deemed to have been submitted on time.

It is recommended that proof of posting is provided, to confirm an application/change(s) was submitted on time. For example, a Post Office document that confirms it was posted by the closing time and date.

### 3.5 Parental responsibility

Applications must be made and signed by a person with parental responsibility for the child. 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.

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 can 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. 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 where the child spends the majority of his/her time will be the one considered by North Somerset Council to be the home address.

### 3.6 Additional supporting information

Some schools may require additional information to enable them to consider applications under a specific criterion such as Supplementary Information Forms (SIF) or religious certificates.

Applicants should check the relevant Council's parent guide and the school's own [admissions policy](#) for their preference school(s) for any additional information/evidence that may be required and the details of where and when to submit it.

### 3.7 Incomplete applications

Where North Somerset Council receives an application form that has not been fully completed with all the information necessary to enable the application to be considered, North Somerset Council will contact the applicant to request the

outstanding information. Applicants may be asked to provide documentation to prove that they reside at their stated home address, for example a copy of a recent gas or electricity bill.

If the required information/documentation is not provided by the closing date, the application will not be considered.

### 3.8 Alternative school offers

Where applicants residing within North Somerset are not offered any of the school(s) they have applied for, they may be offered a place at an alternative school. The alternative school offered will be the nearest school to the child's home address with a place available. This will be measured by shortest available safe walking route where this is within the statutory walking distances of 2 miles for children under aged 8 and 3 miles for children aged 8 and over. Where the nearest school with a vacancy cannot be accessed by a safe walking route within the statutory distances, a place will be offered at the nearest appropriate school by road distance, measured by council systems.

The school may be a North Somerset school, or a school within another Local Authority (excluding Catholic schools).

Where there are more applications than places remaining at the nearest available school, priority will be given in line with the school's published admission arrangements.

After having had regard to any reasons expressed by the parent for their preferences, North Somerset Council may decide it is appropriate to offer a different alternative school to the nearest one with a space. For example, if the nearest school was incompatible with the parent's religious convictions.

If the child does not live in North Somerset, their home Council is responsible for ensuring that they are allocated a school place.

Where pupils do not qualify for any of the places at a junior or middle school that they have applied for, and is attending a primary school, a new alternative school will not be offered. If pupils are not currently attending a primary school and are refused a place, parents will need to submit an in-year application to express preference(s) for primary school(s).

### 3.9 Waiting list

North Somerset Council and/or Own Admission Authority schools must hold a list of those applicants still seeking a place at their preferred school(s) until at least 31 December 2024. If parents applying for places for Reception, Year 3 or Year 7 places for the first time of entry to a school (bulk applications) would like their child's name to be added to the waiting list they must let North Somerset Council know, as no child is added automatically. Please see the school's own [admissions policy](#) for waiting list details for applications made in-year as these arrangements may differ.

Priority will not be given on the basis of the date an application was added to the list. All applications must be ranked in line with the admission authority's [oversubscription criteria](#) and any allocations will be made using this. Each child added to a waiting list will require the list to be ranked again in line with the published oversubscription criteria. Waiting list positions can go up as well as down as additional applicants are added to or removed from the waiting list and ranked in accordance with the specific oversubscription criteria.

Any application or appeal that is yet to be processed will be considered for a vacancy along with those already on the waiting list.

If your child is on a waiting list for a school, and a place subsequently becomes available, that place will be offered in accordance with the school's [oversubscription criteria](#). In line with the [School Admissions Code](#), a child may only have one offer of a place at a time. This means when a child is offered a place from the waiting list, it will result in **any currently allocated school being automatically withdrawn**. If you have decided to keep the offered school place and no longer wish to stay on a waiting list, it is imperative that you contact the School Admissions Team and ask to be taken off the waiting list.

Governing Bodies/Academy Trusts of Own Admission Authority schools may, if they wish, delegate the functions of determining the order of priority of applications, maintaining their waiting list and/or considering applications to North Somerset Council. However, legal responsibility for fulfilling their statutory functions would remain with the Governing Body/Academy Trust.

### 3.10 Changes to an application

If after an application has been made, the School Admissions Team is made aware that a child:

- is, was or has become a Child in Care,
- has an appropriate brother sister/link,
- any other detail that may affect the application of over-subscription criteria (not including changes of address),
- has had changes to their application accepted by their home Local Authority and North Somerset Council has been informed by the home Local Authority,

the School Admissions Team will endeavour to include the information in the first round of allocations. However, this may not be possible if the allocation process has reached a stage where it would not be practical to include such information. It may not be considered if schools have already ranked their applications. **It is ultimately the responsibility of parents to provide all details relevant to their application.**

### 3.11 Changing preferences

Altering the order of preferences is also considered as a change of preferences.



### **Before the closing date for applications**

Parents can change their preferences, up until the Closing Date and time. This can be done instantly when applying [online](#) and a confirmation email that the changes have been made will be received. This will override any previous applications.

If parents apply on a paper application form and wish to change their preferences they must submit a new application form. This will override any previous applications.

### **After the closing date, but before North Somerset Council has sent details of applications to other Local Authorities**

Changes of preference(s) will not be accepted after the Closing Date for the first round of allocations, unless North Somerset Council consider there are extenuating reasons for allowing it to be treated as on time. To enable the Council to consider this, parents must submit their reasons in writing to the School Admissions Team.

If there are no reasons or evidence is submitted with a change of preferences, the original application will be considered in the first round of allocations and the revised application will be in subsequent rounds of allocations. If parents do not wish the original application to continue, they will have to specifically state that this application is to be withdrawn.

Parents can also change their preferences once they have been notified of the outcome of the original application.

If you submit written reasons to North Somerset Council and these are considered to be extenuating, the application will be considered as an on time application.

### **After North Somerset Council has sent details of applications to other Local Authorities but before offers have been made**

Changes of preference(s) will not be accepted after the Closing Date for the first round of allocations.

The preferences on any on time application will be considered in the first round of allocations unless parents have specifically stated that the application can be withdrawn.

Parents can also revise their preferences once they have been notified of the outcome of your original application. Any new preferences will be considered in subsequent rounds of allocations and the previously offered school place will be withdrawn.

### **After offers have been made (after 16 April 2024)**

If a parent wishes to change their preferences after having received an offer based on a previous application, the parent may submit a new application which will be considered in the next round of allocations. The new application will be treated as a late application.

When changing preferences, there is no guarantee that the application will be successful at obtaining a preferred school place as this will depend on available in the next round of allocations.

**If a place can be offered from the new application, any school place already offered or accepted will automatically be withdrawn.**

### 3.12 Change of Address

Parents must inform North Somerset Council if they change address as soon as possible or any offer of a place may be withdrawn. If a change of address will occur after the closing time and date (and before the start of term 1), and independent confirmation is submitted by the closing time and date, it will be considered in the first round of allocations.

Examples of independent confirmation of a change of address are:

- a solicitor's letter confirming the exchange of contracts with a completion date,
- a tenancy agreement signed by both parties,
- a utility bill dated within three months prior to submission.

If the child is from a family of a Crown Servant or of UK Service Personnel, a letter from the MOD, FCO or GCHQ declaring a return date and residency area.

Applicants may also be required to provide proof that they have left the previous property, for example by supplying a final account utility bill.

If a new address is not accepted for a round of allocations, where none of the parental preferences can be offered, the alternative school offered will be based on the new address (providing details and independent confirmation is received before the round of allocation has been finalised).

Where a change of address is from one Local Authority to another, the Local Authority of the new address, will then normally be the home Local Authority. The new home Local Authority will then process the application and notify the parents of the outcome.

### 3.13 Late applications

Late applications are applications submitted after the Closing Date and time. Late applications 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. Late applications will not receive an outcome on the National Offer Day.

Late applicants will be informed of the outcome of their application during the next appropriate allocations round.

### 3.14 Admitting above PAN

If applicable, a governing body/academy trust of an Own Admission Authority school should notify North Somerset Council of their intention to admit above their Admission Number in good time to allow the Council to deliver those co-ordinated arrangements.

### 3.15 Council

Within this document references to 'Council' mean either North Somerset Council or any local Council. 'Home Local Authority' means the Council within which the child lives.

### 3.16 Parent

This includes all 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.