

# Parents' Guide to Transferring to Secondary School 2025-26



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# Introduction

Welcome to North Somerset Council's Parents' Guide to Transferring to Secondary School. This document contains details about the different types of schools in North Somerset and their [oversubscription criteria](#). It also includes information on North Somerset Council's [home to school Transport](#) policy.

Transferring to a new school is an important milestone in every child's life and to help you decide which school(s) to apply for, information is available on the school(s) website, you can read their [Ofsted](#) report and you can visit the school(s) in person.

Not every school in North Somerset is able to offer a place to everyone who applies. The "[Year 7 intake admissions](#)" section contains details of the previous five years applications, preferences and outcomes, including appeal statistics. Terms and abbreviations used throughout are available at the end of the guide.

We recommend that you read the following documents in conjunction with this guide:

- [Secondary Coordinated Admission Scheme 2025-26](#) which contains important dates, information and definitions.
- [School Admissions Code](#) which all Admissions Authorities in England must adhere to, and which is produced by the Department for Education (DfE).

This guide contains a summary of the Admissions Arrangements for schools located within North Somerset.

**All applications should be submitted to your Home Council by 31 October 2024.**

# Important dates

For full details of the dates North Somerset Council follow, please see [Secondary Coordinated Admissions Scheme 2025-26](#)

<b>By 12 September 2024</b>	Applications for September 2024 school start will be accepted from the 12 September 2024. Applications can be made <a href="#">online</a> via our <a href="#">website</a> or on a paper form available to download or on request..
<b>11.59pm on 31 October 2024</b>	The deadline for Secondary school applications to be submitted to North Somerset Council.
<b>3 March 2025 National Offer Day</b>	If you applied <a href="#">online</a> and before the deadline, you will receive an email with an outcome. If you completed a paper application, your outcome will be sent out by second class post on 3 March 2025.
<b>By 17 March 2025</b>	Please respond to your offer by this date.
<b>By 15 April 2025</b>	If you want to appeal, we need to receive your completed appeal statement by this date. If your appeal is received after this date, we will endeavour to have the appeal heard before the start of the September term but cannot guarantee this.
<b>25 April 2025</b>	The Closing Date for the <u>second</u> round of allocations, which includes: <ul style="list-style-type: none"> <li>• Late applications</li> <li>• On Time applicants still seeking a place at one of their school preferences</li> <li>• On Time applicants who have changed their preference(s)</li> <li>• Allocation of any places declined by parents</li> </ul>
<b>By 9 May 2025</b>	Second round of allocations will be made, and applicants will be informed of the outcome by second class post.
<b>From 26 May 2025</b>	Further admission rounds will take place, as and when required, until the end of the Coordinated Admissions Scheme
<b>Up to and including 31 August 2025</b>	The Coordinated Admission Scheme ends. Applications for school places received after this date will be considered under the “In Year” transfer process.

# Coordinated Admissions Scheme

Councils are required to coordinate admissions for all schools within their area. This means they **must** publish Admissions Arrangements for all publicly funded schools.

**Your application must be made to your Home Council, regardless of where the school is based.**

Councils outside North Somerset will share details of applications made for any other Own Admission Authority schools within its own area so that offers can be made. For details of the Oversubscription Criteria of schools in other Councils please check the relevant school or Council's website.

Application forms for North Somerset residents must be returned to us.

North Somerset Council's Coordinated Scheme can be found on [our website](#).

## Pupil projections for North Somerset Council

Every year North Somerset Council is required to produce pupil projections that forecast the number of school places required.

The full breakdown of the Pupil Projections for North Somerset Schools is available on our [website](#).

## How to apply for a school place

You can either apply [online](#), or by using a [paper application form](#).

Applications are not treated on a "first come, first served" basis, but are considered in line with the [equal preference system](#) and in accordance with the relevant Admissions Arrangements.

You can apply for places at schools in other Councils, but you **must** do so using a North Somerset application. When making the application, you should check with the school, or its Council, to see if any additional documents such as [Supplementary Information Forms](#) are required and how and when to submit them.

**All complete applications must be submitted by 11.59pm on 31 October 2024 to be considered as an On Time application.**

If your child's surname has changed at any time, please complete the form using your child's legal name and include the appropriate legal documentation.

Please also consider how your child will get to school when making your preferences, it can be helpful to read the [home to school Transport](#) policy.

**It is your responsibility to provide all details relevant to your child's application.**

For example, if your child has any siblings at a preference school, please ensure you have completed the relevant section in the application form.

The [Year 7 intake admissions](#) section of this guide has allocation information for the previous five years that you may find useful.

If you are applying from abroad, please ensure that you read the following guidance: [www.gov.uk/guidance/schools-admissions-applications-from-overseas-children](http://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children)

## Applying online

**If you live in North Somerset, please ensure that your application is completed using the North Somerset application system.**

If you have completed an online application, you do not need to submit a paper application.

A step by step guide on how to use the [online application system](#) is available on our [website](#).

You can access the [online application system](#) via our [website](#) until 11.59pm on 31 October 2024. There are occasions when the system needs to back-up and when it might not be available.

We would advise you to familiarise yourself with the [online application system](#) before the National Closing Date, so if you have any queries you have time to get help or more information before the National Closing Date.

If you need advice or assistance with completing your application, please read the [step by step guide](#) before [contacting us](#). We will try to resolve any problems you have with online applications, but the council cannot provide detailed technical support.

**Make sure you submit your application by the National Closing Date. If you need to contact us, please allow up to 10 working days for a response.**

Once you have submitted your application you will be sent an email acknowledging that we have received your online application and confirming your preferences. Your notification by email is your proof that you have made your application. If you do not receive this email and have checked your junk/spam emails, you should assume your application has not been received, please log back into your account and complete and submit your application.

**IMPORTANT – To prevent emails from the online application service going into your spam or junk folders please add the email address [eduadmissions.online@n-somerset.gov.uk](mailto:eduadmissions.online@n-somerset.gov.uk) to your list of approved senders. This is an unmonitored account so do not reply to any emails.**

You can make changes to your preferences up to 11.59pm on the National Closing Date, **but make sure you click the ‘resubmit’ button on your application**. You will receive another email to confirm it has been resubmitted.

We **must** receive your final applications by 11.59pm on the National Closing Date. Unsubmitted preferences will not be considered.

You will receive an email notification with the result of your application on National Offer Day, which will contain your outcome, information on the options available to you and how and when to respond.

## Paper applications

Paper applications can be downloaded from our [website](#), and are available upon request.

**You only need to apply once, if you apply more than once only the most recent submission will be considered.**

Please complete the form as fully as possible as any missing, or incorrect, details could affect the outcome of your application.

Please return your paper application by email or post by the National Closing Date. We recommend that you obtain independent proof of postage, such as recorded delivery.

When emailing School Admissions, you should receive an automated confirmation email. If you do not receive this email and have checked your junk/spam emails, please [contact us](#).

If you wish to change anything after you have submitted your paper application, please submit a new application form, this will replace your existing application.

If you apply On Time but your application is incomplete, we can contact you to request the outstanding information. If the required information/documentation is not provided by the date specified, the application might not be considered in the first round of allocations.

If you provide an email address on the application, your outcome will be emailed on National Offer Day. If you did not, an outcome letter will be posted to you on National Offer Day (3 March 2025) by second class post and can take several days to be delivered.

## Late applications

**If your application is received after the National Closing Date, it is unlikely that we can offer you a place at any of your preferences. This applies even if you already have a sibling at your preferred school, or you live very close to it.**

Our [online application system](#) cannot accept any applications after 11.59pm on the National Closing Date. Late applicants will only be able to apply using a [paper application form](#).

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

## Who can apply

**Children born between 1 September 2013 and 31 August 2014 will transfer to Secondary school in 2025-26.**

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

- UK residents
- British Citizen Passport holders
- are from countries whose passports have been endorsed to show that they have the [right of abode](#) in this country.

Those who live outside of England and wish to attend a North Somerset school should apply directly to us.

If the child is a child in care (looked after child) then the application **must** be completed and submitted by the child's social worker.

**Applications must be made and signed by a person with [Parental Responsibility](#) for the child.**

# Parental Responsibility

**Parental Responsibility is defined under the Children Act 1989 as being all the rights, duties, powers, responsibilities, and authority which, by law, a parent of a child has.**

People who have Parental Responsibility are:

- The child's mother, who always has Parental Responsibility unless the child has been adopted
- The child's father (if married to the child's mother at the time of the child's birth or any time afterwards, or is listed on the child's birth certificate)
- The child's unmarried father can acquire Parental Responsibility by:
  - Entering into a formal documented agreement with the mother in a manner prescribed by law i.e. a Parental Responsibility Agreement
  - Making a successful application to the Court for a Parental Responsibility Order
  - Being appointed the child's guardian by the Court or by the child's mother in her Will –For children's births registered on or after 1 December 2003 – by registering the father's name on the birth certificate
- The child's adoptive parents
- The child's guardian (appointed under a Will)
- Any person who has a Child Arrangements Order which states the child must reside with them (NB Parental Responsibility will only last for the continuance of the order). This includes those with a pre-existing Residence Order, (which is now known as a Child Arrangements Order).
- The Local Authority, if a Care Order is in force in respect of that child
- A step parent either by:
  - Agreement with both parents
  - Court Order
  - Adoption

If you are the applicant and do not have Parental Responsibility, please attach a letter from a person with Parental Responsibility, granting you the authority to make the application on their behalf and giving a brief explanation as to the circumstances. It will help if you add additional supportive evidence to the letter. We will consider your request and inform you of the outcome.

If two people share Parental Responsibility and both submit an application form, we will ask you both to determine which application we should consider, and which application should be withdrawn.

If you are unable to reach an agreement between you and you do not have a Court Order securing residence with one parent/carer, the decision as to which application should be accepted will be determined by the North Somerset Schools Admissions Team drawing lots. Whichever application is accepted, the address where the child spends the majority of their time will be the one considered as to be the home address.

**We will not resolve disputes between parents, this must be resolved between yourselves or through the court process.**



# Home address

**The address on the application form must be where the child is currently living. Fraudulent applications will likely lead to the withdrawal of any place offered.**

If you [move address](#) after applying for a school place, please provide proof of your new address.

Proof of address can be any of the following:

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

## Child's home address

**We will consider the child's home address to be the place where the child is currently living for the majority of the time.**

An address used for childcare arrangements cannot be used as the home address, this includes addresses which belong to a family member. We will not accept an address for a child which is different from their parents and expressly linked to obtaining a school place.

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

We will not accept more than one address as the child's home address. If necessary, the terms of a Residency Order will clarify the home address.

We reserve the right to seek more documentary evidence to support any claim or residence. Additionally, we may carry out home visits without prior notice to verify the child's home address.

## Proof of address

**Any offer of a school place based on where your child lives is conditional on your child living at that address on the National Closing Date.**

After the National Closing Date, we will check the address on your application against the records the council holds for the applicant and the child. We can ask you to provide proof of your address.

**We will investigate any applications where there is doubt about the address being given. Fraudulent applications will likely lead to the withdrawal of any place offered, even after your child has started at a school.**

We can undertake checks at any time to ensure that an applicant is (or will be) living at a property. Applicants may be asked to provide independent documentation to prove that they live at their stated home address.

If you cannot provide proof of address before the National Deadline, we will not be able to consider your application in the first round of allocations. If your preference school is already full, we will allocate a place at the nearest school to your home address with a place available.

## Moving house

**You must inform us if you change address as soon as possible or your place could be withdrawn.**

If you are going to move after the National Closing Date and you can provide independent confirmation of this before 11.59pm on the National Closing Date, we can consider your new address 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, we will accept a letter from the MOD, FCO or GCHQ declaring a return date.

Occasionally, we will ask you to provide proof that you have left your previous property, for example by supplying a final account utility bill, or a Notice to Quit to tenants.

If you are moving out of North Somerset and into another Council area, then your new Home Council will then process the application and notify you of the outcome.

## Fraudulent applications

**If a child obtained a school place based on fraudulent or intentionally misleading information, we can withdraw an offer of a school place.**

It is important that all information listed on your application is correct and up to date. If you move address but do not inform us, this could lead to an incorrect outcome and the withdrawal of any place offered on the basis of that information.

If we are notified of a potential fraudulent application, or if there is any evidence to imply that the information submitted on an application is fraudulent, we will investigate.

Your application will then be considered again during the next round of allocations using the correct information.

If you believe that a fraudulent application has been made, please [contact us](#). Any information received will be treated in total confidence and your identity will not be divulged.

## Preferences

**You can name up to three school preferences on your application form, but you are not guaranteed to be offered a place at any of these schools.**

Complete the form using the schools you prefer in numerical order. Do not include private, Independent or Special Educational Needs Schools.

**We recommend that you use all three preferences to increase your chances of being offered a place at a school you would prefer your child to attend.**

If you only add one and we are unable to offer this school, we will allocate the school closest to the

home address with a space, this could be anywhere in North Somerset. Please **do not** list the same school three times.

**You must apply for a school in order to be considered for a place there.**

When you are choosing your school preferences, please take into account how your child will get there. You could look at the [home to school transport policy](#) to see if you qualify for free travel assistance.

Whilst we have responsibility to make a school place available to each North Somerset child, we cannot guarantee each child a place at any of your named preferences or at your nearest school.

## Equal preference system

Applications for all schools are considered under an 'equal preference system'. This means that all your preferences are considered equally against the Oversubscription Criteria for the school(s).

If your child qualifies for a place at more than one of your preferences, we will offer the highest preference possible.

## Preference reasons

You may give reasons on your application form for your preferences, but all allocations **must** be made in accordance with the [Oversubscription Criteria](#) for each of the schools.

Only reasons that fall within the school's Oversubscription Criteria can be taken into account.

## Changing preferences

### Before the National Closing Date

**You can change your preferences, up until 11.59pm on the National Closing Date. Your final submitted application will be the one that is processed.**

Once you have submitted your change of preferences you will be sent an email acknowledging that we have received your online application and confirming your change of preferences. Your notification by email is your proof that you have made your change of preferences. If you do not receive this email and have checked your junk/spam emails, you should assume your change of preferences have not been received, please log back into your account and complete and resubmit your application.

Please return your paper application by email or post by the National Closing Date. We recommend that you obtain independent proof of postage, such as recorded delivery.

### After the National Closing Date

**Any changes to preference(s) after 11.59pm on the National Closing Date will be ran subsequent allocation rounds.**

If you are moving home, please refer to the [Home address – Moving house](#) section.

## After National Offer Day

The new application will be treated as a late application and considered in the next round of allocations.

We cannot guarantee that your new application will be successful, this will depend on the availability of places.

**If a place can be offered from the new application, any school place already offered or accepted will automatically be withdrawn. Your original offer may be allocated to another child, so you will not be able to request that place back.**

## Supplementary Information Forms

The following school has a Supplementary Information Form for those who are applying under a specific criteria. This can be found within St Katherine's School's Admissions Arrangement, which is linked below.

- St Katherine's School

For more information please contact the school or read the [Admissions Arrangements](#) document for the specific school.

**Any Supplementary Information Forms and additional evidence for the above schools must be submitted directly to the school and not to North Somerset Council.**

## Outcome of application

On the National Offer Day, 3 March 2025, we will make an offer of a school place to you, provided that a fully completed application was received on time.

If you applied [online](#), you can log into the online application system from midnight on National Offer Day to view the result of the application. An email will be sent to you.

If you applied on a paper application form, and provided an email address, your outcome will be emailed. If you did not, letters will be sent by second class post, on the National Offer Day, and may take several days to arrive. Important information is included so please wait for the letters to arrive.

**You must respond to the offer of a place to us by 15 March 2025. The offer may be withdrawn if no response is received.**

It is **vital** that you read the information you are given with your outcome **before** responding to your outcome, as it contains critical information regarding your options and the implications.

## If you are not offered a place at one of your preference schools

If your child is a resident in North Somerset and we are unable to offer a place at one of your preferred schools, we will offer a place at the nearest school with a place available.

If you are not offered a place at your preferred school, you can:

- accept the alternative place offered.

- request to go on the waiting list (if you have been refused a place).
- appeal to an independent Appeal Panel.
- make new preferences to run in a later round of allocations.

## Waiting lists

A waiting list will be held for all those applicants still seeking a place until at least 31 December 2025. Please let us know as soon as possible if you want to be added to a waiting list. We will not add you to a waiting list without your specific instruction.

All children on the waiting list will be ranked in line with the [Oversubscription Criteria](#) and allocations will be made using this. Waiting list positions can go down as well as up, as additional applicants are added to or removed from 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 can only have one offer of a place at a time. This means that when a child is offered a place from the waiting list, it will result in their current 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 us and ask to be taken off the waiting list(s).**

Please see the relevant schools [Admissions Arrangements](#) regarding staying on the waiting list.

## Further allocation rounds

Applications received after 11.59pm on the National Closing Date will be considered in the admissions rounds following the National Offer Day.

Applications will be considered for

- late applicants
- applicants on waiting lists
- applicants who subsequently changed their preferences

The deadline for any changes or additional information to be included in subsequent rounds is shown in the [important dates](#) section.

## Appeals

You can appeal for a place at any preference school you have been refused a place at.

**You cannot appeal for a school which was not named as a preference on your application, nor for a school that is a lower preference than the offered school.**

The [School Admission Appeals Code](#) provides that an appeal hearing should be held within a reasonable time. Appeals made in the normal admission round (On Time applications) must be heard within 40 school days of the specified Closing Date for the receipt of appeals.

If you want to lodge an appeal, we ask that you submit your appeal as soon as possible to enable hearings to be scheduled within this period. All appeals received by the [deadline](#) should be heard before the end of the term preceding entry. If any appeals are received after the [deadline](#), we will endeavour to have the appeal heard before the start of the September term, but we cannot

guarantee it.

More information on appeals can be found in our [school appeals guide](#).

## Delayed and accelerated entry

You can request that your child is educated outside of their normal chronological age group if you believe this to be in the child's best interests.

Please submit your request to admit your child into the year group above or below their usual chronological age group in writing to the Admissions Authorities of your preferred schools. Please make your request to the schools prior to the National Closing Date, this helps the school with their forward planning for the academic year and means that places are not being allocated if you do not want your child to transfer to secondary school in September 2025.

Decisions will be made on an individual basis and taking into account the following:

- the views of the parent
- information about the social, emotional and academic development of the child (often supported by education and other professionals)
- the views of the Headteacher and governing body if appropriate
- the child's medical history and the views of a medical professional if relevant
- whether the child has previously been educated out of their normal age group
- whether the child may have naturally have fallen into a lower age group if they were not born prematurely

Please read our [Guidance on delayed and deferred entry to school requests](#), and the [advice on the admission of summer born children](#) which is issued by the Department for Education, which should help answer any queries you may have.

**You should still submit an On Time application for your child to transfer school in 2025 in case any request is refused.**

### Making a request for your child to be educated out of cohort

Your request will be considered by the Admissions Authority of your preferred school(s). All requests will take into account the views of the Headteacher of the school(s).

**You will need to put your request in writing, or email, and detail the reasons why you feel it would be in your child's best interests to delay or accelerate starting school. You should enclose copies of any relevant reports which support your request, although you are not expected to commission a report solely for this purpose.**

Once you have compiled your request, send it to the Headteacher of each of your preferred schools. The Headteacher and the Governing Body will respond to you in writing stating whether or not they are in support of your request.

If you are applying for places at a Community or Voluntary Controlled school, your written request, along with the Headteachers response, will need to be sent to us to be considered.

If you are applying for places at schools that are Voluntary Aided, Trust, Foundation, Free schools or Academies, your request will be considered by the Governors of your preference schools. You should read the school's [Admissions Arrangements](#) for more details on how they will consider your

request.

If your request is **agreed**, you will need to apply again the following year for the new cohort and withdraw your current application.

If your request is **refused**, your application for a place 'In Year' 7 for September 2025 will continue to be processed. If you have not yet applied, you will need to ensure you make an application as soon as possible.

**There is no right of appeal against the decision to admit your child to a particular year group. However, if your request is refused, you can make a complaint to the Admissions Authority directly.**

## Home to school transport

North Somerset Council provide help with transport for **children who meet the following criteria:**

- are aged up to eight years and live further than two miles from their nearest school by the shortest walking route.
- are aged eight and above and live further than three miles from their nearest school by the shortest walking route.
- need to use a route that has been classed as dangerous.
- have certain medical conditions, disabilities, or a statement of complex needs.

Please see the [home to school transport](#) website for full details.

## Year 7 intake admissions

### Catchment areas

**Some schools have a catchment area, which is an area of priority for a school. Living in this area does not guarantee a child a place at the school, but they are likely to receive priority over children who live outside the catchment area.**

If you would like to check if an address is in a catchment area, please check our [website](#) by entering an address at the top of the screen.

If a school has a catchment area a map will be included alongside its Oversubscription Criteria shown below.

**The shared areas can have an implication on transport assessments, please see the [home to school transport](#) section for more information.**

### Points to consider

**A summary of the Oversubscription Criteria is given below. The full Admissions Oversubscription Criteria, including definitions, is available on the individual school's website.**

If a school is named in a child's Education, Health and Care Plan, the Admissions Authority for the school is legally required to admit the child to the school. Any such child will be allocated a place at the named school **before** the [Oversubscription Criteria](#) is applied.

If a school is not oversubscribed, all new intake applicants will be offered a place.

Should a school receive more applications than the Admission Number would allow, the Oversubscription Criteria will be used to determine who will be allocated the places. All applications will be ranked in accordance with the Oversubscription Criteria.

School place allocation details for any Oversubscribed school in North Somerset over the past five years of intakes is available at <http://www.n-somerset.gov.uk/my-services/schools-learning/school-admissions/oversubscribed-schools>



# Backwell School

**Headteacher:** Jon Nunes

**Address:** Station Road, Backwell,  
North Somerset, BS48 3BX

**Tel:** 01275 463371

**Email:** [mailbox@backwellschool.net](mailto:mailbox@backwellschool.net)

**Web:** [www.backwellschool.net](http://www.backwellschool.net)

**Status:** Academy

**Age Range:** 11-18

**Published Admission Number:** 270



## Oversubscription Criteria:

1. Looked-after children at the time of application and children who were previously looked after 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.
2. Children who reside within Backwell School's Catchment Area with a sibling on roll at the school at the time of application who will still be on roll at the time of admission, and who lives at the same home address.
3. Children living in Backwell School's Catchment Area.
4. Children who reside outside the Catchment Area who have a sibling on roll at the school at the time of application who will still be on roll at the time of admission, and who lives at the same home address.
5. Children of Backwell School staff employed on a permanent contract by the school for at least two years at the time of application, or where the member of Backwell School staff has been recruited to fill a post for which there is a demonstrable skill shortage. This does not include staff who work on the school site for other employers.
6. Children not in the above categories.

Priority within each category will be given to those living closest to the school.

## Allocations during the previous five years as at the National Offer Day

	2024/25	2023/24	2022/23	2021/22	2020/21
Allocations	<a href="#">Oversubscribed</a>	<a href="#">Oversubscribed</a>	<a href="#">Oversubscribed</a>	<a href="#">Oversubscribed</a>	<a href="#">Oversubscribed</a>
Appeals heard	0	3	5	1	2
Appeals upheld	0	1	2	1	1

# Broadoak Academy

**Principal:** Danny McGilloway

**Address:** Windwhistle Road, Weston-super-Mare,  
North Somerset, BS23 4NP

**Tel:** 01934 422000

**Email:**

Admissions: [admissions@broadoakacademy.clf.uk](mailto:admissions@broadoakacademy.clf.uk)

General: [enquiries@broadoakacademy.clf.uk](mailto:enquiries@broadoakacademy.clf.uk)

**Web:** [www.broadoakacademy.clf.uk](http://www.broadoakacademy.clf.uk)

**Status:** Academy

**Age Range:** 11-16

**Published Admission Number:** 180



## Oversubscription Criteria:

1. 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.
2. Children living in Broadoak Academy's catchment area with a sibling who will be attending Broadoak Academy at time of admission.
3. Children living in Broadoak Academy's catchment area living closest to the Academy.
4. Children living outside Broadoak Academy's catchment area with a sibling who will be attending Broadoak Academy at time of admission.
5. Children living outside Broadoak Academy's catchment area living closest to the school.

Within each criterion, priority will be given to children living closest to the school measured in a direct line.

## Allocations during the previous five years as at the National Offer Day

	2024/25	2023/24	2022/23	2021/22	2020/21
Allocations	Undersubscribed PAN: 180 Offers: 162 Spaces: 18	Undersubscribed PAN: 180 Offers: 133 Spaces: 47	Undersubscribed PAN: 180 Offers: 93 Spaces: 87	Undersubscribed PAN: 180 Offers: 103 Spaces: 77	Undersubscribed PAN: 180 Offers: 108 Spaces: 72
Appeals heard	0	0	0	0	0
Appeals upheld	0	0	0	0	0

# Churchill Academy and Sixth Form

**Headteacher:** Chris Hildrew

**Address:** Churchill Green, Churchill,  
North Somerset, BS25 5QN

**Tel:** 01934 852771

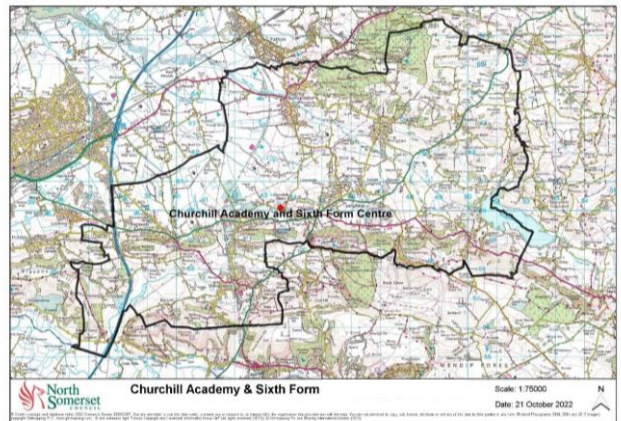
**Email:** [churchill@churchill-academy.org](mailto:churchill@churchill-academy.org)

**Web:** [www.churchill-academy.org](http://www.churchill-academy.org)

**Status:** Academy

**Age Range:** 11-18

**Published Admission Number:** 270



## Oversubscription Criteria:

1. 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.
2. Children of Churchill Academy staff employed on a permanent contract by the school for at least two years at the time of application, or where the member of Churchill Academy staff has been recruited to fill a post for which there is a demonstrable skill shortage. This does not include staff who work on the school site for other employers.
3. Children living in Churchill Academy's Catchment Area with a sibling who will be attending the school (including the Sixth Form) at time of application.
4. Children living in Churchill Academy's Catchment Area living closest to the school.
5. Children living outside Churchill Academy's Catchment Area with a sibling who will be attending the school (including the Sixth Form) at time of application.
6. Children living outside Churchill Academy's Catchment Area living closest to the school.

Within each criterion, priority will be given to children living closest to the school measured in a direct line.

## Allocations during the previous five years as at the National Offer Day

	2024/25	2023/24	2022/23	2021/22	2020/21
Allocations	Undersubscribed PAN – 270 Offers – 251 Spaces- 19	Undersubscribed PAN – 270 Offers – 255 Spaces- 15	<u>Oversubscribed</u>	<u>Oversubscribed</u>	<u>Oversubscribed</u>
Appeals heard	0	0	5	6	0
Appeals upheld	0	0	2	0	0

# Clevedon School

**Headteacher:** Jim Smith

**Address:** Valley Road, Clevedon,  
North Somerset, BS21 6AH

**Tel:** 01275 876744

**Email:** [office@clevedonschool.org.uk](mailto:office@clevedonschool.org.uk)

**Web:** [www.clevedonschool.org.uk](http://www.clevedonschool.org.uk)

**Status:** Academy

**Age Range:** 11-18

**Published Admission Number:** 240



## Oversubscription Criteria:

1. 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.
2. Children living in Clevedon Academy's Catchment Area with a sibling who will be attending the school (not including where the sibling has only joined the school for 6th Form education).
3. Children living in Clevedon Academy's Catchment Area living closest to the school.
4. Children living outside Clevedon Academy's Catchment Area with a sibling who will be attending the school (not including where the sibling has only joined the school for 6th Form education).
5. Children living outside Clevedon Academy's Catchment Area living closest to the school.

Within each criterion, priority will be given to children living closest to the school measured in a direct line.

## Allocations during the previous five years as at the National Offer Day

	2024-25	2023-24	2022/23	2021/22	2020/21
Allocations	Undersubscribed PAN: 240 Offers: 237 Spaces: 3	<u>Oversubscribed</u>	<u>Oversubscribed</u>	Undersubscribed PAN: 240 Offers: 231 Spaces: 9	Undersubscribed PAN: 240 Offers: 237 Spaces: 3
Appeals heard	0	0	6	0	0
Appeals upheld	0	0	2	0	0

# Gordano School

**Head Teacher:** Louise Blundell

**Address:** St Mary's Road, Portishead, North Somerset, BS20 7QR

**Tel:** 01275 842606

**Email:** [mailbox@gordanoschool.org.uk](mailto:mailbox@gordanoschool.org.uk)

**Web:** [www.gordanoschool.org.uk](http://www.gordanoschool.org.uk)

**Status:** Academy

**Age Range:** 11-18

**Published Admission Number:** 336



## Oversubscription Criteria:

1. 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.
2. Children who reside within the Catchment Area who have a sibling on roll (including the Sixth Form) at the time of admission and who lives at the same home address.
3. Children who reside within the Catchment Area or with a confirmed move to a home address within Catchment Area which can be evidenced at the time of application.
4. Children not satisfying a higher criterion

Within each criterion, priority will be given to children living closest to the school measured in a direct line.

## Allocations during the previous five years as at the National Offer Day

	2024-25	2023-24	2022/23	2021/22	2020/21
Allocations	<a href="#">Oversubscribed</a>	<a href="#">Oversubscribed</a>	<a href="#">Oversubscribed</a>	<a href="#">Oversubscribed</a>	<a href="#">Oversubscribed</a>
Appeals heard	2	1	10	7	11
Appeals upheld	0	0	0	1	4

# Hans Price Academy

**Principal:** Adrian Esch

**Address:** Marchfields Way, Weston-super-Mare,  
North Somerset, BS23 3QP

**Tel:** 01934 629307

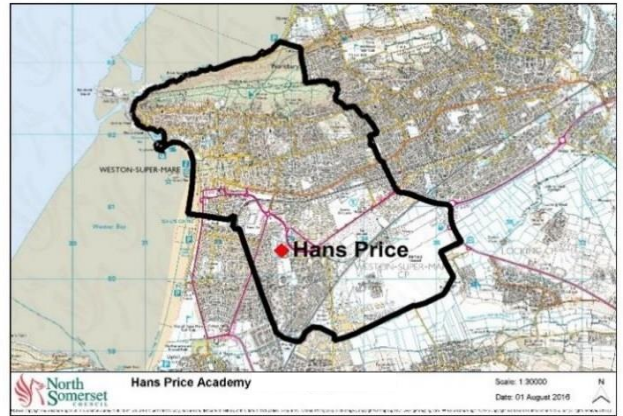
**Email:** [info@hpa.clf.uk](mailto:info@hpa.clf.uk)

**Web:** [www.hanspriceacademy.clf.uk](http://www.hanspriceacademy.clf.uk)

**Status:** Academy

**Age Range:** 11-16

**Published Admission Number:** 210



## Oversubscription Criteria:

1. Children in Care or Previously in Care (including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted).
2. Children with a sibling (who will be on roll in the September they start) living within the Academy's Area of Prime Responsibility.
3. Children living within the Academy's Area of Prime Responsibility living closest to the Academy.
4. Children with a sibling (who will be on roll in the September they start) living outside the Academy's Area of Prime Responsibility.
5. Children living outside the Academy's Area of Prime Responsibility, living closest to the Academy.

Within each criterion, priority will be given to children living closest to the school measured in a direct line.

## Allocations during the previous five years as at the National Offer Day

	2024/25	2023/24	2022/23	2021/22	2020/21
Allocations	<a href="#">Oversubscribed</a>	<a href="#">Oversubscribed</a>	<a href="#">Oversubscribed</a>	<a href="#">Oversubscribed</a>	<a href="#">Oversubscribed</a>
Appeals heard	17	10	3	1	4
Appeals upheld	2	0	0	0	1

# Nailsea School

**Headteacher:** Dionne Elliott

**Address:** Mizzymead Road, Nailsea,  
North Somerset, BS48 2HN

**Tel:** 01275 852251

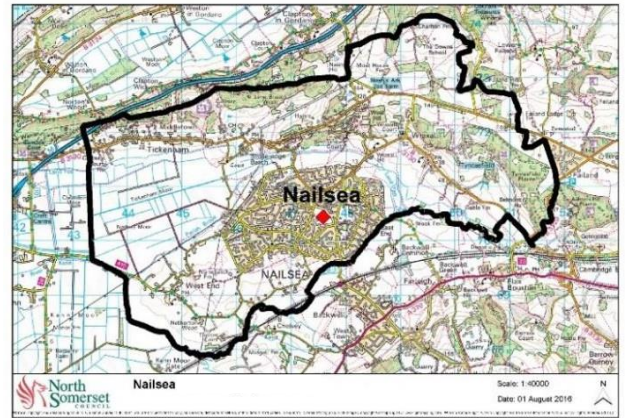
**Email:** [info@nailseaschol.com](mailto:info@nailseaschol.com)

**Web:** [www.nailseaschool.com](http://www.nailseaschool.com)

**Status:** Academy

**Age Range:** 11-18

**Published Admission Number:** 210



## Oversubscription Criteria:

1. 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.
2. Children, who at the time of application, have a sibling attending Nailsea School, including the 6th form.
3. Children living in Nailsea School's Catchment Area.
4. Children of Nailsea School staff employed on a permanent contract for at least two years at the time of application, or where the member of staff has been recruited to fill a post for which there is a demonstrable skill shortage. This does not include staff who work on the school site for other employers.
5. Children not in the above categories.

Within each criterion, priority will be given to children living closest to the school measured in a direct line.

## Allocations during the previous 5 years as at the National Offer Day

	2024/25	2023/24	2022/23	2021/22	2020/21
Allocations	Undersubscribed PAN: 210 Offers: 203 Spaces: 7	Undersubscribed PAN: 210 Offers: 191 Spaces: 19	Undersubscribed PAN: 210 Offers: 204 Spaces: 6	Undersubscribed PAN: 210 Offers: 162 Spaces: 48	Undersubscribed PAN: 210 Offers: 194 Spaces: 16
Appeals heard	0	0	0	0	0
Appeals upheld	0	0	0	0	0

# Priory Community School – an Academy

**Principal:** Angelos Markoutsas

**Address:** Queensway, Weston-super-Mare,  
North Somerset , BS22 6BP

**Tel:** 01934 511411

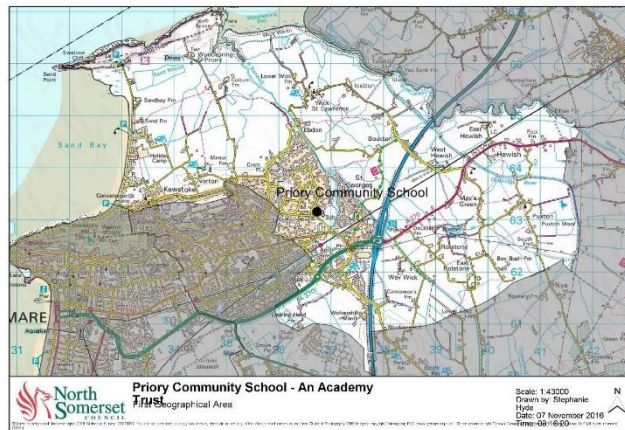
**Email:** [mailbox@pcsa.org.uk](mailto:mailbox@pcsa.org.uk)

**Web:** [www.pcsa.org.uk](http://www.pcsa.org.uk)

**Status:** Academy

**Age Range:** 11-16

**Published Admission Number:** 300



## Oversubscription Criteria:

1. 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.
2. Children of The Priory Learning Trust staff and whose home school is Priory Community School, employed on a permanent contract by the Trust for at least two years at the time of application, or where the member of staff has been recruited to fill a post for which there is a demonstrable skill shortage. This does not include staff who work on the school site for other employers.
3. Children living in Priory Community School's Catchment Area with a sibling who will be attending Priory Community School at the time of admission.
4. Children living in Priory Community School's Catchment Area and who attend one of the following feeder schools: Castle Batch Primary School Academy and St Anne's Church Academy.
5. Children living in Priory Community School's Catchment Area living closest to the school.
6. Children living outside Priory Community School's Catchment Area with a sibling who will be attending Priory Community School at the time of admission.
7. Children living outside Priory Community School's Catchment Area and who attend one of the following feeder schools: Castle Batch Primary and St Anne's Church Academy.
8. Children living outside Priory Community Schools' Catchment Area living closest to the school.

Within each criterion, priority will be given to children living closest to the school measured in a direct line.

## Allocations during the previous five years as at the National Offer Day

	2024/25	2023/24	2022/23	2021/22	2020/21
Allocations	<a href="#">Oversubscribed</a>	<a href="#">Oversubscribed</a>	<a href="#">Oversubscribed</a>	<a href="#">Oversubscribed</a>	<a href="#">Oversubscribed</a>
Appeals heard	14	10	13	2	9
Appeals upheld	1	1	1	0	1



# St Katherine's School

**Headteacher:** Justin Humphreys

**Address:** Ham Green, Pill,  
North Somerset, BS20 0HU

**Tel:** 01275 373737

**Email:** [school@skdrive.org](mailto:school@skdrive.org)

**Web:** [www.stkaths.org.uk](http://www.stkaths.org.uk)

**Status:** Academy

**Age Range:** 11-18

**Published Admission Number:** 180



## Oversubscription Criteria:

1. Looked after children and previously looked after children.
2. Children with a sibling attending the school, including the 6th form, at the time of admission living within the First Geographical Area.
3. Children living within the First Geographical Area.
4. Children with a sibling attending the school, including the 6th Form, at the time of admission living outside the First Geographical Area.
5. Children of staff.
6. Children living outside the First Geographical Area.

The [Supplementary Information Form](#), which is also available on the school website or via the school office, must be completed and returned to confirm compliance with criterion 5.

Within each criterion, priority will be given to children living closest to the school measured in a direct line.

## Allocations during the previous five years as at the National Offer Day

	2024/25	2023/24	2022/23	2021/22	2020/21
Allocations	<a href="#">Oversubscribed</a>	<a href="#">Oversubscribed</a>	<a href="#">Oversubscribed</a>	<a href="#">Oversubscribed</a>	Undersubscribed PAN: 180 Offers: 174 Spaces: 6
Appeals heard	0	10	0	6	0
Appeals upheld	0	1	0	1	0

## Winterstoke Hundred Academy

**Principal:** Mr Ian Garforth

**Address:** Apprentice Way, Locking parklands, North Somerset, BS24 7PS

**Tel:** 01934 313 290

**Email:** [wha-info@clf.uk](mailto:wha-info@clf.uk)

**Web:** [www.winterstokehundredacademy.clf.uk](http://www.winterstokehundredacademy.clf.uk)

**Status:** Academy

**Age Range:** 11-19

**Published Admission Number:** 150

### Oversubscription Criteria:

1. Children in Care at the time of application and children 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.
2. Children whose sibling will be attending the school at the time of application (including years 12 and 13).
3. Children living closest to the school.

Within each criterion, priority will be given to children living closest to the school measured in a direct line.

### Allocations during the previous five years as at the National Offer Day

	2024/25	2023/24	2022/23	2021/22	2020/21
Allocations	<a href="#">Oversubscribed</a>	<a href="#">Oversubscribed</a>	Undersubscribed PAN: 150 Offers: 142 Spaces: 8	Undersubscribed PAN: 150 Offers: 138 Spaces: 12	Undersubscribed PAN: 150 Offers: 87 Spaces: 63
Appeals heard	2	1	4	0	0
Appeals upheld	0	1	1	0	0

# Worle Community School - an Academy

**Principal:** Mark Tidman

**Address:** Redwing Drive, Weston-super-Mare,  
North Somerset, BS22 8XX

**Tel:** 01934 510777

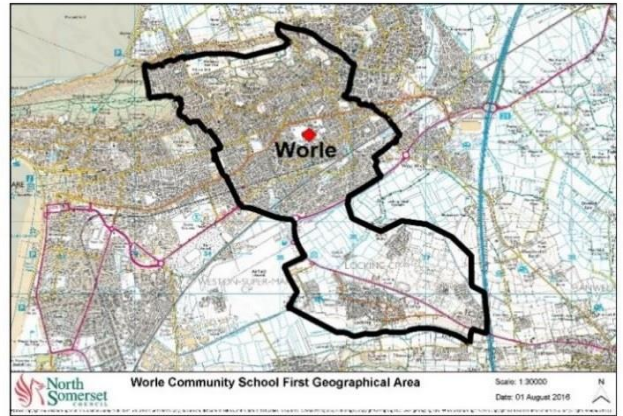
**Email:** [admin@wcsa.theplt.org.uk](mailto:admin@wcsa.theplt.org.uk)

**Web:** [www.worle-school.org.uk](http://www.worle-school.org.uk)

**Status:** Academy

**Age Range:** 11-16

**Published Admission Number:** 300



## Oversubscription Criteria:

1. 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.
2. Children of The Priory Learning Trust staff and whose home school is Worle Community School, employed on a permanent contract by the Trust for at least two years at the time of application, or where the member of staff has been recruited to fill a post for which there is a demonstrable skill shortage. This does not include staff who work on the school site for other employers.
3. Children living in Worle Community School's Catchment Area with a sibling who will be attending Worle Community School at the time of admission.
4. Children living in Worle Community School's Catchment Area and who attend one of the following feeder schools: Castle Batch Primary School Academy and St Anne's Church Academy.
5. Children living in Worle Community School's Catchment Area living closest to the school.
6. Children living outside Worle Community School's Catchment Area with a sibling who will be attending Worle Community School at the time of admission.
7. Children living outside Worle Community School's Catchment Area and who attend one of the following feeder schools: Castle Batch Primary and St Anne's Church Academy.
8. Children living outside Worle Community Schools' Catchment Area living closest to the school.

Within each criterion, priority will be given to children living closest to the school measured in a direct line.

## Allocations during the previous five years as at the National Offer Day

	2024/25	2023/24	2022/23	2021/22	2020/21
Allocations	Undersubscribed PAN: 300 Offers: 254 Spaces: 46	Undersubscribed PAN: 300 Offers: 295 Spaces: 5	Undersubscribed PAN: 300 Offers: 240 Spaces: 60	Undersubscribed PAN: 300 Offers: 251 Spaces: 49	Undersubscribed PAN: 300 Offers: 240 Spaces: 60
Appeals heard	0	0	0	0	0
Appeals upheld	0	0	0	0	0

Closing Date for applications is 11.59pm on the National Closing Date, 31 October 2024

# Terms and abbreviations

The terms, abbreviations, and legal extracts that we need to use in this guide can sometimes be difficult to understand so we hope these explanations will help.

## Academies

Academies are schools which are funded directly by the government rather than through the Local Authority. All Secondary schools in North Somerset are Academies.

## Admissions Authority

The body responsible for setting and applying a school's admission arrangements. For community or Voluntary Controlled schools, this body is usually the Local Authority (unless it has agreed to delegate responsibility to the Governing body). For Foundation or Voluntary Aided schools, the Admissions Authority is the Governing body of the school. For Academies, the governing body is the Academy Trust.

## Admissions Arrangements

The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.

## Published Admission Number

Every school has an Admission Number which is agreed between the school, the Local Authority and the Department of Education. The Admission Number is the number of places available in the year group that pupils would usually join the school, i.e. Year 7 in a secondary school.

## Children in Care

'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 s. 12 Adoption Orders) and children who were adopted under the Adoption and Children Act 2002 (see s.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 s. 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)
- Children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

References to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.

## National Closing Date

The National Closing Date for school applications to be considered as On Time. The National Closing Date for Secondary applications, set by the DfE, is 31 October 2024. The time applications close on the National Closing Date can vary between different Local Authorities. We have set the closing time to 11.59pm to allow residents the maximum amount of time to apply.

## Community schools

Community schools are fully maintained by a Council. The Council is the Admissions Authority and is responsible for determining the Admissions Arrangements, Oversubscription Criteria and allocation of school places.

## Council (Authority)

'North Somerset Council' is the local Council (often known as the 'Local Authority') for people and schools within North Somerset. All references within this guide to 'the Council', 'the authority', the 'local Council' or 'Local Authority' means North Somerset Council.

The 'Home Council' is the Council in which the child lives, regardless of where the schools being applied for are situated. North Somerset is the Home Council for North Somerset residents.

## Catchment area

Living in a school's catchment area does not guarantee a place at the school. However, applicants living in the catchment area can have a higher priority for places than those who live outside the catchment area. Please check the [Oversubscription Criteria](#) for the specific school.

## Free schools

Free schools are schools which are funded directly by the Government rather than through the local Council. They have more control over how they do things. For example, they don't have to follow the National Curriculum and can set their own term dates.

## 'Late' application

Late applications are any applications which are received after 11.59pm on the National Closing Date. Late applications will not be considered in the first round of allocations unless we consider there are extenuating reasons for allowing them to be accepted as On Time, and the application was received before has sent details of applications to other Councils. Late applications will not receive an outcome on the National Offer Day. To see the dates we run further allocation rounds, please see the [important dates](#) section.

## Maintained schools

All Community, Voluntary Aided and Voluntary Controlled schools are maintained schools. Unlike Academies, these schools receive most of their funding through their Local Authority. There are no Community, Voluntary Aided and Voluntary Controlled Secondary schools in North Somerset.

## National Offer Day

The day each year on which Local Authorities are required to send the offer of a school place. For Secondary school pupils offers are sent out by the home Local Authority on 3 March 2025.

## Ofsted

This is the abbreviated name of the Office for Standards in Education, which is the Government Department responsible for inspecting and producing inspection reports on schools.

## On Time application

Complete applications received before 11.59pm on the National Closing Date. These will be considered in the first round of allocations and receive an outcome on the National Offer Day.

## Oversubscription Criteria

The Oversubscription Criteria used to determine which children will be given places if there are more applications than places available at the school.

## Oversubscribed schools

Schools where the number of applications exceeds the number of places available.

### **Own Admissions Authority schools**

This is the collective term used within this guide for all schools responsible for their own Admissions Arrangements such as Academies, Free Schools and Voluntary Aided Schools. All reference to 'Own Admissions Authority schools' within this guide therefore includes all of these schools. All Secondary schools in North Somerset are their own Admissions Authority.

### **Parent**

This includes anyone, including carers, who have parental responsibility for a child as set out in the Children Act 1989. All references in this Parents' Guide therefore include carers.

### **Parental Responsibility**

[Parental Responsibility](#) is defined under the Children Act 1989 as being all the rights, duties, powers, responsibilities and authority which, by law, a parent of a child has.

### **Undersubscribed schools**

Schools where there are fewer applications than the number of places available.

### **Voluntary Aided (VA) schools**

Responsibility for management is shared between the Council and Church, but with the Church playing a greater role. The Governing Body is the Admissions Authority and its Oversubscription Criteria can be different from those used by a Council. The Governing Body is responsible for allocating school places although they can delegate the function to the Council.

### **Voluntary Controlled (VC) schools**

Whilst responsibility for management is shared between the Council and the Church of England or the Durban Trust, the Council is the Admissions Authority and is responsible for determining the admissions arrangements and allocating school places.

# Useful contacts

## North Somerset Council - School Admissions Team

Postal address:

Town Hall

Walliscote Grove Road

Weston-super-Mare

BS23 1UJ

Email: [admissions@n-somerset.gov.uk](mailto:admissions@n-somerset.gov.uk)

*North Somerset Council aims to publish as much information on our [website](#) as possible to assist you with any queries. Please look on the website to find an answer to your query before contacting the Council.*

## Bath and North East Somerset Council

Admissions and Transport Unit

Lewis House

Manvers Street

Bath

BA1 1JG

Email: [admissions\\_transport@bathnes.gov.uk](mailto:admissions_transport@bathnes.gov.uk)

## Bristol City Council

School Admissions

PO Box 3176

Bristol

BS3 9FS

Email: [school.admissions@bristol.gov.uk](mailto:school.admissions@bristol.gov.uk)

## Somerset County Council

Admissions and Entitlements Team

County Hall

Taunton

Somerset

TA1 4DY

Email: [schooladmissions@somerset.gov.uk](mailto:schooladmissions@somerset.gov.uk)

# Appendix A: Supplementary Information Forms for Schools in North Somerset

Supplementary Information Forms (SIF's) for schools in North Somerset must be submitted directly to the school and not to North Somerset Council.





## **Supplementary Application Form - Staff Criterion**

Please complete this form if you wish your child to be considered under the staff criterion for a place at St Katherine's School only. Your application will be verified with the Human Resources team at Cathedral Schools Trust.

### **Child's details: use block capital letters**

First name(s):

Surname/Family name:

Date of birth:

Address:

### **Parent/Carer contact details: use block capitals letters**

Parent/Carer Name (who is also the member of staff):

Telephone number:

Email address:

### **Declaration**

I confirm have been employed at St Katherine's School for at least two consecutive years at the time at which the application for admission is made.

(please tick) OR;

I was recruited to fill a vacant post for which there is a demonstrable skill shortage.

(please tick)

I confirm I have read the admission arrangements.

(please tick)

I declare that I have parental responsibility for the child named in this application, the above details are correct, and I understand that failure to disclose or the giving of false information will result in my application being rejected and any subsequent offer will be withdrawn. I have read the CST 's Data Protection Policy on the CST website ([here](#)) and SKA's Privacy Notice ([here](#)) and consent to CST processing the data submitted in this form in accordance with these policies.

(please tick)

Signature of Parent/carers:

Date:

Completed forms should be sent to Mrs Kilgallon, St Katherine's School, Ham Green, Pill, BS20 0HU. Email: [kilgallond@skdrive.org](mailto:kilgallond@skdrive.org)