



Robert Blake Science College
Aspire | Achieve | Celebrate

Admissions Policy 2021/22

(Statutory)

Summary of proposed changes to the Admission Arrangements for 2021/22

Admission arrangements must be consulted on whenever changes are proposed. Robert Blake Science College are proposing a number of changes and are now consulting on the 2021/22 admission arrangements.

The main change is;

- Addition of criterion 4a, prioritising children who live in the 'rural catchment' area.



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(Statutory)

Policy Statement:

This policy determines the procedures for admissions to the school for the year stated above and should be read in conjunction with the **Safeguarding** suite of policies:

- Allegation Management Policy
- Attendance Policy
- Using ICT and Digital Media – Acceptable Use
- Equality Policy
- Freedom of Information
- Privacy Notice
- Safeguarding Policy
- Whistleblowing Policy
- E-Safety Policy
- Recruitment and Selection Policy
- SMSC and British Values Policy
- Students who abscond from school Policy
- Video, Photographs & Photography Guidance

Person Responsible:	Headteacher
Date:	November 2019
People Involved:	Somerset County Council Admissions Authority, Headteacher & Full Board of Governors
Reviewed:	Annually
Adopted:	November 2019
Review due:	Before Autumn 2025

Consultation with wider stakeholders must take place in the Autumn Term whenever this policy is updated.

Robert Blake Science College
School Admissions Policy 2021/22

Robert Blake Science College is a Foundation School and as such the governing body is the admissions authority for the school.

Published Admission Number

Robert Blake Science College has an admission number of 210 for entry in year in 2021.

The school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Governing Body will offer places at the school to all those who have applied.

Applications for Year 7 in September 2021

Applications must be submitted to the home Local Authority (LA). Somerset applications can be made on-line at www.somerset.gov.uk/admissions. Paper applications are available to download from the Somerset County Council website at www.somerset.gov.uk/admissions, or upon request by telephoning Somerset Direct on 0300 123 2224. Any supporting information must be received by the closing date for applications using the appropriate Supplementary Information Form (SIF) where relevant.

Applications must be received by 23:59 hours on 31 October 2020, otherwise the application will be recorded as late. Late applications will be considered after those received on time. Please see the Somerset LA co-ordinated scheme for full details.

Outcomes for on time applications will be sent out by email (for on line applicants) or second class post on 1 March 2020 (or next working day if this falls on a weekend or bank holiday).

In-year Admissions

In year applications must be submitted directly to the school using the in-year application form which can be obtained on the school website or by request to the school office.

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

A decision will be notified in writing to the applicant within ten school days. Where a school place is offered it will be held open for 10 school days and applicants will need to confirm acceptance within this time.

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

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

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

Over-subscription criteria

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

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. (See important note 1)
2. Children identified with a sensory, physical or medical disability (High Needs Pupils), where a multi-agency professional team has identified the school as the nearest suitable school (See important note 2)
3. Children living in the catchment area with a sibling at the school at the time of admission, and who live at the same address.
4. a) Children living in the rural catchment area (see important note 4).
b) Children living in the catchment area.
5. Children living outside the catchment area, with a sibling at the school at the time of admission, and who live at the same address.
6. Children outside the catchment area, but nearest the school.

Important Notes:

1. A 'looked after child' is a child who is (a) in the care of a local authority in England or (b) being provided with accommodation by a local authority in England in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. This criterion enables schools to plan with SEN Officers for the school entry of children with physical, medical or sensory impairments. This includes children where significant capital works (eg, accessible toilets, changing space, access to classrooms) are required and/or children that are identified as requiring a place at a resource base attached to a mainstream school.
3. A copy of the schools catchment map is available to view at the school and can also be viewed on the Local Authority website www.somerset.gov.uk/admissions.
4. 'Rural catchment' is defined as living in the catchment area of the school where there is no alternative school within the statutory walking distance of the home address (3 miles for a child over eight years).

Tie-break

If in categories 1-7 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured in a straight line by a Geographical Information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home.

Random allocation by drawing lots supervised by someone independent of the school, will be used as a tie-break in categories 1-7 above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

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

Siblings

For the purposes of Admissions, a sibling is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister or children of the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

Please see the information on shared residency arrangements which will apply if necessary in order to determine the sibling's permanent home address.

Parent or parent/carer

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

Home Address

The home address is important as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends **the majority of their time** with the person(s) who have care of the child.

Documentary evidence of ownership or suitable rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a minimum six-month formal lease agreement from a letting agency. Please note private letting agreements may not be accepted as proof of residence. **An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained.** Proof that a move from the previous address has taken place may also be required e.g. proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice. The Governing Body reserve the right to seek further documentary evidence to support any claim of residence which could include contacting the estate agent, solicitor, landlord or relevant professional. A representative of the Governing Body may carry out a home visit/s without prior notice to verify a pupil's home address. The Admissions Authority reserves the right to seek further documentary evidence to support your claim to residence.

It should also be noted that an address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

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

You must notify The Admissions & Entitlements Team, County Hall, Taunton of any change of address during the admissions procedure.

Waiting list

The school will operate a waiting list for each year group until the end of the first academic year to which the application applies. This will be maintained by the Governing Body and any child refused a place will automatically be placed on the waiting list.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance

with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

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

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

Information on the timetable for the appeals process is published on the Local Authority's website.

Children from Outside the UK

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

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

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

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

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

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

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

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

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

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

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

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

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

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

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

Withdrawal of places

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

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

Children of UK Service Personnel

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

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

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

For further information, please refer to the DfE explanatory note on Admission of Children of Crown Servants:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461481/Admissionofchildrenofcrowservants.pdf