



“Let your light shine before others”

Matthew 5 v 16

Selwood Academy are consulting on decreasing the Published Admission Number for the 2024/25 reception intake from 189 to 180.

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Date Last Reviewed:  
Due to be Reviewed:

Full Trustees Board  
November 2021



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The following policy is reflective of our deeply held Christian Vision and Values .

### **Vision**

We are committed to creating a safe, happy and enriching environment where we all aspire to thrive, achieve and celebrate success together.

Our aim is to promote the dignity and well-being of every child and staff member and ensure they flourish in the course of their journey with us.

### **Values**

Our core Christian values of Hope, Wisdom , Community and Joy underpin all that we strive to achieve to enable our 'light to shine before others' Matthew 5 v 16

## **Admission to Year 5 in September 2024 and Admission during the 2024/25 academic year (in-year)**

### **1. RATIONALE**

The Education Act 1980 gives parents the right to apply for a school at which they would prefer their child to attend. It also allows parents refused a place at their preferred school a right of appeal to an independent Appeals Committee. Somerset Local Authority produces an annual Guide for Parents, which explains how to apply for a school place including transfer from first to middle school and middle to upper school.

### **2. INTRODUCTION**

The Admissions Authority is the Trustees Board. An Admissions Committee comprising of trustees is responsible for taking all admission decisions for children starting school in year 5 each September or joining any year group during the academic year.

Somerset Local Authority is responsible for co-ordinating all applications for children who start or transfer school each September. These admissions arrangements should be read in conjunction with the Local Authority's published co-ordinated Admissions Scheme of September 2023. Somerset Local Authority can also provide support for parents who require further help understanding the admissions process or completing application forms.

The Trustees Board has set a Published Admission Number for year 5 of 180 and an admission limit for all other year groups of 180.

These Admission Arrangements have been designed to ensure that requests for admissions are dealt with properly and that appropriate information is made available in the event that parents are refused a place at the school.

### **3. OBJECTIVES**

- 3.1 On the request of their parents, to admit children up to the current Planned Admission Number (PAN) for the school.
- 3.2 To ensure that when requests for places at the school exceed the PAN, they are dealt with in strict order of preference applying the trustees Oversubscription Criteria set out in 4.1 below.

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- 3.3 To give no impression that a place can be made available for a particular child once the PAN has been reached.
- 3.4 To make available guidance concerning the appeals procedure to parents of children who fail to gain a place at the school, detailed in 4.2 below.
- 3.5 To apply the same approach and Oversubscription Criteria to all admission applications relating to admission during the academic year.
- 3.6 To consider parents applications for places in year groups other than the child's chronological age year group

## **4. PROCEDURES AND PRACTICE**

### **The Application Process**

#### **(a) Applications to start in the year 5 in September 2024**

A Common Application Form (CAF) must be completed or an on-line application made at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions). The CAF is available from Local Authorities or on request to the school office. Completed application forms must be received by your home Local Authority by the closing date of 15 January 2024 and on-line applications submitted by 23:59 on this date. The Local Authority will forward all applications that are received on time to the Trustees Board who will consider the applications and make their decisions. If there are more applications than places available, the trustees will rank them against the published Oversubscription Criteria set out below.

A list indicating those children to be allocated places will be returned to Somerset Local Authority and the Local Authority will send out decision letters on behalf of the Trustees Board by email or second class letter post on 16 April 2024 (or next working day).

Applications received after the deadline will be recorded as late and cannot then be administered until all on time applications have been considered by which time places may no longer be available within the Published Admission Number.

#### **(b) Applications to join a year group during 2024/25 academic year (in-year)**

Applications must be submitted using the trustees' in-year application form which is available from the school office or to download from the school website. Applications may be submitted directly to the school at any time during the academic year.

The Trustees' Admissions Committee will consider applications on a weekly basis with a 4pm deadline every Friday and applicants will receive a written response within **10** school days following receipt of the application. Where a school place is offered it will be held open for **14** school days and applicants will need to confirm acceptance within this time. Applications cannot be considered more than 6 weeks or half a term in advance of the place being required.

#### **Oversubscription Criteria**

Following the admission of any children with a statement of Special Educational Needs/Education, Health and Care plan naming the School, the trustees will consider all other applications. If the number of applications for admission exceeds the Published Admission Number (PAN), or admission limit for the year group concerned, the Trustees will apply the following Oversubscription Criteria to every application received and rank children in priority order, admitting up to the PAN or admission limit and refusing all other applications.

- (a) Looked After Children. Children in the care of a Local Authority or who have been previously and are now formally adopted or subject to a residence/child arrangement or special guardianship order (see important notes).
- (b) Children of Staff who have been employed by Selwood Academy on a permanent contract at the academy to which the application relates, for at least two years prior to the submission of

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the admission application, or children of a newly recruited teacher, appointed to satisfy a demonstratable skills shortage at that academy

- (c) Children living in the designated school catchment area, with a sibling at the school at the time of admission, and who live at the same address
- (d) Children living in the designated school catchment area
- (e) Children living outside the designated school catchment area, with a sibling at the school at the time of admission, and who live at the same address
- (f) Children living outside the catchment area, but nearest to the school measured by straight line distance

### **Important Notes**

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989). Adoption is defined under the terms of the Adoption and Children Act 2002.

### **Tie Breaker**

In the event of oversubscription within any of the criteria listed above, preference will be given to applicants who live closest to the school, as measured in a straight line by a Geographical information System (GIS) method from the address point of the school site to the address point for the pupil's home. Where two distances are equal and it is therefore not possible to differentiate between them, priority will be determined by independent drawing of lots.

### **Retained or Accelerated entry**

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust 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.

The process for requesting such an admission is as follows;

- The parent/carer is required to make an application for their child's normal age group but can submit a request for admission out of the normal age group at the same time.
- The parent/carer is required to submit a request for admission out of the normal age group and attach supporting evidence as necessary. The Trustees Board have the right to request further evidence that may be required.
- The Trustees Board will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.
- The Trustees Board will write to the parent with the outcome and set out clearly the reasons for their decision.
- 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.

### **Children from Outside the UK**

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

This is the most recent guidance which takes account of the post-Brexit immigration system.

<https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children>

### **Waiting List(s)**

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Where an application has been refused for any year group, the child will be placed on a waiting list(s). This will be kept strictly in order of oversubscription criteria by the Trustees Board, and will be maintained until the end of the academic year to which the application applies. Where places become available within the Admission Number they will be allocated to the highest ranked eligible child on the maintained list. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list and will be maintained until the end of the academic year. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, **must** take precedence over those on a waiting list.

### **Withdrawal of places**

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

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading.
- The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.
- A child has not started at the school within 14 days of an agreed in-year admission start date.

### **Multiple birth applications (for example twins)**

In the case of multiple birth applications, where it would only normally be possible to admit one child within Admission Number, a place(s) will be allocated above Admission Number at the point of allocation. This will ensure that multiple birth siblings can be allocated places at the same school (sibling definition still applies).

### **Children of UK Service Personnel**

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

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

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

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

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/461481/Admission\\_of\\_children\\_of\\_crown\\_servants.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/461481/Admission_of_children_of_crown_servants.pdf)

## **5. REVIEW AND EVALUATION**

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- 5.1 The Trustees' Quality of Education Committee will review and evaluate these admission arrangements annually. The outcome of the review and evaluation, together with any recommendations will go to the Full Trustees Board who will consult on an annual basis if there are any changes agreed.

## **6. DEFINITIONS**

### **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 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 of a 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 eg 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 Trustees Board reserves the right to seek further documentary evidence to support any 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. Fraudulent claims relating to the home address of a particular child may lead to the withdrawal of any offer of a school place.

The Trustees Board must be notified of any change of address during the admissions procedure.

### **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.

### **Catchment Map**

The Trustees Board prioritise some school places on the basis of living within a designated catchment area. Details of the catchment boundaries can be found at;

<https://www.somerset.gov.uk/education-and-families/school-catchment/>

### **Issues relating to shared residency arrangements**

Where shared residence arrangements are in place and parents/ carers of the child submit two separate applications for different schools, the LA requires parents to resolve matters between themselves, taking legal advice if necessary, and inform the LA which application should be processed. The LA will not become involved in private disputes. If more than one offer of a school place is made, the LA would expect one of the places to be withdrawn by the parent. If this is not the case, when the child starts school, the alternative school place will be withdrawn by the LA.

### **Distance Measurements**

For the purpose of measuring home to school distance, all calculations will be measured using a straight-line measurement from the address point of the home to the address point of the school using a GIS mapping system. (Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses

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recorded in the Royal Mail).

### **Appeals**

Applicants whose school place application is turned down have the legal right of appeal to an independent appeal panel against the decision to refuse admission. Details concerning how to appeal are explained in the decision letters sent out when a place is refused. Information on the timetable for the appeals process is available on the school website by 28 February each year.

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