

School Admissions Policy 2024/25

The Blue School are consulting on decreasing the Published Admission Number for the 2024/25 reception intake from 270 to 240.

School Admissions Policy 2024/25

The governing body is the admissions authority for the school.

The school was established to serve all within its community, those of all faiths and of none, and strives to offer a high quality education underpinned by a distinctively Christian ethos.

All applications for admission, and any supplementary information forms, must be received by your home Local Authority (LA) by the closing date of 31st October 2023, and will be considered under the Equal Preference with Ranking system of allocation. The LA will forward all applications to the school and the governing body will rank them against the oversubscription criteria set out below. This list will then be returned to the LA under the co-ordinated admissions scheme and they will make a single offer of a place on 1st March 2024.

The Published Admission Number (PAN) for the Year 7 2024 intake is 240 pupils.

Over-subscription criteria

In the event of over-subscription, applications will be ranked against the following over-subscription criteria set for the school.

The school will be required to admit a child whose education, health and care (EHC) plan names the school before the following criteria are applied:

1. Looked After Children – children in the care of the Local Authority, or have been previously and are now formally adopted or subject to a residence/child arrangement or special guardianship order. 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 (see Notes).
2. Children living in the catchment area (please see note 2), with a sibling at the school at the time of admission, and who live at the same address.
3. Children living in the catchment area.
4. Children living outside the catchment area, with a sibling at the school at the time of admission, and who live at the same address.
5. Children who themselves, or whose parent(s)/carer(s) are practising members of the founding religious body of the school (Anglican, Methodist) (see notes).
6. Children who themselves, or whose parent(s)/carer(s) are practising members of other churches or religious denominations (see notes).
7. Children of permanent staff employed at the school for 2 years prior to application.
8. Children outside the catchment area, but nearest the school by straight line measurement.

Notes:

1. A "Looked After Child" means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "a previously Looked After Child" means a child who after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, a Residence Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989 as well as 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. Relevant evidence will be required to be submitted.
2. If there are not enough places to satisfy all the applications under any one criterion, priority will be given to those living

nearest the school (straight line measurement). 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. Where two distances are equal and it is therefore not possible to differentiate between them, priority will be determined by random drawing of lots supervised by someone independent of the school.

3. A copy of the school's catchment map is available to view at the school and on the Local Authority website <https://www.somerset.gov.uk/education-and-families/school-catchment/>

Practising

"Practising" is defined as at least once a month attendance for at least six months preceding application at church by at least one parent and/or child (where necessary this must be confirmed with a member of the clergy). In the event that during the period specified for attendance at worship the church (or, in relation to those of other faiths, relevant place of worship) has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church (or in relation to those of other faiths, relevant place of worship) or alternative premises have been available for public worship.

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. This definition includes siblings in post 16 education. 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

For the purposes of school admission, the governors' definition of a child's home address is considered to be where the child resides for the majority of their time with the person(s) who legally has/have care of the child. Documentary evidence of house ownership or a minimum six-month rental agreement may be required, together with proof of the child's residence at the property concerned. Places will not be allocated on the basis of a future house move unless this can be confirmed through the exchange of contract or a signed minimum six month formal lease agreement in place at the time of application. 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 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.

An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place.

The governors may withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.

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.

Supplementary Information Form (SIF)

In order for applications to be considered against criterion 5 and 6, applicants will need to use the attached SIF in order to demonstrate their ability to meet the criterion. The SIF will need to be completed and signed by a member of the clergy and submitted along with the school place application.

Waiting list

Where an application for a school place is unsuccessful, the application will be kept on a waiting (refusal) list in order of over-subscription criteria until the end of the academic year to which the application applies. Should a place become available, it will be offered to the highest ranked application on the list at that time. The waiting list will be reordered in accordance with the

oversubscription criteria whenever anyone is added to or leaves the waiting list.

Applications to join any year group during the academic year (in-year)

Applications must be submitted using the 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 office at any time during the academic year.

The Governors' Admissions Committee will consider applications on a weekly basis with a 4pm deadline every Friday (term time only) for receipt of applications and applicants will receive a written response within 10 school days following receipt of the application. Where there are more applications than places available within a particular year group, applications will be considered against the published oversubscription criteria and places 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). Where a school place is offered it will be held open for 21 school days and applicants will need to confirm acceptance within this time.

Admission of children outside their normal age group

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 of 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 (guidance notes and an application form available from the school) and attach supporting evidence as necessary. The Governing Body have the right to request further evidence that may be required.
- The Governing Body will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.
- The Governing Body will write to the parent with the outcome and set out clearly their 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 school.

Multiple birth applications (for example twins)

Where the last place within the Published Admission Number is allocated to a multiple birth application, a place will be allocated to any siblings above the Published 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).

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 letter sent out by email or post on the published dates. Information on the timetable for the appeals process is available on the school website by 28 February each year.

Children from Overseas

The Governing Body will treat applications for children coming from overseas in accordance with Home Office rules for Foreign nationals.

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.
- A child has not started at the school within 21 days of an agreed in-year admission start date.

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.

Sixth Form

Admissions to sixth forms are conducted in line with the requirements of the School Admissions Code and arrangements specific to the school are detailed in the school Prospectus.

Applicants to the Sixth Form will be expected to attend a guidance interview to discuss the suitability of subject choices. This will not form part of the decision process on whether to offer a place.

The Blue School has a published Admission Number of 30 that will apply for new intake students only. Places will normally only be offered until this number is reached, whereafter further preferences will be refused. This does not include students already on roll at the school who will automatically gain a sixth form place if the entry requirements are met.

Students moving through the school and new intake students will only be considered for available places when the published entrance requirements have been met. These requirements are clear and objective and fully detailed in the school Prospectus. The highest priority in oversubscription criteria for sixth form places is given to looked after children and previously looked after children who meet the academic entry criteria.

Applications must be made directly to the school using the common application form or the application form supplied by the school and returned no later than the application closing date specified in the Prospectus.

Parents or children will have the legal right to appeal against any decision to refuse a young person entry to a sixth form. This may include a refusal for any reason, e.g. there is no place available within the published Admission Number, or where a parent or student believes there may be an administrative error regarding the application procedure or entrance requirements.

**Church of England Voluntary Aided, Foundation and Academy Schools in the Diocese of Bath & Wells
School Admission Supplementary Information Forms
Notes for those applying for places at Church of England Voluntary Aided, Foundation or Academy Schools**

If you wish for your application to be considered under any criteria relating to church attendance, you must ensure the following:

- That the attached form is completed by you and signed by the relevant church representative (vicar, priest, minister, pastor, church warden).
- That the information on the form matches and fulfils the requirements set out in the specific admissions arrangements of the school for which you are applying.
- That the completed form, signed by both you and the clergy, reaches your home Local Authority by the closing date for submission of applications. This is 15th January 2024 for first admission or 31st October 2023 for secondary transfer.
- That a separate supplementary form be submitted for each church school for which you are applying as each is likely to have differing admissions criteria.
- If you have recently, or are about to move to a different area, that you ensure that the appropriate church representative of the church where you have been regularly worshipping signs the supplementary information form for your application. **Please ensure that they have seen the admissions requirements for the school/s for which you are applying and are satisfied that you meet the necessary criterion/criteria.**

Please Note:

- Failure to send the correctly completed supplementary information form to your home Local Authority by the closing date will mean that your application cannot be considered under any church attendance criterion.
- The need to obtain the signature from a previous member of clergy/church after moving house cannot be considered as a reason for a late application to be accepted.

**Church of England Voluntary Aided, Foundation and Academy Schools in the Diocese of Bath & Wells
School Admission Supplementary Information Forms**

Notes for clergy or those responsible and authorised to sign supplementary information forms for those applying to church schools under a church attendance criterion.

Please note that the recommendation of the Bath & Wells DBE is that clergy do not work in isolation when looking at school admission supplementary information form requests. The DBE strongly recommends that it is best practice to have a sub-committee of at least three members, including clergy, church wardens and those with responsibility for Sunday school to consider these requests and be authorised to sign the form if it is agreed appropriate.

Please also note that the completion of this form and its return in time to meet the admission application deadlines is critical for the applicant, and without it the child cannot be considered eligible under any church attendance criteria, even if they are regular attendees at church.

In order for the application to be considered under any church attendance criteria within the school's admissions arrangements, the following must be ensured:

- That the attached form is completed by the applicant and signed by the relevant church representative (vicar, priest, minister, pastor, church warden).
- That the information on the form matches and fulfils the requirements set out in the specific admissions arrangements of the school to which the application is being made. **Clergy must be clear that the specific criterion for each school is being met by the applicant and should see the admissions criteria so that they can check.**
- The DBE recommends that schools use the criterion that either the child or at least one parent has attended worship at the church at least once a month for a minimum of 6 months prior to the time of the application. **Please note that this does vary from school to school, with some having far more rigorous requirements.**
- **The DBE does recommend that the child or a parent has attended actual worship and that attendance at toddler groups or other activities that are held at the church does NOT meet the requirements.**
- That the completed form, signed by both applicant and the clergy, reaches the applicant's home Local Authority by the closing date for submission of applications. This is 15th January 2024 for first admission or 31st October 2023 for secondary transfer.

NB: This is clearly the responsibility of the applicant, not the church representative.

- That a separate supplementary form be completed for each VA, Foundation or Academy church school for which the applicant is applying as each is likely to have differing admissions criteria.
- For applicants who have recently, or are about to move to a different area, the supplementary information form should be completed by the clergy at the church where they have been regularly worshipping. It is the responsibility of the applicant to organise this and ensure that the SIF is completed and sent in on time.

Please Note:

The application process is a legal one and every effort MUST be made to ensure that applications and any supplementary forms are completed accurately and on time. If applicants are unsuccessful, they have the right to appeal, and the information provided by clergy can be critical to the outcome of both the application and appeal, particularly where a school is very popular and oversubscribed. Competition for places at some schools can be fierce and it is vital that information supplied is accurate.

Clergy should not be pressured into signing a form if they know that the applicant does not, or are in doubt as to whether the applicant does, meet the criteria laid down by the school. This is one reason why a committee should consider every application. It is also particularly helpful where there is an inter-regnum or where clergy have been in post less than 6 months.

The Blue School

SUPPLEMENTARY INFORMATION FORM - PART A
Admission in 2024

To be completed by the parent/guardian

The Blue School is a Church of England school. The governing body is the admission authority and has responsibility for setting the admission arrangements.

If there are more applications than there are places, the governing body will prioritise applications where evidence can be provided that one of criteria 6 and 7 has been met. If you wish your child to be considered under the religious grounds of criteria 6 or 7, please complete this form and return it to the local authority closing date of **15 January 2024 (primary) 31 October 2023 (secondary)**. If you do **not** wish your child to be considered under the above criteria, this form is **not** necessary (but see below about a Local Authority Common Application Form).

For the purposes of assessing eligibility to education transport on faith grounds, information on this form may be used to confirm that your application for a place at the school was on religious grounds.

Once you have completed Part A, please pass the form to your priest, minister, faith leader or church official. It is the responsibility of the parent/carer to return the SIF to the LA by the closing date for submissions. Only where both parts are returned by the closing date of **15 January 2024 (primary) 31 October 2023 (secondary)** can this information can be considered as on time by the governing body and your application prioritised accordingly. Failure to return this form will result in any application being considered under the "non church" criteria.

You must, in all instances, complete a Local Authority Common Application Form and return that to the Local Authority by 15 January 2024 (primary) 31 October 2023 (secondary) for it to be considered as on time. It is entirely the responsibility of the applicant to ensure that any Supplementary Information Form is returned on time to the home Local Authority.

Name of child:

Surname First names

Date of birth Boy Girl

Name of parent/guardian

Address

.....

.....

Post code

Home Telephone Contact number

If you are applying to this school on faith grounds, please complete the following sections:

Place of worship where one of parents / guardians / child regularly attends:

Name of place of worship

Address

Name of vicar / priest / minister / faith leader / church officer:

.....

Address

.....

.....

Post code Telephone

<p>Please place a tick in the box which describes your circumstances</p> <p>criterion 5 <input type="checkbox"/></p> <p>criterion 6 <input type="checkbox"/></p>	<p>Children who themselves, or whose parent(s)/carer(s) are practising members of the founding religious body of the school (Anglican, Methodist)</p> <p>Children who themselves, or whose parent(s)/carer(s) are practising members of other churches or religious denominations</p>
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Please take or send this form to your vicar, priest, minister, faith leader or church officer so that they can complete Part B by way of verification of the information you have provided.

The Blue School

SUPPLEMENTARY INFORMATION FORM - PART B
Admission in 2024

To be completed by vicar / priest / minister / faith leader / church officer

The parent/guardian whose details appear in Part A of this form has given your name as a reference for his/her commitment to your church/place of worship. We ask that you confirm your knowledge of this child or family in relation to the faith criterion/criteria below.

Please place a tick in the box which describes the child's circumstances	Children who themselves, or whose parent(s)/carer(s) are practising members of the founding religious body of the school (Anglican, Methodist)
Criterion 5 <input type="checkbox"/>	
Criterion 6 <input type="checkbox"/>	Children who themselves, or whose parent(s)/carer(s) are practising members of other churches or religious denominations

Signed

NameDate:

Position

Church/place of worship

It is entirely the responsibility of the applicant to ensure that this form is returned to the home Local Authority by the submission date below:

Please return this form to your home Local Authority by 15 Jan 2024 for primary / 31 October 2023 for secondary.

Thank you for your assistance in completing this Supplementary Information Form.

NB: If a family is refused a place at the school and appeals against the governors' decision, this form may be used as evidence at the appeal.