

## School Admission Arrangements – 2023/24

Introduction	
<p>These Admission Arrangements comply with the requirements of the 2014 School Admissions Code and the 2012 School Admission Appeals Code issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998 and are reviewed and published annually by the Brookside Academy Trust (the Admissions Authority). Should the Trust propose to alter any aspect of policy or practice, a public consultation will be conducted in accordance with the statutory requirements set out in the School Admissions Code.</p> <p>In the interests of clarity, this document is set out under the following headings:</p> <p>1.0 - General Information            2.0 - Starting School in September 2023 - The 'normal' admissions round            3.0 - Changing School - The 'In-Year' application process            4.0 - The Oversubscription Criteria            5.0 - Lodging an Appeal            6.1 - Key Contact Details</p> <p>Appendix A: Glossary and Definitions            Appendix B: In-Year Application Form</p> <p>If you would like to discuss your particular circumstances or require further help with any aspect of the school admissions process, please contact the School Office - telephone: 01458 443340            It is recommended that you also visit the school website which provides a lot of useful information about the school community and curriculum which will be helpful when choosing a school  <a href="http://www.brooksideacademy.co.uk">www.brooksideacademy.co.uk</a></p> <p>Any concern relating to the statutory compliance of these admission arrangements or the fairness and equality of local policy/practice should initially be raised with the School Office. If the issue cannot be resolved locally, a complaint may be raised with the Office of The Schools Adjudicator.</p>	
1.0	General information
1.1	The School
	Brookside Academy is an inclusive primary school offering high quality education for all children. The Academy Trust prioritises admission for siblings and those children living within a defined local catchment area before offering places more widely.
1.2	Who can apply for a school place?
	A parent, registered carer, or another person(s) who has an assigned responsibility for the child concerned (referred to throughout this document as 'the parent') may submit a school admission application on behalf of that child for any United Kingdom (UK) state funded school.
1.3	The child
	The child must, at the time of application, be a UK citizen, or have European Economic Area Citizenship, or hold an appropriate Home Office Visa entitling him/her to reside in the UK.
1.4	The home address
	For admission purposes, the Governing Body will consider the home address to be: The address at which the child concerned is living, at the time of application, for more than

	<p>2.5 school days per week, with the person(s) who has legal responsibility for this child. This address should be clearly stated on the application form.</p> <p>Where the child will be moving to a new home address and the parent wishes this to be taken into account, one of the following documents, depending on the circumstances of the case, must be made available <u>at the time of application</u>.</p> <ul style="list-style-type: none"> <li>• A legal 'exchange of contract' which confirms the purchase of the property</li> <li>• A copy of a formal tenancy agreement (minimum six-month term) signed and dated by the applicant and the Landlord for the property</li> <li>• Where the child will be living at an address other than the parental family home, for more than 2.5 school days per week (for example; with an extended family member, or in emergency or other public accommodation) - A formal written letter, signed and dated by the person responsible for the address in question. This must explain the living/care arrangements for the child and state how long these arrangements are expected to remain in place.</li> <li>• For Children of UK service personnel with a confirmed posting to the area or Crown servants returning from overseas, an official letter confirming a relocation date and Unit postal address or quartering area address</li> </ul>
1.5	<b>Siblings</b>
	<p>The oversubscription criteria set out in section 4.2 of these admission arrangements includes a priority for children with a sibling attending the school at the time of application who will still be on roll at the time of admission.</p> <p>If a parent wishes a sibling connection to be taken into account, the sibling's details must be provided on the admission application form and he/she must qualify as a full, half or adoptive brother or sister, or a child living for more than 2.5 school days per week within the same family unit and at the same home address.</p> <p>The Published Admission Number or admission limit will be exceeded, where necessary, in order that multiple birth siblings of the same family (twin, triplet etc.) can all be offered places, where otherwise one or more of these children would be refused</p>
1.6	<b>Waiting lists</b>
	<p>When an admission application is refused, because the year applied for is full, the child's name will be entered onto a waiting list for that year group, which will be maintained until the end of the school year and then shut down. Names on waiting lists are held strictly in ranked order according to the child's compliance with the oversubscription criteria. Each time a name is added, the waiting list concerned will be re-ranked. If a place becomes available in the appropriate year, this will be offered for the child ranked highest on the waiting list at that time. A child's name will be removed from the waiting list if a place is offered and declined, or the parent requests the school, in writing, to remove his/her child's name.</p>
1.7	<b>Misleading or false information</b>
	<p>Should the admission authority become aware that a place was secured for a child at the school on the basis of misleading or false information, it will consider withdrawing the offer, or where a child has already started to attend the school may remove the child from the school roll. The circumstances of the case will be fully discussed with the parent and, if the decision is taken to withdraw the offer of a place, the application will be considered afresh, taking account of any new information.</p>

<b>2.0</b>	<b>Starting School in September 2023 (The 'normal' Admissions round)</b>
2.1	The Published Admission Number (PAN)
	The PAN for Foundation (reception) is 60. This is the number of places that can be provided according to the resources available and the need to maintain the size of infant classes within the requirements of Infant Class Size legislation (30 children to each qualified teacher unless a child qualifies as a permitted exception in accordance with section 2.15 of the 2014 School Admissions Code). If 60 or fewer reception applications are received for September 2023, every applicant will be offered a place for their child, without condition. If more than 60 applications are received, the Admissions Authority will apply the oversubscription-criteria, set out in section 4.2, in order to rank all the applications and identify a priority for the offer of places up to the PAN.
2.2	Submitting an 'on time' application
	For a child to start school in September 2023, the parent must complete the Common Application Form (CAF) available from the <u>home</u> local authority. In order for the application to be considered as 'on time' the CAF must be submitted to this local authority by 23:59 hours on <u>15 January 2023</u> . The CAF may be completed and submitted using the home local authority's 'on line' procedure, or as a paper form. Full details about the application process and information about the schools in the local authority area are explained in the 'Composite Prospectus' document, which each local authority must make available on 12 <sup>th</sup> September annually.  For families living in Somerset, the <u>home</u> local authority is Somerset County Council <a href="http://www.somerset.gov.uk/admissions">www.somerset.gov.uk/admissions</a>
2.3	Late applications
	Local authorities may coordinate 'normal' admission round reception applications until 31 August 2023. However, if an application form is submitted to the home local authority after the application deadline of <u>15<sup>th</sup> January 2023</u> , it will be considered as a 'late' application and will not be administered until all on time applications have been processed, at which point there may no longer be a place available at the preferred
2.4	Notifying the application decision
	Parents will receive an admission decision in writing from the <u>home</u> local authority on or about 16 April 2023, according to the procedure set out in the local authority's Composite Prospectus.
2.5	Education Health and Care Plan (EHCP)
	A place will automatically be provided for any child who has an EHCP in place at the time of application, which names Brookside Academy as the education provider. This place will be allocated within the Published Admission Number (PAN) before the consideration of any other applications, or above the PAN if places have already been offered at that time.
2.6	Starting school on a full or part time basis
	A parent may apply for his/her child to start school for the first time in the September following the fourth birthday and, where a place is offered, may choose for the child to start full time from day one, or to attend on a part time basis until compulsory school age, is reached which is during the term following the child's fifth birthday.
2.7	Deferred entry to school
	While a child is below statutory school age, the parent may choose to defer his/her child's entry to school until later in the school year. However, parents cannot defer beyond the point at which the child reaches compulsory school age, or beyond the start of the last term in the school year. The school operates on the basis of a six-term year.

<b>2.8</b>	<b>Delaying school entry for a summer born child (born 1 April – 31 August)</b>
	<p>A parent of a 'summer born' child entitled to start school in September 2023, may choose to delay his/her entry to school until September 2024, where this arrangement is considered to be in the best educational interests of the child. The parent may also choose to apply for the reception year in September 2024 rather than Year 1. However, there is a risk attached to deciding this approach, which the parent must be clear about. Although the Admission Authority will consider a new application being submitted for a reception place in September 2024, there can be no indication given as to whether a place will be available until the 2024 'normal' admissions round is complete. The following process will apply:</p> <ol style="list-style-type: none"> <li>1. The parent must submit an application to the home local authority during the 2023 'normal' admissions round, making it clear in the text box on the application form that he/she wishes to delay the child's entry until September 2024. Where the intention is for the child to start with the 2024 <u>reception cohort</u>, this must also be clearly stated on the form. The Admission Authority will formally note the parent(s) instruction and consider whether to accept a new application for the 2024 reception year, or to require an In-Year application to be submitted for Year 1.</li> <li>2. If the former is agreed, the parent must make an entirely new application as part of the <u>2024 'normal' admissions round</u> in accordance with the application process described in the home local authority 2024 Composite Prospectus document. This will be made available by the local authority on 12<sup>th</sup> September 2023. The parent should also take account of the 2024/25 Admission Arrangements applying to the school.</li> <li>3. If the school is undersubscribed with reception applications for September 2024, the applicant will receive the offer of a place, without condition, for his/her child on or around 16<sup>th</sup> April 2024. If the school is oversubscribed with applications for September 2024, the published oversubscription criteria will be applied in order to rank all the applications received (including delayed entry applications) and identify a priority for the offer of available reception places. <u>Whether a place can be offered will depend on the outcome of the 2024 application ranking exercise.</u></li> <li>4. If the September 2024 reception application is refused, the right of appeal will apply.</li> <li>5. If a parent delays a child's entry until 2024 and prefers that the child joins <u>year 1</u> rather than reception, he/she will need to make an in-year application within six school weeks of the place being required.</li> </ol>

<b>3.0</b>	<b>Changing school – The 'in-year' application process</b>
<b>3.1</b>	<b>The Admission Limit</b>
	<p>For each year group other than the year of entry (years 1-6) the Admissions Authority will set a non-statutory admission limit as a guideline to the number of places available. Admission limits will be set in order to ensure the efficient delivery of education and, where applicable, that the statutory Infant Class Size limit is adhered to. The efficient use of resources will also be a factor in terms of available accommodation, class-organisation, the needs of the children and the specific resources required to support the children. Consequently, admission limits may be varied from time to time and so the number of places available may vary.</p>
<b>3.2</b>	<b>Submitting an in-year application</b>
	<p>If a parent wishes to apply for a child to join the school during the 2023/24 school year, the In-Year Application Form (appendix B) must be completed and submitted directly to the school. This is available to download from the school website or a paper copy can be provided</p>

	by the School Office. The In-Year application form may be submitted at any time but will only be administered during school term time and within six <u>school</u> weeks of the place being required, unless the application is for a child from a Service family or the parent is a Crown Servant returning from overseas. In these circumstances, an application may be considered further in advance if an official letter is provided with the application, which confirms a relocation date and Unit postal address or quartering area address.
3.3	<b>Applying for a year group other than the child's relative (chronological) age</b>
	The In-Year application will most usually be submitted for the year group associated with the child's relative age, although a parent may apply for an alternative year if he/she considers this would be in the best educational interests of the child. In these circumstances, the application must be accompanied with as much information as possible to support the case for 'retaining' or 'accelerating' the child. It is for the Admission Authority to decide whether to support such a request, which will be considered according to the information provided, the circumstances of the case and what is deemed to be in the best educational interests of the child concerned. If an application for a retained or accelerated year is refused, the Admissions Authority will consider whether a place can be offered in the relative (chronological) age year group. The parent has the right to appeal the decision where a place cannot be offered in the relative year group. Retained and accelerated places secured through the in-year admissions process will be reviewed annually.
3.4	<b>The decision</b>
	On receipt of a signed and dated In-Year Application Form, the Admission Authority will evaluate whether a place can be made available without prejudicing 'the efficient delivery of education or the efficient use of resources' and/or breaching the statutory Infant Class Size Limit. The decision will be notified to the applicant in writing within ten school days of receipt of the In-Year Application Form.
3.5	<b>Accepting the offer of a place</b>
	Where a place is offered, the parent(s) will be asked to confirm acceptance in writing (by letter or email) within ten school days of receipt of the offer letter, following which the place will remain available for the remainder of six school weeks from the date of this letter. If the child concerned is not attending school with this time frame, the Admissions Committee will write to the applicant with a view to withdrawing the offer.
3.6	<b>Applying the Fair Access Protocol</b>
	Where it is has not been possible to offer a place, and the child concerned is not on the roll of another school at the time of application, the Admissions Committee will consider the application against the criteria set out in the Somerset County Council Fair Access Protocol (FAP), which is published on the authority's website. If the child concerned satisfies any of the FAP criteria, the In-Year application will be referred to the local authority, which may then
3.7	<b>Children issued with an Education Health and Care Plan (EHCP)</b>
	If a child is the subject of an EHCP which names a particular school, his/her parents should consult the local authority that issued the EHCP <u>before</u> applying for the child to change school.

<b>4.0</b>	<b>The Oversubscription Criteria</b>
4.1	<b>Oversubscription</b>
	If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admissions Committee will assess every application against the oversubscription criteria set out in section 4.2 in order to rank these applications and identify a priority for the offer of any available places. The oversubscription criteria will also be applied in order to rank children's names on a waiting list.

4.2	The Oversubscription Criteria
	<ol style="list-style-type: none"> <li>1. Children Looked After – Children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a residence/child arrangement order 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 important note 1.)</li> <li>2. Children living <u>within</u> the designated school catchment area or with a confirmed move to an address within this catchment, who have a sibling attending Brookside Academy at the time of application, who will still be on roll at the time of admission and who lives at the same address.</li> <li>3. Children living within the Brookside Academy catchment area, or with a confirmed move to an address within this catchment area, available at the time of application.</li> <li>4. Children living <u>outside</u> the designated school catchment area, who have a sibling attending Brookside Academy at the time of application who will still be on roll at the time of admission and who lives at the same address.</li> <li>5. Children of Teaching Staff and Senior Managers who have been employed at Brookside Academy on a permanent contract for at least two years prior to the submission of an admission application.</li> <li>6. Children not satisfying a higher criterion.</li> </ol> <p><b>Important Notes:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Refer to section 1.4 of these Admission Arrangements for the definition of ‘home address’</li> <li>3. Refer to section 1.5 of these Admission Arrangements for the definition of ‘sibling’</li> <li>4. A map indicating the Brookside Academy catchment area is available on the school website (appendix D). A copy is also kept at the school and is available to view by appointment.</li> </ol>
4.3	Prioritising applications by distance measurement
	<p>In the event of oversubscription and the consequent need to rank all applications against the oversubscription criteria, the admission number/limit may be reached part way through a particular criterion. The ranked order for applications satisfying this ‘cut off’ criterion and any lower placed criterion will be determined according to the straight-line distance between each child’s home and the school. This will determine a priority for the offer of available places.</p> <p>Distances will be calculated electronically using digital mapping software and Ordnance Survey ‘National Address Base’ coordinates for Brookside Academy and the child’s home address. Measurement will be to a minimum of three decimal places accuracy. In the case of a multi-dwelling building, such as a block of flats, the same distance will apply for all occupants.</p>

4.4	<b>Applying a tie-breaker</b>
	Where two or more distances are exactly the same and it proves necessary to rank the relevant applications, a priority for admission will be determined by the drawing of lots. This exercise will take place at the school and be supervised by a person entirely independent of the Admissions Authority and the school.

<b>5.0</b>	<b>Lodging an appeal</b>
5.1	<b>The legal right to an appeal hearing</b>
	The administration of school admission appeals is subject to statutory procedure set out in the 2012 School Admission Appeals Code issued by the Department for Education. A parent whose child is refused admission to the school is legally entitled to lodge an appeal against this decision. The refusal letter issued by the Admissions Committee will explain how to complete this process and an appeal form is available to download from the school website, or can be requested from the School Office
5.2	<b>The basis on which an admission application may be refused</b>
	The Admission authority can refuse to admit a child where a further admission would <i>'prejudice the efficient delivery of education or the efficient use of resources'</i> or unlawfully breach the Governments statutory Infant Class Size (ICS) Limit, resulting in an infant teaching group of more than 30 children per teacher for part or all of the school day. In the case of an ICS refusal, specific conditions set out in section 4 of the 2012 School Admission Appeals Code are 'tested' at the appeal hearing by an independent appeal panel. The range of circumstances whereby an appeal panel might find in favour of an appellant are limited to the appeal panel's review of these conditions and the reasonableness of the decision.
5.3	<b>The Appeals Timetable</b>
	The Appeals Timetable is published on the school website by 28 February each year. This sets out the statutory time frame within which an appeal must be heard as well as the administrative timeframe within which the Admissions Authority undertakes to process any appeal lodged with the school.
5.4	<b>Complaints about the administration of the appeals process</b>
	The decision of an independent appeal panel is binding on all parties. However, where there is concern that the appeal <u>process</u> has not been properly administered in accordance with the 2012 School Admission Appeals Code, a complaint may be raised with the school Governing Body. Where no local resolution is reached the parent may escalate the matter to The Education and Skills Funding Agency.

6.0	Key contact details
<b>The School</b>	<p>Brookside Academy Brooks Road Street Somerset BA16 0PR</p> <p>Telephone: 01458 443340</p> <p>School website: <a href="http://www.brooksideacademy.co.uk">www.brooksideacademy.co.uk</a> School Office: Email: <a href="mailto:office@brooksideacademy.co.uk">office@brooksideacademy.co.uk</a></p> <p>Headteacher: Brian Walton Admissions contact: Sarah Morris</p>
<b>For Families resident in Somerset, the 'home' local authority is Somerset County Council</b>	<p>Admissions and Entitlements Team County Hall, Taunton, Somerset TA1 4DY</p> <p>Email: <a href="mailto:schooladmissions@somerset.gov.uk">schooladmissions@somerset.gov.uk</a> Telephone: 0300 123 2224</p> <p>Opening Hours: Monday 8:00am to 6:00pm, Tuesday to Friday: 8:30am to 5:30pm, Saturday and Sunday closed.</p>
<b>The Office of the Schools Adjudicator</b>	<p><a href="https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator">https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator</a></p>
<b>The Education and Skills Funding Agency</b>	<p><a href="https://www.gov.uk/government/organisations/education-funding-agency">https://www.gov.uk/government/organisations/education-funding-agency</a></p>
<b>The Department for Education</b>	<p>The Department for Education Sanctuary Buildings, 20 Great Smith St, London SW1P 3BT Telephone 0370 000 2288 Electronic contact form: <a href="http://form.education.gov.uk">form.education.gov.uk</a> Website: <a href="http://www.education.gov.uk">www.education.gov.uk</a></p>
<b>School Admissions Code</b>	<p><a href="https://www.gov.uk/government/publications/school-admissions-code--2">https://www.gov.uk/government/publications/school-admissions-code--2</a></p>
<b>School Admission Appeals Code</b>	<p><a href="https://www.gov.uk/government/publications/school-admissions-appeals-code">https://www.gov.uk/government/publications/school-admissions-appeals-code</a></p>



<b>Appendix A</b>	<b>Glossary and definitions</b>
<b>The 'normal' admissions round</b>	The period during which parents are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus on 12 September, with the deadlines for parental applications of 31 October (for secondary places) and <b>15 January (for primary places)</b> and subsequent offers made to parents on National Offer Day
<b>In-year admission application</b>	A school admission application submitted in connection with a place required at any time during the academic year. In most cases and where the local authority has chosen not to coordinate in-year applications, the application form will be submitted directly to the school concerned.
<b>Home Local Authority</b>	A child's home local authority is the local authority in whose area the child resides.
<b>Maintaining Local Authority</b>	The area in which a school is located is referred to as the maintaining local authority.
<b>Admission Authority</b>	The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, this body is the local authority unless it has agreed to delegate responsibility to the governing body. For foundation or voluntary aided schools, this body is the governing body of the school. For Academies, this body is the Academy Trust.
<b>Academy</b>	A State funded school in England, set up as a non-profit making charitable Trust, which is independent of local authority control and funded directly via the Education Funding Agency.
<b>Admission Arrangements</b>	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.
<b>Published Admission Number – (PAN)</b>	The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.
<b>Admission Limit</b>	A non-statutory limit applying to year groups other than the year(s) of entry which indicates the number of places to be offered, usually determined according to the level of resource available
<b>Common Application Form (CAF)</b>	The form parents complete, listing their preferred choices of schools, and then submit to local authorities when applying for a school place for their child as part of the local co-ordination scheme, during the normal admissions round. Parents must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow parents to express a higher number of preferences if they wish.
<b>Composite prospectus</b>	The prospectus that a local authority is required to publish by 12 September in the offer year. This prospectus must include detailed admission arrangements of all maintained schools in the area (including admission numbers and catchment areas).
<b>Co-ordinated Scheme</b>	All local authorities are required to co-ordinate the normal admissions round for primary and secondary schools in their area. Schools can take in-year applications directly from parents, provided they notify their local authority of each application and its outcome. Each Local Authority must produce and publish a Coordinated Admissions Scheme

<b>Infant Class Size Limit</b>	Section 1 of the SSFA 1998 limits the size of an infant class (i.e. a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher. The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. These are set out in paragraph 2.15.
<b>National Offer Day</b>	The day each year on which local authorities are required to send the offer of a school place to all parents of secondary age pupils in their area. <b>For primary pupils, offers are sent out on or about 16 April</b> (secondary on or about 1 March). The specific date will be published in the home local authority Composite Prospectus.
<b>Offer Year</b>	The school year immediately preceding the school year in which pupils are to be admitted to schools under the admission arrangements in question. This is the school year in which the offers of school places are communicated.
<b>Oversubscription Criteria</b>	This refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated a place.
<b>Reception Class</b>	Defined by Section 142 of the SSFA 1998 as a class in which education is provided which is suitable for children aged five and any children who are under or over five years old whom it is expedient to educate with pupils of that age.
<b>Relevant Age Group</b>	The age group to which children are normally admitted. Each relevant age group must have admission arrangements, including an admission number. Some schools (for example schools with sixth forms which admit children into the sixth form) may have more than one relevant age group.
<b>School Year</b>	The period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July, as defined by Section 579 of the Education Act 1996.

**APPLICATION FOR A SCHOOL PLACE DURING THE ACADEMIC YEAR****PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM**

Parents/carers requesting transfers between schools during the school year can complete this form. **Please do not complete this form if your child has an Education Health and Care Plan**, instead a change of school will need to be discussed with the Special Educational Needs Casework Team by contacting 0300 123 2224.

Please note that a separate application for each school and each child must be completed.

It will not always be possible to provide a place at your preferred school. It is therefore recommended that you complete applications for several schools.

All relevant sections of the form **must** be completed, and the form **must** be signed by the applicant or the form will be returned to you and will not be processed until a completed form is received.

Applications will be processed in strict date order and a decision will be notified to the applicant by email or in writing.

**Part 1 – Reason for your application** (Please tick the relevant box)

1. Moving into Somerset	<input type="checkbox"/>	<b>Proof of address must be included; such as a signed exchange of contract on a house purchase. If renting a minimum of six months tenancy agreement signed by applicant and landlord. Additional evidence may be required.</b>
2. Moving within Somerset	<input type="checkbox"/>	
3. Moving to work at the Hinkley Point site	<input type="checkbox"/>	
4. Not moving but wanting to change school	<input type="checkbox"/>	

**Part 2 – Pupil details**

Forename(s)		Legal surname	
Date of Birth		Current/Previous School (including address)	
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Last date on roll:	
Current Address		New address if moving (Proof of address required)	
Date since		Date moving	

**Part 3 – Preferred school and start date** (Local Authority schools accept applications half a term or 6 weeks in advance. Service families may apply up to a year in advance with proof of posting to the area)

School applying for	Preferred start date (maximum 6 weeks/half a term in advance)
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Have you previously applied for a place at this school?

**YES / NO** (please circle)

**Please note:** Local Authority schools will not consider more than one application for the same school within the same academic year unless there has been a significant material change, such as a change of address.

## Part 4 - Applicant details

<b>Do you hold legal Parental Responsibility for this child</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Relationship to child</b>
<b>Title</b> Mr/ Ms/ Mrs/ Miss	Other (please state)	<b>Full name</b>
<b>Address (if different from child's)</b>		<b>Mobile/daytime telephone number</b>
		<b>Email address</b>

## Part 5 – Information relating to common oversubscription criteria (Please tick the relevant box)

A 'Child In Care' is a child who is in the care of the Local Authority (LA) or provided with accommodation by that LA. If you are applying on behalf of a 'Child In Care', please circle 'Yes' and obtain the signature of the Social Worker involved in the child's care.

Is this application for a child currently in the care of a Local Authority	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you ticked <b>Yes</b> , which Local Authority is responsible for the care of the child		
Name of Social Worker		
Telephone number of Social Worker		

Has your child previously been in care and is now formally adopted, subject to a residence/child arrangement order or a special guardianship order Yes  No

If you ticked **Yes**, please provide a copy of the adoption order/letter of confirmation from the relevant LA

If you have answered **Yes** to either of the questions above, has the Virtual School been consulted about a change of school Yes  No

If you ticked **No**, please send a copy of this application form to [thevirtualschool@somerset.gov.uk](mailto:thevirtualschool@somerset.gov.uk) before submitting this form to the preferred school.

Does your child have any Special Educational Need or Disability	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your child have an Education Health and Care Plan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If your child has an Education Health and Care Plan, the in year admissions process does not apply. Therefore if you ticked <b>Yes</b> please do not complete anymore of this form and instead speak to the SEN Casework Team by contacting 0300 123 2224.		
If your child does not have an Education Health and Care Plan, but you believe there are important medical or special reasons why a place should be prioritised at the school, please detail this later in the form or by supplying additional documentation		

Are you involved with the life and worship of a church Yes  No

If you ticked **Yes**, please provide details of your Priest/Minister/Leader and explain the relationship on the appropriate 'Faith' Supplementary Information Form.

Is your child baptised/christened If you ticked **Yes**, in which denomination

Yes  No

If you are applying for a Catholic school, please view the oversubscription criteria of the school to see what evidence is required. If you are including a copy of a Baptism or Christening certificate, please tick here to confirm this has been included with the application

Are either parents/carers members of staff at the school being applied for Yes  No

**Will there be any siblings on roll at the school you are applying for at the time the school place is required** (The sibling(s) must be resident at the same address) Yes  No

**Full name** Male  Female

**Date of Birth** **School allocated/attending**

**Full name** Male  Female

**Date of Birth** **School allocated/attending**

### **Fair Access Criteria**

Please tick all boxes that apply to your application/child.

(Please note that ticking any of the boxes below does not guarantee a place at your preferred school. It will enable the Somerset Fair Access Protocol to be invoked should you be unable to secure a school place under the normal in year admission process)

<b>A</b>	Children from the criminal justice system or Pupil Referral Units or alternative provision who need to be reintegrated into mainstream education	<input type="checkbox"/>
<b>B</b>	Children who have been out of education for four or more weeks where it can be demonstrated that there are no places available at any school within the relevant statutory walking distances. (Does not include children registered as Elective home educated)	<input type="checkbox"/>
<b>C</b>	Children of Gypsies, Roma, Travellers, refugees and asylum seekers	<input type="checkbox"/>
<b>D</b>	Children who are homeless	<input type="checkbox"/>
<b>E</b>	Children for whom a place has not been sought due to exceptional circumstances	<input type="checkbox"/>
<b>F</b>	Children who are carers	<input type="checkbox"/>
<b>G</b>	Children with special educational needs, disabilities, or medical conditions but who do not have an Education Health and Care Plan	<input type="checkbox"/>
<b>H</b>	Children living in a refuge or in safe accommodation at the point of being referred to the Protocol	<input type="checkbox"/>
<b>I</b>	Children with a Child in Need Plan or a Child Protection Plan at the point of being referred to the Protocol	<input type="checkbox"/>
<b>J</b>	Children who have been refused a school place on the grounds of their challenging behaviour and referred to the Protocol	<input type="checkbox"/>
<b>K</b>	Children known to the police and a number of other agencies, e.g. county lines involvement	<input type="checkbox"/>
<b>L</b>	Year 6 or Year 10 pupils admitted from the summer term (after Easter holidays)	<input type="checkbox"/>
<b>M</b>	Year 11 pupils	<input type="checkbox"/>
<b>N</b>	Children moving between Somerset schools who are at risk of permanent exclusion	<input type="checkbox"/>
<b>O</b>	Children with poor attendance of 85% or less in the current or previous academic year	<input type="checkbox"/>
<b>P</b>	Children who have been permanently excluded from school but are deemed suitable for mainstream education	<input type="checkbox"/>

## **Part 6 - Declaration**

I understand that applications must be made by the child's **legal parent/carer** and that by signing the declaration below I will be confirming my understanding of the information provided on this application form and that the information I have provided is correct. **I accept that the Admission Authority reserves the right to withdraw school places which have been obtained by providing incorrect or misleading information.**

I understand that it is the parent's responsibility to ensure that the Admission Authority receives the completed application form safely. I note that if posting my application, it is recommended to send this by Special Delivery post, or obtain a proof of posting certificate, or a receipt from a County Hall Reception desk if my application is hand delivered.

I accept that where parents equally share parental responsibility and two applications are submitted for the same child, the Admission Authority will require the parents to agree which application is to be considered and which should be withdrawn. If parents cannot agree and there is no court order to determine majority responsibility, the preferences indicated by the parent who receives child benefit for the child concerned will be awarded a higher priority than those from the other parent.

I accept that the child's home address must be the place where the child permanently resides for the majority of the time. This would normally be at the same address as the person who has Parental Responsibility for the child and is their main carer. Where the child spends equal amounts of time with both carers, the Admissions Authority will consider the place of residence of the parent/carer who receives Child Benefit to be the child's home. Evidence of parental responsibility will be required should there be any doubt and the Admissions Authority may undertake thorough residency checks and reserves the right to request independent confirmation of the child's address.

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**This form must be signed and dated for it to be processed, if it is not then it will be returned.**

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**Signature of parent/carer**

**Date**

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## **Part 7 – Submitting your application form**

When you are satisfied that you have provided all the relevant information on your application form including proof of address and any necessary Supplementary Information Form(s), please ensure that you have signed the declaration above in Part 6 and then submit your completed application to your preferred school or Somerset Local Authority.

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### **Notification regarding the processing of any personal data supplied in this form**

**Data Controller:** Somerset County Council (SCC)

**DPO contact:** [informationgovernance@somerset.gov.uk](mailto:informationgovernance@somerset.gov.uk)

**Purpose for processing:** The information that you give on this form will be used by the Council for the purpose of processing your application for a school place for your child.

**Legal basis for processing:** For parts 1 to 7: **By law:** The School Admissions Code 2014 which is statutory guidance for Local Authorities states that Local Authorities must provide a common application form that enables parents to express their preference for a place at any state funded school and Schedule 5 of the Deed of Development Consent. Obligations relating to Hinkley Point C, Somerset.

**Legitimate Interests:** For the prevention and detection of crime (Fraud Act 2006) and to help improve services. For part 8: Consent: we will only share your information with preferred schools if you indicate this, and you can withdraw your consent at any time.

**Data Sharing:** the personal data provided will be shared with early years settings, health authorities, schools, academies and free schools and may also be shared with other SCC service providers, the Department for Education, Somerset County Councils software supplier and School Appeal Panels. If you are applying for a school outside of Somerset it may be shared with other Local Authorities and schools and academies in their area. Data may be shared by schools with a private admissions provider. If you indicate you are moving to work at the Hinkley Point site; statistics will be shared with EDF Energy but no personal data will be shared. SCC will not disclose this information to any unauthorised person or body.

**Transfers abroad:** this data is held within the EU and is accessible by the approved application provider.

**Data Retention:** The personal data supplied on this form will be retained for as long as is necessary to meet our statutory requirements and legitimate interests and it will be disposed of in a manner appropriate to its sensitivity. Your Rights: You have the right to ask Somerset County Council for a copy of your data, the right to rectify or erase your personal data, and the right to object to processing. However, these rights are only applicable if the Council has no other legal obligation concerning that data. You also have the right to complain to the regulator, <https://ico.org.uk/>

**Consequences:** For parts 1 to 7: If you do not supply this information to us, we will not be able to process your application for a school place for your child.

For more information see [www.somerset.gov.uk/privacy](http://www.somerset.gov.uk/privacy)

This form can be made available in Braille or large type upon request.

## IMPORTANT INFORMATION

Moving school for whatever reason is a very important decision. It is a decision which can have significant negative effects and disruption, not only academically for example where research has shown that English and Maths results for pupils within Key Stage 2 can drop by around 12% with just one in year move, but also with their mental health. Leaving a school midway through a term or year can disrupt friendships as well as relationships with school staff and the wider community. Children who change schools may struggle with the transition process and find it hard to settle in or feel that they belong in a new school environment. Multiple moves can be particularly challenging, but even single moves, especially when associated with other factors, such as changes within a family like divorce, poor parental mental health etc., can affect a child's sense of belonging to a school as well as their confidence, self-esteem and attainment.

It is therefore suggested that a change of school is considered extremely carefully, and that all other options are explored before making the decision to apply for other schools.

The Local Authority would strongly advise you to:

- ▽ Discuss a potential move with your child's current school before taking the decision to apply for your child to attend another school.
- ▽ Visit or speak with all preferred schools before making applications.
- ▽ If you are moving to the area, consider applying for more than one school at a time to speed up the possibility of securing a school place.
- ▽ Submit an application form even if a school states they are full. All Local Authority schools have waiting lists and submitting an application for one of these schools will ensure your child is added to the waiting list for the school for the remainder of that academic year. Priority on the waiting list is determined by the school's oversubscription criteria.

The information requested in parts 8 and 9 is used solely for the purpose of identifying whether your child meets the criteria for consideration under the Somerset Fair Access Protocol and to assist the new school with planning for your child's admission. If the information does not allow for the application to be considered under the Fair Access Protocol, then the information will not be used to determine whether or not to offer your child a place.

**Your application will be neither advantaged nor disadvantaged by completing these parts.**

**There is no statutory requirement to complete parts 8 and 9 however we would encourage you to consider sharing information about your child in an attempt to ensure a successful transition.**

Part 8 is to be completed by parent/carer and part 9 to be completed by current or previous school wherever possible.

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By signing I understand that any information provided in parts 8 and 9 will be shared with the school(s) for which I have submitted an application

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**Signature of parent/carer**

**Date**

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I give consent to the Admission Authority to obtain, on my behalf, the information contained in part 9, along with any other relevant information to establish if my application meets Somerset Fair Access Protocol

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Tick to confirm consent



**Part 8 – Additional Information**

The information you supply will not be used when determining the outcome of your application. This information will be used for the purpose of assisting a new school when planning your child’s admission or for identification under the Somerset Fair Access Protocol.

**Reason for leaving**

Permanently excluded  Fixed term excluded  Other (please provide details)

**Why do you want your child to change school** (Please continue on a separate sheet if needed)

**Have you discussed the reasons for applying with your child’s current school** Yes  No

**Who have you spoken with at your child’s current school**

**Date of meetings**

**Have any of the services below supported your child in the last 3 years (Please tick all that apply)**

- |   |   |
|---|---|
| <input type="checkbox"/> Parent Family Support Advisor (PFSA) | <input type="checkbox"/> Access Casework/Liaison Officer                    |
| <input type="checkbox"/> Medical Tuition Services             | <input type="checkbox"/> Educational Psychologist                           |
| <input type="checkbox"/> Behaviour Support Worker             | <input type="checkbox"/> Sensory, Physical and Occupational Therapy Service |
| <input type="checkbox"/> Elective Home Education Services     | <input type="checkbox"/> Traveller Education Service                        |
| <input type="checkbox"/> Autism Service                       | <input type="checkbox"/> Speech, Language and Communication Services        |
| <input type="checkbox"/> Family Intervention Service          | <input type="checkbox"/> Education Safeguarding/Attendance Service          |
| <input type="checkbox"/> Children’s Social Care               | <input type="checkbox"/> Child and Adolescent Mental Health Service         |

Other (Please specify)

Is your child regularly attending school

Yes  No

If you ticked **No**, is an Education Safeguarding Officer involved

Yes  No

Please explain why your child is not regularly attending school



**Part 9 – Additional Information to be completed by your child’s current/previous school**

**Please ask an appropriate member of staff at your child’s current school, for example the Headteacher or Head of Year to complete and sign this form. Please note there is no statutory requirement to complete this section.**

The information you supply will be used for the purpose of assisting a new school when planning your child’s admission or for identification under the Somerset Fair Access Protocol.

<b>Pupils name</b>		<b>Date of birth</b>	<b>Year group</b>
Attendance (%)	Period covered	Date started at school	
Does the pupil have any special educational needs or disabilities		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the pupil have an Education health Care Plan		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the pupil have an Individual Education Plan or Pastoral Support Plan		Yes <input type="checkbox"/>	No <input type="checkbox"/>
What agencies, if any, are supporting the pupil or family			

Academic levels	Reading	Writing	Maths
Key Stage 1 or 2			
Key Stage 3	English	Maths	Science
Key Stage 4 subjects and options, please add in examining board, options and expected or target score	English	Maths	Science

Pupil strengths/interests/achievements

Pupil medical history/concerns/requirements

<b>Is the pupil -</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
Academically confident	Yes/Outstanding						No/Poor
Has stable peer relationships							
Well motivated							
Behaviour							

Any other important information or comments

Completed by	Position in school	Signature
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