

## **School Admission Arrangements – 2025/26**

### **Introduction**

These Admission Arrangements comply with the requirements of the 2021 School Admissions Code and the 2022 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.

In the interests of clarity, this document is set out under the following headings:

- 1.0 - General Information
- 2.0 - Starting School in September 2025 - 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

Appendix A: Glossary and Definitions

Appendix B: In-Year Application Form

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

[www.brooksideacademy.co.uk](http://www.brooksideacademy.co.uk)

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.

<b>1.0</b>	<b>General information</b>
<b>1.1</b>	<b>The School</b>
	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.
<b>1.2</b>	<b>Who can apply for a school place?</b>
	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.
<b>1.3</b>	<b>The child</b>
	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.
<b>1.4</b>	<b>The home address</b>
	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	Siblings
	<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	Waiting lists
	<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	Misleading or false information
	<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 2025 (The 'normal' Admissions round)</b>
<b>2.1</b>	<b>The Published Admission Number (PAN)</b>
	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 2.16 of the 2021 School Admissions Code). If 60 or fewer reception applications are received for September 2025, 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.
<b>2.2</b>	<b>Submitting an 'on time' application</b>
	<p>For a child to start school in September 2025, 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 2025</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.</p> <p>For families living in Somerset, the <u>home</u> local authority is Somerset Council  <a href="http://www.somerset.gov.uk/admissions">www.somerset.gov.uk/admissions</a></p>
<b>2.3</b>	<b>Late applications</b>
	Local authorities may coordinate 'normal' admission round reception applications until 31 August 2025. However, if an application form is submitted to the home local authority after the application deadline of <u>15<sup>th</sup> January 2025</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
<b>2.4</b>	<b>Notifying the application decision</b>
	Parents will receive an admission decision in writing from the <u>home</u> local authority on or about 16 April 2025, according to the procedure set out in the local authority's Composite Prospectus.
<b>2.5</b>	<b>Education Health and Care Plan (EHCP)</b>
	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.
<b>2.6</b>	<b>Starting school on a full or part time basis</b>
	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.
<b>2.7</b>	<b>Deferred entry to school</b>
	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.

2.8	<p><b>Delaying school entry for a summer born child (born 1 April – 31 August)</b></p> <p>A parent of a 'summer born' child entitled to start school in September 2025, may choose to delay his/her entry to school until September 2026, 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 2026 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 2026, there can be no indication given as to whether a place will be available until the 2026 '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 2025 '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 2026. Where the intention is for the child to start with the 2026 <u>reception</u> cohort, 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 2026 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 2026 'normal' admissions round in accordance with the application process described in the home local authority 2026 Composite Prospectus document. This will be made available by the local authority on 12<sup>th</sup> September 2025. The parent should also take account of the 2026/27 Admission Arrangements applying to the school.</li> <li>3. If the school is undersubscribed with reception applications for September 2026, the applicant will receive the offer of a place, without condition, for his/her child on or around 16<sup>th</sup> April 2026. If the school is oversubscribed with applications for September 2026, 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 2026 application ranking exercise.</u></li> <li>4. If the September 2026 reception application is refused, the right of appeal will apply.</li> <li>5. If a parent delays a child's entry until 2026 and prefers that the child joins <u>year</u> 1 rather than reception, he/she will need to make an in-year application within six school weeks of the place being required.</li> </ol>
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3.0	<b>Changing school – The 'in-year' application process</b>
3.1	<p><b>The Admission Limit</b></p> <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>
3.2	<p><b>Submitting an in-year application</b></p> <p>If a parent wishes to apply for a child to join the school during the 2025/26 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	Applying for a year group other than the child's relative (chronological) age
	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	The decision
	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	Accepting the offer of a place
	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	Applying the Fair Access Protocol
	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 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 decide
3.7	Children issued with an Education Health and Care Plan (EHCP)
	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	Oversubscription
	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 Staff 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	Applying a tie-breaker
	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	The legal right to an appeal hearing
	The administration of school admission appeals is subject to statutory procedure set out in the 2022 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	The basis on which an admission application may be refused
	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 2022 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	The Appeals Timetable
	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	Complaints about the administration of the appeals process
	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 2022 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 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.

## Request for in-year admission to school

Please read the accompanying "Changing Schools in Somerset In Year" leaflet before you complete this form. **Do not complete this form if your child has an Education Health and Care Plan.**

**Please note that all sections must be completed by someone who has parental responsibility for the child. Any incomplete forms will be returned requiring resubmission, causing a delay in processing.**

### Section 1 – Reason for application

Moving into Somerset ☐ Moving within Somerset ☐ Moving to work at Hinkley Point site ☐  
 If moving, proof of address **must** be included. Please refer to the "Changing Schools in Somerset In Year" leaflet for information regarding proof of address.  
 Not moving but would like to request a change of school ☐

**Section 2 – Preferred school** (Local Authority schools accept applications half a term or 6 weeks in advance. Service families with proof of posting to the area may apply up to a year in advance)

School applying for [Click or tap here to enter text.](#)

Preferred start date [Click or tap to enter a date.](#)

**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. Have you previously applied for a place at this school **Yes** ☐ **No** ☐

### Section 3 – Child's detail

Child's first name [Click or tap here to enter text.](#) Child's surname [Click or tap here to enter text.](#)

Date of birth [Click or tap to enter a date.](#) Gender [Choose an item.](#)

Child's current home address and postcode [Click or tap here to enter text.](#)

New home address and postcode if moving (Proof of address required)  
[Click or tap here to enter text.](#)

Name and address of current/previous school [Click or tap here to enter text.](#)

Is the child still attending this school **Yes** ☐ **No** ☐ Date last attended [Click or tap to enter a date.](#)

Is this application for a child currently in the care of a Local Authority **Yes** ☐ **No** ☐

If **YES**, provide details of the Local Authority responsible for the child and social worker [Click or tap here to enter text.](#)

Now formally adopted, subject to a residence/child arrangement order or a special guardianship order  
**Yes** ☐ **No** ☐ If **Yes**, please provide a copy of the adoption order/letter of confirmation

If the child has an allocated Social Worker, has the Virtual School been consulted about a change of school **Yes** ☐ **No** ☐ If **No** send a copy of this application form to the Virtual School before applying.

Does the child have an Education Health and Care Plan (EHCP) **Yes** ☐ **No** ☐

Is the child undergoing a statutory assessment for an EHCP **Yes** ☐ **No** ☐

Is the child on the SEN Register **Yes** ☐ **No** ☐

**Has the child:**

Ever been permanently excluded from school **Yes** ☐ **No** ☐ Ever received suspensions **Yes** ☐ **No** ☐

Attended a pupil referral unit (PRU/alternative provision) during the last 12 months **Yes** ☐ **No** ☐

Are there any other specialist services involved, e.g. a social worker/youth offending **Yes** ☐ **No** ☐

If **YES** please provide details [Click or tap here to enter text.](#)

Is this application on the basis of faith **Yes** ☐ **No** ☐ If **YES** which faith [Click or tap here to enter text.](#)  
If you ticked **Yes**, please provide details of your Priest/Minister/Leader and explain the relationship on the appropriate 'Faith' Supplementary Information Form or a copy of a Baptism/Christening certificate.

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

Are either parent/carers service personnel who are being posted to Somerset **Yes** ☐ **No** ☐

Please ensure you provide proof of posting with this application.

Will there be a sibling resident at the same address and on roll at the school you are applying for at the time the school place is required **Yes** ☐ **No** ☐

Child's first name [Click or tap here to enter text.](#) Child's surname [Click or tap here to enter text.](#)

Date of birth [Click or tap to enter a date.](#) Gender [Choose an item.](#)

**Fair Access Criteria**

Please tick all boxes that apply to your application/child. (Please note this does not guarantee a place at a school. It may however enable the Somerset Fair Access Protocol to be invoked should you be unable to secure a school place using the normal in year admission process)

Is/does the child -

- ☐ Have a Child in Need Plan/Child Protection Plan or had one within the past 12 months ☐ A carer
- ☐ In alternative provision/has been permanently excluded ☐ From the criminal justice system
- ☐ Have special educational need/disability/medical need (without EHCP) ☐ Homeless
- ☐ In formal kinship care arrangements (evidence such as a child arrangements order not relating to either birth parent or a special guardianship order required)
- ☐ Gypsy/Roma/Traveller/Refugee/Asylum seeker ☐ Refused due to their challenging behaviour
- ☐ Out of education for at least 4 weeks due to no places being available at any school within 2 miles (aged under 8)/3 miles (aged 8 and over) (N/A if child registered as Elective Home Educated)
- ☐ Previously a looked after child where the local authority has been unable to secure a place

Why is a change of school being sought? (continue on a separate sheet if necessary)

[Click or tap here to enter text.](#)

## Section 4 – Parent/carer details

Parent/carer full name Click or tap here to enter text.

Title Choose an item. If other add here

Relationship to child Click or tap here to enter text.

Do you have legal Parental Responsibility for this child **Yes** ☐ **No** ☐

Contact telephone number Click or tap here to enter text.

Contact email address Click or tap here to enter text.

Address if different to child's Click or tap here to enter text.

I give consent for all correspondence to be sent to the email address above **Yes** ☐ **No** ☐

**I confirm that I have parental responsibility for this child and the information given is correct and accurate. I understand that any place offered on the basis of fraudulent or intentionally misleading information may be withdrawn. I consent to the information on this form being shared with appropriate agencies and understand that contact may be made with the child's current/previous school for information which may include any special educational or medical need, attendance or exclusion data, their strengths or interests. This information will either be used to identify whether your child meets the criteria for consideration under the Somerset Fair Access Protocol or to assist the new school with planning for your child's admission. I understand that it is my responsibility as applicant to ensure that the Admission Authority receives the completed application form safely**

*If you are caring for someone else's child for more than 28 days and you are not an immediate relative you may be Private Fostering and it is a legal requirement that you inform the Local Authority. If you think you may be Private Fostering, please contact 0300 123 2224*

**Before signing ensure that you have read the Changing Schools in Somerset In Year Leaflet. When completed, signed and dated please submit your application to your preferred school, including where required any additional information and evidence that will be required. Failure to do so may result in you're application being returned or cause a delay in your application being processed.**

Signature Click or tap here to enter text.

Date Click or tap to enter a date.

For further information please contact [schooladmissions@somerset.gov.uk](mailto:schooladmissions@somerset.gov.uk) or telephone 0300 123 2224

### For Admission Authority and Local Authority use only

Date received by school –

Date sent to School admissions/core data ([coredatateam@somerset.gov.uk](mailto:coredatateam@somerset.gov.uk)) –

Applicable oversubscription criterion –

Other notes –