New Intake School Admission Arrangements and Oversubscription Criteria for North Somerset Community and Voluntary Controlled Schools for 2019-20 School Year

Key:
VC: Voluntary Controlled
C of E: Church of England
School: a school, college or an academy
FGA: First Geographical Area

1. The following information should be read in conjunction with the 2019-20 Coordinated Admission Scheme published by the Local Council in which area the child lives (the home Council). For primary school aged children living within North Somerset, this is the North Somerset Primary Coordinated Admission Scheme for new intake admissions for 2019-20.

The scheme can be viewed on the North Somerset website.

2. North Somerset residents seeking school places should apply on a North Somerset application form. Residents outside North Somerset seeking places at North Somerset schools should apply for places on their home council application form.

3. The Admission Number for each Community and VC school is included in the document ‘Admission Numbers’ which can be found on the North Somerset Council website (www.n-somerset.gov.uk).

4. Oversubscription Criteria

Where a school is named in a child’s Statement of Special Educational Needs or Education, Health and Care Plan, the admission authority for the school is legally required to admit the child to the school. Such children will therefore be allocated places at the named school before the over-subscription criteria are applied.

5. Admission to Reception Year in Infant and Primary Schools – Non Rural schools

The following criteria apply to the following schools only:

All Saints, East Clevedon C of E Primary
Castle Batch Primary
Golden Valley Primary
Hannah More Infant
Mead Vale Primary
Mendip Green Primary
St Nicholas Chantry C of E Primary
Uphill Primary
If any of the above named schools receive more applications than there are places available, allocations will be made in accordance with the following criteria, given in order of priority:

Ai Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.

Aii Children with a brother or sister who will be attending the school at the time of admission.

Aiii Children living nearest to the school.

When applying criteria Ai, Aii and Aiv, priority within each criterion will be given to children living nearest to the school.

When applying criteria Aii, any paired infant and junior schools will be treated as one school. Brothers or sisters who in the 2018-19 school year will be in the final year at an infant school will be assumed to be attending the paired junior school in 2019-20.

6. Admission to Reception Year in Infant and Primary Schools – Rural schools

The following criteria apply to the following schools only:

Banwell Primary
Blagdon Primary
Churchill C of E Primary
Flax Bourton C of E Primary
Kewstoke Primary
Locking Primary
St Andrew’s C of E Primary
Sandford Primary
West Leigh Infant
Winford C of E Primary
Winscombe Primary
Wrinton C of E Primary
Yatton Infant

If any of the above named schools receives more applications than there are places available, allocations will be made in accordance with the following criteria, given in order of priority:

Bi Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.

Bii Children with a brother or sister who was attending the school prior to 1 September 2017 and either he/she or any younger brother or sister will be attending
the school at the time of admission, where it is the nearest North Somerset school to the home address.

Biii Children with a brother or sister who started attending the school on or after 1 September 2017 and he/she will be attending the school at the time of admission, living within the First Geographical Area.

Biv Children living within the First Geographical Area.

Bv Children, living outside the First Geographical Area, with a brother or sister who will be attending the school at the time of admission.

Bvi Children living outside the First Geographical Area living nearest to the school.

Priority within each criterion will be given to children living nearest to the school.

A map of the First Geographical Areas are provided at the end of this policy. A First Geographical Area is an area of priority for a school. Living in this area does not guarantee a child a place at the school but they may receive priority over children who live outside the First Geographical Area.

When applying Bii, Biii and Bv, any paired infant and junior schools will be treated as one school. Brothers or sisters who in the 2018-19 school year will be in the final year at an infant school will be assumed to be attending the paired junior school in 2019-20.

7. Admission to Reception Year at Northleaze C of E Primary only

i Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.

ii Children with a brother or sister who were attending the school prior to 1 September 2016 and either he/she or any younger brother or sister will be attending the school at the time of admission.

iii Children with a brother or sister attending the school at the time of admission, and are living within the Long Ashton First Geographical Area.

iv Children living within the Long Ashton First Geographical Area.

v Children, living outside the Long Ashton First Geographical Area, with a brother or sister who will be attending the school at the time of admission.

vi Children living outside the Long Ashton First Geographical Area living nearest to the school.

Priority within each criterion will be given to children living nearest to the school.

A map of the Long Ashton First Geographical Area is provided at the end of this
policy. An FGA is an area of priority for a school. Living in this area does not guarantee a child a place at the school but they may receive priority over children who live outside the FGA.

8. **Admission to Year 3 in Junior Schools**

The following criteria apply to the following schools only:
- Backwell Junior School
- Grove Junior School
- Yatton Junior School

If a school receives more applications than there are places available, allocations will be made in accordance with the following criteria, given in order of priority:

**Ci** Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.

**Cii** Children who are attending the paired infant school at the time of application.

**Ciii** Children with a brother or sister who will be attending the school at the time of admission.

**Civ** Children with a younger brother or sister who will be attending the paired infant school at the time of admission (this excludes brothers/sisters who will be in the Reception Year Group in 2018-19).

**Cv** Children with a brother or sister within the same intake year group (for example twins, triplets) applying for the same school when it is the nearest school to the home address.

**Cvi** Children living nearest to the school.

Priority within each criterion will be given to children living nearest to the school.

Infant schools in North Somerset are currently paired with junior schools as follows:
- Hannah More Infant with Grove Junior
- West Leigh Infant with Backwell C of E Junior
- Yatton Infant with Yatton C of E Junior

**General Information**

9. Distances are measured in a direct line between the address point of the child’s home and the main entrance marker for the school, indicated on North Somerset Council computerised system(s). Unless stated otherwise where the direct line distances are equal, the ranking of applications will be determined by drawing lots.

Where the shortest available walking route is used, this is a measurement between the child’s home address and the nearest entrance to the school site. We use the
road and footpath network as defined by Ordnance Survey to calculate the route. The distance is calculated from the point on the road and footpath network which is nearest to the child’s home as indicated on the North Somerset Council computerised mapping system and does not include the distance between the property and the road.

If it is not possible to measure a distance on North Somerset Council computerised system(s), North Somerset Council will use alternative methods.

10. NSC shall hold a waiting list of those applicants still seeking a place at their preferred school(s), until 31 December 2019. All applications will be ranked in line with the above new intake over-subscription criteria and allocations will be made in accordance with it. Each added child to the list will require the list to be ranked again in line with the oversubscription criteria. Priority will not be given on the basis simply of the date an application was added to the list. Children who are the subject of a direction by a council to admit, Children in Care, Children previously in Care or those who are allocated a school in accordance with a Fair Access Protocol for school places, will take precedence over those on the waiting list.

11. Late Applications:
Only applications classed as having been submitted on time will be considered in the first round of school place allocations. Applications received after the closing time and date will not be considered in the first round of allocations unless NSC considers there is an extenuating reason(s) for allowing them to be accepted as on time and the application was received before NSC has sent details of applications to other councils. Please see the relevant Primary Scheme for 2019-20 for dates and more information.

12. Parents of children who attend a school for nursery provision must apply for a Reception Year place for their child, even if they want their child to transfer to a Reception Year group/class at the same school. Priority is not given because of attendance at a nursery or co-located children’s centre. Attendance at these establishments does not guarantee admission to a particular school.

Children who attend an infant school do not transfer automatically to a junior school. Parents must make a separate application for transferring from an infant school to a junior school. Attendance at an infant school does not guarantee admission to a particular junior school.

13. Children in Care are defined as follows:
Children in Care’ are children who are (a) in the care of a local council or (b) being provided with accommodation by a local council in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989). For Children previously in Care:
- this includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders)
- child arrangements orders are defined in s.8 if the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed
to be a child arrangements order
- in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

14. To be considered as a brother or sister a child must be living at the same address for the majority of the time (at least 50% of the time), as a full, half, step or adoptive brother/sister.

Full and adoptive brothers/sisters are defined as children who have the same biological or adoptive parents.

Half brothers/sisters are defined as children who share only one biological or adoptive parent.

Step brothers/sisters are defined as children who are not necessarily related biologically (including foster children) but are living in the same household for the majority of the time at the address North Somerset Council considers to be the address of the child for whom the application is made.

It is the responsibility of parents to ensure that they declare on their application if they have a child (or have been allocated a place for a child) at their preferred school(s) or to inform North Somerset Council if a child obtains a place after they have applied.

Except for a brother or sister within the same intake year group applying for Junior Transfer, a brother or sister must be attending (or is expected by North Somerset Council to be attending) the school at the time of admission.

A child attending a nursery/pre-school part of a school does not count as a brother or sister attending the school at the time of admission.

15. Admissions of children outside their normal chronological age group (delayed or accelerated entry)
Applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group that is not their child’s chronological age year group, will be considered. The admissions authority for the school will make the final decision.

In addition, parents of summer born children (born on or between 1 April and 31 August) can request for their child to be admitted into the Reception year, one year after they would normally enter the school. The admissions authority for the school will make the final decision.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. This will include taking account:
- the parent’s views;
- information about the child’s academic, social and emotional development;
where relevant, their medical history and the views of a medical professional;
whether they have previously been educated out of their normal age group;
whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
The admissions authority must also take into account the views of the head teacher.

For community and VC schools, North Somerset Council are the admissions authority and the School Admissions Team will make the decision to agree or decline the request. It is recommended that any parent wishing to request a delayed or accelerated entry, that they contact their preferred school(s) to request that their child starts a year later or earlier than their chronological age. Parents will need to give reasons for the request and details of the child’s particular needs. Any reports or evidence to support your request should also be enclosed. The head teacher should discuss this with the parents, consider the child’s needs and explain the options that are available to the child. The head teacher will then put in writing whether they are in agreement or not and give their reasons.

Once the head teacher has considered the request, parents will need to write to North Somerset Council School Admissions Team requesting a delayed or accelerated entry. Parents will need to give reasons for the request and details of the child’s particular needs. Any reports or evidence to support your request should also be enclosed. The letters from the school(s) that have been approached will need to be attached. North Somerset Council will convene a panel to discuss your specific request and make a final decision.

For reception and junior intake applications, it is advised that an on time application is submitted, for the correct chronological year group. If the delay/accelerated request is agreed, the on time application can be withdrawn and a new application should be made the following year. If the request is not agreed, and the child stays in their chronological age group, the on time application can still be processed. If a request is not agreed and the child does not have an on time application then a late application would need to be submitted.

Where an admission authority agrees to a parent’s request for their child to be admitted out of their normal age group the parent must apply according to the timescales of the agreed admission cohort. The application will be processed as part of the main admissions round (including applying the oversubscription criteria where applicable), unless the parental request is made too late for this to be possible. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied and been refused. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Where an admission authority does not agree a request for a summer born child to be admitted into the Reception Year Group, the parent may apply for their child to be admitted with their chronological age group for admission at the time they would normally enter the school. Such children who do not start school in the school year that they become 5 will normally be placed in a Year 1 class and will miss the Reception year.

16. Deferred Entry
Places will be offered for admission in September 2019. However, depending on their child’s date of birth, places may be deferred until the start of term 3 or 5 but not later than the term following the child's fifth birthday and cannot be deferred until the start of the following academic year. Parents should make any request to the school for a deferment once they have received an offer of a school place. The school place will be held for that child and will not be available to be offered to another child.

All children offered a place are entitled to a full-time place in the September following their fourth birthday. Parents can request that their child takes up their place on a part-time basis until their child reaches compulsory school age.

If parents wish to defer their child’s admission and the term following their fifth birthday would be September 2020, parents will need to notify the school, where a place has been offered, of their intentions to do so. Parents will need to put this in writing to the school and their child’s place at the school will be withdrawn and may be offered to another child. It is then the parent’s responsibility to apply for a school place in year 1, with their chronological cohort.

Parents should be aware that a school might become full in the Reception age group with pupils whose parent applies for a place during the 2019-20 school year. There may be no places available in a preferred school for those who defer their child’s admission until Year 1. These parents will need to apply for a Year 1 school place for their child and these applications will be considered from 1 July 2020 onwards.

17. All children offered a place are entitled to a full time place in the September following their fourth birthday.

Parents may also request that that their child takes up their place part time until the child reaches compulsory school age.

18. Contact Details

For North Somerset children the Application Form is available for submission using the online system on the North Somerset Council website or in a paper form. See below for details.

School Admissions and Transport Team
People and Communities
North Somerset Council
Town Hall
Walliscote Grove Road
Weston-super-Mare
BS23 1UJ

Tel No: 01275 884078 / 884014
Email: admissions@n-somerset.gov.uk
Website: www.n-somerset.gov.uk/admissions

Any letters/supporting documents should also be submitted to the above addresses. Applications and any letters/supporting documents received by the School
Admissions and Transport Team at its office in Castlewood, Tickenham Road, Clevedon may also be accepted.

Whilst it is not the responsibility of other offices/schools, North Somerset Council will use discretion and may accept applications/documents received by other Councils, Schools or other Council offices that are passed to the School Admissions Team. They will be accepted as on time if North Somerset Council feels they may have been submitted by the closing time and date.

Applications for children outside North Somerset should be made to the child’s home council.

19. Council: Within this document references to ‘Council’ mean either North Somerset Council or any local council. ‘Home Council’ means the council within which the child lives.

20. Parent: This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989. All references within this document to parent(s) therefore include carers.

21. Whilst North Somerset Council will process applications in accordance with this policy it will exercise discretion and may deviate from it in circumstances where it feels it is appropriate to do so. This will normally be in exceptional circumstances.

22. It should be noted that this policy is subject to alteration to reflect any changes in legislation, case law, council policy or to ensure legal compliance.