In-Year School Admission Arrangements and Over-subscription Criteria for North Somerset Community and Voluntary Controlled Schools - 2014-15 School Year

Key: NSC = North Somerset Council
C of E = Church of England
VC = Voluntary Controlled
School = school or an academy

Please note that where the word “school” is used in the general sense, it refers to either a school or an academy.

NB Birdwell and Kingshill Primary Schools have applied for to become Academies from 1 April 2013 and 1 March 2013 respectively. This document will apply to these schools whether they become Academies or not.

Over-subscription Criteria:

Where a school is named in a child’s Statement of Special Educational Needs the admission authority is legally required to admit the child to the school. Such children will therefore be allocated places before the over-subscription criteria are applied. Applications of this type will take priority over all other requests for places.

Where more applications are received than there are places available allocations will be in accordance with the following criteria given in order of priority:

<table>
<thead>
<tr>
<th>Item No</th>
<th>Narrative</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Children in Care or children who were previously in Care but immediately after being in Care became subject to an adoption, residence, or special guardianship order. 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).</td>
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<tr>
<td>2.</td>
<td>Children who have been attending the school as part of a Negotiated Transfer Scheme.</td>
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</tbody>
</table>
3. For Infant, First, Junior and Primary Schools only:

The following criterion (i) applies to the following non-rural schools only:

All Saints, East Clevedon C of E Primary  
Ashcombe Primary  
Becket Primary  
Bournville Primary  
Castle Batch Primary  
Golden Valley Primary  
Grove Junior  
Hannah More Infant  
High Down Infant  
High Down Junior  
Kingshill C of E Primary  
Mary Elton Primary  
Mead Vale Primary  
Mendip Green Primary  
Milton Park Primary  
Oldmixon Primary  
Portishead Primary  
St Martin’s C of E Primary  
St Nicholas Chantry C of E Primary  
St Peter’s C of E Primary  
Uphill Primary  
Walliscote Primary  
Windwhistle Primary  
Worle Village Primary  
Yeo Moor Primary

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

The following criteria (ii), (iii), (iv) and (v) applies to the following rural schools only:

Backwell C of E Junior  
Banwell Primary  
Birdwell Primary  
Blagdon Primary  
Churchill C of E Primary  
Court de Wyck C of E Primary  
Crockerne C of E Primary  
Dundry C of E Primary  
Flax Bourton C of E Primary  
Hutton C of E Primary  
Kewstoke Primary  
Locking Primary  
Northleaze C of E Primary  
St Andrew’s C of E Primary  
St Anne’s C of E Primary  
Sandford Primary  
West Leigh Infant  
Winford C of E Primary  
Winscombe Primary  
Wrington C of E Primary
(ii)* Children with a brother or sister who was attending the school prior to September 2008 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 who started attending or will be attending the school during or after September 2008 and he/she will be attending the school at the time of admission, where it is the child’s nearest school (excluding Catholic schools) to the home address.

(iv) Children, where it is the child's nearest school (excluding Catholic schools) to the home address.

(v)* Children, where it is not the child’s nearest school (excluding Catholic schools) to the home address, with a brother or sister who will be attending the school at the time of admission.

*For the purpose of criteria (i), (ii), (iii) and (v) paired infant and junior schools will be treated as one school. In addition to being primary schools Mendip Green and Worle Village Schools will be treated as Schools that are paired with St Martin’s C of E School, for children with a brother or sister in Years 4, 5 and 6 at St Martin’s C of E School. However a brother or sister who is in either the Reception Year, Year 1 or Year 2 at St Martin’s C of E School in the 2013-14 school year will not count as attending a school that is pared with either Mendip Green or Worle Village Schools.

(vi) For non-rural schools only: Children, where it is the nearest school (excluding Catholic Schools) to their home address, who live more than a distance of 2 miles from that school measured by the shortest route.

(vii) For rural and non-rural schools: Children living closest to the school.

4. For St Katherine’s Secondary School;
   a) Children living in the school’s First Geographical Area.
   b) Children living outside the school’s First Geographical Area.

5. For admission to Infant, Junior and Primary schools, except for criteria 3v and 3vi, priority within each criterion will be given in order, to:
   a) Children with a brother or sister within the same year group (for example twins, triplets) applying for the same school where it is the nearest to their home address.
   b) children living closest to the school.

Priority within criterion 3v will be given to children living closest to the school.

Priority within criterion 3vi will be given in order to:
   a) children with a brother or sister within the same year group (for example
twins, triplets) applying for the same school where it is the nearest school to the home address.

b) children living furthest from their nearest school. The distance measured will be the shortest route. Should these distances be equal, measurements would then be made in a direct line. Should these distances also be equal allocations will be made drawing lots.

**General Information**

<table>
<thead>
<tr>
<th>1.</th>
<th>When applying criteria 4(A) and 4(B) priority within each criterion will be given, in order, to:</th>
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<tr>
<td></td>
<td>a) children with a brother or sister who will be attending the school and who joined the school before September 2011.</td>
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<tr>
<td></td>
<td>b) children with a brother or sister who is already on the school roll or has been allocated a place at the school but will not include a brother or sister who has only joined the school for Sixth Form education.</td>
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<td></td>
<td>c) for children living within the school’s First Geographical Area only: children with a brother or sister within the same year group (for example twins, triplets) applying for the same school.</td>
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<td></td>
<td>d) children living closest to the school.</td>
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| 2. | 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. |

| 3. | Where this policy refers to ‘children living closest to the school’, the distances calculated to determine who is closest will initially be measured in a direct line. Where distances are equal measurements will then be made by the shortest route. If the measurements are still equal the allocation will be decided by drawing lots. |

| 4. | Contact details: The Application Form should be returned to NSC on paper, by fax, or by email to the addresses below. |
|    | North Somerset Council, Children and Young People’s Services, School Admissions and Transport Team, Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ. |
|    | Tel No: 01275 884 078 Fax No: 01275 884 753 |
|    | Email: **cyps.schooladmissionsandtransport@n-somerset.gov.uk** |
|    | Website: **www.n-somerset.gov.uk/admissions** |
|    | Any relevant letters/supporting documents should also be submitted to the above addresses. Applications and any relevant letters/supporting documents received by the SAAT at its office in Castlewood, Tickenham Road, Clevedon may also be accepted. |
Whilst it is not the responsibility of other offices/schools, the SAAT will use discretion and may accept applications/documents received by other Councils, Schools or other Council offices that are passed to the SAAT.

5. In circumstances where to not admit the child would result in the Council incurring unreasonable public expenditure, the prejudice to the provision of efficient education at the school may be balanced against the efficient use of resources and decisions will be made accordingly.

6. These arrangements apply as far as possible to all children including those considered to be from vulnerable groups in the NSC Fair Access Protocol. Parents of such children should complete the In-Year application form as the protocol will only be used if a suitable place can not be secured using the normal admission arrangements. These applications may be given priority over all other applicants except for those who meet criterion of Children in Care or children who were previously in Care but immediately after being in Care became subject to an adoption, residence, or special guardianship order.

7. St Katherine’s Secondary School First Geographical Areas (FGA) is shown in the addendum to this Appendix. 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. Please see the over-subscription criteria above.

8. Unless a satisfactory reason is given, places must normally be accepted i.e. the child must commence attending the school, by the start date specified in any letter from NSC offering a place at a school. This will normally be within 14 days (or possibly 28 days for those moving house), of the date of the letter. However NSC may specify a date within a different time period if it thinks appropriate, for example where it is decided for admission to be at the start of a term. Parent’s notification of the acceptance of an offer of a school place should be received by NSC within 2 weeks after the date of an offer.

9. Where a place can be offered NSC will notify the parents accordingly and the child should start at the school by the date indicated in the offer letter. Any request for an extension beyond the required start date will be considered by NSC on its individual merits. Where NSC considers that exceptional circumstances exist, places may be accepted after the specified start date, depending on the circumstances of the case. An example of exceptional circumstances may be where United Kingdom (UK) Service Personnel or other Crown Servants are returning to the UK.

Places offered may be reserved for a child and/or his/her brother or sisters beyond the specified start date if parents are waiting for the outcome of an application or an appeal for a school place for their child before deciding to accept a place(s) or not.

10. Where these arrangements refer to ‘children applying’ it means parent(s) applying on behalf of children.

11. NSC reserves the right not to admit up to the Admission Number/Level for a particular year group (other than the Intake Year).
12. Applications for all school places should be made and signed by a person with parental responsibility for the child as defined in the Children Act 1989. Applicants will be asked to confirm that they have parental responsibility the child on their application form. If applicants do not have parental responsibility, the person completing the form should send an accompanying letter (in paper or electronic format) explaining the reasons why they are applying rather than a person with parental responsibility. Any evidence to support the case should accompany the letter. The reasons will be considered by NSC and if deemed acceptable, the application will be processed accordingly. If not deemed acceptable, the application will be returned for the signature of a person with parental responsibility for the child.

13. Nearest School. Where these arrangements refer to the ‘nearest school’, unless stated otherwise:

a) the distances used to determine the nearest school will be measured in a direct line. If direct line distances are equal then distances will be measured by the shortest route. If shortest route distances are equal the nearest school will be determined by drawing lots.

b) the nearest school is the nearest appropriate one. An appropriate school is defined as a maintained* mainstream school (excluding Catholic schools) that provides the National Curriculum appropriate to the child’s age on joining the school.

*c.i.e. non independent

14. Unless stated otherwise within these arrangements all distances are measured in a ‘direct line’.

a) Direct line: is where distances are measured in a straight line between the address points of the child’s home and the main entrance to the school, indicated on NSC computerised system(s).

b) Where specified, some distances are determined by the ‘shortest route’. Shortest route: is where distances are measured by the shortest route (including via roads, public rights of way and estate footpaths) between the address point of the child’s home indicated on NSC computerised system(s) and the nearest entrance to the school site.

c) Where an applicant lives in a flat or other multi-home dwelling, the address point of the building will be used if it is not possible to determine the address point of the applicant’s home.

d) Unless stated otherwise where the direct line distances are equal, priority will be given to children living closest to the school, measured by the shortest route. Should these distances also be equal allocations will be made drawing lots.

e) If it is not possible to measure a distance on NSC computerised system(s), NSC will use an alternative computerised system or a paper map.

15. To be considered as a brother or sister a child must be living at the same address for the majority of the time* as a full, half, step or an adoptive brother/sister of
another child.

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 NSC considers to be the address of the child for whom the application is made.

Except for a brother or sister within the same year group, a brother or sister must be attending the school at the time of admission i.e. he/she must be (or is expected to be by the SAAT) on roll at the school (or would be expected to be on roll if a place was offered).

*A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time.

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 NSC if a child obtains a place after they have applied.

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


17. Infant schools are paired with junior schools as follows:
- Hannah More Infant with Grove Junior
- High Down Infant with High Down Junior
- West Leigh Infant with Backwell Church of England Junior
- Yatton Infant with Yatton Church of England Junior

Because they were formerly First Schools Mendip Green and Worle Village Primary Schools are paired with St Martin’s C of E School but only for children whose brother or sisters joined Mendip Green or Worle Village School prior to 1 September 2012.

A brother or sister who is in either the Reception Year, Year 1 or Year 2 at St Martin’s C of E School in the 2013-14 school year will not count as attending a school that is paired with either Mendip Green or Worle Village Schools.

18. **New Schools** - Applications for places at new schools will be administered in accordance with the published guidelines for that school. Where a consultation process has not been followed as a default, new schools will
follow the policies of North Somerset Councils Community and VC Schools. Where possible, details of the processes and closing dates to be followed for new schools will be made available and published as necessary.

Whilst NSC will process applications in accordance with this policy it will exercise discretion and may deviate from it in exceptional circumstances where it feels it is appropriate to do so.

It should be noted that this is a working document and is subject to alteration at anytime to reflect any changes in legislation, case law, Council policy or to ensure legal compliance.