Responsibility for Admissions to Backwell School

The Academy Trust of Backwell School, in accordance with the school's academy status, is the Admissions Authority for the school. Copies of this policy are available at:

www.backwellschool.net or from

The Headteacher
Backwell School
Station Road
Bristol
BS48 3BX
Tel: 01275 463371
Fax: 01275 463077
mailbox@backwellschool.net.

Application should be made to the school for entry to Years 8 to 11 and for entry to Year 7 once the school year has begun.

The school’s admission arrangements are in conjunction with the North Somerset Coordinated Admission Scheme for new intake secondary admissions for 2018-19. Copies of the scheme are available at:

www.n-somerset.gov.uk/admissions or from
The School Admissions and Transport Team
Town Hall
Weston-super-Mare
BS23 1UJ
Tel: 01275 884794
Fax: 01275 884753
admissions@n-somerset.gov.uk
Application should be made to your home council for entry to Year 7 for September 2018.

**Admission Number**

The Admission Number for Year 7 is 270. It is also usually the number of places available in Years 8 – 11.

**How to apply for entry to Year 7 in September 2018**

Applications can be made online or on paper and should be submitted to your home council. If you live in North Somerset you should apply to the School Admissions and Transport Team (contact details above). Applications must be submitted by 23:59 hours on 31 October 2017 in order to be considered in the first round of school place allocations. All applications will be considered equally regardless of the ranking of a parent’s preference for the school. Applicants will be informed of the outcome of their application on 1 March 2018 by their home Council.

Applications submitted after the closing time and date will be treated as a late application and so will not be considered in the first round of allocations except where such late applications are received before North Somerset Council has sent details of applications to other councils and the applicant’s home council considers that there is an extenuating reason for allowing them to be treated as if they had been submitted by the closing time and date. All other late applications will not be considered until after the first round of allocations; this may mean that all of the places have been allocated.

**Oversubscription criteria**

Where the school is named in a child’s Statement of Special Educational Needs or Education, Health and Care Plan, the Admission Authority is legally required to admit the child to the school. Such children will therefore be allocated places before the criteria below are applied.

If the school is not oversubscribed all new intake applicants will be offered a place. If the school receives more applications than the Admission Number the following criteria will be used to determine who will be allocated a place. All applications will be ranked in accordance with the criteria below given in order of priority.

(a) Looked-after children at the time of application and children who were previously looked after 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.

(b) Children who are the subject of a direction by a local council to admit or who are allocated the school in accordance with a Fair Access Protocol for school places.
(c) Children with a brother or sister who will be attending the school (including in the Sixth Form).

(d) Children of Backwell School staff employed on a permanent contract by the school for at least two years at the time of application, or where the member of Backwell School staff has been recruited to fill a post for which there is a demonstrable skill shortage. This does not include staff who work on the school site for other employers.

(e) Children living in Backwell School’s First Geographical Area, shown on the attached map. For further information on schools’ First Geographical Areas please contact the North Somerset School Admissions and Transport Team.

(f) Children not in the above categories.

Priority within each category will be given to those living closest to the school. The distances will be 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’s computerised system(s). If these distances are equal the ranking of applications will be made by drawing lots.

**How to apply for entry to Year 7 after the start of the school year and to Years 8 to 11 for the start of the school year and during the school year 2018/19**

In-year applications can be made to the school at any time. Parents are asked to complete an application form available from the Headteacher’s PA (contact details above) or from the North Somerset Council School Admissions and Transport Team. In-year applications will be considered in accordance with the criteria listed above.

The school will maintain a waiting list of applicants still seeking a place at the school, prioritised according to the oversubscription criteria. The waiting list will be kept until the end of each term. For Year 7 the waiting list will initially be kept until 31 December 2018 and then until the end of each subsequent term. Each added child to the list will require the list to be ranked again in line with the above published oversubscription criteria.

Places will be allocated whenever the number of students in the relevant Year group drops below the Planned Admission Number.

**How to appeal against the refusal of a place**

Parents wishing to appeal against the refusal of a place by the school have the right to appeal to an independent appeal panel. Details of the arrangements are given in the letter of refusal and are published on the school website.
**Additional Information**

**Looked After Children**

‘Looked After Children’ 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 formerly looked after children:**

- 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 section 8 of the Children Act 1989, as amended by section 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).

**Brothers and sisters**

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 adoptive brother or sister. Full and adoptive brothers/sisters are defined as children who have the same either biological or adoptive parents. Half brothers/sisters are defined as children who share only one either 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 considered to be the address of the child for whom the application is made.

* 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.

A brother or sister must be attending (or is expected by the school and/or North Somerset Council to be attending) the school at the time of admission.

**Home address**

A child’s home address is considered to be the place where they permanently and ordinarily reside for most of the time, normally the same address as the person who has parental responsibility for the child as their main carer. Those moving should normally provide independent confirmation of the new address.
Parent

This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989.

Statement of Special Educational Needs or Education, Health and Care Plan

There is a different procedure for children with a Statement of SEN or Education, Health and Care Plan. Their parents should apply for a place via the service dealing with SEN in their home council.

Admissions of children outside their normal age group

Applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group either side of the chronological age year group will be considered. The reasons for the request must be fully explained in writing and included with the school place application form (or submitted separately where applying via an online service).

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child, taking into account, as appropriate, the following:

- the views of the parent
- information about the social, emotional and academic development of the child as often supported by education and other professionals
- the views of the Headteacher
- where relevant the child’s 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 they were not born prematurely.

Where a request for a child to be admitted outside their normal age group is agreed, that enables a child to be included as part of the Year 7 allocations, the application will then be processed in accordance with these arrangements and oversubscription criteria where applicable.

Draft for approval by Board of Governors
21 September 2016