



School Admission Arrangements for Somerset County Council Schools within The Priory Learning Trust 2022-23

Policies approved by the Board of Trustees

Signed:

Name:

Date:

Chair of Board of Trustees

Authorised for Issue

Signed:

Name:

Date:

Executive Principal

1. Introduction

The Priory Learning Trust is a Multi-Academy Trust of primary and secondary schools.

The Priory Learning Trust grew from a passion to bring the power of partnership and sharing to bear and provide a first-class education to a wide range of children, of all abilities and social class groupings, in Somerset and North Somerset.

We believe that this approach will create happy, confident, and high-achieving students. This truly collaborative approach will also develop great staff relationships and improve staff wellbeing. It promotes healthy competition.

The Priory Learning Trust will:

- Support the aspirations of young people and their ambitions for their future success.
- Contribute to producing aspirational, well-rounded, confident and active citizens.
- Offer a broad range of qualifications.
- Be inspirational learning centres offering exceptional education.
- Combine, share and utilise the highest academic standards and levels of expertise across our academies and partners to design and develop an innovative and inspiring curriculum – learning is at the centre of what we do
- Provide a strong duty of care to nurture and support students' wellbeing and self-esteem.
- Maintain the unique nature of all of the schools within the Trust.
- Give Academy Councils the freedoms to focus on the challenge and support for the improvements in teaching, learning and the curriculum.

Priory Community School – an Academy, Worle Community School – an Academy, St Anne's Church Academy and Castle Batch Primary School Academy are also part of The Priory Learning Trust, however their admissions arrangements are a separate policy which is linked to North Somerset Council.

In accordance with the School's Academy status, the school is the Admissions Authority.

The arrangements comply with the requirements of the 2014 [School Admissions Code](#) and the 2012 [School Admission Appeals Code](#) issued, issued under Section 84 of the School Standards and Framework Act 1998.

2. Oversubscription criteria and published admissions number

School	Age range	Year of intake	Admissions number
Pawlett Primary School Academy	4-11	Reception	15
The King Alfred School Academy	11-18	Year 7	250

Where a school is named in a child's 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 oversubscription criteria is applied.

If a school receives more applications than the admission number, the oversubscription criteria will be used to determine who will be allocated places. All applications will be ranked in accordance with the criteria given in order of priority.

Pawlett Primary School Academy

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. (See important note 1)
2. Children identified with a sensory, physical or medical disability (High Needs Pupils), where a multi-agency professional team has identified the school as the nearest suitable school (see important note 2)
3. Children of The Priory Learning Trust staff and whose home school is Pawlett Primary School Academy, employed on a permanent contract by the Trust for at least two years at the time of application, or where the member of 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 (see important note 3)
4. Children living in the catchment area, with a sibling at the school at the time of admission, and who live at the same address
5. Children living in the rural catchment area (see important note 4)
6. Children living in the catchment area
7. Children living outside the catchment area, with a sibling at the school at the time of admission, and who live at the same address
8. Children not satisfying a higher criterion

Within each criterion, priority will be given to children living closest to the school measured in a straight line.

The King Alfred School Academy

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. (See important note 1)
2. Children identified with a sensory, physical or medical disability (High Needs Pupils), where a multi-agency professional team has identified the school as the nearest suitable school (see important note 2)
3. Children of The Priory Learning Trust staff and whose home school is The King Alfred School Academy, employed on a permanent contract by the Trust for at least two years at the time of application, or where the member of 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 (see important note 3)
4. Children living in the catchment area, with a sibling at the school at the time of admission, and who live at the same address
5. Children living in the rural catchment area (see important note 4)
6. Children living in the catchment area
7. Children living outside the catchment area, with a sibling at the school at the time of admission, and who live at the same address
8. Children not satisfying a higher criterion

Within each criterion, priority will be given to children living closest to the school measured in a straight line.

This policy does not apply for applications to the Sixth Form at The King Alfred School - an Academy. Please refer to information on the school's website at:

<https://www.tkasa.org.uk/6th-form-apply>

Important Notes:

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.
2. Criterion ii enables schools to plan with SEN Officers for the school entry of children with physical, medical or sensory impairments. This includes children that are in receipt of Early Years School Action Plus funding at level 3 and / or where significant capital works (e.g., accessible toilets, changing space, access to classrooms) are required.
3. ‘Home school’ refers to the school that the member of staff spends the majority of their employment.
4. ‘Rural catchment’ is defined as living in the catchment area of a school where there is no alternative school within the statutory walking distance of the home address.

3. Starting at a primary, infant, junior or secondary school

The following information should be read in conjunction with the 2021-22 Coordinated Admission Scheme published by the Local Authority in the area which the child lives (the home Local Authority).

Applications must be submitted to the home LA. If this is Somerset, applications can be made on-line at www.somerset.gov.uk/admission. Paper applications are available to download from the Somerset County Council website at www.somerset.gov.uk/admission, or upon request by telephoning Somerset Direct on 0300 123 2224.

Applications must be received by:

- Primary, Infant and Junior schools: **15 January 2022**
- Secondary schools: **31 October 2021**

Otherwise, the application will be recorded as late. Late applications will be considered after those received on time. Please see the Somerset LA co-ordinated scheme for full details.

Outcomes for on time applications will be sent out by email (for on line applicants) or second-class post sent out on:

- Primary, Infant and Junior schools: **16 April 2022**
- Secondary schools: **1 March 2022**

4. In year school transfer applications

In year applications must be submitted directly to the school using the LA in-year application form (hard copy only).

The governors' admissions committee will consider batches of applications on a weekly basis with a 4pm deadline every Friday (term time only) for receipt of applications. If more applications are received than there are places available, the over-subscription criteria will be applied.

A decision will be notified in writing to the applicant within ten school days.

Proof of address may be required to be submitted with the application. This will be either the formal 'exchange of contracts' letter from the solicitor for a house purchase, a recent utility bill or the signing of a minimum of a six month tenancy agreement. The LA reserve the right to seek further documentary evidence to support a claim of residence.

Where there are more applications than places available within a particular year group, applications will be considered against the published oversubscription criteria and allocated up to the admission number/limit.

Places will not be allocated more than six school weeks or half a term in advance of being required. The only exceptions are children of UK service personnel and other crown servants (including Diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).

5. General Information

Tie-break

If in any of the categories of the over-subscription criteria for any school a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured in a straight line by a Geographical information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home.

Random allocation by drawing lots supervised by someone independent of the school, will be used as a tie-break in any of the categories to decide who has highest priority for admission if in two or more cases the children's homes are equidistant from the school.

However, if children of multiple births (twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

Home Address

The home address is very important as school places are allocated on the basis of the permanent home address of each child. A child's home address is considered to be where the child spends the majority of their time with parents or carers. (Please see shared care arrangements information below).

Documentary evidence of home ownership or suitable rental agreement may be required, together with proof of permanent residence at the property concerned. Places cannot be allocated on the basis of an intended future address, unless the house move can be confirmed through the formal 'exchange of contracts' or the signing of a minimum of a six month formal tenancy agreement from a letting agency. Please note private letting agreements may not be accepted as proof of residence. An address change due to a move to live with other family members or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required e.g. proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice. The LA reserve the right to seek further documentary evidence to support any claim of residence which could include contacting the estate agent, solicitor landlord or relevant professional. A representative of the LA may carry out a home visit/s without prior notice to verify a pupil's home address.

An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. Fraudulent claims relating to the home address of a particular child may lead to the withdrawal of any offer of a school place.

Proof of address will not be required for Traveller families where the address is confirmed by the Traveller Education Service. A foster carer will not be required to supply proof of address for a child placed with them by a L A.

The L A and/or Admissions Authority must be notified of any change of address during the admissions procedure.

Shared care arrangements

Where shared care arrangements are in place and parents/carers of the child submit two separate applications for different schools, the LA will only accept one application which will be the application made by the parent/carer that lives at the same permanent home address as the child. Where there are exceptional grounds such as on-going court proceedings for example, these applications will be considered on a case by case basis.

Where it is necessary to establish the permanent home address for the child parent/carers will be asked to write to the LA stating the number of days each week the child spends with them. The LA may also ask for evidence of which parent/carer was in receipt of child benefit at the point of application. If the parent/carer is not in receipt of child benefit, the LA will ask for proof of the child's home address as held by the doctor's surgery at the point of application. If the child's home address cannot be

verified the LA reserve the right to request further documentary evidence to support any claim of permanent home address.

Parent/Carer

Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).

Sibling

For the purpose of admissions, a sibling is defined as children living at the same permanent home address. Please see section on 'shared care' which will apply if necessary in order to determine the sibling's permanent home address.

Siblings in post 16 education are not included as siblings for the purposes of admissions.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Details of how to appeal are included in the outcome email or letter. National Offer Day. Information on the timetable for the appeals process is available on the Somerset L A website by 28 February each year.

Waiting lists

The Academy Council will maintain a waiting list for every year group. Children will automatically be placed on the waiting list if a place is refused.

Waiting lists will operate until the end of the academic year for which the place has been requested. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. It is the responsibility of the parent to ensure the Academy Council are informed of any changes that may affect their child's position on the waiting list.

Withdrawal of places

The Academy Council will consider withdrawing the offer of a place if;

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading.

- The place is offered on the basis of an address that is subsequently found to be different from a child's permanent home address then that place is liable to be withdrawn.
- The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.

Deferred entry for infants - Pawlett Primary School Academy only

Parents offered a place in reception for their child have a right to defer entry, or to take the place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.]

Full-time schooling - Pawlett Primary School Academy only

Parents have a right to a full-time place at school for their child from the September following their fourth birthday.

Summer Born Children - Pawlett Primary School Academy only

Parents of summer born children may request that they are admitted into reception rather than year one when they become of compulsory school age. Applications will be considered as set out below (see admission of children outside their normal age group).

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the LA will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent. If a request is refused, the child will still be considered for admission to their normal age group.

The parent is required to make an on-time application for the child's normal age group (if relevant) but can submit a request for admission out of the normal age group at the same time. The LA will ensure the parent is aware of whether the request for admission

out of age group has been agreed before National Offer Day and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. For example, an application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7 or an application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

If a request for delayed admission is agreed, the school place application may be withdrawn before a place is offered and a new school place application will need to be made as part of the normal admissions round the following year.

If a request for a child to be admitted or to transfer school a year early is agreed, the school place application will be processed and an outcome will be sent on the National Offer Day.

If a request for delayed admission for a child transferring school is refused, the school place application will be processed and an outcome will be sent on the National Offer Day.

If a request for delayed admission for a starting school child is refused, the parent must decide whether to accept the offer of a school place for the normal age group, or to refuse it and make an in year application for admission to year 1 for the September following the child's fifth birthday.

If a request for a child to transfer or be admitted to school a year early is refused, the school place application will not be processed and a new school place application will need to be made as part of the normal admissions round the following year.

There is no right of appeal against the decision not to allow your child to be admitted outside of their normal age group.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

For further information and guidance please visit;

<https://www.somerset.gov.uk/education-and-families/starting-school-early-or-late/>

Children from outside the UK*

The LA will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

The LA will process applications for children who are citizens of the European Economic Area (EEA) and for UK citizens living abroad. If proof of the Somerset address is not available the application will be considered on the current address. The

only exceptions are children of UK service personnel and other crown servants (including Diplomats) returning to the UK with a confirmed posting to the area (see children of UK service personnel).

The LA will not allocate a place to any non EEA citizen moving into Somerset from outside the UK prior to their arrival in the country. In such cases the L A will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition. Applicants who are citizens of countries from outside the EEA should first check that their visas will not be invalidated by taking up a maintained school or academy place before applying. If in doubt, parents should contact the Home Office.

*dependant on any changes arising from Britain's exit from the European Union

Children of UK Service Personnel

The Admissions Authority endeavours to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided as proof of posting (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting.)

Usually, a place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel with a confirmed posting to the area and crown servants returning from overseas to live in the area. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting, The admissions authority will process the application on that address. If proof of a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.


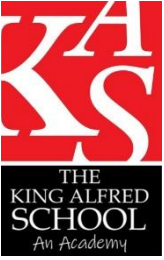
For further information please refer to the DfE explanatory note on Admission of Children of Crown Servants;

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/461481/Admission_of_children_of_crown_servants.pdf

Alteration

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.

6. Contact Details

	<p>Address: Pawlett Primary School Academy Gaunts Road Pawlett TA6 4SB</p> <p>Tel No: 01278 684151 Email: info@ppsa.theplt.org.uk Website: https://pawlettprimaryschool.co.uk/</p>
	<p>Address: The King Alfred School - an Academy Burnham Road Highbridge TA9 3EE</p> <p>Tel No: 01278 784881 Email: info@tkasa.org.uk Website: https://www.tkasa.org.uk/contactus</p>