



Time to apply for a junior school place for September 2010

This guide is for parents who want to apply for a 2010–11 junior school place for their child. It contains only a part of the Local Authority's junior transfer new intake policy. To see a full copy of the policy visit our website www.n-somerset.gov.uk/admissions or contact the School Admissions and Transport Team.

You can apply online using the application form available on the same website.

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 in this guide to parent(s) therefore include carers accordingly.

How to apply for a school place

You may apply online for your child to transfer to Junior School. Making an online application is quick and easy and it means that you know immediately we have received your request. Further details of how to apply online are given later within this guide. Alternatively, you may wish to complete the application form included with this leaflet.

You are advised to read this guide carefully before completing your application.

Co-ordinated admission schemes

North Somerset Local Authority (LA) coordinates the admission arrangements for all infant, first, junior and primary schools including all Voluntary Aided schools within the Authority. Other LAs also have their own co-ordinated admission schemes.

If you wish to apply for a school place within another LA you will need to obtain an application form from that particular LA and return it to them by their closing time and date, which may be different to North Somerset.

How do I apply online?

You will need to have internet access and an email address. If you do not have internet access you can visit your local library, the Town hall or an internet café to set up an email account and apply online. You will not need to give any more information than you would if you were making a paper application.

How long does it take to apply online?

You should be able to complete your online application quickly, but please also allow time to read this leaflet before applying.

If you are unable to complete the application in one session, the system will remember the details you have entered for your next visit. Only applications received by the closing time and date can be considered in the first round of place allocations. If you enter details but do not submit the application, we will endeavour to email all those with an email account a reminder before the closing time and date.





Is my application secure?

Yes the system is safe and secure. Your password and answer to a security question ensures that only you can see or change the data you provide. Please keep your password security question answer safe at all times.

How do I register online?

The online application system is available seven days a week until the closing time and date of 4.30pm on 23 October 2009. During that time, please visit the School Admissions and Transport Team website at www.n-somerset.gov.uk/admissions – you will be able to enter the online application system from this page. Please note that the online system may not be available between approximately 10.00pm to 3.00am. If you have already previously registered on the online system for the same or a different child you do not need to re-register – just sign in as you did before with the same email address and password you used before. If you have changed your email address you can update it on the system.

When you click the Register Now button you will be asked to provide your email address, password, your answer to the security question and some basic information including your name and address.

The passwords for **new** registrations must be between 6 and 20 characters long and must contain a minimum of 2 numbers and 2 letters. Passwords and security question answers are case-sensitive so you will need to remember whether you typed in upper and/or lower case. Please make a note of your password and the answer you gave to the security question.

How do I make my preference(s)?

When you have decided which school(s) you wish to apply for, visit: www.n-somerset.gov.uk/admissions and log in. You may only make preferences for schools within North Somerset. If you wish to apply for a school outside North Somerset, you will need to contact the Local Authority where the school is situated.

When you are happy with your preferences, you should submit your application. Your online application will be transferred to our database and will be processed after the closing date.

Do I need to send a paper application too?

No. You will be sent an email acknowledging that we have received your application safely and confirming your preferences. Your notification by email is your proof that you have made your application. You do not need to submit a paper copy as well.

A handy tip to prevent emails from the School Admissions and Transport Team going in to your spam or junk folder is to add the email address **EduAdmissionsOnline@n-somerset.gov.uk** to your list of approved senders.

In the unlikely event that you do not get an acknowledgement you should contact the School Admission and Transport Team for further advice.

Can I print a copy of my application?

Once you have completed and submitted your application, you can print a summary of the details for your records.



Who should apply?

Applications for all school places must 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 for 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 the LA 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.

Where parents share parental responsibility for a child and two applications are received for the one child from his/her parents, the LA will ask the parents to determine which application it should consider and which application should be withdrawn. This is because the LA will offer only one school place to a child at any one time. If parents cannot agree, they should resolve the issue through the court system. However, in the absence of any Court Order the application received from the parent who receives Child Benefit for the child will be the only one considered. Where proof of Child Benefit is not available, the decision as to who should apply will be determined by drawing lots.

Whichever parent's application is accepted, the address the child spends the majority of his/her time, will be the one considered by the LA to be the home address.



What is the closing time and date and what happens if my application is received after it?

Applications, online or on paper, must be received by the School Admissions and Transport Team by 4.30pm on 23 October 2009 to be considered in the first round of allocations. Places are not reserved for those who, for whatever reason, apply late.

What is considered to be my child's home address?

For school admission purposes the LA will consider the child's home address to be the place where the child permanently and ordinarily resides for the majority of the time. This would normally be the same address as the person who has parental responsibility for the child as their main carer. It will not include the address of a child that is different from his/her parents where the move to this address is expressly linked to obtaining a school place.

Where parents do not live together and the child spends equal amounts of time with both parents, the LA will consider the home of the parent who receives Child Benefit to be the child's home.

The LA may undertake rigorous residency checks and reserves the right to request independent confirmation of the child's place of residence. Parents may be asked to supply such documentation to support their application as deemed appropriate by the LA, for example a Child Benefit book may be required.

Do I need to provide proof of my address?

The LA will undertake checks to ensure that an applicant is living at a property. A sample of applicants will be asked to provide documentation to prove that they reside at their stated home address, for example a copy of a recent gas or



electricity bill. Applicants will be required to obtain this documentation and reply within a deadline set by the LA. If this documentation is not provided, the application may be withdrawn and a place allocated at the nearest school to the home address with a place available measured by the shortest route.

What happens if I move house?

On-time applicants moving house will be considered from their proposed address in the first round of allocations if they are able to confirm independently by the closing time and date, that they will be moving to an address before the start of the school year i.e. by 31 August 2010. Examples of independent confirmation are a solicitor's letter confirming the exchanges of contracts with a completion date, or a tenancy agreement signed by both parties. If the child is from a family of a Crown Servant or of UK Service Personnel, parents should provide a letter from the MOD, FCO or GCHQ declaring a return date and residency area. Applicants may also be required to provide proof that they have left the previous property, for example by supplying a final account utility bill. Proof of residency received after the closing time and date will need to be taken into account in any subsequent rounds of school place allocations. Parents must inform the LA if they change address.

What if my child has a Statement of Special Educational Needs (SEN)?

The majority of children with Special Educational Needs can have their needs met at any mainstream school. If your child has a Statement of SEN your application will be processed by the SEN Team. If you are not sure if your child has a Statement of SEN or if you have any queries about special needs please ring the SEN Team on 01275 888 294.

Will the Local Authority provide transport to help my child get to school?

Normally, the Local Authority will only provide transport if your child is attending the nearest appropriate school and the distance between your home and that school is two miles or more by the nearest available walking route for children attending a junior or primary school or if the nature of the route, or alternative walking routes the pupil could reasonably be expected to take is deemed by the authority to be exceptionally hazardous.

What if I want to apply for a primary school?

If you would prefer to send your child to a primary school (4–11 age range) rather than a junior school, your preference will not be considered until July 2011. You should be aware that primary schools may be full with children already in attendance at the school. Please contact the School Admissions and Transport Team for further information.

How do I get information about North Somerset Schools?

A schools index is included within this leaflet. You may obtain information about a school by visiting its website (but please note that the LA is not responsible for school websites and allocations will be made in accordance with the information within this guide). Schools produce a prospectus, which is available directly from the school free of charge. You may also wish to visit schools. You should contact schools directly to arrange an appointment to visit a school.

Transfer to Junior School 2010-11



For office use
Ack
I.D. no.
Officer

Please contact us if you need this form in Braille, large type or another language.
You can apply online up to 4.30pm on 23 October 2009 by visiting www.n-somerset.gov.uk/admissions

Please remember to use your child's unique identification number.

Alternatively remove and complete this form. You are advised to read the 'Time to apply' guide before completing the form (one for each child) in **BLOCK CAPITALS**.

If you have any queries or would like help completing the form, please contact the School Admissions and Transport Team on 01275 888 328. **Any information marked with * must be provided.**

Section one – child details

*Surname: _____

*First name(s): _____

You should enter your child's legal names as they appear on his/her birth certificate (or adoption certificate if applicable), unless all those with parental responsibility have agreed to the child's name being changed and you can include formal documentation to prove this.

*Date of birth date: _____ month: _____ year: _____ *Gender: male female

*Home address _____

_____ Postcode: _____

Present school _____

Section two – preferences

Please enter the names, in **priority** order, of any **North Somerset JUNIOR School(s)** that you would like your child to attend.

My 1st preference is: _____ School

My 2nd preference is: _____ School

My 3rd preference is: _____ School

Whilst all admission authorities will have regard to the reasons for your school preferences, including religious, practical or philosophical ones, you should note that all allocations must be made in accordance with the agreed over-subscription criteria published in this parent guide. Giving reasons for your preference does not guarantee your child a place at your preferred school or mean that North Somerset Authority will deviate from the published admission policy. You do not have to name more than one preference.

Please tick any of the following reasons for your preference(s). You may tick as many reasons as you like.

Reasons:	1st preference	2nd preference	3rd preference
Distance from home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older sibling in preferred school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or Faith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ease of travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attends paired infant/first school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other reasons for any of your preferences (please specify for which school):

(Continue on separate sheet if necessary)

Section three

***What is your relationship to the child? Are you his/her**

Mother Father Step-parent Other If 'Other' please give details _____

Applications are normally only considered if they are made by a person with parental responsibility for the child.

Do you have parental responsibility for and are you the main carer of the child for whom you are applying? Yes No

If No you must attach an accompanying letter explaining the reasons why you are applying, rather than a person with parental responsibility. Any evidence to support the application should accompany the letter. The reasons will be considered by the Authority and if deemed acceptable, the application will be processed based on the information provided. If not deemed acceptable, the application will be returned for the signature of the person with parental responsibility for the child.

Is the child in the care of a Local Authority? Yes No

'Children in Care' are children who are looked after by a Local Authority in accordance with Section 22 of the Children Act 1989(b). If you are applying on behalf of such a child, please tick the 'Yes' box and obtain the signature of the Social Worker involved in the child's care.

Name of Social Worker: _____

Signature of Social Worker: _____

Local Authority: _____

Does the child have a Statement of Special Educational Needs? Yes No

If yes, this application will be processed by the Special Educational Needs Team.

Section four – siblings

Please give details if you have an appropriate sibling link for any of your preferences.

Surname: _____

First name(s) of sibling: _____

Date of birth: date: _____ month: _____ year: _____ Gender: male female

Current school: _____

Home address (if different to that in section one or five):

_____ Postcode: _____

Surname: _____

First name(s) of sibling: _____

Date of birth: date: _____ month: _____ year: _____ Gender: male female

Current school: _____

Home address (if different to that in section one or five):

_____ Postcode: _____

Please supply details of any other appropriate sibling link on a separate sheet.

Section five – applicant details – details of adult responsible for applying for the school place for the child.

Title – Mr/Mrs/Ms/Miss/Other: _____

*Surname/family name: _____

*First name: _____ *Gender: male female

Home address (If different to section one or five): _____

_____ Postcode: _____

For those moving house they will be considered from their proposed address if they are able to confirm independently by 4.30pm on 23 October 2009 that they will be moving to a new address before the start of the school year (see the 'Time to apply' guide).

Anticipated moving date: _____

Is the move due to the family moving to a new posting as Service or Crown Servant Personnel?

Yes No

Telephone home: _____

work: _____

mobile: _____

email : _____

Section six – declaration

Data Protection Act 1998

The information that you give on this form will be used by the council for the purpose of processing your application for a school place for your child. The information will be shared with other council departments for the purpose of verifying the accuracy of the application and, if you are also applying for a school outside of North Somerset, with other local authorities and schools in their area. It may also be shared with pre-school providers and the relevant Health Trust.

I understand that by signing the declaration below I will be confirming that all details given above are to the best of my knowledge correct. I accept that the admission authorities reserve the right to withdraw the offer of a school place that has been obtained by providing fraudulent or intentionally misleading information.

Parents of children who regularly live at more than one address are reminded to read 'the Time to apply' guide to ensure they are the appropriate person to make the application.

Signature: _____ Date: _____

Please return the form, by 4.30pm on 23 October 2009 to be considered in the first round of allocations, to:

North Somerset Council
Children and Young People's Services
School Admissions and Transport Team
Walliscote Grove Road
Town Hall
Weston-super-Mare
BS23 1UJ

If you require confirmation that the North Somerset School Admissions Team has received your application, please provide a stamped addressed postcard.



Copies of schools' latest OFSTED reports are available from the school and www.ofsted.gov.uk. Details of Performance Tables can be found at www.dcsf.gov.uk/performance and the School Admissions and Transport Team. You may also wish to attend open days or evenings at schools.

When do children transfer to a junior school?

Children in North Somerset schools are admitted into junior education in the academic year in which the child reaches the age of 8 (9 for St Martin's C of E Junior School).

How will my preferences be considered?

All preferences (1st, 2nd and 3rd) will initially be considered equally regardless of rank. Where more than one school could be offered, only the highest preference school will be allocated.

What happens if my application is received after the closing time and date or if my circumstances change and/or I change my preferences after I have applied?

For the first round of school place allocations, on-time applications will be considered based on the child's and/or applicant's situation that exists as at the closing time and date, although changes of address confirmed by the closing time and date will be considered in the first round of allocations. If when North Somerset parents change address, none of their preferences can be offered, the alternative school offered will be based on the new address. Applications, changes in preferences, changes in family circumstances and changes of address

received 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 unless the LA considers there is an extenuating reason for allowing them to be treated as if the latest information had been received by the closing time and date and details of the late application or changes were received before the allocation of places are determined. Contact the School and Admissions Transport Team or visit www.n-somerset.gov.uk/admissions for full details.

When will I be told if I have been allocated a place at my preferred school?

- i) Parents who have applied online will be able to log into the online* system by 6.00am on the offer day of 15 January 2010 to view the result of their application – so you will need to remember your password and answer to the security question.
- ii) Parents who have applied online, unless they indicate they wish otherwise, will also be sent an email* on the morning of 15 January 2010 informing them of which school they have been allocated.

*In both the online system and in the email, the school with the word 'Allocated' against it in the 'Allocation Status' column will be the school you have been offered.

- iii) As there are documents we need to send, all parents applying either online or on paper by the closing time and date will be informed by a letter sent on the 15 January 2010 by second class post. This will include a response form that all applicants need to complete.





What if I am refused my preferred school(s)?

Where parents do not qualify for any of the school(s) they have applied for, if the child lives in North Somerset, the alternative school offered will be the nearest North Somerset school to the child's home address (as at the time allocations are being made) with a place available. Measurements will be made by the shortest route. This may be a Community or Voluntary Controlled school or a Voluntary Aided school (excluding Catholic schools).

If I am refused my preferred school(s) Can I appeal?

If you are not offered a place for your child at your preferred school and do not wish to accept the place (if offered) at another school, you have the right to appeal to an independent Appeal Panel. You will be sent full details of the appeals procedure at that time. Alternatively, further information is available from the School Admissions and Transport Team. You may appeal for more than one school if you wish.

What happens if a school receives more applications than places available?

Allocations will be made in accordance with the following criteria, given in order of priority.

- i Children in Care. 'Children in Care' are children who are looked after by a local authority in accordance with Section 22 of the Children Act 1989(b) at the time an application for school is made, and who the local authority has confirmed will still be in Care at the time when he/she is admitted to the school.

- ii Children who are attending the paired infant/first school at the time of application.
- iii Children with an older sibling who will be attending the school at the time of admission.
- iv Children with a younger sibling who will be attending the paired infant/first school at the time of admission.
- v Children with a sibling 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.
- vi Children living closest to the school.

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 above criteria are applied.

In applying these criteria

- a. A child is a sibling if they are a full, half or step brother/sister or an adoptive brother/sister. Full 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 related biologically but are living in the same household.

For the first round of allocations, a sibling must be attending the school at the time of admission and at the closing date (except for criterion V).

- b. Priority within each criterion will be given to those living closest to the school.
- c. Unless otherwise stated all distances are measured in a direct line.



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

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 the Authority's computerised system(s) and the nearest entrance to the school site.

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. If after applying the criteria, it is impossible to further define a difference between applications, for example applications for children of the same household such as twins or others residing in the same household/building or any other applications where the direct line distances are equal, priority will be given to those living closest to the school, measured by the shortest route. Should these distances also be equal allocations will be made drawing lots.
- e. Nearest school - unless otherwise stated:
 - i) 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.
 - ii) 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. *i.e. non independent.

- f. Where the parents of a child attending a primary school (rather than an infant/first school), accept the offer of a junior school place, they will be relinquishing the child's place at their existing primary school. This means that whilst the child will continue to attend the primary school until the end of Year 2 (Year 3 for children accepting St Martin's C of E Junior School), the primary school place will be available to be offered to other pupils from 1 July 2010 for the next school year beginning in September 2010.

School Admissions and Transport Team contact details:

North Somerset School Admissions and Transport Team,
Children and Young Peoples Services,
Town Hall,
Walliscote Grove Road,
Weston-super-Mare
BS23 1UJ

email: cyps.schooladmissionsandtransport@n-somerset.gov.uk

Tel: 01275 884 014
Fax: 01275 884 168

For further information, contact Bill McEntee at the above address.

If you require this publication in another format, such as Braille or large type or require help with another language, please call 01275 888 328. This leaflet relates to the school year beginning September 2010. Although the information and particulars contained in this booklet were correct at the date of publication (August 2009), it should not be assumed that there could be no subsequent change affecting the relevant arrangements or some specific matters before the start of, or during, the school year in question.



Junior school index

School Name Address Tel/Fax/email/website	Status Age Range	Number on roll January 2009	Admission Number 2010-11	First preference applications received by the closing date for September 2009 (Figures in brackets are for September 2008)	No. of preference places offered in first round of allocations for September 2009	No. of September 2009 places offered under each 2009 criterion. See bottom of page for explanation*	No. of appeals heard for September 2009 as at July 2009 (Figures in brackets are for September 2008)	No. of successful appeals for September 2009 as at July 2009 (Figures in brackets are for September 2008)
Backwell C of E Junior Church Lane, Backwell, Bristol BS48 3JJ Tel: 01275 462 632 Fax: 01275 462 669 email: backwell.jun@n-somerset.gov.uk website: www.backwell.n-somerset.sch.uk	Voluntary Controlled 7 – 11	220	60	43 (48)	1st 43 2nd 0 3rd 0	20 with sibling links 22 paired school 1 living closest	0 (0)	0 (0)
Grove Junior Whiteoak Way, Nailsea, Bristol BS48 4YZ Tel: 01275 852 685 Fax: 01275 858 660 email: grove.jun@n-somerset.gov.uk website: www.grovejuniorschool.co.uk	Community 7 – 11	313	90	87 (88)	1st 87 2nd 0 3rd 0	23 with sibling links 60 paired school 4 living closest	0 (0)	0 (0)
High Down Junior Down Road, Portishead, Bristol BS20 6DY Tel: 01275 848 501 Fax: 01275 817 426 email: highdown.jun@n-somerset.gov.uk website: www.highdownjunior.co.uk	Community 7 – 11	355	90	82 (87)	1st 82 2nd 0 3rd 0	1 Statement of SEN 37 with sibling links 44 paired school	0 (0)	0 (0)
St Martin's C of E Junior Spring Hill, Worle, Weston-super-Mare BS22 9BQ Tel: 01934 628 651 Fax: 01934 417 522 email: stmartin's.pri@n-somerset.gov.uk website: www.stmartinsschool.org.uk <i>There is support for the school to become a primary school in the future. A public consultation would be undertaken before such a change could take place.</i>	Voluntary Controlled 8 – 11	522	180	125 (152)	1st 125 2nd 0 3rd 0	30 with sibling links 95 paired schools	0 (0)	0 (0)
Yatton C of E Junior High Street, Yatton BS49 4HJ Tel: 01934 833 554 Fax: 01934 833 190 email: yatton.jun@n-somerset.gov.uk	Voluntary Controlled 7 – 11	336	75	65 (71)	1st 65 2nd 0 3rd 0	1 Statement of SEN 32 with sibling links 32 paired school	0 (0)	0 (0)

*In the column headed 'No. of September 2009 places offered under each 2009 Criterion', 'Statement of SEN' means children with a Statement of Special Educational Needs naming the school, 'Child(ren) in Care means children who are in the care of a Local Authority, 'sibling links' means children with appropriate older brother/sister links, 'paired school(s)' means children who were attending an Infant/junior school, that is paired with the junior school and 'living closest' means those living closest to school. Parents should note that all figures relating to the number of applications, the number of preference places offered, the criterion breakdown and the appeals statistics for previous years, are given for your information and are not an indication of the number of applications, allocations and appeals expected for 2010.

School Status

North Somerset has two types of junior school: 1) Community schools. These are maintained fully by the LA. The LA is the admission authority and is responsible for determining the admission arrangements and allocating school places. 2) Voluntary Controlled schools. Whilst responsibility for management is shared between the LA and the Church of England, the LA is the admission authority and is responsible for determining the admission arrangements and allocating school places.