

# Changing School 2011-12



This leaflet is for parents of children who live in North Somerset, who wish to change their child's current school. Parents should complete the enclosed application form to apply for any school, including VA, Foundation and Academies either within or outside North Somerset.

Parents of children who live in another council area should contact their home council even if their child currently attends a North Somerset school.

Parents of children due to start school for the first time or transfer to junior or secondary school should contact their home council for the appropriate form.

This leaflet contains only a part of the council's In-Year admissions arrangements for 2011-12. To see a full copy of the arrangements or if you would like a list of all the schools within North Somerset, visit our website at [www.n-somerset.gov.uk/admissions](http://www.n-somerset.gov.uk/admissions) or contact the School Admissions and Transport Team (SAAT). If you have any queries about any part of this leaflet or our admission arrangements, please contact the SAAT at:

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

email:  
[cyps.schooladmissionsandtransport@n-somerset.gov.uk](mailto:cyps.schooladmissionsandtransport@n-somerset.gov.uk)

Tel: 01275 884 183 Fax: 01275 882 747.

## Glossary of terms used within this leaflet.

**Council** = North Somerset Council is the admission authority for community and voluntary controlled schools within North Somerset.

**NSC** = North Somerset Council

## Community Schools

These schools are maintained fully by the council. The council is the admission authority and it is responsible for determining the admission arrangements and allocating school places.

## Voluntary Controlled (VC) Schools

Whilst responsibility for management is shared between the council and the Church of England\*, the council is the admission authority and is responsible for determining the admission arrangements and allocating school places.

\*Except for Yatton Infant School that has links with the Durban Trust.

## Voluntary Aided (VA) Schools

There are 13 VA Church Primary Schools in North Somerset. VA schools operate their own oversubscription criteria that is usually different to the criteria published in this leaflet. **Some VA schools require supporting documents such as baptism certificates, which should be sent with the application form.** For full details of each VA

School's oversubscription criteria and what supporting documents they may require, you should read the school's admission arrangements for 2011-12 on our website or contact us or the VA school concerned.

## Foundation Schools

These are publicly maintained schools that are not controlled by a council. The governing body is the admission authority. The Foundation Secondary schools in North Somerset and they all use the same admission arrangements as the council.

## Academies

These schools are independent from the council and funded directly by Central Government. The Board of Trustees is the admission authority and is responsible for determining the admission arrangements. Academies participate in coordinated admission arrangements within the area of their home council. Any reference to a school within this leaflet includes academies.

## First Geographical Area (FGA) – Secondary Schools only

Where a school has vacancies children living within a school's FGA may receive priority over children who live outside it. See the oversubscription criteria for full details.

## SAAT = The School Admissions and Transport Team of North Somerset Council

## 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 leaflet to parent(s) therefore includes carers accordingly.

## Children in Care

These 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 is made and who the council has confirmed will still be in Care at the time he/she is admitted to school.

## Some Frequently Asked Questions and Answers

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

We will normally 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 or carer 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, we will consider the home of the parent who receives Child Benefit to be the child's home. We reserve the right to request independent confirmation of the child's place of residence.

### **When will my application be considered?**

The SAAT will endeavour to process all requests for North Somerset Community and VC school places as soon as possible. However, applications for Academies, Foundation and VA schools and for schools in other councils may take longer than applications for Community and VC schools, but we will endeavour to process them within 19 days.

### **Are all of my preferences considered equally?**

Yes, all preferences will initially be considered equally regardless of rank. Applicants will be offered a place at their highest preference school at which they qualify for a place. Where more than one school could be offered, only the highest preference school will be allocated.

### **Why might my application be refused?**

For Junior and Secondary pupils and some Infant aged pupils, should a request be made for a place in a full year group where the admittance of the child to the school would not be compatible with the provision of efficient education or the efficient use of resources, the application may be refused. In the majority of cases for infant aged pupils the admission authority will refuse the admission of a child to a school if it would be incompatible with the duty of the admission authority to limit class sizes to 30 or below because if the child were admitted, measures would have to be taken by the school either in this, or future years to comply with class size limits.

For all schools we reserve the right not to admit up to the Admission Number for a particular year group (other than the Intake Year).

### **If I am refused a place at all of my preferred school(s), what alternative school will I be offered?**

**For Infant, First, Junior and Primary Schools**, the school offered will be the nearest school to the child's home address with a place available (as at the time allocations are being made) as measured by the shortest route. This may be a North Somerset Community, Voluntary Controlled or VA School (excluding Catholic Schools) or a school within another council.

**For Secondary schools**, the alternative school offered will be (in order) either:

- i. if applicable, the school whose First Geographical Area includes the child's home address\* provided there is a place available.
- ii. the nearest school either within or outside North Somerset, to the child's home address\* with a place available as measured by the shortest route.

\*or independently confirmed new address if moving house.

**For all schools** the alternative school offered may not be the nearest one available, if after having had regard to any reasons expressed by the parent for their (unsuccessful) preferences and the council's admission arrangements, the council felt it was appropriate to offer a different alternative school.

### **If I am refused a place at my preferred school can I appeal?**

Yes you have the right to appeal to an Independent Appeal Panel. The appeals process is explained more fully in the paperwork provided to parents who are refused their preferred school.

### **What if a vacancy arises during the school year?**

In North Somerset the council or schools do not keep waiting lists as such. Parents are able to contact the SAAT Team each term (six terms per year) to have their child's name considered for any vacancies that may arise during that term. If a vacancy arises, the admission authority will allocate the school place in accordance with their In-Year over-subscription criteria.

### **If I am offered a place, when must my child attend the school?**

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 us offering a place at a school. This will normally be within 14 school days (or 28 school days for those moving house), of the date of the letter. However we may specify a date within a different time period if we think appropriate, for example where it is decided for admission to be at the start of a term. Any request for an extension beyond the required start date will be considered by the council on its individual merits.

Where parents do not respond to an offer of a place or to any subsequent reminder to reply within a further 7 days, the offer may be withdrawn and the place offered to another applicant.

### **What if my child has Special Educational Needs?**

For the majority of children, having Special Educational Needs (SEN) does not affect the allocation of a school place as their needs can be met at any mainstream school. If your child has a Statement of Special Educational Needs your application will be processed by the SEN Team.

If you are not sure if your child has a Statement of Special Educational Needs or if you have any queries about SEN, please ring the SEN Team on 01275 888 294.

## Oversubscription Criteria for all North Somerset schools excluding VA Primary Schools

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

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 applications will take priority over all other requests for places.

### For Infant, First, Junior and Primary Schools only:

1. Children in Care.
2. Children who have been attending the school as part of a Negotiated Transfer Scheme.

### The following criteria, 3–6, apply 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  
Heron's Moor Community Primary  
High Down Infant  
High Down Junior  
Hillside First  
Kingshill C of E Primary  
Mary Elton Primary  
Mead Vale Primary  
Mendip Green First  
Milton Park Primary  
Oldmixon Primary  
Portishead Primary  
St Martin's C of E Junior\*  
St Nicholas Chantry C of E Primary  
St Peter's C of E Primary  
Uphill Primary  
Walliscote Primary  
Windwhistle Primary  
Yeo Moor Primary

\* Whilst this school is currently a junior school, it also has a Reception Age Year Group.

3. Children with a sibling who will be attending the school at the time of admission. Paired infant/first and junior schools will be treated as one school.
4. Children, where it is the nearest school (excluding Catholic Schools) to their home address, who live more than a distance of two miles from that school measured by the shortest route.
5. Children with a sibling within the same year group (for example twins, triplets) applying for the school nearest to their home address.

6. Children living closest to the school.

Priority within criterion 4 will be given in order to:

- a) 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.
- b) children with a sibling within the same intake year group (for example twins, triplets) applying for the same school where it is the nearest school to the home address.

### The following criteria, 7–10, apply to the following rural schools only:

Backwell C of E Junior  
Banwell Primary  
Birdwell Primary, Long Ashton  
Blagdon Primary  
Churchill C of E Primary  
Court de Wyck C of E Primary, Claverham  
Crockerne C of E Primary, Pill  
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, Long Ashton  
St Andrew's C of E Primary, Congresbury  
St Anne's C of E Primary, Hewish  
Sandford Primary  
West Leigh Infant, Backwell  
Winford C of E Primary  
Winscombe Primary  
Wrington C of E Primary  
Yatton Infant  
Yatton C of E Junior

7. \* Children with a sibling who was attending the school prior to September 2008 and either he/she or any younger sibling will be in attendance at the time of admission.
8. \* Children with a sibling 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.
9. Children, where it is the child's nearest school (excluding Catholic Schools) to the home address.
10. \*Children, where it is **not** the child's nearest school (excluding Catholic Schools) to the home address, with a sibling attending the school who will be in attendance at the time of admission.

\*For the purpose of criteria (7), (8) and (10) paired infant/first and junior schools will be treated as one school.

11. Children with a sibling within the same year group (for example twins, triplets) applying for the school nearest to their home address.

12. Children living closest to the school.

Except for criteria 4 and 10, priority within each criterion will be given in order, to:

- a) Children with a sibling 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 10 will be given to children living closest to the school.

### **For Secondary Schools only:**

1. Children in Care.
2. Children who have been attending the school as part of a Negotiated Transfer Scheme.
3. Children living in the school's First Geographical Area (where applicable).
4. Children living outside the school's First Geographical Area.

When applying criteria 3 to 4 priority within each criterion will be given, in order, to:

- a) children with a sibling who is already on the school roll or has been allocated a place at the school but will not include a sibling who has only joined the school for Sixth Form education.
- b) children with a sibling within the same year group (for example twins, triplets) applying for the same school where it is the nearest school to the home address.
- c) children living closest to the school.

### **In applying these criteria for Infant, First, Junior, Primary and Secondary Schools**

- a) 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.
- b) 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 NSC 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 NSC computerised system(s) and the nearest entrance to the school site.

- c) Unless otherwise stated 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.

- d) 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.
- e) Children who are the subject of a direction by a council to admit or who are allocated a school place in accordance with a Fair Access Protocol for school places, will take priority over those on a waiting list or those whose names have been given to the school/North Somerset Council as appropriate.

### **Home to School Transport**

At the time of writing, free transport will normally be provided between home and school for children if the school attended is the nearest appropriate one, as determined by NSC:

- i) if the distance between home and the school is more than a distance of two miles for primary school aged children and three miles for secondary school aged children, measured by the shortest available walking route between the address point of the child's home indicated on NSC computerised system(s) and the nearest entrance to the school site, or
- ii) the possible route(s) to the school are deemed by NSC to be exceptionally hazardous and there is no alternative available walking route under two miles for primary school aged children and under three miles for secondary aged children.
- iii) the child has a Statement of Special Educational Needs identifying that transport should be provided, having regard to their particular disabilities and normally with reference to (i) and (ii) above.

At the time of writing free home-to-school transport will also be provided to secondary school children of low income families attending one of their three nearest suitable schools between two and six miles from their home. The two miles is measured by the shortest walking route and the six miles is measured by the shortest driving route. Low income is defined as families who are entitled to Free School Meals, Income Support or are receiving the highest level of Working Tax Credit.

Pupils who are not entitled to transport under the council's policies may be able to take up a vacant seat on a contracted vehicle operating on behalf of the council, if one is available, on payment of a termly charge determined by the council. Where pupils are entitled to Free School Meals or parents are in receipt of benefits which would otherwise qualify them for Free School Meals, no charge is made.

Parents should contact the SAAT Team on 01934 634 715 for details of the latest policies before applying for a school place.

For office use
Ack
I.D. No.
Officer

## Application form – Please pull out and complete

You can apply for any school regardless of whether or not the school is located in or outside North Somerset. If you live outside North Somerset do not complete this form but contact your home council.

**Any information marked with a \* must be provided.**

### Section A Children

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

#### First child

\*Legal surname: \_\_\_\_\_ \*Legal forename(s): \_\_\_\_\_

\*Date of birth: Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Gender: Male  Female

Current/Last school attended: \_\_\_\_\_

Preferred school(s)

My 1st preference is: \_\_\_\_\_ School

My 2nd preference is: \_\_\_\_\_ School

My 3rd preference is: \_\_\_\_\_ School

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

Has this child been permanently excluded from a school on two or more occasions? Yes  No

Is the child in the care of a council (sometimes referred to as 'being in care' – see Section B on page 3 of this form)? Yes  No

Is the child currently living in the United Kingdom? Yes  No

#### Second child

\*Legal surname: \_\_\_\_\_ \*Legal forename(s): \_\_\_\_\_

\*Date of birth: Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Gender: Male  Female

Current/Last school attended: \_\_\_\_\_

Preferred school(s)

My 1st preference is: \_\_\_\_\_ School

My 2nd preference is: \_\_\_\_\_ School

My 3rd preference is: \_\_\_\_\_ School

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

Has this child been permanently excluded from a school on two or more occasions? Yes  No

Is the child in the care of a council (sometimes referred to as 'being in care' – see Section B on page 3 of this form)? Yes  No

Is the child currently living in the United Kingdom? Yes  No

### Third child

\*Legal surname: \_\_\_\_\_ \*Legal forename(s): \_\_\_\_\_

\*Date of birth: Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Gender: Male  Female

Current/Last school attended: \_\_\_\_\_

Preferred school(s)

My 1st preference is: \_\_\_\_\_ School

My 2nd preference is: \_\_\_\_\_ School

My 3rd preference is: \_\_\_\_\_ School

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

Has this child been permanently excluded from a school on two or more occasions? Yes  No

Is the child in the care of a council (sometimes referred to as 'being in care' – see Section B on page 3 of this form)? Yes  No

Is the child currently living in the United Kingdom? Yes  No

### Fourth child

\*Legal surname: \_\_\_\_\_ \*Legal forename(s): \_\_\_\_\_

\*Date of birth: Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Gender: Male  Female

Current/Last school attended: \_\_\_\_\_

Preferred school(s)

My 1st preference is: \_\_\_\_\_ School

My 2nd preference is: \_\_\_\_\_ School

My 3rd preference is: \_\_\_\_\_ School

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

Has this child been permanently excluded from a school on two or more occasions? Yes  No

Is the child in the care of a council (sometimes referred to as 'being in care' – see Section B on page 3 of this form)? Yes  No

Is the child currently living in the United Kingdom? Yes  No

**Please provide details of any additional children on a separate application form.**

## Section B

'Children in Care' are children who are looked after by a council in accordance with Section 22 of the Children Act 1989(b) at the time the application is made, and who the council has confirmed will still be in care at the time he/she is admitted to school. If you are applying on behalf of a 'Child in Care', please obtain the signature of the Social Worker involved in the child's care.

I confirm that the child/children named on this application form is/are in the care of the council and will be when they are admitted to school.

Name of Social Worker: \_\_\_\_\_ Signature of Social Worker: \_\_\_\_\_

Council \_\_\_\_\_

**Section C** If you wish, you may give reasons for your preference(s).  
You may continue on a separate sheet if necessary.

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**Section D** Child(ren)s current home address including postcode (see 'Changing School 2011-12' leaflet). You may be requested to provide independent confirmation of your address.

\*Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

## Section E Moving House

If the child(ren)/family are changing address, please give the proposed new address:.

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Anticipated date of moving to this address: \_\_\_\_\_

In order to be considered from your proposed new address, please provide independent confirmation of your move. If you are buying a property you must provide a solicitor's letter confirming that contracts have been exchanged and a completion date set. If you will be renting, a copy of the tenancy agreement signed by both parties (landlord and tenant) is required. **Your application will not be considered from the proposed new address until independent confirmation is received.**

If you are not providing independent confirmation, do you want your application to be considered from your current address?

Yes  No

## Section F

\*When do you want your child(ren) to begin attending your preferred school(s) – (estimate approximate date)? \_\_\_\_\_

## Section G Applicant's details

Title Mr/Mrs/Miss/Ms/other: \_\_\_\_\_

\*Name of person making application: \_\_\_\_\_

Current address (if different to that in D): \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ (work): \_\_\_\_\_

Mobile: \_\_\_\_\_ email: \_\_\_\_\_

Relationship of applicant to child(ren): \_\_\_\_\_

(for example – Mother, Father, Step-Mother etc.)

Applications are normally only considered if they are made by a person with parental responsibility as the main carer for the child(ren). If you are not sure if you have parental responsibility ask the School Admissions and Transport Team.

\*Do you have parental responsibility for and are you the main carer of the child(ren) 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 council 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 children.

## Section H Declaration

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

### 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(ren). The information will be shared with schools. It may also 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 council's and schools in their area. The council may also share information about your child with the relevant Health Trust.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to: **North Somerset Council, Children and Young People's Services, School Admissions and Transport Team, Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ**

**Please ensure that all above sections of this form are fully completed.** If you require confirmation that we have received your application, please provide a stamped addressed postcard.