

# Transfer to Secondary school

a guide for parents – North Somerset 2012–13



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# Before you make your preference – consider your journey to school

When you are thinking about the school you would like your child to attend, we would like you consider the following:

- Children who walk to school are fitter, have better developed social skills, are more familiar with their surroundings, have better road sense and arrive at school more relaxed and ready to learn.
- Walking, cycling or using public transport offers children greater independence and flexibility – which is especially important at a time of change in the nature of the school day, with greater numbers of pupils staying for extra study, extra curricular activities and sport.
- Consider the cost of driving your child to school. Current figures put the average cost at £690 per year!

Remember, if you choose a school that you will have to drive to, it is a long term commitment. Will you still want to / be able to drive your child to school in 7 years time?

If you would like advice on walking, cycling, train or bus travel then please speak to the Sustainable Travel Team at North Somerset Council on 01934 426240/426404 or email [sustainabletravelteam@n-somerset.gov.uk](mailto:sustainabletravelteam@n-somerset.gov.uk)



Toucan Crossing Tickenham Road Clevedon

You may also consider car sharing – this can save time and money and helps to cut traffic congestion and air pollution as well as being sociable for children.

## Sustainable School Travel Strategy and Travel Maps

This strategy has been created to support sustainable school travel in all areas. It helps:

- identify all pupils' school travel needs, both now and in the future
- identify the ways pupils can access school at present
- develop and improve access to schools where there are problems or difficulties.

All schools now have a School Travel Plan and can advise on safe ways of accessing their school. The schools all have a Travelling to School map either on their website or available from the school. Our North Somerset Travel Map is also available free in libraries, on our website ([www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)) and on request. The North Somerset Cycle Map is available from libraries and can be requested by email from [sustainabletravelteam@n-somerset.gov.uk](mailto:sustainabletravelteam@n-somerset.gov.uk)

North Somerset's Sustainable School Travel Strategy document can be found at: <http://www.n-somerset.gov.uk/Education/Schools/Admissions/sustainabletravelstrategy.htm>

**Please note that whilst the Council supports the Sustainable Travel initiative, all allocations will be made in accordance with the relevant over-subscription criteria.**

# Transfer to Secondary School –

## A guide for parents 2012–13



**Please remember If you live outside North Somerset, you must make your application to your home Council only.**

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You can apply online by visiting [www.n-somerset.gov.uk/admissions](http://www.n-somerset.gov.uk/admissions) – please remember it is quicker if you use your child’s unique identification number.

Alternatively a paper application form is enclosed that can be pulled out and completed by North Somerset residents only. If you live outside North Somerset do not complete this form but contact your home Local Council to obtain an application form which will enable you to apply for schools in any area, including North Somerset.

This guide contains a summary of the admissions arrangements of North Somerset Council and all of its Academies and Foundation schools. Parents should be aware that since producing this guide, admission arrangements may have been amended although any amendments are likely to be technical.

Parents should contact Academies, Foundation schools, the School Admissions and Transport Team or check on the council website, [www.n-somerset.gov.uk/admissions](http://www.n-somerset.gov.uk/admissions) and click on 2012–13 admission arrangements and policies, before they apply if they want to see full and/or final versions.

If you require this publication in another format, such as Braille, large type or help with another language, please call 01275 888 328.

## Dear Parent/Carer

We hope that this book provides helpful information for parents whose children are due to transfer to secondary school. Transferring school is a major step for your child and for you the parents/carers.

To help you when making your preferences for the school(s) you would prefer your child to attend, all schools provide a prospectus, free of charge, which gives you information about the values, teaching, learning opportunities and daily life of the school. All North Somerset secondary schools hold open days or evenings (full details are included within the Schools Index in this guide). You should contact schools directly to arrange visits by appointment. By reading the prospectus, looking at its website and visiting a school you will be able to gain a feel of what the school is seeking to achieve for its pupils. It will also tell you what is expected of you and your child. Children are more likely to be happy and successful when we all work together in partnership.

You can apply quickly and securely online and the online admissions service is available seven days a week. Full details of how to apply online or on paper are given within this guide.

Previously the majority of parents who applied on-time have been successful in obtaining a place at their first preference school. However, not every school is able to accept all the children who would like to attend it because there is not enough room for all of them. Oversubscription criteria are used to decide which children are accepted in these circumstances. This guide details the criteria and explains the procedure for allocating places and your options if you are not offered your preferred school.

It is not possible to publish all of the regulations about school admissions, and if you need any further help or guidance, please contact the School Admissions and Transport Team; they will be pleased to help you.



Councillor Jeremy Blatchford

*Executive Member, Children and Young People's Services*

If you find the process of applying for a secondary school place challenging or have difficulties filling out forms you can get support from the

**Family Information Service**

Tel: **01934 426 300**

or email: **[fis@n-somerset.gov.uk](mailto:fis@n-somerset.gov.uk)**

## Terms and abbreviations

The terms, abbreviations and legal extracts that we need to use in this guide may sometimes be difficult to understand by those unfamiliar with the education system. We hope these explanations will help. However, if you are unsure about anything in this book please do telephone the School Admissions and Transport Team on 01275 884 014 or 884 078 for an explanation.

### Academies

Academies are independent schools, which are funded directly by the Government rather than through local authorities. The governing body is the admission authority and is responsible for determining the admission arrangements and allocating school places. All references to schools within this guide include academies. The Academies in North Somerset have set arrangements that are similar to the arrangements used by the Council for its Community schools.

### Admission Number

Every school has an Admission Number. This represents the number of places available in the year group that pupils normally enter on joining the school, for example, Year 7 in secondary schools.

### 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 the application is made and who the Council has confirmed will still be in Care at the time they are admitted to school.

### 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.

## Council (Authority)

- (i) 'North Somerset Council' is the local council (often known as the 'local authority') for people and schools within North Somerset. All references within this guide to 'the council' or 'the authority' or to the 'local council' or 'local authority' means North Somerset Council.
- (ii) The 'home council' is the council in which the child lives, regardless of where the schools being applied for are situated. North Somerset Council is the home council for North Somerset residents. People who live live outside North Somerset will have a different home council.

## Denominational schools

These are schools that are connected to a religious faith. There are no denominational secondary schools in North Somerset.

## First Geographical Area (FGA) – North Somerset schools only

A FGA is an area of priority for a school. Living in this area does not guarantee a child a place at the school but they may receive priority over children who live outside the FGA.

## Foundation schools

These are publicly maintained schools that are not controlled by a Council. The schools governing body is responsible for setting their own admission arrangements and allocating places. The Foundation schools in North Somerset have set arrangements that are similar to the arrangements used by the Council for its Community schools.

## OFSTED

This is the abbreviated name of the Office for Standards in Education, which is the Government Department responsible for inspecting and producing inspection reports on schools.

## Oversubscribed schools

These are schools where the number of applications exceeds the number of places available.

## Oversubscription criteria

These are used to decide which children will be given priority if a school receives more applications than it has places available.

### 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.

### Trust Schools

These are state funded Foundation schools supported by a charitable trust. It is made up of the school partners, working together for the benefit of the school. The school's governing body is responsible for setting their own admission arrangements and allocating places. The Trust Schools in North Somerset have set arrangements that are similar to the arrangements used by the Council for its Community schools.

## Undersubscribed schools

These are schools where there are fewer applications than the number of places available.

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## Coordinated admission scheme

Councils are required to coordinate their admission arrangements. For parents this means that the application must be made to the applicant's home Council regardless of where the school(s) that the parents would like to apply for is situated. The home Council will pass details of the application to the Council where the school is situated. Councils will also pass on details of applications made for Foundation and any other own admission authority schools within its own area. Councils and own authority schools will exchange information to enable offers to be made. For details of the oversubscription criteria of schools in other Councils please contact the relevant Council. The



contact details of some nearby Councils are included in the Useful Contacts section of this guide. There is also a national closing date and a national offer date when every on time applicant in the country will be sent one offer of a school place. Application forms for North Somerset residents for any schools, within or outside North Somerset, must be returned to the North Somerset School Admissions and Transport Team who will notify all on time applicants of the result of their applications on the same national offer day, 1 March 2012

## Apply online for school places

Parents are able to apply online and revise their application right up to the closing time and date. Making an online application is quick and easy and it means that you know immediately that we have received your request – there is no risk of it being lost in the post.

### Before applying online

#### What do I need to 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 use an internet cafe to set up an email account and apply online. You will not need to give any more information than you would need 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 guide 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 online visit. If you enter details but do not submit the application, we will endeavour to email 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 and security question answer safe at all times.

### Interesting fact!

*For admissions to Year 7 in 2011–12, pupils whose parents had not listed their First Geographical Area school as any of their three preferences faced the possibility of being offered a school place that was well in excess of three miles from their home address.*

### Will online applicants receive preferential treatment?

No. All applications are considered equally and in accordance with the relevant arrangements, summarised in this guide.

## How to apply online

### Step 1 – Register

The online application system will be available until midnight 24:00 hours on 31 October 2011 (the closing time and date). During that time, please visit the School Admissions and Transport Team website at [www.n-somerset.gov.uk/admissions](http://www.n-somerset.gov.uk/admissions) – you will be able to enter the online application system from this page. Please note that except on 31 October 2011 the online system may not be available between approximately 10.00 pm to 3.00 am.

**If you have 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. Please check 'My details' to ensure they are correct and if you have changed your email address you can update it.

**If you have not previously registered** 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 or new passwords for existing registrations must be between 6 and 20 characters long and must contain a minimum of 2 numbers and 2 letters.

Email addresses and passwords 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.

## Step 2 – Research

Once you have registered, you can return to the system at any time to complete your application. You are advised to read this guide which is also on the School Admissions and Transport Team's web pages before completing your application. The web page also includes links to schools and other organisations that you may find useful.

## Step 3 – Make your Preferences

When you have decided which school(s) you wish to apply for, visit [www.n-somerset.gov.uk/admissions](http://www.n-somerset.gov.uk/admissions) and log in. When you are happy with your preference(s), 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 into your spam or junk folder is to add the email address [EduAdmissionsOnline@n-somerset.gov.uk](mailto: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.

### What if I need to provide additional information for a school outside North Somerset?

When applying for an own admission authority school outside North Somerset, you should check the school's own policy to see if you need to

provide any additional information, for example a baptism certificate. You should check with the school or its Council to see where such additional information should be sent.

### 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.

## After applying online...

### What if I change my mind?

You can log into the online application system up to the closing time and date of midnight (24:00 hours) on 31 October 2011 and change the school(s) for which you have applied. After each change, you will receive an email to your registered address to confirm the details. You can also print a copy of your revised preference(s). We will always consider that your most recent application replaces all previous applications.

### Can I find out the result of my application online?

Yes. Online applicants can find out as follows:

- i) Parents who have applied online will be able to log into the online system by 6.00am on the offer day of 1 March 2012 to view the result of their application – so please make sure you make a note of your password and answer to the security question and keep them in a safe place.
- ii) Parents who have applied online, unless they indicate otherwise, will also be sent an email on 1 March 2012 informing them of which school they have been allocated.

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 1 March 2012 by second class post.

## Can I change my password?

Yes, you can change your password at any time.

## What if I change my email address?

Log into the Admissions Online system using your original email address and you can then change your email address.

## Help with online applications

If you need further information about applying online, or need advice or assistance with completing your application please contact us. We will try to resolve any problems you have with online applications, but please note that we cannot provide detailed technical support.

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## Admission arrangements – questions and answers

The following arrangements mainly apply to North Somerset residents requesting places at North Somerset schools. We strongly recommend that parents requesting school places in other Local Council areas obtain a copy of the parent guide from the Council where the school is situated. This is because other Councils may operate different admission arrangements.

### When do children normally transfer from primary/junior school to secondary school?

In North Somerset they transfer at the beginning of the school year following their eleventh birthday. Children born on or between 1 September 2000 and 31 August 2001 are due to transfer to secondary schools in September 2012.

Applications will be accepted for children within this date of birth range who meet one of the following:

- are resident in the UK
- hold full British Citizen Passports
- are from countries whose passports have been endorsed to show that they have the right to abode in this country

- are from the European Economic Area (EEA).

Applications for children who do not meet one of the above will not be accepted until the child is in this country.

### When is the closing time and date for applications to be considered in the first round of allocations?

The closing time and date is midnight (24:00 hours) on 31 October 2011.

### Where should I return my application?

If you live in North Somerset, you can apply online up to midnight (24:00 hours) on 31 October 2011 by visiting **[www.n-somerset.gov.uk/admissions](http://www.n-somerset.gov.uk/admissions)**. Please remember to use your child's Unique Identification Number. You can also apply by completing a paper application. Paper applications must be returned to Children and Young People's Services, Schools Admissions and Transport Team, North Somerset Council, Town Hall, Walliscote Grove Road, Weston-super-Mare, Somerset BS23 1UJ.

Whilst some schools may forward your paper form to the School Admissions and Transport Team on your behalf, only applications submitted to the School Admissions and Transport Team by midnight (24:00 hours) on 31 October 2011 (or for those living outside North Somerset, submitted to their home Council's by the closing date) will normally be considered in the first round of allocations.

If the Council receives an application that has not been fully completed with all the information necessary to enable the application to be considered, the Council will contact the parents to request the outstanding information.

For on time applications, if the outstanding information is supplied within a date specified by the Council to the parents, but after the closing time and date, it will be accepted as an on time application. If it is not received within the requested timescales it may not be counted as on time unless an explanation that is considered to be satisfactory by the Council is provided.

## Can North Somerset residents apply for places at Academies, City Technology Colleges, Voluntary Aided, Foundation or Trust schools in other Councils?

Yes but they must do so on the North Somerset application form. They may also be required to complete a supplementary information form or provide other additional information, for example a baptism certificate. Such additional documents must normally also be received by the closing time and date. Failure to do so may mean that the additional information may not be considered in the first round of place allocations. Parents should check with the school or its Council to see where such additional documents should be sent.

## How will I know if the School Admissions and Transport Team have received my application?

Online and email applicants will automatically receive an email confirming that their application has been received. For paper applications proof of posting cannot be considered as confirmation of receipt unless accompanied by official evidence to prove delivery. If you enclose a stamped self addressed reply card with your application this will be returned to you as confirmation of receipt of your application.

## 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 this Council 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 Council will ask the parents to determine which application it should consider and which application should be withdrawn. This is because the Council 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 decision as to which application should be accepted 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 Council to be the home address.

## Who might have parental responsibility?

Parental Responsibility is defined under the Children Act 1989 as being all the rights, duties, powers, responsibilities and authority which, by law, a parent of a child has.

People who have parental responsibility are:

- The child's mother (always has parental responsibility unless the child has been adopted)
- The child's father (if married to the child's mother at the time of the child's birth or any time afterwards. If divorced, the father will retain responsibility)
- The child's unmarried father can acquire parental responsibility by:
  - Entering into a formal documented agreement with the mother in a manner prescribed by law i.e. a Parental Responsibility Agreement.

**Please remember If you live outside North Somerset, you must make your application to your home Council only.**

- Making a successful application to the Court for a Parental Responsibility Order
- Acquiring a Residence Order through the Court.
- Being appointed the child’s Guardian by the Court or by the child’s mother in her Will.
- For children’s births registered on or after 1 December 2003 – by registering the father’s name on the birth certificate.
- The child’s adopters.
- The child’s guardian (appointed under a Will)
- Any person who has a Residence Order
- A step parent either by:
  - Agreement with both parents
  - Court Order
  - Adopting a child

### How should I complete the application form if my child’s surname has changed?

You should write your child’s legal name, as written on his/her birth certificate (unless it has been legally changed) in the ‘Surname’ box on the application form.

The only exception to this would normally be where a child has been legally adopted or if all those with parental responsibility for the child have given their consent to the name change and can provide formal documentation to confirm this.

Please note, you may be required to show your child’s birth certificate before he/she can attend school.

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

For school admission purposes North Somerset Council 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, North Somerset Council will consider the home of the parent who made the application to be the child’s home. If the Child Benefit is shared between parents, the address to be used will be determined by drawing lots.

Councils 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 Council, for example a Child Benefit book may be required.

Where the child temporarily resides away from his/her parents in a different Council area, the ‘home’ Council will continue to be the Council where the child would usually reside with his/her parents. Whilst the place of residence of the child would normally be his/her physical place of residence as at the closing time and date for applications, it should be noted that in certain circumstances and acting in the interests of the child this Council will reserve the right to exercise discretion and may use an alternative place of residence\* for example where a child is temporarily living away from his/her parents home and the new temporary place of residence is the home where the child is likely to be living whilst attending school.

\*If necessary this would be determined by the North Somerset Applications Panel.

### Do I need to provide proof of my address?

The Council will undertake checks to ensure that an applicant is (or will be) living at a property. A sample of applicants will be asked to provide documentation to prove that they reside (or about to) 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 Council. If this documentation is not provided, the application may be withdrawn and a place allocated at, in order:

- i) the First Geographical Area school for the home address if a place is available
- ii) the nearest school to the home address with a place available measured by the shortest route.

### What happens if I/we move house?

You must inform your home Council of your new address as soon as possible because it may affect the allocation of school places. Failure to do so may result in the withdrawal of an offer of a school place.

On-time applicants moving house will be considered from their proposed address in the first round of allocations if they are able to submit independent confirmation of the move to the new address before North Somerset Council has sent details of applications to other Councils. 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.

Changes of address that are independently confirmed after details have been sent to other Councils will not be taken into account when considering the applicants preferences in the first round of allocations. However if the new address is within North Somerset and none of the preferences can be offered, the alternative school offered will be based on the new address providing it is independently confirmed before the allocation of places has been finalised.

Parents must inform the Council if they change address as soon as possible or any offer of a place may be withdrawn.

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

Places are not reserved for those who, for whatever reason, apply late. This rule applies even if you already have a child at your preferred school or live within a school's First Geographical Area.

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 (unless otherwise stated, for example where on time applicants change address as described above).

Applications and changes in family circumstances submitted after the closing time and date will not be considered in the first round of allocations unless the Council Applications Panel considers there is an extenuating reason(s) (see below) for allowing them to be treated as if the latest information had been submitted by the closing time and date and details of the late application or changes were received before the Council has sent details of applications to other councils

Where the Council has been informed by other councils of applications or changes in preferences/addresses/circumstances that have been submitted after the closing time and date, these will be included in the first round of allocations if they are received by the Council before it has sent details of applications to other councils.

Parents of children moving from within the United Kingdom into North Somerset making a late application and wishing to be considered as on time must have at least made an original application to their previous home Council by the closing time and date.

## Examples of extenuating circumstances include the following:

- (i) The child is from a family a Crown Servant or of UK Service Personnel, and the MOD, FCO or GCHQ have provided a letter declaring a return date and residency area.
- (ii) If there has been any delay in the Council receiving the application form/details due to an administrative error by a school, other Council or Children and Young People's Services staff, that has been accepted by the Council's Applications Panel.
- (iii) The child becomes a 'Child in Care.'

All late applications, changes in preferences and changes in family circumstances will not be considered until after the first round of allocations, by which time all of the places may have already been allocated.

## Changing preferences

Changing preferences **will be considered as follows:**

- (i) before the closing date for applications  
Any change in preference submitted before the closing time and date will override all previous applications, which will be withdrawn. The most recent application submitted prior to the closing date and time will be considered.
- (ii) after the closing date, but before the council has sent details of on-time applications to other councils

Changes of preference(s) submitted after the closing time and date will not be accepted unless the Council consider there is an extenuating reason(s) – see above – for allowing it to be treated as if the changed preference(s) had been submitted by the closing time and date. Otherwise only the original application (i.e. that showing the preferences as at the closing time and date) will be considered in the first round of allocations.

Where an on-time applicant who has named a selective school (outside North Somerset) subsequently wishes to change the application to name a non-selective school, this will be accepted as on-time if received before allocations have been determined.

- (iii) after the Council has sent details of applications to other councils but before offers have been made

Such changes will not be accepted for the first round of allocations. The preferences on the on-time application will still be considered in the first round of allocations unless the parent confirms that the application can be withdrawn.

- (iv) after offers have been made
  - altering the order of preferences which have already been considered

Offers in the first round of allocations will be made only for applications submitted by the closing time and date unless the Council has confirmed in writing that a subsequent change in preferences or a late application, based on extenuating reason(s) has been accepted. When offers are made, these may be accepted or rejected by the parent.

If, having received an offer based on the application as accepted by the Council, a parent wishes to alter the preferences from those shown on the accepted application, then the parent may reject the offer made and submit a new application showing the currently preferred preferences and this will be considered in the next round of allocations.

The new changed preferences application will be treated as a late application - it will not have priority over other applicants who did not submit any application before the closing time and date.

The place that has been rejected by the parent submitting the new, changed preferences application will not be kept open for that parent and may be offered to other applicants in the next round of allocations.

There is no guarantee that a parent submitting a changed preferences application will be successful in obtaining any of the new preferences since there will only be a limited number of places, or none, available at any school for any subsequent round of allocations.

Those applicants changing address should also see 'What happens if I/we move house?' on page 10.

### Am I able to choose which school my child will attend?

No. Parents are able to express a preference for the school they wish their child to attend but are not guaranteed to be offered a place at their preferred school.

### Can I give reasons for my preference(s) on my application?

Yes, you may give reasons on your application for your preference(s) but you should note that all allocations must be made in accordance with the relevant oversubscription criteria. Giving reasons does not guarantee a place at your preferred school.

### Will all my preferences be treated the same?

Allocations are made using an 'Equal Preference' system. This means that all 1st, 2nd and 3rd preferences for all schools will initially be considered equally. Applicants will be offered a place at their highest preference school that

they qualify for a place. Where more than one school could be offered, only the highest preference school will be allocated. Within the Equal Preference Scheme, all preferences are considered separately in accordance with the relevant admission authority's policy. Only where more than one place could be offered, does the Council, in accordance with the coordinated scheme, consider the rank order of the preferences made by parents.

### Do I have to name more than one school in my preferences?

**You do not have to state a second or third preference but, as all preferences are treated equally, you will increase the chances of being offered a school you want your child to attend.**

Those who have named more than one school will have their application for places at each school considered at the same time. If you do not name a second or third school, and your only named preference school is not offered, a place will be allocated at the nearest school with a vacancy. This may be a considerable distance from your home. However, if you have also named a second or third preference, if you are not offered your named first preference school, you would be considered for your second or third preference schools before being allocated an alternative school (although no guarantee of an offer can be made). **Stating up to three schools will not in any way reduce the chance of being offered the school placed as your highest preference. Priority is not given to those who name only one preference.**

### Does North Somerset Council operate a 'feeder-school' system for allocating places?

No. No account is taken of a child's present school when allocating places at a secondary school. This could mean that a child may be the only one from his/her present school not allocated a place at a particular secondary school.



## How do I get information about North Somerset schools?

Details of all North Somerset schools are available on our website

[www.n-somerset.gov.uk/education/schools](http://www.n-somerset.gov.uk/education/schools)

The North Somerset Schools Index is also published later within this guide.

You may obtain information about a school by visiting its website. Every school produces a prospectus that is available directly from the school free of charge. This will give you information about the school. Please note that the Council is not responsible for school websites or prospectuses and allocations will be made in accordance with the information within this guide). You may also wish to visit schools. Details of North Somerset schools open evenings/days are included within the Schools Index. You should contact schools directly to find out school uniform policy or to arrange an appointment to visit a school. Information on the results of National Curriculum tests is given on [www.education.gov.uk/](http://www.education.gov.uk/) and within this guide. Copies of Schools latest OFSTED reports are available at schools and at [www.ofsted.gov.uk](http://www.ofsted.gov.uk). Details of schools in other Council areas are listed in their Council parents' guide

## What are Specialist Schools?

All of North Somerset secondary schools have had specialist status.. Specialist schools may have a special focus on those subjects relating to their chosen specialism but must also meet the National Curriculum requirements and deliver a broad and balanced education to all pupils.

Specialist schools work for the benefit of pupils beyond their own school boundaries and with other groups of people in the wider community. This ensures that the programme has an impact by helping to create a diverse network of secondary provision through the sharing of good practice and expertise.

## Does the specialist status of each North Somerset school mean they are selective about the children they accept?

No. Allocations to North Somerset schools will be made in accordance with the published admission arrangements. None of the schools in North Somerset have agreed to admit pupils on the basis of selection. All schools provide for all aspects of the National Curriculum and do not give any priority to those pupils who can show either an aptitude or special ability for the school's specialist area of teaching.

## Does a North Somerset school having an Academy, Foundation or Foundation Trust status affect their allocations?

Whilst it is the governing body of these schools rather than the Council who is responsible for determining their allocations, they have all adopted similar oversubscription criteria to that of the Council. Therefore their status will not affect the outcome of allocations.

## Do all North Somerset Schools cover the 11 – 18 years age range?

All secondary schools in North Somerset provide access to post-16 provision. The four Weston Schools (**Broad oak Mathematics and Computing College, Hans Price Academy, Priory Community and Worle Community schools.**) are involved in a partnership with Weston College. This partnership means that some school staff are involved in teaching 'A' Level Courses at the Sixth Form College and some 'A' Level Courses are available on school sites.

There is a Sixth Form Centre at the Weston College's University Campus, on Loxton Road, Weston-super-Mare. The six secondary schools outside Weston (Backwell, Churchill Academy and Sixth Form Centre, Clevedon, Gordano, Nailsea and St Katherine's) have their own discrete Sixth Form provision.

Year 11 pupils attending a school can normally transfer into the Sixth Form providing they meet the academic entry criteria.

For pupils not attending the school but wishing to join its Sixth Form there are oversubscription criteria should there be more applications than places available.

The current oversubscription criteria for Year 12 entry into schools with sixth forms is the same as listed for Year 7 pupils in the 'Oversubscription criteria for North Somerset Secondary schools' section later within this guide – except for criterion 1) which is not applicable for sixth forms. Students will also have to meet certain academic entry criteria that will be different for each school. Full details of the current Year 12 admission arrangements are available from the schools, our website and the School Admissions and Transport Team.

### What other activities and services are available through schools?

Schools in North Somerset are offering an increasing range of additional activities and services for children and parents.

Secondary schools offer a wide range of clubs which might run before and after school and at lunchtime, as well as providing extra support for children's learning. These schools also have access to information about holiday schemes and activities.

In addition schools are developing support for children and parents, including peer support projects, parent's support groups and opportunities for family learning. Many of our secondary schools also provide access to sports, information and communications technology and other facilities.

### How will I know which school normally serves the area where my child lives?

The maps included in this guide show the areas normally served by North Somerset schools, although parents are welcome to apply for any school. The School Admissions and Transport Team can inform North Somerset residents which school normally serve their home address. If you live in North Somerset and have not received a letter telling you the name of the school that normally serves your home address, please

contact the School Admissions and Transport Team.

One of the considerations when making a preference for a particular school could be your child's ability to travel between home and school. North Somerset residents are advised to read North Somerset Council's home-to-school transport policy, given later in this guide, before making your preference(s)

For future academic years the Council and schools reserve the right to review the First Geographical Areas that serve schools. The Council or schools will undertake a consultation with interested parties before making any final decisions.

### Do I have to apply for the school that normally serves my home address?

No, you may apply for any school but if you are not offered a place at any of your preferred schools, there is no guarantee that you will be offered your First Geographical Area school. It will not be assumed that you wish to include the school that normally serves your home address in your preferences and you may be offered a school that is not near your home. **Priority is not given to those who name only one preference.**

### How many school places are available at each school?

The Year 7 Admission Number for each North Somerset school is given in the Schools Index later within this guide.

### What if my child has special educational needs?

For the majority of children, having special educational needs does not affect the allocation of a school place.

Parents of children with a Statement of Special Educational Needs have the same opportunity of applying for a mainstream secondary school place as other parents. The process for

**Please remember If you live outside North Somerset, you must make your application to your home Council only.**

### **Interesting fact!**

*For admissions to Year 7 in 2011–12, pupils whose parents had not listed their First Geographical Area school as any of their three preferences faced the possibility of being offered a school place that was well in excess of three miles from their home address.*

Statemented children usually begins at the Year 5 Annual Review meeting with discussions between primary/junior school and parents. This early discussion should enable parents to attend the secondary school's open evening in the autumn with up-to-date knowledge about the child's special educational needs.

Parents should apply for a secondary school place in the usual way.

All Statements of Special Educational Needs must be amended to name the proposed secondary school by 15 February in the year of transfer. Planning for any particular arrangements in the secondary school can then take place from term 3 onwards. If a parent of a child with a Statement of Special Educational Needs wishes to appeal against a school named in the Statement the appeal will be taken to the Special Needs and Disability Tribunal and not the local Admission Appeal Panel.

### **What should I do if I live in North Somerset but want to apply for a school(s) in another Council?**

You should name the school(s) on your North Somerset application form. This information will be passed on to the relevant Council. If the school is responsible for deciding its own admissions, the other Council will forward your request to the school. We will notify you of the outcome of your application for whatever school you apply.

### **What should I do if I don't live in North Somerset but want to apply for a North Somerset school(s)?**

You should include the North Somerset school(s) within your preferences on your home Council's application form. Your application will be considered in the same way as North Somerset applications. Your home Council will notify you of the outcome.

### **Will I get a place at my preferred school?**

It is not always possible to meet all the requests for places at particular schools. The likelihood of being offered a place may depend on a number of factors including, but not limited to, the number of people who apply, where you live, whether you have children already at the school, the number of places available.

Details of the number of applicants offered a place at their first preference school in the first round of allocations, together with other allocation information, is given in the Schools Index later within this guide.

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

Places will be offered up to a school's Admission Number. Once an admission authority has filled the number of places available at a school it may argue that to admit another child would prejudice the provision of efficient education or the efficient use of resources. Where a child has been permanently excluded from two or more schools and at least one of the exclusions took place after 1 September 1997, admission authorities do not have to comply with parental preferences for a period of two years following the second exclusion.

### **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 national offer day of 1 March 2012 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 1 March 2012 informing them of which school they have been allocated.
- 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 1 March 2012 by second class post.

All Councils must dispatch the results of their first round of place allocations to on-time applicants, on the national offer date of 1 March 2012. Should places become available after the first round of allocations, places will be offered as soon as possible afterwards by applying the relevant oversubscription criteria to those applicants, including late applicants, still seeking a place at their preferred school.

All allocations made after 1 March 2012 will be notified to parents by second class post only, as soon as possible afterwards.

### **What happens if I am not offered a place at any of my preferred schools?**

Where children who reside in North Somerset do not qualify for any of the school(s) their parents have applied for, the alternative school offered will normally be (in order):

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

\* as at the time allocations are made.

\*\*A place may not be available at an own admission authority school that has not agreed to accept all children who have been refused a place(s) at other school(s)

Where there are more children than places remaining at the First Geographical Area school or the nearest school, priority will be given to those living closest to the school. Remaining applicants will then be offered in the same order

as above, the next nearest school with a place available. Once that school becomes full, any remaining applicants will then be offered the next nearest school with a place available and so on. The distances will be measured by the shortest route.

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 the child does not live in North Somerset, and you do not qualify for a North Somerset school, your home Council is responsible for providing you with an alternative place. We would suggest that you read about their arrangements in your home Council's parents guide.

This Council has been able to offer a named preference school to the majority of on time applicants in the past. However, if you are not offered a place at your preferred school(s) you may:

- accept the alternative place offered
- ask about the availability of places at other Schools
- have your child's name held on a 'waiting list' (for preferred North Somerset schools)
- appeal to an independent appeal panel against the decision to refuse a place and also have your child's name held on a waiting list (for preferred North Somerset schools).

Parents should also read 'What happens if my application is submitted after the closing time and date or if my circumstances change and/or I change my preferences after I have applied?' on page 10 before making new preferences.

### **Can my child's name be put on a 'waiting list' if I am not offered a place at my preferred school(s)?**

Local Councils and schools are not obliged to keep waiting lists. However, North Somerset

Academies, Foundation schools and the Council, on behalf of North Somerset Community schools, shall hold a list of those applicants still seeking a place at their preferred schools until the last day of Term 2 in 2012. All applications will be ranked in line with the relevant oversubscription criteria and allocations made in accordance with it. Priority will not be given on the basis simply of the date an application was added to the list. Children who are the subject of a direction by a Council to admit or who are allocated a school in accordance with a Fair Access Protocol for school places, will take precedence over those on the waiting list.

After the last day of Term 2 onwards the name of a child whose parents contact the Council will be kept up to the last day the term only. Parents will have to contact the Council again if they still wish to be considered for a place during each

subsequent term (please note North Somerset operates a six term year). If a vacancy arises, the Admission Council will allocate the school place in accordance with their In-Year arrangements. Children who are the subject of a direction by a Local Council to admit or who are allocated a school in accordance with an In-Year Fair Access Protocol for school places, will take precedence over those on a waiting list or those whose names have been given to the Council.

Fair Access Protocols exist to ensure that access to education is secured quickly for children who have no school place but for whom a place at a mainstream school or alternative provision is appropriate, and to ensure that all schools in an area admit their fair share of children with challenging behaviour, including children excluded from other schools.

## Secondary transfer timetable for the 2012–13 school year

Midnight (24:00 hours) on **31 October 2011** – last date for North Somerset residents' application forms to be returned to North Somerset School Admissions and Transport Team (either online or on paper) to be considered in the first round of allocations. Applicants residing outside of North Somerset should apply for their school place via their home Council.

### **1 March 2012**

Results of applications available on council website to online applicants. Letters sent to parents by North Somerset School Admissions and Transport Team to its residents and by other Local Councils to applicants from their home Council. Online applicants, unless they indicate they wish otherwise, will also be sent an email telling them the outcome of their application.

### **From April 2012**

Appeals heard for parents who have lodged appeals.

### **Terms 5 and 6 – 2012**

Information sent to parents from schools about induction days etc.

### **September 2012**

Child begins secondary school.

*The Council may review its timetable for administering applications.*

Along with devolved funding and responsibility for alternative provision, an agreed protocol encourages local authorities and schools to work together in partnership to improve behaviour, tackle persistent absence and help support improving behaviour partnerships.

The Fair Access Protocol is to be used where a place has/can not be allocated using the Council's normal admission arrangements or where a pupil has been admitted to a school and when, after receipt of the file from the previous school, the current school consider the child meets the requirements of this protocol.

### Do schools have induction days?

Yes. Schools usually arrange days in terms 5 and 6 when new pupils can visit the school before they leave their current school. However, pupils should only attend an induction at the school they have been offered a place.

### Can the offer of a place be withdrawn?

Yes, the Council reserves the right to withdraw an offer of a place, but this is only likely to be in limited circumstances.

An example may be where it can be shown that the application was made or offer obtained on the basis of a fraudulent or intentionally misleading application by a parent, such as a false claim to residence at a particular address, which effectively denied a place to a child with a stronger claim. Where before offers are made an application is deemed to be fraudulent or intentionally misleading, the application will be considered on the basis of the correct information.

Where a parent has not responded to an offer within 21 days, the offer may be withdrawn and the place offered to another applicant. The Council also reserve the right to withdraw an offer of a place where the offer was the result of an administrative error.

Where parents reject the offer of a named preference (see page paragraph iv on page 11) the offer will be withdrawn.

If children do not commence attendance at school at the start of the Term 1 2012 and the school is not given a satisfactory reason for the absence, the place may be withdrawn and if applicable the place will be offered to another applicant.

## Oversubscription criteria for North Somerset Secondary schools

A summary of the criteria used, given in order of priority, when a North Somerset school is oversubscribed is given below. For full details contact the School Admissions and Transport Team or visit [www.n-somerset.gov.uk/admissions](http://www.n-somerset.gov.uk/admissions)

- (i) Children in Care.
- (ii) Children living in the school's First Geographical Area.
- (iii) Children living outside the school's First Geographical Area.

NB: 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 that school. Therefore such children will be allocated places before the above criteria are applied.

### In applying the criteria above

(a) Priority within each criterion will be given, in order, to:

- 1) **for Broadoak Mathematics and Computing College, Hans Price Academy, Nailsea, Priory Community, St Katherine's and Worle Community schools only:** children with a brother or sister who will be attending the school and who joined the school before September 2011.

**Please remember If you live outside North Somerset, you must make your application to your home Council only.**

- 2) children with a brother or sister who will be attending the school (not including where the brother or sister has only joined the school for Sixth Form education).
- 3) for children living within a school's First Geographical Area only: children with a brother or sister within the same intake year group (for example twins, triplets) applying for the same school

Within 1) to 3) priority will be given to those living closest to the school.

- 4) children living closest to the school.

(b) A child is a brother or sister if they are a full, half, step or an adoptive brother/sister of another child. 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 majority of the time at the address the Council considers to be the address of the child for whom the application is made.

Except for a brother or sister within the same intake year group, a brother or sister must be attending the school at the time of admission i.e. he/she must be on roll at the school or already allocated a place at the school at the time the application is processed and is expected to be on roll at the time of admission.

(c) Nearest School:

- 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 (i.e. non independent) mainstream school (excluding Catholic schools) that provides

the National Curriculum appropriate to the child's age on joining the school.

(d) Unless otherwise stated, all distances are measured in a 'direct line'. Direct line: is where distances are measured in a straight line between the address points of the child's home and the main entrance to the school, indicated on the Council 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 Council's computerised system(s) and the nearest entrance to the school site.

(e) 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.

## Other schools that serve North Somerset residents:

Residents of North Somerset applying for these schools must complete a North Somerset application form. The admission authority for the schools will determine the allocations. The following summaries of their oversubscription criteria were correct at August 2011. You should contact the school or the relevant Council for a full copy of any of the policies. The current number on roll figure quoted below is an indication of the approximate number of pupils expected in September 2012.

### 1 – Chew Valley School

Chew Valley School is situated in Bath and North East Somerset Authority and normally serves the parishes of Dundry, Winford, the Felton part of Wrington parish, together with certain areas situated in Bath and North East Somerset.

School details:

Chew Valley School, Chew Lane, Chew Magna, Bristol, BS40 8QB

Tel: 01275 332 272 Fax: 01275 333 625

email: [chewvalley\\_ec@bathnes.gov.uk](mailto:chewvalley_ec@bathnes.gov.uk) website:

[www.chewvalleyschool.co.uk](http://www.chewvalleyschool.co.uk)

Status: Community, Day and Co-educational.

Specialism: Performing Arts. Age Range: 11–18

Admission Number: 197 Open Mornings: 20,

21 and 22 September 2011, 9.15 am–10.30

am. Open evening: Tuesday 13 September

2011, 6pm and 7pm. Approximate number on

Roll: 1200.

Enquiries to: Head Teacher Mr Mark Mallett.

1. Children in Public Care.
2. Children from within the Area of Prime Responsibility [APR] whose older sibling will be attending the school on the admission date.
3. Children living within the APR.
4. Children living outside the APR whose older sibling will be attending the school on the admission date.
5. Children living outside the APR.

If under all the above criteria any single criterion resulted in oversubscription, priority would be given to those children who live nearest to the school, as measured in a direct line.

## 2 – Denominational education

There are no denominational secondary schools in North Somerset. Historically, parents who wish their children to attend a Church of England or Catholic secondary school have applied for admission to

denominational schools located within Bristol Council.

Parents are advised to be certain that they understand fully the transport arrangements that may or may not be eligible for, before applying for a place at one of these schools

### i) St Bede's Catholic College

Long Cross, Lawrence Weston, Bristol, BS11 0SU

Tel: 0117 377 2200 Fax: 0117 377 2201

email: [st.bedes@bristol-city.gov.uk](mailto:st.bedes@bristol-city.gov.uk)

Website: [www.stbedescatholiccollege.org](http://www.stbedescatholiccollege.org)

Admission number 180. Age range 11–16.

Status:

Voluntary Aided, Day and Co-educational.

Specialisms: Science and Sport.

Open evening: 28 September 2011, 7pm–9pm.

Approximate number on roll: 902

Enquiries to: Principal Ms C Hughes.

In addition to the application form, for consideration under some of the criteria parents must also complete an Additional Information form and return it to the college by the closing date for consideration in the first round of allocations.

A map of the area of prime responsibility/parishes the school serves and a list of Catholic partner primary schools are available from the school.

1. Catholic Children in Care.
2. Catholic children within the school's area of prime responsibility (APR), from the parishes served by the school who attend a designated Catholic school and Catholic children from other Bristol and South Gloucestershire Catholic primary schools, for whom St Bede's is the nearest Catholic secondary school to their home.
3. Other Children in Care
4. Children with a brother or sister already registered for a place at the college at the start of the academic year for which admission is sought.



5. Other Catholic children within the school's APR.
6. Other Catholic children from the school's parishes attending Catholic partner primary schools unable to attend another Catholic secondary school.
7. Children of other Christian Churches or of the Inter Faith network for the UK, who attend one of the Catholic primary schools in the APR.
8. Catholic children outside the APR.
9. Children of other Christian churches or of the Inter Faith network for the UK.
10. Children of Catholic parents within the school's APR.
11. Children whose parents request a place at St Bede's.

## ii) St Mary Redcliffe and Temple Church of England School

Somerset Square, Bristol BS1 6RT  
 Tel: 0117 377 2100 Fax: 0117 377 2101  
 Website: [www.smrt.bristol.sch.uk](http://www.smrt.bristol.sch.uk) Status:

Voluntary Aided, Day and Co-educational.  
 Specialism: Humanities.

Open evening: 19 September 2011,  
 6.30pm – 9pm  
 Open Mornings: 27, 28 and 29 September  
 2011, all at 9.45am. Admission number: 216.  
 Approximate number on roll: 1071. Age range  
 11 – 18.

Enquiries to: Head Teacher E.A. Gilpin.

In addition to the application form, for consideration under some of the criteria parents must also complete a supplementary form and return it to the school by 5.00pm 31 October 2011 for consideration in the first round of allocations.

1. Children in Care and Statemented Children.
2. Local applicants – Up to 16 places are available for children whose home is within a distance of 500 metres from the school.
3. Faiths other than Christian – Up to four places are available for children who are practicing adherents of Buddhism, Hinduism, Islam, Judaism and Sikhism.

4. Church applicants (in order of priority):

### Group 1

The Parent/Carer and/or child is a member of Group 1 if they are very regular worshippers. This means attending Church



three or more times a month for a minimum of the last three years.

#### Group 2

The Parent/Carer and/or child is a member of Group 2 if they are regular worshippers. This means attending Church two or more times a month for a minimum of the last two years.

#### Group 3

The Parent/carer and/or child is a member of Group 3 if they are occasional worshippers. This means attending Church a minimum of four times in the past year.

#### 5. Other applicants.

#### 6. Tie Breakers

Priority within each of the groups will be allocated as follows:

- i) Applicants with siblings already at the school who will still be attending the school on the date of proposed admission.
- ii) Children living closest to the school in a straight line.

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## Appeal arrangements

If you are not offered a place for your child at your preferred school and/or do not wish to accept the place offered at another school, you have the right to appeal to an independent appeal panel. The rules are the same for all types of school. You may appeal for more than one school if you wish.

If your application for a place at your preferred school is refused, 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, other Councils and admission authorities outside of North Somerset. Further guidance is also available from: [www.n-somerset.gov.uk/admissions](http://www.n-somerset.gov.uk/admissions).

**Please remember If you live outside North Somerset, you must make your application to your home Council only.**

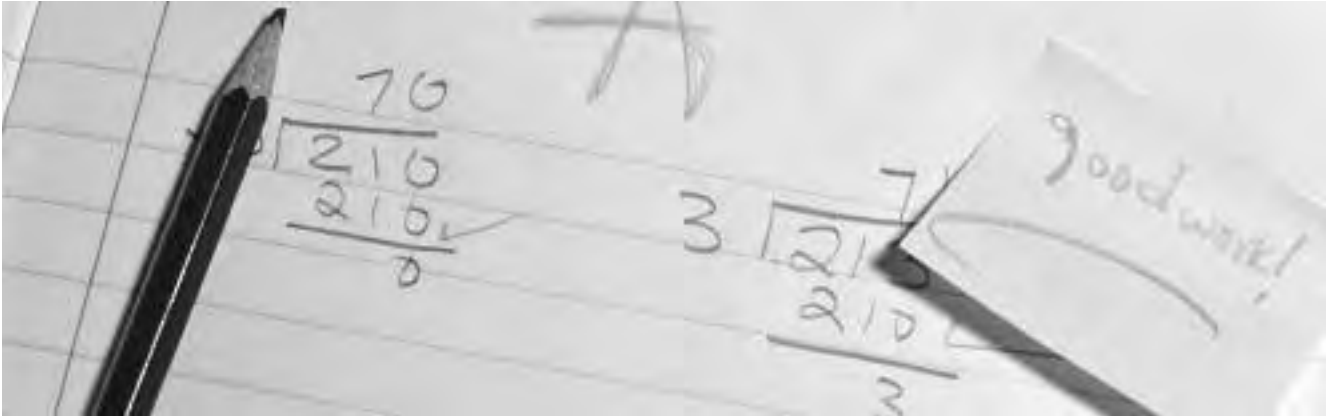
Parents can appeal both against the decision not to offer a place at the school of their preference and against the allocation of a place at another school.

Each admission authority will administer their own appeal process. The result of your appeal will depend on the strength of your case.

- Firstly, a factual stage. The appeal panel considers the case put by the admission authority explaining why it did not offer you a place at the school of your preference. The panel decides whether there was a good reason for turning down the application. The phrase used is "whether the admission would be prejudicial to efficient education or efficient use of resources". The panel will also need to consider whether the oversubscription criteria were correctly applied to your child. If your appeal is not upheld at this stage, the panel will then move to the next stage.
- Secondly, a balancing stage where the panel exercises its discretion balancing between the degree of prejudice and weight of parental factors before arriving at a decision. The panel considers all the reasons why you preferred the school (or did not like the offered school if applicable) and what special factors you consider justify your child getting in, in spite of the good reasons for turning your application down. The panel then makes a "balancing judgement" and decides whether the benefits of your child going to the school outweigh the adverse effects on the school and the other children of having one more pupil in the year group

If the appeal panel decides your case is stronger, it will uphold your appeal and the admission authority is under a duty to admit your child to the school and must offer your child a place at the school.

If a parent with a child with a Statement of Special Educational Needs wishes to appeal against a school named in the Statement, the appeal will be taken to the Special Needs and Disability Tribunal and not the local admission appeal panel.



The School Admissions Appeals Code of Practice provides that an appeal hearing should be held within a reasonable time. For appeals made in the normal admission round they must be heard within 30 school days of the specified closing date for the receipt of appeals. Should parents be unsuccessful in obtaining a place for their child at a school of their preference, they will be notified of the closing date for appeals for that school. Parents wishing to exercise their right to appeal will be asked to submit their appeal as soon as possible to enable hearings to be scheduled within this period.

All appeals received by the deadline must be heard by 6 July (or the next working day, if it falls on a weekend).

### Further appeals

North Somerset Council would not normally consider repeat appeals for the same academic year, unless there has been a significant and material change of circumstances relevant to the application.

## Home to School Transport

The Council will normally provide free transport between home and school if the school attended is the nearest appropriate one, as determined by the Council, and one or more of the following criteria are met:

- a) The distance between home and that school, when measured by the shortest available walking route, is three miles or further for children attending secondary school. This distance is referred to in the following paragraphs as the “statutory walking distance”.
- b) The nature of the route, or alternative walking routes the pupil could reasonably be expected to take to the nearest appropriate school is deemed by the Council to be exceptionally hazardous. This tends to apply in areas where school children, accompanied as necessary, would be faced with negotiating narrow, winding lanes with no pedestrian provision or refuges from traffic.
- c) The child has a Statement of Special Educational Needs which specifically identifies that transport must be provided, having regard to their particular disabilities and normally with reference to the statutory walking distance. Passenger Assistants are normally provided only for those children who require continual care and supervision, i.e. those with severe disabilities and, occasionally, for a child with severe behavioural, social or communication difficulties
- d) Transport may be provided to any of the nearest three secondary schools between 2 and 6 miles from the home address where a parent is successful in obtaining a place and the family in receipt of free school meals or benefits that would otherwise entitle them to free school meals, or the highest level of Working Tax Credits.
- e) The school attended is the nearest appropriate Voluntary Aided denominational secondary school between 2 and 2.5 miles from the home address and:

- The family is in receipt of free school meals or benefits which would otherwise entitled them to free school meals, or the highest level of Working Tax Credits, and:
  - Parents must have clearly indicated that they are applying to attend the school on the basis of their faith or philosophical convictions.
- f) Transport may also be provided in situations where parents, due to their philosophical beliefs require a secondary school for their child with no particular religious affiliation and meet the low income criteria as in e) above, and where their nearest qualifying schools would otherwise be faith schools.

In criteria (d), (e) and (f) it is important to note that the upper distance limits are measured by shortest driving route, and do not represent a safe walking route. Families will be asked to confirm their income and benefit entitlement before free transport is provided and this will be reviewed annually to determine ongoing entitlement.

The home address in relation to entitlement to transport is the place where the child spends the majority of their time with a person who has parental responsibility and/or is the main carer as defined in the Children Act 1989. In normal circumstances this is the address as used in the School Admissions process. The Council is not responsible for providing transport to childcare facilities, after school appointments or activities, work experience placements or locations other than home.

If you find the process of applying for a secondary school place challenging or have difficulties filling out forms you can get support from the

**Family Information Service**

Tel: **01934 426 300**

or email: **[fis@n-somerset.gov.uk](mailto:fis@n-somerset.gov.uk)**

## **Type of Transport**

Where children qualify for transport between home and school, the Council will determine the type and nature of the transport to be provided.

The cost to the Council of making suitable transport arrangements must not be unreasonable and the Council will look to utilise existing transport arrangements, including public bus and rail services where practicable. It is not usually possible for parents to travel with their children on any contracted home to school transport services.

We will always attempt to provide access to our services at a stopping place within one mile of a child's home via a safe walking route. Pupils with physical disabilities or in unsafe locations may be offered a home pick-up if appropriate. We aim, where possible, to operate to maximum journey times of 45 minutes within Weston-super-Mare and 60 minutes on rural routes.

The **Council** is committed to the promotion of sustainable transport and will supply information and guidance to parents to enable them to make informed choices about their means of getting children to school. Many schools also have a School Travel Plan and can advise on safe ways of accessing school.

## **Parental Preference**

Where pupils attend, as a result of parental preference, a school other than the nearest appropriate one as determined by the Council or a qualifying school identified in (d), (e) or (f) above, parents must accept full responsibility for the cost and arrangement of their child's daily travel to and from school.

## **Vacant Seats Payment Scheme**

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. It is important to note that vacant seats are awarded

on a first-come first-served basis, and may not always be available. A vacant seat can be withdrawn at two weeks notice if:

- i. the seat is required for an entitled pupil; or
- ii. On reviewing the requirement for transport the Council discontinues the service or reduces the capacity of the vehicle.

The current charge per term (and there are six terms per year) is £68.25 for the first child within the family and £56.70 for second and subsequent children. Parents are requested to pay the charge one term in advance and a discount is offered for full annual payment in advance. Permission to travel will be withdrawn and future applications to travel may not be considered should parents fail to pay the prescribed charge on request. The charge is not fixed and is subject to change.

As all entitled pupils must be accommodated before vacant seats are made available, applications to travel for September 2012 will not open until 1 July 2012. Seats will not be offered until parents have confirmed a school place is available for their child. Please contact the School Admissions and Transport Team for further details of the scheme and the appropriate application form.

## Discretionary Transport

### Transport on Medical Grounds

Special daily home to school transport may be provided on medical grounds on the advice of a Health Council, to enable pupils to attend their nearest appropriate school even though they may live within the statutory walking distance from the school. Transport may also be available where parents are disabled and unable to accompany younger children who would normally walk to school. You will be asked to provide further information if you believe this provision applies to your child.

## Behaviour on School Transport

We recognise that poor behaviour on school transport can deter others from using the service and can endanger the safety of other passengers and road users. The Council works closely with schools to address incidents of unacceptable behaviour and, in addition to any action taken by schools, may consider either temporary or permanent exclusion of pupils from school transport should they demonstrate a consistent inability to behave appropriately. All pupils using home to school transport services will be sent a copy of the Council's code of conduct for passengers and parents.

## General Considerations

Parents should ensure that they understand the current policy as it affects their child before making any decision on school preferences that is based on an assumption that the Council will provide or help with transport. Enquiries about entitlement to transport should be made to the School Admissions and Transport Team.

Appeals against a refusal to provide transport or requests to consider provision of school transport outside the circumstances outlined above should be submitted in writing to the School Admissions and Transport Manager



**Please remember If you live outside North Somerset, you must make your application to your home Council only.**

# Schools Index

(All figures in brackets are for September 2010–11 admissions)

School Name Address Tel/Fax/email website Open Evening/Day Head Teacher/Principal	Status Specialism Age Range	Number on roll January 2011	Admission Number 2012–13	On-time first preferences for 2011–12 On-time first, second and third preferences for 2011–12	Places offered to all preference applicants in first round of allocations for 2011–12 No. of places offered	Places offered under each 2011–12 criterion	No. of appeals heard for 2011–12 as at July 2011 No. of appeals heard for 2010–11 as at August 2010	No. of successful appeals for 2011–12 as at July 2011 No. of successful appeals for 2010–11 as at August 2010
<b>Backwell</b> Station Road, Backwell, Bristol BS48 3BX Tel: 01275 463 371 Fax: 01275 463 077 email: mailbox@backwellschool.net website: www.backwellschool.net <b>Open Evening:</b> 14 September 2011, 6.30pm <b>Mr Julian Baldwin</b>	Academy Visual and Performing Arts 11–18	1 689	261	277 (287) 427 (468)	261 (261)	School is named in Statement of Special Educational Needs – 1 Living in First Geographical Area – 168 Living outside First Geographical Area – 92 (36 with sibling links)	2 1	0 0
<b>Broad oak Mathematics and Computing                      College</b> Windwhistle Road, Weston-super-Mare BS23 4NP Tel: 01934 422 000 Fax: 01934 413 903 email: enquiries@broad oak.n-somerset.sch.uk website: www.broad oak.n-somerset.sch.uk <b>Open Evening:</b> 29 September 2011, 6pm <b>Open Mornings:</b> 4, 5 and 6 October 2011, 9–10am or 10–11am <b>Mrs Shelagh Pritchard</b>	Community Mathematics and Computing 11–16	903	180	205 (211) 293 (366)	180 (180)	School is named in Statement of Special Educational Needs – 2 Children in care – 1 Living in First Geographical Area – 125 Living outside First Geographical Area – 52 (17 with sibling links)	16 14	6 10
<b>Churchill Academy and Sixth Form Centre</b> Churchill Green, Churchill, BS25 5QN Tel: 01934 852 771 Fax: 01934 853 202 email: churchill@churchill.n-somerset.sch.uk website: www.churchill.n-somerset.sch.uk <b>Open Evening:</b> 28 September 2011, 6pm <b>Open Mornings:</b> 21 and 22 September 2011, 9.30am–12.30pm <b>Dr Barry Wratten</b>	Academy Performing Arts 11–18	1 563	261	253 (270) 389 (434)	261 (261)	School is named in Statement of Special Educational Needs – 0 Living in First Geographical Area – 185 Living outside First Geographical Area – 76 (31 with sibling links)	1 2	0 0

Parents should note that all the previous years figures relating to the number of applications, number of places offered, the criterion breakdown and the appeals statistics are given for your information and are not an indication of what is expected for 2012–13. Please see the maps section to see all the First Geographical Areas for 2012–13. The 'Number on roll January 2011' figure is also an indication of the approximate number of pupils expected to be on roll in September 2012. All the schools are day schools and are co-educational (they admit boys and girls). Enquiries should be addressed to the Head Teacher/Principal named for the school.

## Schools Index

(All figures in brackets are for September 2010–11 admissions)

School Name Address Tel/Fax/email website Open Evening/Day Head Teacher/Principal	Status Specialism Age Range	Number on roll January 2011	Admission Number 2012–13	On-time first preferences for 2011–12		Places offered to all preference applicants in first round of allocations for 2011–12		No. of appeals heard for 2011–12 as at July 2011		No. of successful appeals for 2011–12 as at July 2011	
				On-time first, second and third preferences for 2011–12	No. of places offered	On-time first preferences for 2011–12	Places offered under each 2011–12 criterion	No. of appeals heard for 2010–11 as at August 2010	No. of successful appeals for 2010–11 as at August 2010		
<b>Clevedon Community</b> Valley Road, Clevedon BS21 6AH Tel: 01275 876 744 Fax: 01275 340 935 email: admin@clevedon.n-somerset.sch.uk website: www.clevedonschool.org.uk <b>Open Evening:</b> 21 September 2011 <b>Mr John Wells</b>	Community Languages 11–18	1230	240	196 (216) 216 (245)	199 (222)	School is named in Statement of Special Educational Needs – 1 Living in First Geographical Area – 192 Living outside First Geographical Area – 7 (1 with sibling link)	0 0	0 0	0 0	0 0	
<b>Gordano</b> St Mary's Road, Portishead, Bristol BS20 7QR Tel: 01275 842 606 Fax: 01275 817 420 email: mailbox@gordano.n-somerset.sch.uk website: www.gordano.n-somerset.sch.uk <b>Open Evening:</b> 27 September 2011, 6pm <b>Open Morning:</b> 7 October 2011, 9.15am <b>Mr Gary Lewis</b>	Academy Technology 11–18	1895	308	273 (341) 372 (485)	282 (308)	School is named in Statement of Special Educational Needs – 0 Living in First Geographical Area – 232 Living outside First Geographical Area – 50 (22 with sibling links)	0 11	0 2	0 2	0 2	
<b>Hans Price</b> Marchfields Way, Weston-super-Mare BS23 3QP Tel: 01934 629 307 Fax: 01934 625 320 email: info@hansprice.org.uk website: www.wyvernschool.info <b>Open Evening:</b> 22 September 2011, 6pm–8.30pm <b>Open Mornings:</b> 23 and 26 September 2011, 9.30am <b>Mr Armando Di-Finizio</b>	Academy Sports 11–16	—	240	As Hans Price Academy did not open until May 2011, there are no figures for previous years.	—	—	—	—	—	—	
<b>Nailesea</b> Mizzymead Road, Nailesea, Bristol BS48 2HN Tel: 01275 852 251 Fax: 01275 854 512 email: nailesea@nailesea.n-somerset.sch.uk website: www.nailesea.n-somerset.sch.uk <b>Open Evening:</b> 20 September 2011 <i>Head will give presentations at 5.15pm and 6.15pm</i> <b>Open Day:</b> 22 September 2011 <i>(please contact the school to book a tour)</i> <b>Mr David New</b>	Community Technology and Media Arts 11–18	1174	240	151 (158) 255 (270)	156 (172)	School is named in Statement of Special Educational Needs – 1 Living in First Geographical Area – 132 Living outside First Geographical Area – 23 (8 with sibling links)	0 0	0 0	0 0	0 0	

Parents should note that all the previous years figures relating to the number of applications, number of places offered, the criterion breakdown and the appeals statistics are given for your information and are not an indication of what is expected for 2012–13. Please see the maps section to see all the First Geographical Areas for 2012–13. The 'Number on roll January 2011' figure is also an indication of the approximate number of pupils expected to be on roll in September 2012. All the schools are day schools and are co-educational (they admit boys and girls). Enquiries should be addressed to the Head Teacher/Principal named for the school.

## Schools Index

(All figures in brackets are for September 2010–11 admissions)

School Name Address Tel/Fax/email website Open Evening/Day Head Teacher/Principal	Status Specialism Age Range	Number on roll January 2011	Admission Number 2012–13	On-time first preferences for 2011–12  On-time first, second and third preferences for 2011–12	Places offered to all preference applicants in first round of allocations for 2011–12  No. of places offered  Places offered under each 2011–12 criterion	No. of appeals heard for 2011–12 as at July 2011  No. of appeals heard for 2010–11 as at August 2010	No. of successful appeals for 2011–12 as at July 2011  No. of successful appeals for 2010–11 as at August 2010
<b>Priory Community</b> Queens Way, Worle, Weston-super-Mare BS22 6BP Tel: 01934 511 411 Fax: 01934 520 199 email: principal@priory.n-somerset.sch.uk website: www.priory.n-somerset.sch.uk <b>Open Evening:</b> 6 October 2011, 5pm <i>(Principal will give talks at 5pm and 6pm)</i> <b>Mr Neville Coles</b>	Academy (Trust) Technology 11–16	1200	240	298 (263) 490 (480)	240 (240)	23 13	7 8
<b>St Katherine's</b> Pill Road, Ham Green, Pill, Bristol BS20 0HU Tel: 01275 373 737 Fax: 01275 372 787 email: school@st-katherines.n-somerset.sch.uk website: www.st-katherines.n-somerset.sch.uk <b>Open Evening:</b> 15 September 2011 <b>Open Mornings:</b> 20 and 22 September 2011 and 11 October 2011 <b>Ms Stephanie Quayle</b>	Community Science 11–18	919	180	164 (173) 333 (364)	180 (180)	0 5	0 5
<b>Worle Community</b> Redwing Drive, Worle, Weston-super-Mare BS22 8XX Tel: 01934 510 777 Fax: 01934 520 941 email: admin@worle.n-somerset.org.uk website: www.worle.n-somerset.sch.uk <b>Open Evening:</b> 4 October 2011, 6pm–8.30pm <i>(Headteacher will give a talk at 6pm, 7pm and 7.45pm)</i> <b>Open Day:</b> 5 October 2011 <i>(please contact the school to book a tour)</i> <b>Mr Peter Binding</b>	Foundation (Trust) Media Arts 11–16	1497	300	290 (282) 488 (539)	300 (300)	23 7	10 3

Parents should note that all the previous years figures relating to the number of applications, number of places offered, the criterion breakdown and the appeals statistics are given for your information and are not an indication of what is expected for 2012–13. Please see the maps section to see all the First Geographical Areas for 2012–13. The 'Number on roll January 2011' figure is also an indication of the approximate number of pupils expected to be on roll in September 2012. All the schools are day schools and are co-educational (they admit boys and girls). Enquiries should be addressed to the Head Teacher/Principal named for the school.

## General information

### Free School Meals

Parents in receipt of one or more of the following support payments are eligible for free school meals:

- Job Seekers Allowance (income based)
- Income Support
- Child Tax Credit provided your annual income as assessed by Her Majesty's Revenue and Customs that does not exceed £16,190 (but please note that if you also receive Working Tax Credit you would not be entitled to Free School Meals)
- Support provided under Part IV of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit.

The School Admissions and Transport Team can offer advice on applications for free school meals. You can call at Somerset House, Weston-super-Mare or the Council offices in Clevedon between 08:45 a.m. and 5 p.m. Monday to Thursday and 08:45 a.m. to 4:30 p.m. on Friday. Tel: 01275 884 078/888 328.

Alternatively you can apply directly to your child's school or download a form from our website. For further information on the school meals service please call 01275 888 319.



### Absence from School

As parents, you will want your child to do well at school, and achieve the five outcomes that we want for all our children of:

- Being Healthy
- Staying Safe
- Enjoying and Achieving
- Making a positive contribution
- Achieving economic well being

(Every Child Matters, Dept. for Children, Schools and Families, 2004)

The way for your child to do this is by attending school every day.

If your child does have to be absent from school for any reason, it is your responsibility to let the school know. All schools follow up any unexplained absences. If your child has continuing absences, then school may refer your child to an Education Welfare Officer, in order to address any serious problems and support you in improving your child's attendance. Academies may have their own arrangements to follow up attendance concerns.

North Somerset's policy is for Head Teachers not to authorise holiday absence in term time unless there are very exceptional circumstances. If the Head teacher does not authorise the holiday then you may be liable for a fine.

If you find the process of applying for a secondary school place challenging or have difficulties filling out forms you can get support from the

**Family Information Service**

Tel: **01934 426 300**

or email: **[fis@n-somerset.gov.uk](mailto:fis@n-somerset.gov.uk)**

## Useful contacts

### North Somerset School Admissions and Transport Team

North Somerset Council  
Children and Young People's Services  
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)  
Website: [www.n-somerset.gov.uk/admissions](http://www.n-somerset.gov.uk/admissions)  
Tel No: 01275 884 078  
Fax No: 01275 882 747

### North Somerset Family Information Services

Children and Young People's Services  
Town Hall, Walliscote Grove Road  
Weston-super-Mare BS23 1UJ  
Tel: 01934 426300  
Email: [fis@n-somerset.gov.uk](mailto:fis@n-somerset.gov.uk)  
[www.n-somersetcsd.org.uk](http://www.n-somersetcsd.org.uk)

### North Somerset Educational Psychology Service

Children and Young People's Services  
Town Hall, Walliscote Grove Road  
Weston-super-Mare BS23 1UJ  
Tel: 01934 634 854  
Email: [cyps.psychology@n-somerset.gov.uk](mailto:cyps.psychology@n-somerset.gov.uk)

### North Somerset Special Educational Needs Team

Children and Young People's Services  
Town Hall, Walliscote Grove Road  
Weston-super-Mare BS23 1UJ  
Tel: 01275 888 294  
Email: [cyps.specialneeds@n-somerset.gov.uk](mailto:cyps.specialneeds@n-somerset.gov.uk)

### Avon Consortium Travellers Education Service

Charborough Road, Filton Bristol BS34 7RA  
Tel: 01454 862 620/1 Fax: 01454 862 619  
Email: [lynda.howells@southglos.gov.uk](mailto:lynda.howells@southglos.gov.uk)

### Bath and North East Somerset Council

Admissions and Transport Unit,  
PO BOX 25, Riverside, Temple Street,  
Keynsham, Bristol BS31 1DN  
Tel 01225 394 312, Fax 01225 394 296,  
Email: [admissions\\_transport@bathnes.gov.uk](mailto:admissions_transport@bathnes.gov.uk)

### Bristol City Council

School Admissions, PO Box 57, Bristol,  
BS99 7EB  
Tel 0117 9037 694, Fax 0117 9037 710  
Email: [school.admissions@bristol.gov.uk](mailto:school.admissions@bristol.gov.uk)

### Somerset County Council

Somerset Direct,  
Children and Young People's Directorate,  
County Hall, Taunton, Somerset TA1 4DY,  
Tel 0845 345 9122  
email: [schooladmissions@somerset.gov.uk](mailto:schooladmissions@somerset.gov.uk)



## Supportive Parents

3rd Floor, Royal Oak House Royal Oak Avenue  
Bristol, BS1 4GB

A parent led organisation providing information and support to parents of children with any kind of special educational needs

Tel: 01179 897 725 Fax: 01179 897 724

[www.supportiveparents.org.uk](http://www.supportiveparents.org.uk)

## ACE

The Advisory Centre for Education provides free, independent advice on the admissions process and a range of education issues including bullying, exclusion, SEN and attendance. For advice, enquirers should text the phrase AskACE to 68808 and follow instructions, or call 0808 800 5793 Monday – Friday, 10am – 5pm. For further information visit [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

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## Special Schools

Councils have a duty under the Education Act 1996 to identify and assess children who have special educational needs and who may need a Statement.

The majority of children with special educational needs will have their needs met in a mainstream primary or secondary school. As part of a continuum of provision the Authority also has two specialist primary units and three special schools. Details of the provision that covers secondary aged pupils are:

### Baytree

Head teacher: Fiona Richings

The Campus, Highlands Lane,

Weston-super-Mare, BS24 7DX

Tel: 01934 427 555 Fax: 01934 427 462

Email: [baytree.spec@n-somerset.gov.uk](mailto:baytree.spec@n-somerset.gov.uk)

Website: [www.baytreespecialschool.uk.org](http://www.baytreespecialschool.uk.org)

3–19 years • Number on roll: 72

Community • Severe Learning Difficulties

### Ravenswood

Head teacher: Mrs Philippa Clark

Pound Lane, Nailsea, Bristol BS48 2NN

Tel: 01275 854 134 Fax: 01275 810 876

Email: [ravenswood.spec@n-somerset.gov.uk](mailto:ravenswood.spec@n-somerset.gov.uk)

Website: [www.ravenswood.n-somerset.sch.uk](http://www.ravenswood.n-somerset.sch.uk)

3–19 years • Number on roll: 114

Community • Complex and Severe Learning Difficulties

### Westhaven

Head teacher: Catherine Hill

Ellesmere Road, Uphill,

Weston-super-Mare BS23 4UT

Tel: 01934 632 171 Fax: 01934 645 596

Email: [westhaven.spec@n-somerset.gov.uk](mailto:westhaven.spec@n-somerset.gov.uk)

Website: [www.westhaven-special.n-somerset.sch.uk](http://www.westhaven-special.n-somerset.sch.uk)

7–16 years • Number on roll: 82

Foundation (Trust) • Complex Learning Difficulties

There is a specialist unit attached to St Katherine's Secondary School: Physical Impairment, 16 places 11–18 age range

The children who attend Special Schools or units (who all admit boys and girls) have Statements of Special Educational Needs and can only be referred to the school by the Council. Further information can be obtained by telephoning the SEN Team on 01275 888 331 or the schools concerned. However, as with all matters affecting your child's education, first contact should be with the class teacher or Head Teacher of your child's present school.

### Referral Units

Referral Units provide education for pupils who have either been permanently excluded from mainstream or special schools or who are unable to be educated in mainstream schools. An Admissions Panel considers entry to these units only.

If you find the process of applying for a secondary school place challenging or have difficulties filling out forms you can get support from the

**Family Information Service**

Tel: **01934 426 300**

or email: **[fis@n-somerset.gov.uk](mailto:fis@n-somerset.gov.uk)**

## School term and holiday dates 2012–13 academic year for Community Schools.

Academies, Foundation (including Trust) schools and schools in other Councils may have different dates.

### Term 1

Monday 3 September to Friday 26 October  
2012

### Term 2

Monday 5 November to Friday 21 December  
2012

### Term 3

Monday 7 January to Friday 8 February 2013

### Term 4

Monday 18 February to Friday 22 March 2013

### Term 5

Monday 8 April to Friday 24 May 2013

### Term 6

Monday 3 June to Monday 22 July 2013



**Please remember If you live outside North Somerset, you must make your application to your home Council only.**

### Interesting fact!

*For admissions to Year 7 in 2011–12, pupils whose parents had not listed their First Geographical Area school as any of their three preferences faced the possibility of being offered a school place that was well in excess of three miles from their home address.*

Please note that the school year is based on a calendar of 195 days. Five of the 195 days are to be used for staff professional development which means that schools will be open to receive pupils for the legal minimum of 190 days (380 sessions). Each school will tell the parents of the children at the school the dates of the five days allocated for development and training.

### Availability of Information

Copies of this book are available from [www.n-somerset.gov.uk/admissions](http://www.n-somerset.gov.uk/admissions) or obtained from the School Admissions and Transport Team. This book relates to the school year beginning September 2012. Although the information and particulars herein were correct for this year at the date of publication (August 2011), it should not be assumed that there will not be subsequent changes affecting the arrangements of some specific matters, before the start of, or during the school year in question. For further information contact Bill McEntee of the School Admissions and Transport Team.



# Achievement and Attainment Tables 2010

Institution Name	% of pupils achieving											Average total point score per pupil
	Level 2 (5+ A*-C) (or equivalent) including English and maths GCSEs	English Baccalaur eate	A*-C GCSE in English and maths	English and maths Skills at Level 2	English and maths Skills at Level 1	Level 2 (5+ A*-C)	Level 1 (5+ A*-G)	2 grades A*-C in science	A*-C in a modern foreign language	at least an A*-G short course in a modern foreign language	at least one qualificati on	
Local Authority Average	56.1%	15.7%	56.6%	62.3%	96.5%	75.9%	96.4%	62.6%	27.1%	40.2%	99.5%	449.6
England (state funded schools only)	55.2%	15.1%	55.7%	59.4%	95.4%	76.2%	94.7%	61.6%	28.6%	42.8%	99.7%	449.5
England (all schools)	53.5%	15.6%	54.0%	57.5%	91.2%	75.4%	92.9%	60.3%	31.6%	45.0%	99.1%	439.0
Backwell School	66%	38%	68%	71%	98%	76%	98%	70%	53%	76%	100%	460.6
Broadoak Mathematics and Computing College	40%	4%	41%	52%	94%	65%	94%	43%	11%	18%	99%	414.1
Churchill Academy and Sixth Form Centre	66%	17%	66%	68%	98%	80%	98%	59%	24%	49%	100%	481.1
Clevedon School	62%	12%	62%	64%	99%	81%	99%	68%	18%	21%	100%	443.4
Gordano School	73%	34%	73%	80%	99%	87%	100%	70%	49%	74%	100%	516.8
Nailsea School	65%	25%	66%	71%	99%	81%	98%	62%	45%	58%	100%	470.1
Priory Community School	54%	2%	54%	55%	97%	80%	96%	87%	9%	17%	100%	415.3
St Katherine's School	47%	7%	47%	56%	95%	81%	94%	63%	10%	14%	99%	497.9
Worle Community School	44%	3%	45%	51%	98%	69%	97%	68%	12%	22%	100%	410.6

Institution Name	Measure centred on 1000	Limit of Key Stage 2 to 4 CVA Confidence Intervals		Coverage	Number of qualifications
	CVA measure based on progress between Key Stage 2 and Key Stage 4	Upper	Lower	% of pupils at the end of Key Stage 4 included in CVA calculation	Average number of qualifications taken by pupils in Key Stage 2 to 4 CVA calculation
Local Authority Average					
England (state funded schools only)					
England (all schools)					
Backwell School	995.7	1003.8	987.5	95%	11.0
Broadoak Mathematics and Computing	974.1	984.0	964.1	94%	11.0
Churchill Academy and Sixth Form Centre	992.3	1000.7	983.9	94%	12.1
Clevedon School	994.1	1002.9	985.2	97%	11.0
Gordano School	1004.6	1012.3	996.9	99%	12.2
Nailsea School	994.5	1003.0	986.0	97%	11.3
Priory Community School	1001.7	1010.2	993.1	97%	10.3
St Katherine's School	1016.2	1026.0	1006.5	96%	12.3
Worle Community School	995.6	1003.1	988.1	99%	10.5

### CVA = Contextual Value Added

As Hans Price Academy did not open until May 2011, it is not included in these tables for 2010.

# **Maps showing schools First Geographical Area(s)**

**The following section includes maps showing  
the First Geographical Area's for  
North Somerset Secondary Schools**

If you are in any doubt about which school normally serves your home address please contact the School Admissions and Transport Team. The Council and schools reserve the right to review the First Geographical Areas for schools so it should not be assumed that these will necessarily be the same in future years. We will consult with interested parties before making any final decisions.



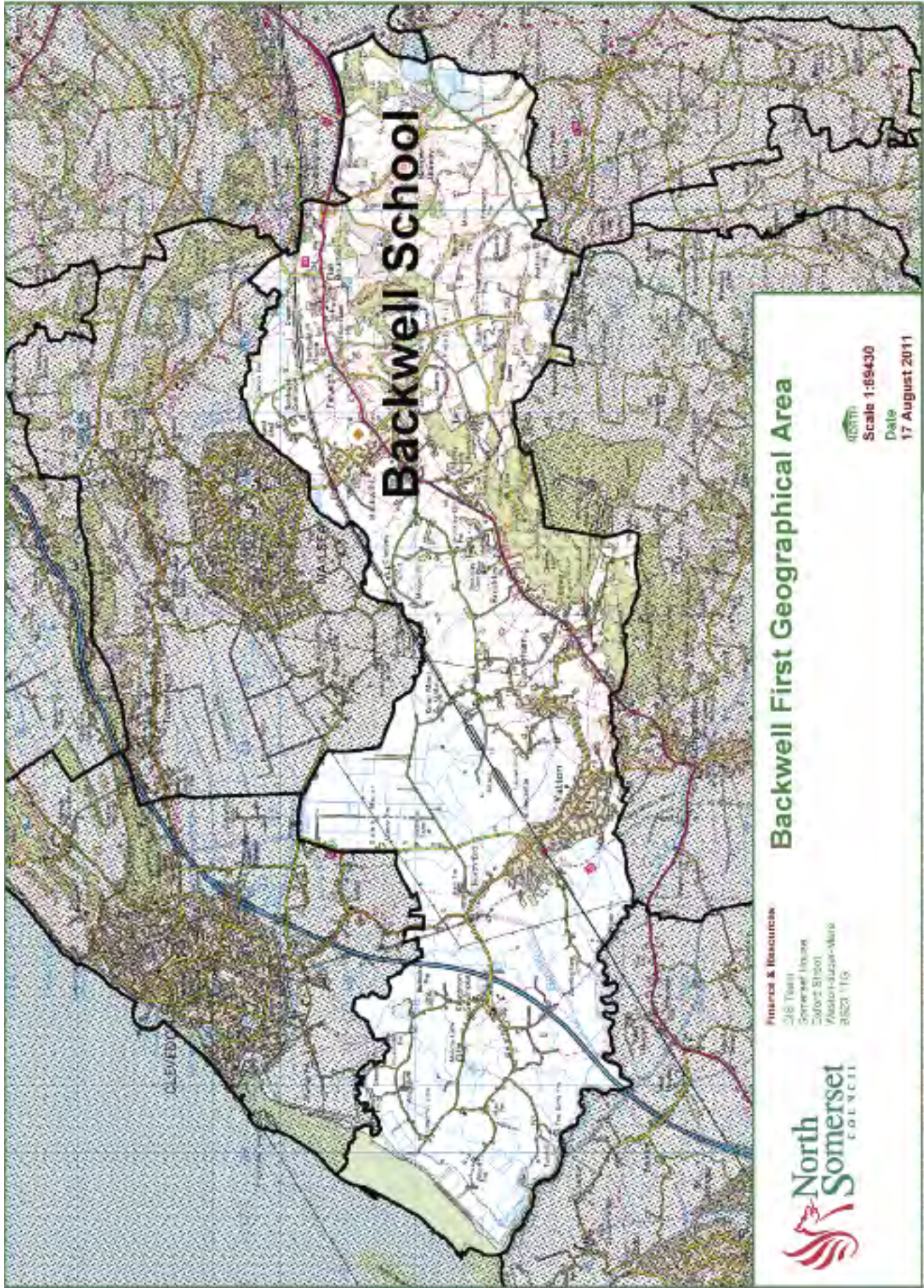
**Finance & Resources**

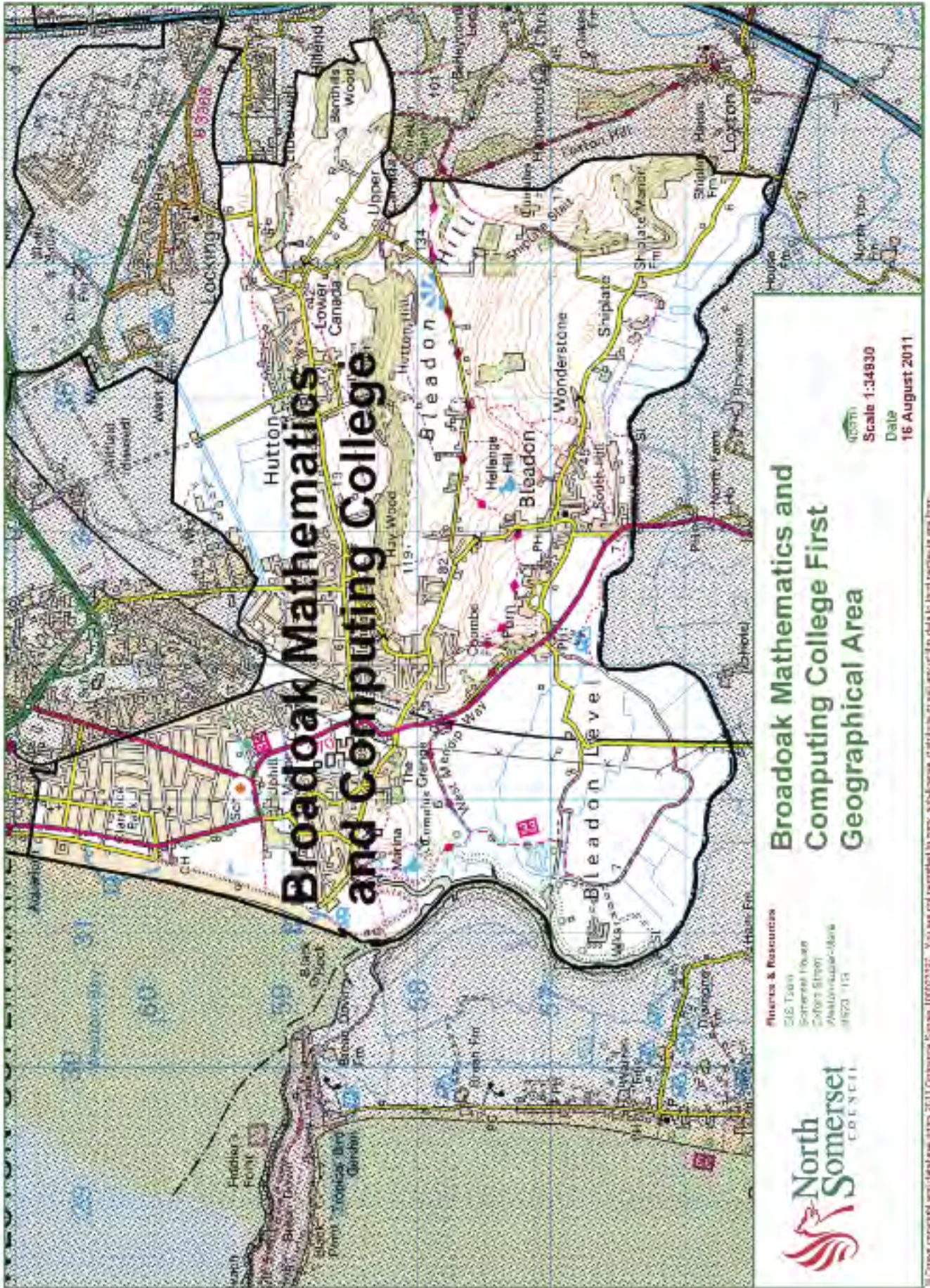
GIS Team  
Somerset House  
Oxford Street  
Weston-super-Mare  
BS23 1TG

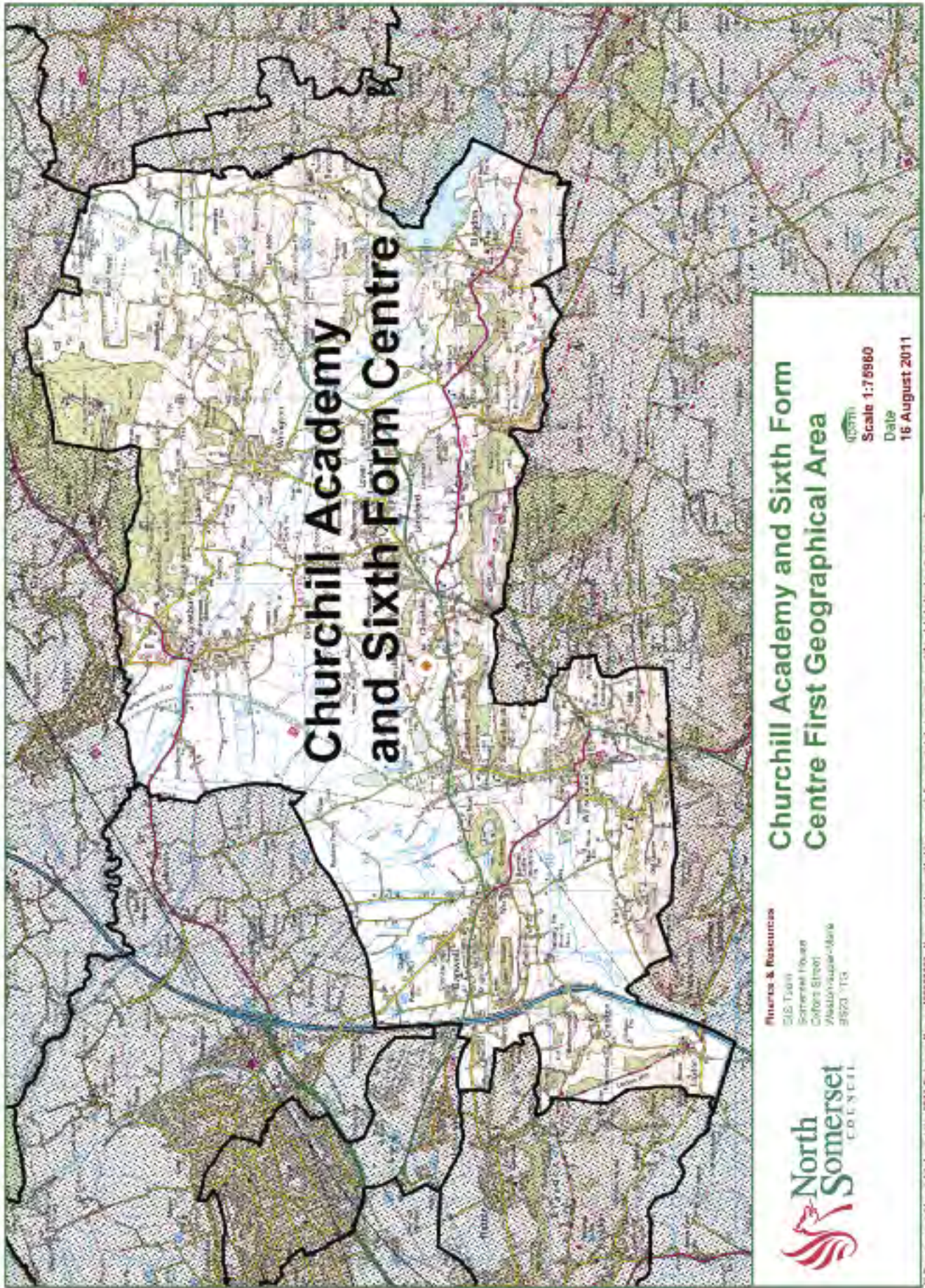
**2012-13 First Geographical Areas  
for all Secondary Schools  
North Somerset**

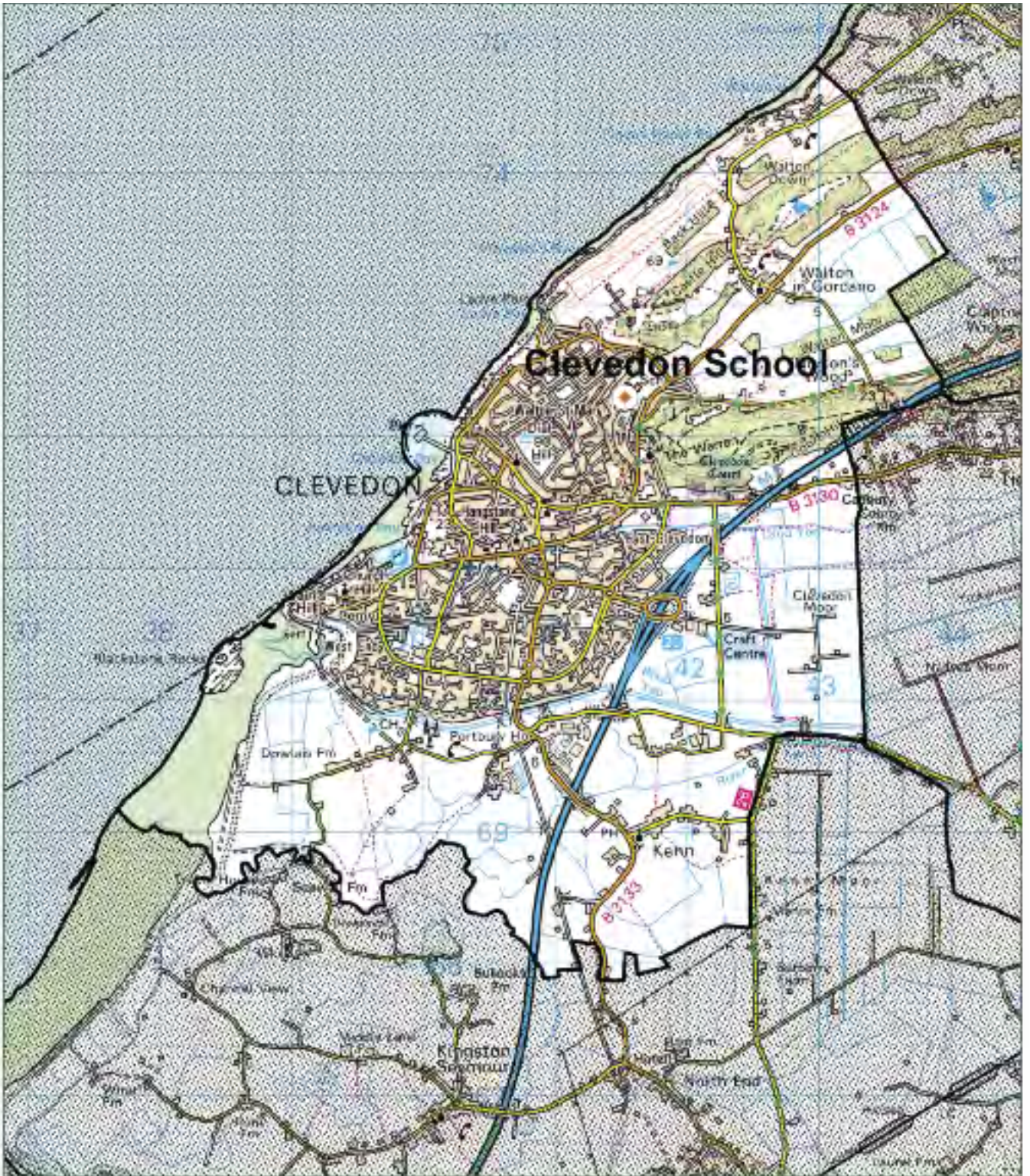
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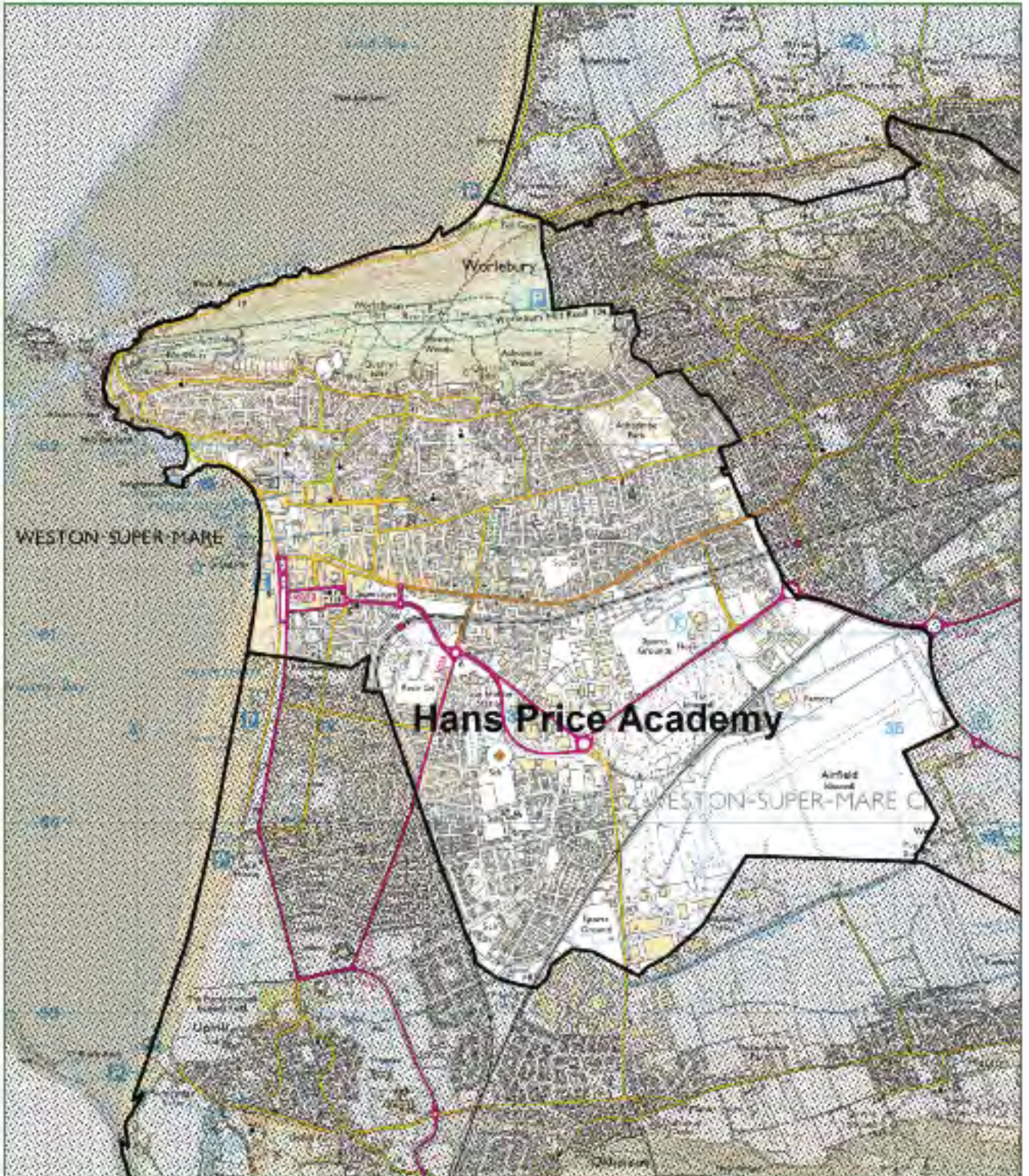




	<p><b>Finance &amp; Resources</b>          018 25 2001          Somerset House          Oxford Street          SW1N 3DB          0800 111 111</p>	<p><b>Clevedon School</b>  <b>First Geographical Area</b></p>	<p><b>Scale 1:38530</b>  <b>Date</b>  <b>16 August 2011</b></p>
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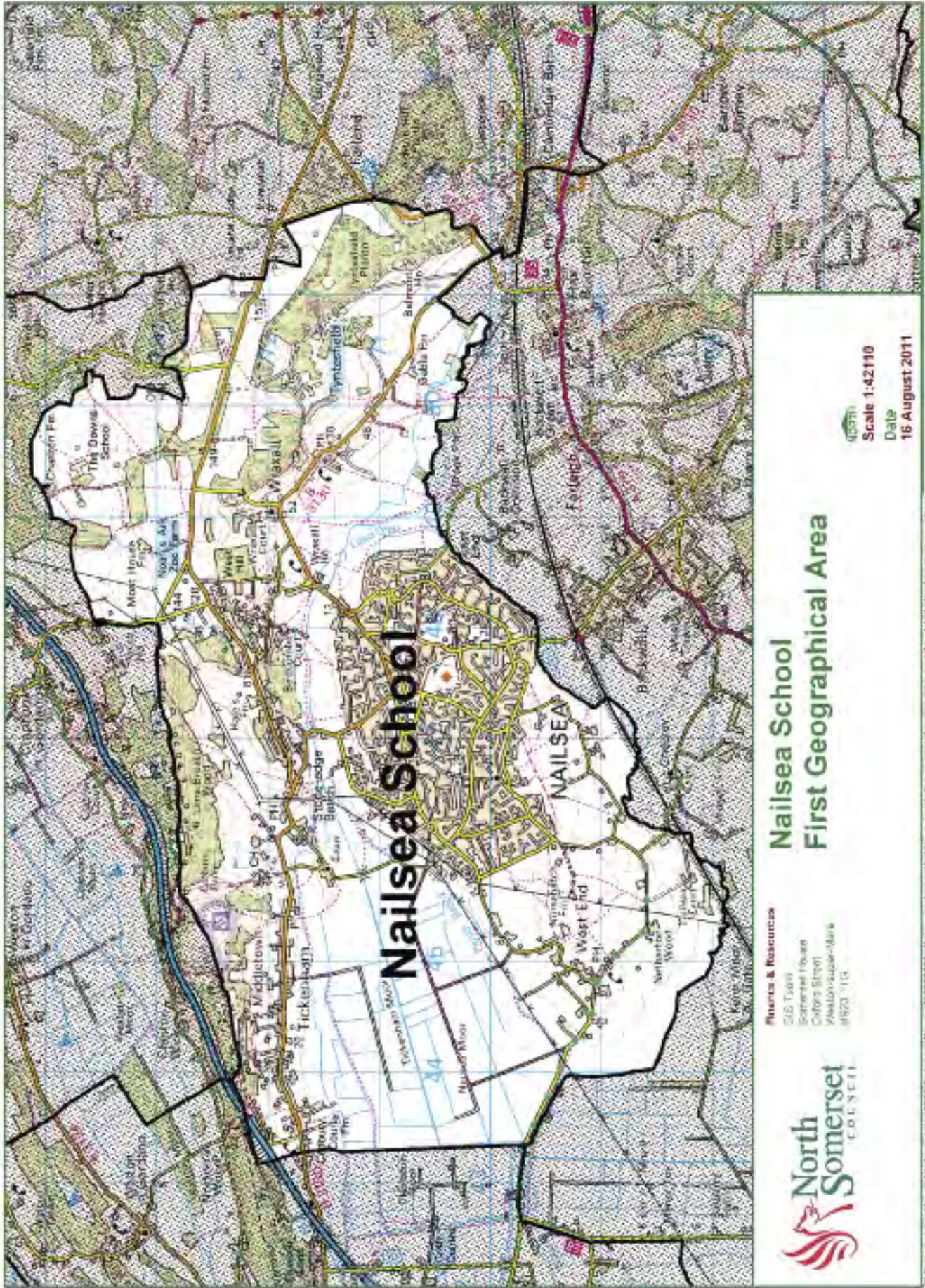
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	<p><b>Finance &amp; Resources</b>          G/S, T/land          Somerset Health          Oxford Street          Weston-super-Mare          BS23 1TG</p>	<h2>Hans Price Academy          First Geographical Area</h2>	<p>  <b>Scale 1:25000</b>  <b>Date</b>  <b>16 August 2011</b></p>
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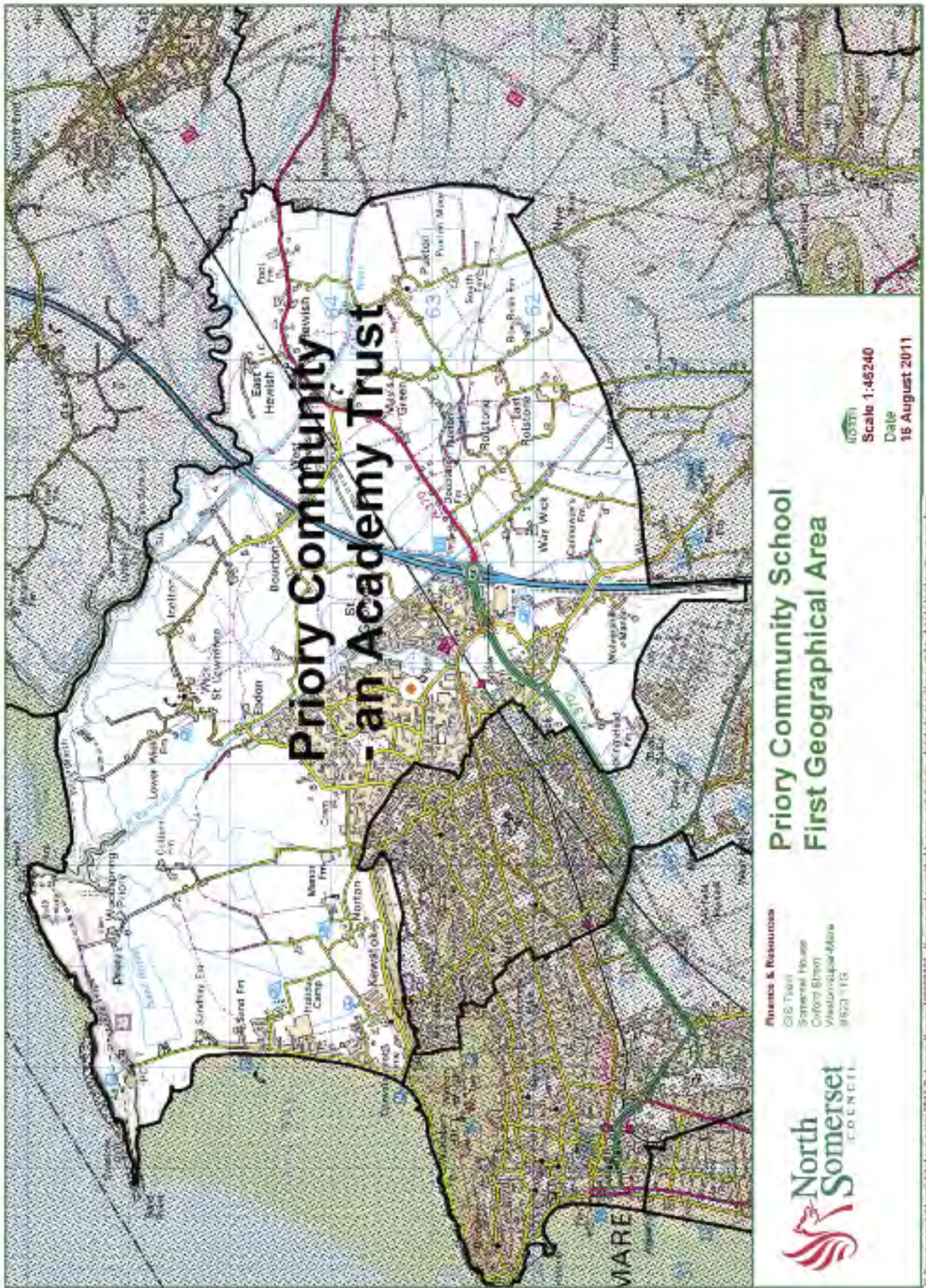
**North Somerset COUNCIL**

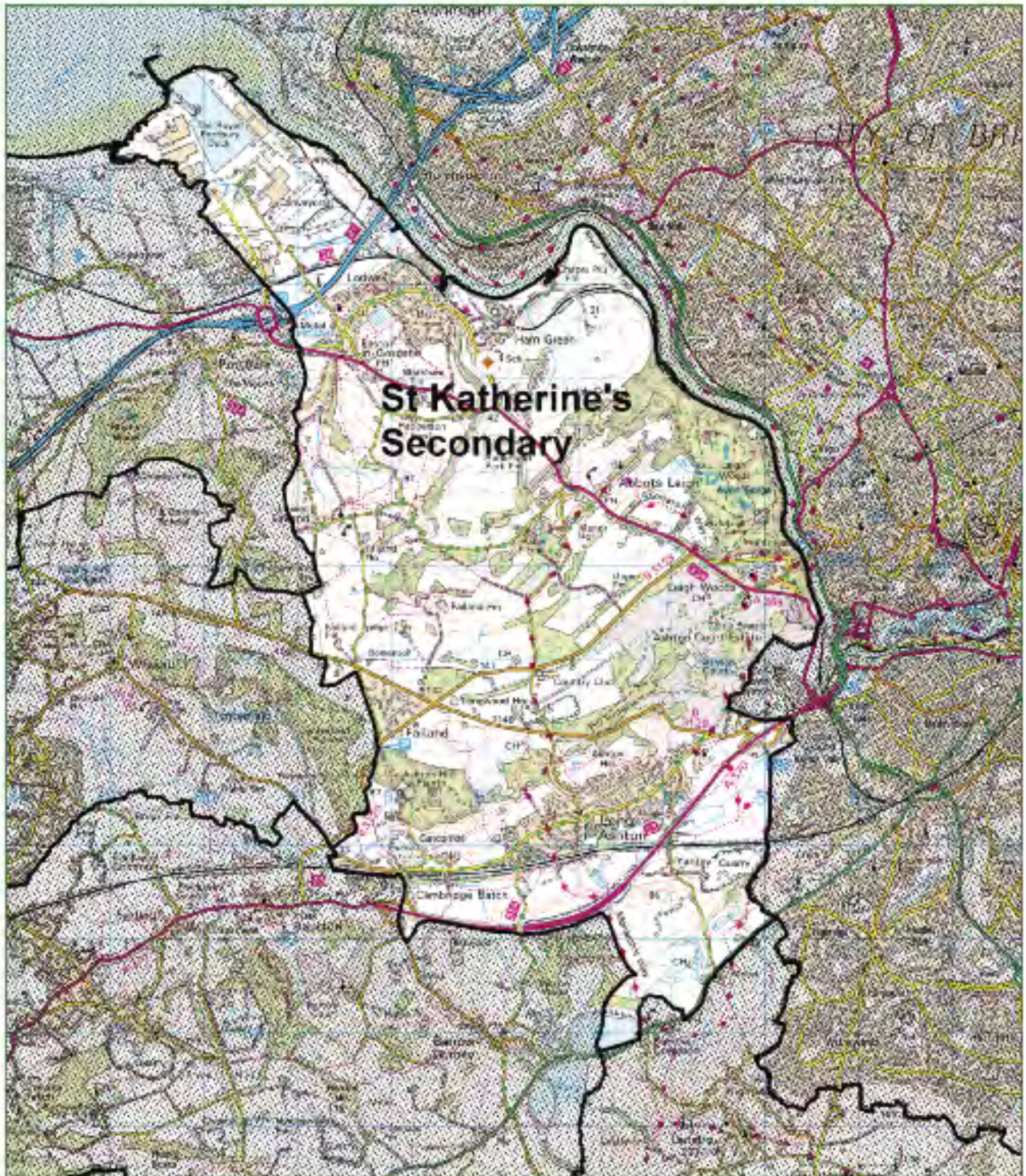
**Nailsea School  
First Geographical Area**

**Plumtree & Rastocurtice**  
 GIS Team  
 Somerset House  
 Colford Street  
 Weston-super-Mare  
 BS23 1TG

**Scale 1:42110**  
**Date 16 August 2011**

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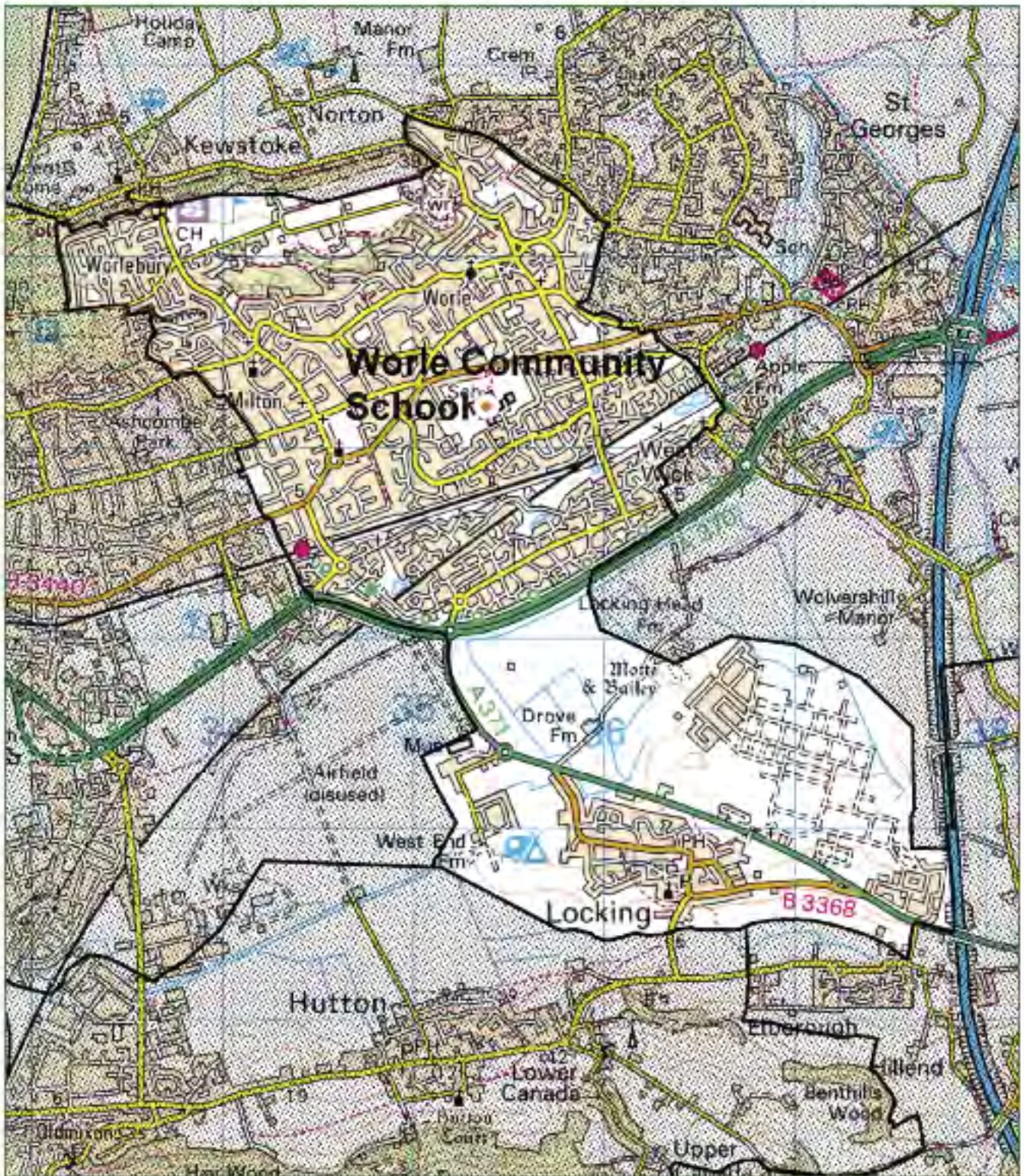
**Finance & Resources**

016 14441  
 Somerset House  
 Oxford Street  
 Wellington-Place  
 BS23 1TG

**St Katherine's Secondary  
 First Geographical Area**

**Scale 1:54370**  
**Date**  
**16 August 2011**

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**North Somerset**  
COUNCIL

**Finance & Resources**

030 1234  
School House  
Oxford Street  
Worle, Somerset  
BS50 1TS

## Worle Community School

### First Geographical Area

  
Scale 1:25510  
Date  
16 August 2011

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# Notes

For office use
Ack
I.D. no.
1st
Officer

Please contact us if you need this form in Braille, large type or help with another language.

**You can apply online up to midnight (24:00 hours) on 31 October 2011 by visiting [www.n-somerset.gov.uk/admissions](http://www.n-somerset.gov.uk/admissions). Please remember to use your child's Unique Identification Number.**

Alternatively remove and complete this form in BLOCK CAPITALS.

You are advised to read the 'Transfer to Secondary School', parents' guide before completing the form (one for each child).

You can apply for any school regardless of whether the school is located in or outside North Somerset. If you have any queries please contact the School Admissions and Transport Team on 01275 884 078.

If you live outside North Somerset do not complete this form but contact your home Council.  
**Any information marked with an asterisk (\*) must be provided.**

## Child's Details

**\*Legal Surname:** \_\_\_\_\_

**\*Legal Forename(s):** \_\_\_\_\_

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

**Does your child have a Statement of Special Educational Needs?** \_\_\_\_\_ Yes  No

**Is your child registered as being in the care of a local authority e.g. are they fostered or a 'Looked After' child?** Yes  No

If Yes, name of local authority: \_\_\_\_\_

## You and your child

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

Mother  Father  Step-parent  Other  If Other please give details \_\_\_\_\_

**Do you have parental responsibility for the child?** Yes  No

If you do not have parental responsibility for the child (see the parents' guide) you must provide an accompanying letter explaining the reasons why you are applying rather than a person with parental responsibility.

## Child's Current Address

It is important that this information is accurate, because if any of your preferred schools are oversubscribed, the distance between your child's home address and the school **might** be used when considering your application.

**\*Home address:** \_\_\_\_\_

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

Children moving house will be considered in the first round of allocations from their proposed address if parents are able to confirm independently, that they will be moving to a new address before the start of the school year.

**Is your child a member of a Service or Crown Servant family, who are returning/moving to a new address to take up duties?**

If Yes provide proof of posting

Yes  No

**Current school (if any):** \_\_\_\_\_

## Preferred School

Please enter the names, in **priority** order, of any schools within or outside North Somerset that you would like your child to attend.

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

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

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

In order to support your application for a place at the school(s) you can select appropriate reasons opposite. You can find details of the oversubscription criteria in the parents' guide. Whilst you may give reasons for your preference the relevant criteria will be used to determine who should be offered places if a school receives more applications than there are places available.

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
My child has a sibling (brother or sister) who will be attending the school when my child starts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am selecting this school because it is a Faith school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am selecting this school for medical reasons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I believe my child can pass this schools entrance test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am selecting this school because my child has an aptitude for the schools's specialism(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I believe my child lives in the school's catchment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I believe my child attends a feeder school to this school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am selecting this school for social reasons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am selecting this school because of the distance from my child's home to this school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am selecting this school because it is easy to make arrangements for my child to travel to this school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional reasons (please specify for which preference):

\_\_\_\_\_ (continue on a separate sheet if necessary)

## Siblings Details

Please give details if you have an **appropriate** sibling (older brother or sister) link for any of your preferences. For any North Somerset schools if the sibling attended the school before September 2011 (and will be attending in 2012–13) you should give their details rather than any sibling who is closest in age.

**Legal Surname:** \_\_\_\_\_

**First Forename(s):** \_\_\_\_\_

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

**Current school:** \_\_\_\_\_

**Home address** (if different from that in page 1): \_\_\_\_\_

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

# Applicant details – details of adult responsible for applying for the school place for the child.

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

\*Legal Surname: \_\_\_\_\_

\*Legal Forename(s): \_\_\_\_\_

Home address (if different from that in page 1): \_\_\_\_\_

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

Telephone home: \_\_\_\_\_ mobile: \_\_\_\_\_

work: \_\_\_\_\_ email: \_\_\_\_\_

## 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 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 councils and schools in their area. It may also be shared with the relevant Health Trust.

I understand that by signing the declaration below I will be confirming that all details given above are correct to the best of my knowledge. I accept that all admission authorities reserve the right to withdraw the offer of a school place which 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 'Transfer to Secondary School', to ensure they are the appropriate person to make the application. I declare that I have checked the information given on this form and believe it to be correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit the form by midnight (24:00 hours) on 31 October 2011 to be considered in first round of allocations, 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

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

# Why School Lunches?

There are many reasons why children benefit from staying for school lunches. Children use up a great deal of energy during a full school day. They need to concentrate during lessons, let off steam at play times and recharge their batteries for the afternoon. Eating a school meal helps to achieve this and provides the following:

- Hot, healthy and nutritionally balanced menus.
- A selection of home made Products and recognised meals that provide choice and variety to suit all tastes.
- Convenience – saving you the time to prepare packed lunches.
- Value for money – two course meals.
- Enhanced learning abilities – studies have shown that children concentrate better in lessons if they have had a fulfilling lunchtime meal.
- Teaches children the social skills involved with eating with others and how to make choices – learning need not stop when the lunch bell goes.
- Allows a child to relax in a safe, supervised environment with friends.

## Enjoy a School Lunch today!

If you would like further details about school lunches or think you may be entitled to claim for free meals, please contact your child's school or telephone:

**Schools Admissions and Transport Team 01275 884 078**

