

Parents' Guide to Transferring to Secondary School

2020-21

North Somerset

Closing Date for applications:

11.59pm on 31 October 2019

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Introduction

Welcome to North Somerset Council's Parents' Guide to Transferring to Secondary School. This document contains details about the different types of schools in North Somerset, their [Oversubscription Criteria](#) and information on North Somerset Council's [Home to School Transport](#) policy. It explains how to apply for schools (inside and outside North Somerset) and how to make an application.

The transfer to a new school is an important milestone in every child's life and to help you decide which school(s) to apply for, you may wish to read the school's prospectus, their Ofsted reports, look at school websites and visit the schools in person.

This guide contains a summary of the Admissions Arrangements for schools located within North Somerset. Since producing this guide, Admissions Arrangements may have been amended, and if you want to see full and/or final versions, please check the school's website or [the council's website](#) before you apply.

Whilst in previous years, most applicants have been offered their First Preference school, not every school is able to offer a place to all those who apply. The Year 7 intake admissions section contains details North Somerset Secondary schools, the numbers who applied and preferences offered in the previous five years.

We recommend that you read the "[Secondary Coordinated Admission Scheme 2020-21](#)" which contains important dates, information and definitions to help processing applications.

All Admissions Authorities in England must adhere to the [School Admissions Code](#), which is produced by the Department for Education (DfE). We would also recommend that you read through this before you start your application.

Please read all the information provided in this guide before submitting your application. Terms and abbreviations used throughout are available at the end of the guide.

If after reading this guide you have any queries, please [contact the School Admissions Team](#).

All applications should be submitted to your home Council by 31 October 2019.

Participation age

The age to which all young people in England must continue in education or training has been set by the Government. This is not the same as the statutory school leaving age, which remains at 16.

Pupils starting Year 11 or below from September 2013 will need to continue in education until at least their 18th birthday.

This does not necessarily mean staying in school, it could be through:

- Full-time study in a school, college or with a training provider
- Full-time work or volunteering combined with part-time education or training
- An apprenticeship, traineeship or supported internship

Important dates

This is the timetable for Secondary Transfer admissions for the 2020-21 school year. For full details of the dates North Somerset Council follow, please see the [Secondary Coordinated Admissions Scheme 2020-21](#).

By 12 September 2019	Applications for September 2020 school start will be accepted from the 12 September. Applications can be made online via North Somerset Council's website or on a paper form available to download or on request.
11.59pm on 31 October 2019	The deadline for Secondary school applications to be submitted to North Somerset Council so they can be considered in the first round of allocations.
2 March 2020 National Offer Day	Offers of a school place will be sent out on this date to On Time applicants. If you applied online, you will receive an email from the School Admissions Team. If you completed a paper application, we will send your outcome by second class post on 2 March 2020.
15 March 2020	The date by which you should have responded to the offer of a school place.
17 April 2020	The last day by which we need to have received your intention to appeal, in order for your appeal to be heard before the start of the September term. If any appeals are received after this date, we will endeavour to have the appeal heard before the start of the September term but cannot guarantee this.
11.59pm on 17 April 2020	The Closing Date for the <u>second</u> round of allocations, which includes <ul style="list-style-type: none"> • all late applications • On Time applicants still seeking a place at one of their school preferences • On Time applicants who have changed their preference(s) • allocation of any places declined by parents
Week commencing 27 April 2020	Offers will be posted during this week to all applicants from the second round of allocations.
11.59pm on 8 May 2020	The Closing Date for the third round of allocations, which includes <ul style="list-style-type: none"> • all late applications • On Time applicants still seeking a place at one of their school preferences • On Time applicants who have changed their preference(s) • allocation of any places declined by parents
Week commencing 18 May 2020	Offers of a school place will be posted during this week to all applicants from the third round of allocations. Further admission rounds will take place, as and when required, until the end of the coordinated admissions process.
From May to August 2020	If you are refused a place at one of your school preferences and have decided to appeal for a place before the appeal deadline, you should have an appeal hearing during this period.
Up to and including 31 August 2020	The Coordinated Admissions process will continue to operate, with application data being exchanged with other Councils as necessary, for all applications received during this time.

Coordinated admissions scheme

Councils are required to coordinate admissions for all schools within their area. This means they have to publish Admissions Arrangements for all publicly funded schools.

The application must be made to the applicant's home Council, regardless of which Council the schools you are applying to are situated.

The home Council will share details of the application with the relevant Council. Councils outside of North Somerset will share details of applications made for any other Own Admission Authority schools within its own area so that offers can be made. For details of the Oversubscription Criteria of schools in other Councils please check out the website of the relevant Council.

Own Admission Authority schools have their own Oversubscription Criteria. Application forms for North Somerset residents for all schools, must be returned to the North Somerset School Admissions Team, who will notify all On Time applicants of the result of their applications on the same [National Offer Day](#).

North Somerset Council's Coordinated Scheme can be found on the [North Somerset Council website](#).

How to apply for a school place

You are **strongly** advised to read this guide (and that of any other relevant Councils outside of North Somerset). The Year 7 intake admissions section of this guide has allocation information for the previous 5 years that you may find useful. You may also read school prospectuses, [Ofsted reports](#), look at school websites and visit the schools in person.

All complete applications must be submitted by 11.59pm on 31 October 2019 to be considered as an On Time application.

As a North Somerset resident you can apply for places at schools in other Councils, but you **must** do so using a North Somerset application form.

If your child's surname has changed at any time, please complete the form using your child's legal name and include the appropriate legal documentation.

Please consider how your child will get to school when making your preferences, it may help you to read through the Home to School Transport Policy.

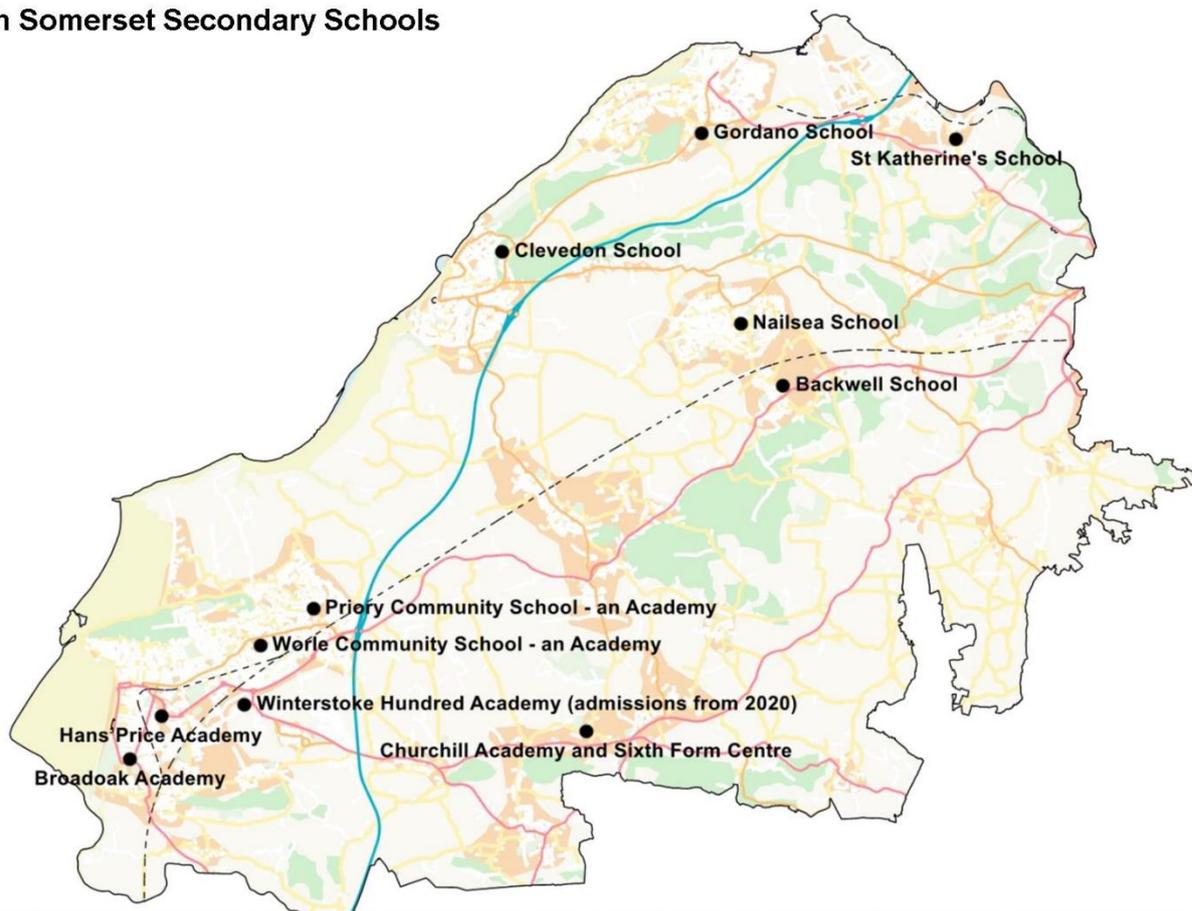
It is your responsibility to provide all details relevant to your child's application.

For example, if your child has any siblings, it is your responsibility to provide their name(s) and date of birth(s) and make sure that this sibling link is added to the relevant application.

You can either apply using the [online application](#) or by using a [paper application form](#).

All applications are considered equally and in accordance with the relevant admissions arrangements. All applications are considered in line with the [equal preference system](#) and are not treated on a "first come first served" basis.

North Somerset Secondary Schools



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Applying online

If you live in North Somerset please ensure that your application is completed using the North Somerset application system and not that of any other Council, even if the school you are applying for is outside North Somerset.

If you have completed an online application, you do not need to submit a paper application.

A step by step guide on how to use the online application system is available on [the Council website](#).

You can access the [online application](#) via the [School Admissions Team website](#) until 11.59pm on 31 October 2019. There are occasions when the system needs to back-up when it might not be available, this usually happens in the early hours of the morning.

We would advise that you familiarise yourself with the online system before the National Closing Date so that you are familiar with the site and if you have any queries, you have time to get help or more information before the National Closing Date.

If you need advice or assistance with completing your application, please [contact North Somerset Council](#). The council will try to resolve any problems you have with online applications, but the council cannot provide detailed technical support.

Please do not leave your application to the last minute, you may risk missing the National Closing Date.

Closing Date for applications is 11.59pm on 31 October 2019

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 start your application but do not submit it, the admissions system will send an automated reminder to your email address before the National Closing Date.

IMPORTANT – To prevent emails from the online application service going into your spam or junk folder please add the email address eduadmissions.online@n-somerset.gov.uk to your list of approved senders. This is an unmonitored account so do not reply to any emails.

Once you have submitted your application, you will be sent an email acknowledging that North Somerset Council have received your online application and confirming your preferences. Your notification by email is your proof that you have made your application.

You can make changes to your preferences up to 11.59pm on the National Closing Date, **but please make sure you click the ‘resubmit’ button on your application.** You will receive an email to confirm it has been resubmitted.

Applications must be submitted by 11.59pm on the National Closing Date to be considered during the first round of allocations. Unsubmitted applications, or unsubmitted changes of preferences will not be considered.

You will receive an email notification of the result of your application on the National Offer Day, which will contain your outcome, information on the options available to you and how to respond online.

Paper applications

Paper applications are available to download from [North Somerset Council's website](#), and are available for collection from the Town Hall or Castlewood reception

You only need to apply once, if you apply twice only the most recent submission will be considered.

Fill the form in as completely and accurately as possible, we recommend that you read this guide fully before submitting, as any mistakes may affect the outcome of your application.

To return your paper application, you can either email it to us, post it to the address on the application form, or hand deliver a hard copy to Town Hall or Castlewood reception. When posting or hand delivering paper applications, it is recommended that you obtain independent proof of postage, such as recorded delivery for posting or a receipt for hand delivering to either Town Hall or Castlewood.

Please see the useful contacts section for the North Somerset Council School Admissions Team email and address.

If you wish to change anything after you have submitted your paper application, please email the School Admissions Team at admissions@n-somerset.gov.uk or submit a new application form.

If you apply On Time but your application has not been fully completed, North Somerset Council may contact you to request the outstanding information. If the required information/documentation is not provided by the date specified, the application may not be considered in the first round of allocations.

An outcome letter will be posted to you on National Offer Day (2 March 2020) by second class post and may take several days to be delivered.

Late applications

If you apply late, we may not be able to offer you a place at any of your preferences. This rule applies even if you already have a sibling at your preferred school or you live very close to it.

Our online application system cannot accept any applications after 11.59pm on the National Closing Date. Late applicants will only be able to apply using a [paper application form](#).

Late applicants will be informed of the outcome of their application during the next appropriate allocations round.

Applications received after 11.59pm on the National Closing Date will not be considered in the first round of allocations unless North Somerset Council considers there are extenuating reasons (see below) for allowing them to be accepted as On Time.

Examples of an extenuating reason may include the following:

1. The child is from a family of a Crown Servant or of UK Service Personnel family, and the MOD, FCO or GCHQ has provided a letter declaring a return date and residency area
2. The application was late due to a significant health/medical reasons which did not allow an application to be made On Time. Independent confirmation of this will need to be provided
3. The child is or becomes a 'Child in Care'

If, an application has been made before 11.59pm on the National Closing Date and the School Admissions Team are later made aware that a child:

- is, was or has become a Child in Care
- has an appropriate brother or sister link
- or any other detail that may affect how the over-subscription criteria is applied (not including changes of address)

the School Admissions Team will try to include the information in the first round of allocations. This may not be possible if the allocation process has reached a stage where it would be impractical to include such information.

Preferences

You can name up to three school preferences on your application form, but we cannot guarantee you an offer of a place at any of these schools.

Complete the form using the schools you prefer in numerical order. Private, Independent or Special Educational Needs schools are not processed by the North Somerset School Admissions Team.

We recommend that you use all three preferences to increase your chances of being offered a place at one of your preference of schools.

When completing your preferences, please think about which schools your child is most likely to be offered. This will reduce the chance of having to consider schools that might be further away.

Priority is not given to applicants who only state one preference, and neither will listing the same school for all three preferences increase your chances of getting a place there. If you do not state a second or third preference and we cannot offer your only preference, then a place will be allocated at the nearest school with a vacancy once all other applicants' preferences are considered. This could mean a place at a school much further away from your home.

You must apply for a school in order to be considered for a place there.

When you are choosing your school preferences, please take into account how your child will get there. You may wish to look at the [home to school transport policy](#) to see if you qualify for free travel assistance.

Whilst North Somerset Council has a responsibility to make a school place available to each North Somerset child, we cannot guarantee each child a place at any of your named preferences or at your nearest school.

Equal preference system

Applications for all schools are considered under an 'equal preference system'. This means that all your preferences are considered equally against the admissions Oversubscription Criteria for the schools

If your child qualifies for a place at more than one of your preferences, we will offer the highest ranked preference possible.

Preference reasons

You may give reasons on your application form for your preferences, but allocations will be made in accordance with the [Oversubscription Criteria](#) for each of the schools.

Please note that North Somerset do not operate a health/medical or social reasons criteria and only reason(s) that fall within the relevant Oversubscription Criteria will be taken into account.

Who can apply

Children born between 1 September 2008 and 31 August 2009 will transfer to Secondary school in 2020-21.

Applications will be accepted for children who meet one or more of the following:

- UK residents
- British Citizen Passport holders
- are from countries whose passports have been endorsed to show that they have the right to live in this country
- European Economic Area (EEA) citizens

Those who live outside of the United Kingdom (UK) and wish to attend a North Somerset school should apply directly to North Somerset Council. However, applications for children who do not meet one of the above will not be accepted until the child is in this country.

If the child is a child in care (looked after child) then the application **must** be completed and submitted by the child's social worker.

Applications must be made and signed by a person with parental responsibility for the child

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, or is listed on the child's birth certificate)
- 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
 - Making a successful application to the Court for a Parental Responsibility Order
 - 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 adoptive parents
- The child's guardian (appointed under a Will)
- Any person who has a Child Arrangements Order which states the child must reside with them (NB parental responsibility will only last for the continuance of the order). This includes those with a pre-existing Residence Order, (which is now known as a Child Arrangements Order).
- The Local Authority if a Care Order is in force in respect of that child
- A step parent either by:
 - Agreement with both parents
 - Court Order
 - Adoption

If you are the applicant and do not have parental responsibility, please attach a letter from a person with parental responsibility granting you the authority to make the application on their

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behalf and giving a brief explanation as to the circumstances, add any additional supportive evidence to the letter. This will be considered by North Somerset Council and we will inform you of the outcome.

If two people share parental responsibility and both submit an application form, North Somerset Council will ask you both to determine which application it should consider, and which application should be withdrawn. If you are unable to reach an agreement between you and you do not have a 'Specific Issues Order' the decision as to which application should be accepted will be determined by the North Somerset Schools Admissions Team drawing lots. Whichever application is accepted, the address where the child spends the majority of his/her time will be the one considered by North Somerset Council to be the home address.

Home address

The address on the application form must be where the child is ordinarily resident. Fraudulent admission applications may lead to the withdrawal of any place offered.

If you move you move after applying for a school place, please provide proof of your new address. Proof of address can be any of the following:

- solicitor's letter confirming the exchange of contracts with a completion date
- tenancy agreement signed by both parties
- utility bill dated within three months prior to submission

Child's home address

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 as at the National Closing Date. This would normally be the same address as a person who has parental responsibility for the child as their main carer.

An address used for childcare arrangements cannot be used as the home address, this includes addresses which belong to a family member. North Somerset Council will not accept an address for a child which is different from his/her parents and 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.

North Somerset Council will not accept more than one address as the child's home address. If necessary, the terms of a residency Order will clarify the home address.

If you share parental responsibility for your child and both of you submit an application form, North Somerset Council will ask you both to determine which application it should consider, and which application should be withdrawn. If you are unable to reach an agreement between you, North Somerset Council will ask to see a residency order for clarification.

In the absence of any residency order, North Somerset Council will consider the home address to be the parent with the primary day to day care and control of the child. In reaching this decision, North Somerset Council may request evidence from you both. Examples of evidence would be the address of the parent who receives Child Benefit and/or the address which is registered with a medical GP. Parents are urged to reach agreement but where they do not, North Somerset Council will determine the home address.

If a child who usually lives in North Somerset is temporarily living in a different area, North Somerset will continue to be his/her home Council.

Proof of address

Any offer of a school place based on where your child lives is conditional on your child living at that address on the National Closing Date.

After the National Closing Date, North Somerset Council will check the address on your application against the records the council holds for the applicant and the child. The council may also write to ask you to provide proof of your address.

North Somerset Council will investigate any applications where there is doubt about the address being given. Use of false information will lead the council to withdraw an offer of a place, even after your child has started at a school.

If you believe that a fraudulent application has been made, please [contact the School Admissions Team](#). Any information received will be treated in total confidence and your identity will not be divulged to anyone.

North Somerset Council and schools can undertake checks at any time to ensure that an applicant is (or will be) living at a property. Applicants may be asked to provide documentation, for example a copy of a recent gas or electricity bill, to prove that they live at their stated home address.

If you cannot provide proof of address, we cannot consider your application in the first round of allocations, which could mean that your preferred schools could already be full. In which case a place will be allocated at the nearest school to your home address with a place available. This is measured by the shortest available walking route.

Moving house

You must inform North Somerset Council if you change address as soon as possible or your place could be withdrawn.

If you are going to move after the National Closing Date but before the start of term 1 and you can provide independent confirmation of this before 11.59pm on the National Closing Date, we will be able to consider your new address in the first round of allocations.

Examples of independent confirmation of a change of address are:

- a solicitor's letter confirming the exchange of contracts with a completion date
- a tenancy agreement signed by both parties
- a utility bill dated within three months prior to submission

If the child is from a family of a Crown Servant or of UK Service Personnel, we will accept a letter from the MOD, FCO or GCHQ declaring a return date and residency area.

Occasionally, we may ask you to provide proof that you have left your previous property, for example by supplying a final account utility bill.

If you are moving out of North Somerset and into another Council area, then your new home Council will then process the application and notify you of the outcome.

Fraudulent applications

If a child obtained a school place based on fraudulent or intentionally misleading information, North Somerset Council can withdraw an offer of a school place.

It is important that all information listed on your application is correct and to the best of your knowledge. If you move address but do not inform us, we will assume that this is intentionally misleading

If North Somerset Council are notified of a potential fraudulent application, or if there is any evidence to imply that the information submitted on an application is fraudulent, the School Admissions Team will open a fraudulent investigation file and contact you asking for additional evidence to prove the information submitted on your application is correct.

If your application is considered to be fraudulent, either intentionally or unintentionally, and your child has been offered school a place based on that information, that place will be withdrawn if it means another child has been wrongly refused a place at a school.

Your application will then be considered again during the next round of allocations using the correct information.

If you believe that a fraudulent application has been made, please [contact the School Admissions Team](#). Any information received will be treated in total confidence and your identity will not be divulged to anyone.

Changing preferences

Before the National Closing Date

You can change your preferences, up until 11.59pm on the National Closing Date.

You submit your changes instantly when applying [online on the council's website](#) (please remember to press 'submit button'). You will receive a confirmation email detailing the changes that have been made and this will override any previous applications.

If you apply on a paper application form, please be sure to allow plenty of time for it to arrive before 11.59pm on the National Closing Date. This will override any previous applications.

When posting or hand delivering paper applications, we recommend that you obtain independent proof of postage, such as recorded delivery for posting or a receipt for hand delivering to either Town Hall or Castlewood.

After the National Closing Date, but before North Somerset Council has sent details of applications to other Councils

Changes of preference(s) will not be accepted after 11.59pm on the National Closing Date for the first round of allocations, unless North Somerset Council consider there are extenuating reasons for allowing it to be treated as On Time. Please submit any reasons for a late application in writing to the School Admissions Team so that we can consider your case.

If you are moving home, please refer to the home address – moving house section.

After the National Closing Date, and after North Somerset Council has sent details of applications to other Councils

Changes of preference(s) received after 11.59pm on the National Closing Date will not be considered in the first round of allocations.

If you no longer wish your preferences to be considered in the first round, you must let us know and we will withdraw them.

You can change your preferences once you have been notified of the outcome of your original application. Any new preferences will be considered in subsequent rounds of allocations and the original place offered to you will be withdrawn and may be offered to another child.

If you are moving home, please refer to the home address – moving house section.

After National Offer Day

If you want to reject the school place offered and put in a new application, the original place offered to you will be withdrawn, and may be offered to another child.

The new application will be treated as a late application and considered in the next round of allocations.

We cannot guarantee that your new application will be successful, this will depend on the availability of places in the next round of allocations.

Outcome of application

On the National Offer Day, 2 March 2020, North Somerset Council will make an offer of a Secondary school place to you provided that your application was received on time.

If you applied [online on the council's website](#), you can log into the online system from 05.00 on the National Offer Day to view the result of the application. An email will be sent to you after 05:00.

If you applied on a paper application form, letters will be sent by second class on the National Offer Day and may take several days to arrive.

You must respond to the offer of a place to the School Admissions Team by 15 March 2020. The offer may be withdrawn if no response is received.

A statement of options will be published on the council's website on National Offer Day which sets out your options and how to respond to school places offers.

If you are not offered a place at one of your preference schools

If your child is a resident in North Somerset and we are unable to offer a place at one of your preferred schools, he/she will be offered a place at an alternative school.

If your child lives in North Somerset, the school offered will be the next nearest school with a place available, measured by the shortest available walking route. Depending on where you live, this may not be a North Somerset school. Please see the [coordinated scheme](#) for full details.

If you are not offered a place at your preferred school you can:

- accept the alternative place offered
- request to go on the waiting list (for schools where a place has been refused)
- appeal to an independent Appeal Panel against the decision to refuse a place
- make new preferences

Waiting lists

North Somerset Council and schools which are their Own Admission Authority will hold a list of those applicants still seeking a place until 31 December 2020. If you would like to be added to the waiting list, you must let North Somerset Council know. We will not add you to a waiting list without your specific request to do so.

All applications will be ranked in line with the [Oversubscription Criteria](#) and any allocations will be made using this. Every time a child is added to the waiting list, we will alter the existing rankings which could alter existing positions. Waiting list positions can go down as well as up as additional applicants are added to or removed from the waiting list. Priority is not be given on the basis of the date an application was added to the list.

If your child is on a waiting list for a school, and a place subsequently becomes available, that place will be offered in accordance with the school's [Oversubscription Criteria](#).

In line with the School Admissions Code, a child can only have one offer of a place at a time. This means that when a child is offered a place from the waiting list, it will result in **any currently allocated school being automatically withdrawn**.

If you have decided to keep the offered school place and no longer wish to stay on a waiting list, it is imperative that you contact the School Admissions Team and ask to be taken off the waiting list. We remove the waiting lists at the end of every term, you would automatically stay on any waiting list until 31st December 2020.

Please see the relevant schools [Admissions Arrangements](#) for details of how to stay on the waiting list past this date.

Changing preferences and/or making new preferences

You can change your preferences after the National Offer Day. However, there is no guarantee that you will be successful in obtaining a place at any of your new preferences as many schools will not have available places after National Offer Day.

Any changes in preference will be considered during the next round of allocations.

Details of the availability of places at North Somerset schools will be published on [the council's website](#) on or shortly after the National Offer Day.

It is important to note that if you change the order of your preferences and/or make any new preferences, you will be withdrawing your original offer of a school place.

Further allocation rounds

Applications received after 11.59pm on the National Closing Date will be considered in the admissions rounds following the National Offer Day.

Places will be offered to

- late applicants
- applicants on waiting lists
- applicants who subsequently changed their preferences

The deadline for any changes or additional information to be included in the second round is shown in the [important dates](#) section.

Appeals

Under the [School Standards and Framework Act 1998](#) (as amended by subsequent Acts) and the [School Admission Appeals Code](#), (produced by the Department for Education (DfE)), you have the right to appeal against any decision made by or on behalf of the Admissions Authority.

You can appeal for a place at any school(s) which you named as a preference on your application but were not offered a place at.

You cannot appeal for a school which was not named as a preference on your application, nor for a school that is a lower preference than the offered school.

The [School Admissions Appeals Code](#) of Practice provides that an appeal hearing should be held within a reasonable time. Appeals made in the normal admission round (On Time applicants) must be heard within 40 school days of the specified Closing Date for the receipt of appeals. If you have been unsuccessful in obtaining a place for your child at one of your preference schools, you will be notified of the Closing Date for receipt of appeals for that school.

Parents wishing to exercise their right to appeal will be asked to submit their appeal paperwork as soon as possible to enable hearings to be scheduled within this period. All appeals received by the deadline should be heard before the end of the Summer term. If any appeals are received after the deadline, we will endeavour to have the appeal heard before the start of the September term but cannot guarantee this.

More information on appeals can be found in North Somerset Council's [school appeals guide](#).

Delayed and accelerated entry

You can request that your child is educated outside of their normal chronological age group if you believe this to be in the child's best interests.

Please submit your request to admit your child into the year group above or below their usual chronological age group in writing to the Admissions Authorities of your preferred schools.

Decisions will be made on an individual basis and taking into account the following:

- the views of the parent
- information about the social, emotional and academic development of the child (often supported by education and other professionals)
- the views of the Headteacher and governing body if appropriate
- the child's medical history and the views of a medical professional if relevant
- whether the child has previously been educated out of their normal age group
- whether the child may have naturally have fallen into a lower age group if they were not born prematurely

Please read the [advice on the admission of summer born children](#) which is issued by the Department for Education which should help answer any queries you may have.

You should still submit an On Time application for your child to transfer school in 2020, in case any request is refused.

Making a request for your child to be educated out of cohort

Your request will be considered by the Admissions Authority of your preference school(s). All requests will take into account the views of the Headteacher of the school(s).

You will need to put your request in writing or email and detail the reasons why you feel it would be in your child's best interests to delay or accelerate starting Secondary school. You should enclose copies of any relevant reports which support your request, although you are not expected to commission a report solely for this purpose.

Once you have compiled your request, you will need to send this to the Headteacher of your preference schools. The Headteacher should then respond to you in writing stating whether or not they and the Governing Body are in support of your request.

If you are applying for places at schools that are Voluntary Aided, Trust, Foundation, Free schools or Academies, your request will be considered by the Governors of your preferred school(s). You should read the school's [admissions policy](#) for more details on how they will consider your request.

If your request is agreed, you will need to apply again the following year for the new cohort and withdraw your current application. Please note that out of cohort requests should be made on a paper application form, as our online system will not recognise the date of birth.

If your request is refused, your application for a place in Year 7 for September 2020 will continue to be processed. If you have not yet applied, you will need to ensure you make an application as soon as possible.

There are no rights of appeal against the decision admit your child to a particular year group. However, if your request is refused, you can make a complaint to the Admission Authority directly.

Home to school transport

North Somerset Council provide help with transport for children who meet the following criteria: _

- are aged up to eight years-old and live further than two miles from their nearest school by the shortest walking route
- are aged eight and above and live further than three miles from their nearest school by the shortest walking route
- need to use a route that has been classed as dangerous
- have certain medical conditions, disabilities or a statement of complex needs. If your child has a statement of special educational needs, discuss your child's travel needs with your special educational needs officer

Please see the [free home to school transport](#) website for full details.

Year 7 intake admissions

A summary of the Oversubscription Criteria is given below. The full 2020-21 admissions Oversubscription Criteria, including definitions, is available on [North Somerset Council's website](#) or on the individual school's website.

Where a school is named in a child's Statement of Special Educational Needs or Education, Health and Care Plan, the Admissions Authority for the school is legally required to admit the child to the school. Any such child will be allocated places at the named school **before** the [Oversubscription Criteria](#) is applied.

If a school is not oversubscribed, all new intake applicants will be offered a place.

Should a school receive more applications than the Admission Number would allow, the Oversubscription Criteria will be used to determine who will be allocated the places. All applications will be ranked in accordance with the Oversubscription Criteria.

Whether a school was oversubscribed or not for the last five years can also be found in the individual school information pages later in this document.

First Geographical Areas (previously known as 'catchment areas')

Some schools have a First Geographical Area, which is an area of priority for a school. Living in this area does not guarantee a child a place at the school, but they are likely to receive priority over children who live outside the First Geographical Area.

If you would like to check if an address is in a First Geographical Area, please check on [the council's website](#) by entering an address at the top of the screen.

The First Geographical Area of St Katherine's School and Gordano School both cover the Portbury Village area, and Clevedon School and Nailsea School FGA's both cover Tickenham Village.

The shared areas may have an implication on transport assessments, please see the home to school transport section for more information.

Backwell School

Headteacher: Jon Nunes

Address: Station Road, Backwell, North Somerset, BS48 3BX

Tel: 01275 463371

Email: mailbox@backwellschool.net

Web: www.backwellschool.net

Status: Academy

Age Range: 11-18

Published Admission Number: 270

In year transfer applications submitted to: school



Oversubscription Criteria:

1. Looked-after children at the time of application and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.
2. Children with a brother or sister who will be attending the school (including in the Sixth Form).
3. Children of Backwell School staff employed on a permanent contract by the school for at least two years at the time of application, or where the member of Backwell School staff has been recruited to fill a post for which there is a demonstrable skill shortage. This does not include staff who work on the school site for other employers.
4. Children living in Backwell School's First Geographical Area.
5. Children not in the above categories.

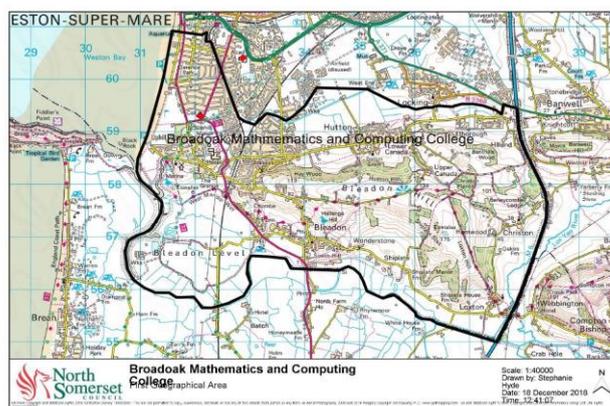
Priority within each category will be given to those living closest to the school.

Allocations during the previous five years as at the National Offer Day

	2019/20	2018/19	2017/18	2016/17	2015/16
Allocations	Oversubscribed - furthest distance 3.624 miles	Oversubscribed - furthest distance 3.12 miles	Oversubscribed - furthest distance 3.312 miles	Oversubscribed - furthest distance 3.884 miles	Oversubscribed - furthest distance 3.629 miles
Appeals heard	1	6	1	3	2
Appeals upheld	0	3	1	0	2

Broadoak Academy

Headteacher: Kathleen McGillicuddy
Address: Windwhistle Road, Weston-super-Mare, North Somerset, BS23 4NP
Tel: 01934 422000
Email: enquiries@broadoak.n-somerset.sch.uk
Web: www.broadoakcollege.org.uk
Status: Academy
Age Range: 11-16
Published Admission Number: 180



In year transfer applications submitted to:
North Somerset Council

Oversubscription Criteria:

1. Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.
2. Children living in Broadoak Academy's First Geographical Area with a brother or sister who will be attending Broadoak Academy at time of admission.
3. Children living in Broadoak Academy's First Geographical Area living closest to the College.
4. Children living outside Broadoak Academy's First Geographical Area with a brother or sister who will be attending Broadoak Academy at time of admission.
5. Children living outside Broadoak Academy's First Geographical Area living closest to the College.

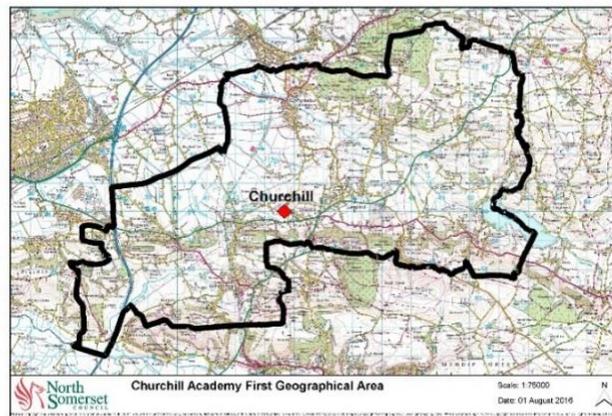
Within each criterion, priority will be given to children living closest to the school measured in a direct line.

Allocations during the previous five years as at the National Offer Day

	2019/20	2018/19	2017/18	2016/17	2015/16
Allocations	Undersubscribed PAN: 180 Offers: 149 Spaces: 31	Undersubscribed PAN: 180 Offers: 168 Spaces: 12	Undersubscribed PAN: 180 Offers: 164 Spaces: 16	Oversubscribed - furthest distance 3.394 miles	Oversubscribed - furthest distance 1.39 miles
Appeals heard	N/A	N/A	N/A	4	9
Appeals upheld	N/A	N/A	N/A	1	2

Churchill Academy and Sixth Form

Headteacher: Chris Hildrew
Address: Churchill Green, Churchill, North Somerset, BS25 5QN
Tel: 01934 852771
Email: churchill@churchill-academy.org
Web: www.churchill-academy.org
Status: Academy
Age Range: 11-18
Published Admission Number: 270



In year transfer applications submitted to: school

Oversubscription Criteria:

1. Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.
2. Children of Churchill Academy staff employed on a permanent contract by the school for at least two years at the time of application, or where the member of Churchill Academy staff has been recruited to fill a post for which there is a demonstrable skill shortage. This does not include staff who work on the school site for other employers.
3. Children living in Churchill Academy's First Geographical Area 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).
4. Children living in Churchill Academy's First Geographical Area living closest to the school.
5. Children living outside Churchill Academy's First Geographical Area 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).
6. Children living outside Churchill Academy's First Geographical Area living closest to the school.

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

Allocations during the previous five years as at the National Offer Day

	2019/20	2018/19	2017/18	2016/17	2015/16
Allocations	Oversubscribed - furthest distance 6.163 miles	Oversubscribed - furthest distance 3.658 miles	Oversubscribed - furthest distance 6.699 miles	Oversubscribed - furthest distance 8.899 miles	Undersubscribed PAN: 261 Offers: 251 Spaces: 10
Appeals heard	3	6	0	0	N/A
Appeals upheld	2	0	0	0	N/A

Clevedon School

Head of School: Jim Smith

Address: Valley Road, Clevedon, North Somerset, BS21 6AH

Tel: 01275 876744

Email: office@clevedonschool.org.uk

Web: www.clevedonschool.org.uk

Status: Academy

Age Range: 11-18

Published Admission Number: 240

In year transfer applications submitted to: school



Oversubscription Criteria:

1. Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.
2. Children living in Clevedon Academy's First Geographical Area with a brother or sister who will be attending the school (not including where the brother or sister has only joined the school for 6th Form education).
3. Children living in Clevedon Academy's First Geographical Area living closest to the school.
4. Children living outside Clevedon Academy's First Geographical Area with a brother or sister who will be attending the school (not including where the brother or sister has only joined the school for 6th Form education).
5. Children living outside Clevedon Academy's First Geographical Area living closest to the school.

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

Allocations during the previous five years as at the National Offer Day

	2019/20	2018/19	2017/18	2016/17	2015/16
Allocations	Undersubscribed PAN: 240 Offers: 226 Spaces: 14	Undersubscribed PAN: 240 Offers: 223 Spaces: 17	Undersubscribed PAN: 240 Offers: 220 Spaces: 20	Undersubscribed PAN: 240 Offers: 186 Spaces: 54	Undersubscribed PAN: 240 Offers: 217 Spaces: 23
Appeals heard	N/A	N/A	N/A	N/A	N/A
Appeals upheld	N/A	N/A	N/A	N/A	N/A

Gordano School

Head Teacher: Tom Inman

Address: St Mary's Road, Portishead, North Somerset, BS20 7QR

Tel: 01275 842606

Email: mailbox@gordanoschool.org.uk

Web: www.gordanoschool.org.uk

Status: Academy

Age Range: 11-18

Published Admission Number: 336

In year transfer applications submitted to: school



Oversubscription Criteria:

1. Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.
2. Children who reside within the First Geographical Area who have a sibling on roll at the school at the time of application who will still be on roll at the time of admission and who lives at the same home address.
3. Children who reside within the First Geographical Area or with a confirmed move to a home address within First Geographical Area which can be evidenced at the time of application.
4. Children not satisfying a higher criterion.

Allocations during the previous five years as at the National Offer Day

	2019/20	2018/19	2017/18	2016/17	2015/16
Allocations	Oversubscribed - furthest distance 2.138 miles	Oversubscribed - furthest distance 3.595 miles	Oversubscribed - furthest distance 12.92 miles	Oversubscribed - furthest distance available from the school	Oversubscribed - furthest distance 4.649 miles
Appeals heard	3	10	0	3	0
Appeals upheld	2	9	0	3	0

Hans Price Academy

Principal: Tony Searle

Address: Marchfields Way, Weston-super-Mare, North Somerset, BS23 3QP

Tel: 01934 629307

Email: info@hansprice.org.uk

Web: www.hansprice.org.uk

Status: Academy

Age Range: 11-16

Published Admission Number: 210

**In year transfer applications submitted to:
North Somerset Council**



Oversubscription Criteria:

1. Looked After Children at the time of application and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after.
2. Children with a sibling living within the Academy's Area of Prime Responsibility.
3. Children living within the Academy's Area of Prime Responsibility, living closest to the Academy.
4. Children with a sibling living outside the Academy's Area of Prime Responsibility.
5. Children living outside the Academy's Area of Prime Responsibility, living closest to the Academy.

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

Allocations during the previous five years as at the National Offer Day

	2019/20	2018/19	2017/18	2016/17	2015/16
Allocations	<u>Undersubscribed</u> PAN: 240 Offers: 218 Spaces: 22	Undersubscribed PAN: 240 Offers: 175 Spaces: 65	Undersubscribed PAN: 240 Offers: 153 Spaces: 87	Undersubscribed PAN: 240 Offers: 101 Spaces: 139	Undersubscribed PAN: 240 Offers: 106 Spaces: 134
Appeals heard	N/A	N/A	N/A	N/A	N/A
Appeals upheld	N/A	N/A	N/A	N/A	N/A

Nailsea School

Headteacher: Dionne Elliott

Address: Mizzymead Road, Nailsea, North Somerset, BS48 2HN

Tel: 01275 852251

Email: nailsch@nailseaschool.com

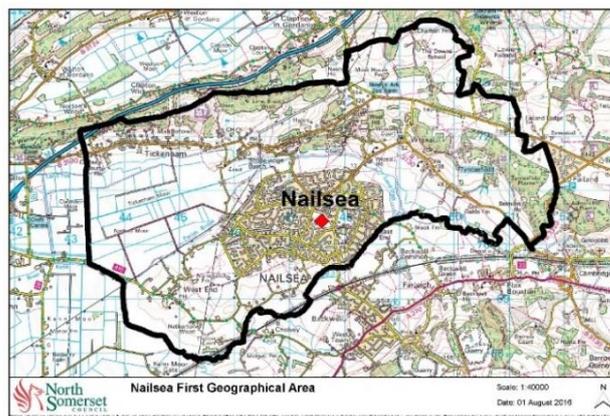
Web: www.nailseaschool.com

Status: Academy

Age Range: 11-18

Published Admission Number: 210

In year transfer applications submitted to: school



Oversubscription Criteria:

1. Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.
2. Children with a brother or sister who will be attending Nailsea School, including the Sixth Form.
3. Children living in Nailsea School's First Geographical Area.
4. Children of Nailsea School staff employed on a permanent contract for at least two years at the time of application, or where the member of staff has been recruited to fill a post for which there is a demonstrable skill shortage. This does not include staff who work on the school site for other employers.
5. Children not in the above categories.

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

Allocations during the previous 5 years as at the National Offer Day

	2019/20	2018/19	2017/18	2016/17	2015/16
Allocations	Undersubscribed PAN: 180 (Breach to 192) Offers: 180 Spaces: 12	Undersubscribed PAN: 180 Offers: 166 Spaces: 14	Undersubscribed PAN: 180 Offers: 178 Spaces: 2	Undersubscribed PAN: 210 Offers: 124 Spaces: 86	Undersubscribed PAN: 210 Offers: 141 Spaces: 69
Appeals heard	N/A	N/A	N/A	N/A	N/A
Appeals upheld	N/A	N/A	N/A	N/A	N/A

Closing Date for applications is 11.59pm on 31 October 2019

Prory Community School – an Academy

Principal: Angelos Markoutsas

Address: Queensway, Weston-super-Mare,
North Somerset, BS22 6BP

Tel: 01934 511411

Email: mailbox@pcsa.org.uk

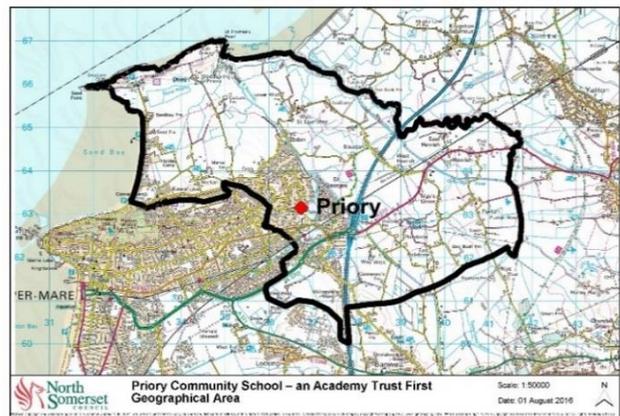
Web: www.pcsa.org.uk

Status: Academy

Age Range: 11-16

Published Admission Number: 300

**In year transfer applications submitted to:
North Somerset Council**



Oversubscription Criteria:

- Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.
- Children of The Prory Learning Trust staff and whose home school is Prory Community School, employed on a permanent contract by the Trust for at least two years at the time of application, or where the member of staff has been recruited to fill a post for which there is a demonstrable skill shortage. This does not include staff who work on the school site for other employers.
- Children living in Prory Community School's First Geographical Area with a brother or sister who will be attending Prory Community School.
- Children living in Prory Community School's First Geographical Area and who attend one of the following feeder schools: Castle Batch Primary School Academy and St Anne's Church Academy.
- Children living in Prory Community School's First Geographical Area living closest to the school.
- Children living outside Prory Community School's First Geographical Area with a brother or sister who will be attending Prory Community School.
- Children living outside Prory Community School's First Geographical Area and who attend one of the following feeder schools: Castle Batch Primary and St Anne's Church Academy.
- Children living outside Prory Community Schools' First Geographical Area living closest to the school.

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

Allocations during the previous five years as at the National Offer Day

	2019/20	2018/19	2017/18	2016/17	2015/16
Allocations	Oversubscribed - furthest distance 1.175 miles	Oversubscribed - furthest distance 0.512 miles	Oversubscribed - furthest distance 0.838 miles	Oversubscribed - furthest distance 0.897 miles	Oversubscribed - furthest distance 0.585 miles
Appeals heard	4	6	36	18	12
Appeals upheld	1	4	6	5	5

Closing Date for applications is 11.59pm on 31 October 2019

St Katherine's School

Head of School: Justin Humphreys
Address: Ham Green, Pill, North Somerset, BS20 0HU
Tel: 01275 373737
Email: school@skdrive.org
Web: www.stkaths.org.uk
Status: Academy
Age Range: 11-18
Published Admission Number: 180



In year transfer applications submitted to: school

Oversubscription Criteria:

1. Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.
2. Children with a brother or sister attending the school at the time of admission living within the First Geographical Area.
3. Children living within the First Geographical Area.
4. Children with a brother or sister attending the school at the time of admission living outside the First Geographical Area.
5. Children living outside the First Geographical Area.

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

Allocations during the previous five years as at the National Offer Day

	2019/20	2018/19	2017/18	2016/17	2015/16
Allocations	Oversubscribed - furthest distance 5.748 miles	Oversubscribed - furthest distance 5.318 miles	Undersubscribed PAN: 180 Offers: 149 Spaces: 31	Undersubscribed PAN: 180 Offers: 122 Spaces: 58	Undersubscribed PAN: 180 Offers: 112 Spaces: 68
Appeals heard	0	7	N/A	N/A	N/A
Appeals upheld	0	2	N/A	N/A	N/A

Winterstoke Hundred Academy

Winterstoke Hundred Academy (WHA) is a new secondary school with sixth form opening for Year 7 and Year 12 intake in September 2020. WHA will be located on the former site of NSETC near Haywood Village. WHA is part of the Cabot Learning Federation family of schools that includes Broadoak Academy, Hans Price Academy, Herons' Moor Academy and Haywood Village Academy.

Applications for Year 7 entry in September 2020 will be accepted under the name of Winterstoke Hundred Academy as part of the normal starting secondary school application window which closes on the 31st October.

Head of School: Recruitment underway for April 2020 start, all enquires Steve Taylor, CEO

Address: Beaufighter Road, Weston-super-Mare, North Somerset, BS24 8EE

Email: wha-info@clf.uk

Web: www.winterstokehundredacademy.clf.uk

Status: Academy

Age Range: 11-19

Admission Number: 150

In year transfer applications submitted to: North Somerset Council

Oversubscription Criteria:

1. Children in Care at the time of application and children previously in care but ceased to be so because they were adopted, or became subject to a child arrangements order or special guardianship order immediately following having been in Care.
2. Children living closest to the school.

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

Worle Community School - an Academy

Principal: Jacqui Scott

Address: Redwing Drive, Weston-super-Mare, North Somerset, BS22 8XX

Tel: 01934 510777

Email: admin@worle-school.org.uk

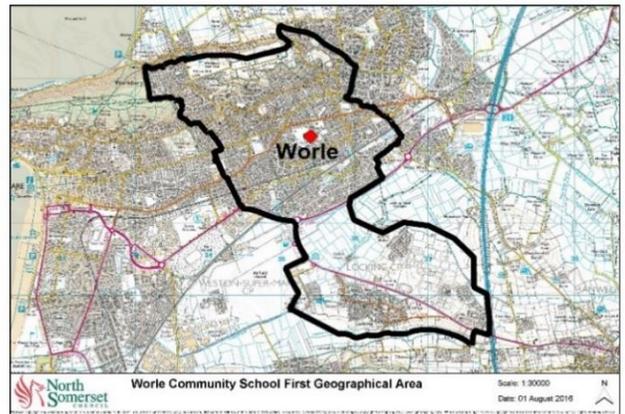
Web: www.worle-school.org.uk

Status: Academy

Age Range: 11-16

Published Admission Number: 300

**In year transfer applications submitted to:
North Somerset Council**



Oversubscription Criteria:

1. Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.
2. Children of The Priory Learning Trust staff and whose home school is Worle Community School, employed on a permanent contract by the Trust for at least two years at the time of application, or where the member of staff has been recruited to fill a post for which there is a demonstrable skill shortage. This does not include staff who work on the school site for other employers.
3. Children living in Worle Community School's First Geographical Area with a brother or sister who will be attending Worle Community School.
4. Children living in Worle Community School's First Geographical Area and who attend one of the following feeder schools: Castle Batch Primary School Academy and St Anne's Church Academy.
5. Children living in Worle Community School's First Geographical Area living closest to the school.
6. Children living outside Worle Community School's First Geographical Area with a brother or sister who will be attending Worle Community School.
7. Children living outside Worle Community School's First Geographical Area and who attend one of the following feeder schools: Castle Batch Primary and St Anne's Church Academy.
8. Children living outside Worle Community Schools' First Geographical Area living closest to the school.

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

Allocations during the previous five years as at the National Offer Day

	2019/20	2018/19	2017/18	2016/17	2015/16
Allocations	Undersubscribed PAN: 300 Offers: 275 Spaces: 25	Undersubscribed PAN: 300 Offers: 266 Spaces: 34	Undersubscribed PAN: 300 Offers: 261 Spaces: 49	Undersubscribed PAN: 300 Offers: 289 Spaces: 11	Oversubscribed - furthest distance 1.951 miles
Appeals heard	N/A	N/A	N/A	N/A	7
Appeals upheld	N/A	N/A	N/A	N/A	4

Closing Date for applications is 11.59pm on 31 October 2019

Other secondary schools that serve North Somerset residents

North Somerset residents can apply for any schools either inside or outside of North Somerset but must do so on a North Somerset application.

The Admissions Authority for the schools will determine the allocations. You should contact the school or the relevant Council for the admissions Oversubscription Criteria and more information.

Chew Valley School

Chew Lane
Chew Magna
Bristol
BS40 8QB
Tel: 01275 332272
Email: enquiries@chewvalleyschool.co.uk
Website: www.chewvalleyschool.co.uk

St Bede's Catholic College

Long Cross
Lawrence Weston
Bristol
BS11 0SU
Tel: 0117 377 2200
Email: contact@stbedesc.org
Website: www.stbedesc.org

St Mary Redcliffe and Temple Church of England School

Somerset Square
Bristol
BS1 6RT
Tel: 0117 377 2100
Website: www.smrt.bristol.sch.uk

Denominational education

There are no denominational Secondary schools in North Somerset.

If you wish your child to attend a Church of England or Catholic Secondary school, you can apply for admission to denominational schools located outside of North Somerset.

North Somerset Council recommends that you fully understand [transport](#) arrangements that you may or may not be eligible for, before applying for a place at one of these schools.

In-year Applications

If your child already attends a school, but you would like them to move to a different one, you can apply to change schools. This is also known as an in-year transfer.

In-year transfer applications will not usually be considered until 21 days before school place is required (35 days if you are moving to a new house). This doesn't include deferred entry for children starting Reception. Applications to transfer in September will be considered from 1 June.

You can only apply if you have parental responsibility for the child.

Applications will be accepted for children who meet one or more 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 live in this country
- are from the European Economic Area (EEA)

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

Applicants from EEA countries will need to provide a copy of the child's passport to confirm that the child is a resident of an EEA country.

Applicants for children from non-EEA countries will need to provide copies of the child's and applicant's passport and visa, to confirm they are entitled to receive a state funded education in England.

Who to apply to

Some schools process their own in-year applications. Please check who you need to apply to before applying.

Online applications

If you are applying using North Somerset's online application system, we will forward the application to any school that processes their own in-year applications.

Paper applications

If you are submitting a paper application, you may need to submit multiple application forms.

Any preferences for schools that process their own in-year applications must be sent to the relevant school with only that school as a preference. You can apply for more than one school, but they must be on separate forms and submitted to the schools individually.

Any preferences for schools that North Somerset Council process in-year applications for, can all be made on the same paper application form, expressing up to three preferences.

List of schools

Each school's contact details are listed within the [Oversubscription Criteria](#) section. Please see the below table for who to submit your application to.

School name	Apply to
Backwell School	School
Broadoak Academy	North Somerset Council
Churchill Academy	School
Clevedon School	School
Gordano School	School
Hans Price Academy	North Somerset Council
Nailsea School	School
Priory Community School – an Academy	North Somerset Council
St Katherine's School	School
Winterstoke Hundred Academy	North Somerset Council
Worle Community School – an Academy	North Somerset Council

How to apply

The quickest and easiest way to apply for a school place is [online on the council's website](#).

You will need to set up an account on the Citizens Portal, our online admissions system. A [guide is available on how to apply online](#).

Alternatively you can send a [paper application form](#).

What happens next?

If you have applied online, we will email you to let you know the outcome of your application.

If you applied by post and you opted to receive the outcome via email, we will email you the outcome of your application. If you have not opted to receive the outcome via email we will send you a letter to let you know the result of your application.

Applications are usually processed within ten working days. This may not be possible during school holidays as we may be unable to contact the school.

If you are happy with your allocated school place, you will need to accept it. Online applicants can email their response. Paper applicants can fill in the response form, which will be included in your outcome letter, and post it back to us, or email us the response.

If you do not get the school place you want, you can be put on a waiting list for your preference school(s) and you can appeal. Information on how to do this will be included in your application outcome.

You can also withdraw your application and make a new one with new school preferences.

Fair Access Protocol

[Fair Access Protocol](#) is a policy that exists for changing schools during the school year (also known as in-year transfer applications), which ensures 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.

It is also to ensure that all schools admit their fair share of children with challenging behaviour, including children excluded from other schools.

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/cannot 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. Children who are the subject of a direction by a Local Authority 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.

Terms and abbreviations

The terms, abbreviations and legal extracts that we need to use in this guide may sometimes be difficult to understand so we hope these explanations will help.

Academies

Academies are schools which are funded directly by the government rather than through the Local Authority. All Secondary schools in North Somerset are Academies.

Admissions Authority

The body responsible for setting and applying a school's admission arrangements. For community or Voluntary Controlled schools, this body is the local authority unless it has agreed to delegate responsibility to the Governing body. For Foundation or Voluntary Aided schools, this body is the Governing body of the school. For Academies, this body is the Academy Trust.

Admissions Arrangements

The overall procedure, practices and Oversubscription Criteria used in deciding the allocation of school places.

Admission Number

Every school has an Admission Number which is agreed between the school, the Local Authority and the Department of Education. The Admission Number is the number of places available in the year group that pupils would usually join the school, i.e. Year 7 in a secondary school.

Children in Care

'Children in Care' are children who are (a) in the care of a local Council or (b) being provided with accommodation by a local Council in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

For Children previously in Care:

- this includes children who were adopted under the Adoption Act 1976 (see s. 12 Adoption Orders) and children who were adopted under the Adoption and Children Act 2002 (see s. 46 Adoption Orders)
- child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order
- in accordance with s. 14A of the Children Act 1989, a Special Guardianship Order is defined as an Order appointing one or more individuals to be a child's special guardian (or special guardians).

References to previously looked after children means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.

National Closing Date

All applications received before the National Closing Date and time will be considered as 'On Time'.

North Somerset Council has set the closing time to 11.59pm on the National Closing Date, to allow residents the maximum possible amount of time to apply. The time applications close on the National Closing Date can vary between different Local Authorities.

Community schools

Closing Date for applications is 11.59pm on 31 October 2019

Community schools are fully maintained by a Council. The council is the Admissions Authority and is responsible for determining the Admissions Arrangements, Oversubscription Criteria and allocation of school places.

Council (Authority)

1. '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', 'the authority', the 'local Council' or 'Local Authority' means North Somerset Council.
2. 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.

First Geographical Area (FGA)

Living in a school's FGA does not guarantee a place at the school. However, applicants living in the FGA may have a higher priority for places than those who live outside the FGA (except for Children in Care and Children with a Statement of Special Educational Needs or an Education, Health Care Plan that names the school). Please check the [Oversubscription Criteria](#) for the school concerned.

Free schools

Free schools are schools which are funded directly by the Government rather than through the local Council. They have more control over how they do things. For example, they don't have to follow the National Curriculum and can set their own term dates.

Late application

Any applications which are received after 11.59pm on the National Closing Date are considered as 'Late applications'. Late applications will not be considered in the next round of allocations unless North Somerset Council considers there are extenuating reasons for allowing them to be accepted as On Time. Late applications will not receive an outcome on the National Offer Day. To see the dates we run further allocation rounds, please see the [important dates](#) section.

Maintained schools

All Community, Voluntary Aided and Voluntary Controlled schools are maintained schools. Unlike Academies, these schools receive most of their funding through their Local Authority. There are no Community, Voluntary Aided and Voluntary Controlled Secondary schools in North Somerset.

National Offer Day

The day each year on which Local Authorities are required to send the offer of a school place. For Secondary school pupils, offers are sent out by the home Local Authority on 2 March.

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.

On Time application

Complete applications received before 11.59pm on the National Closing Date. These will be considered in the first round of allocations and receive an outcome on the National Offer Day.

Oversubscription Criteria

The Oversubscription Criteria used to determine which children will be given places if there are more applications than places available at the school.

Oversubscribed schools

Schools where the number of applications exceeds the number of places available.

Own Admissions Authority schools

This is the collective term used within this guide for all schools responsible for their own Admissions Arrangements such as Academies, Free Schools and Voluntary Aided Schools. All reference to 'Own Admissions Authority schools' within this guide therefore includes all of these schools. All Secondary schools in North Somerset are their own Admissions Authority.

Parent

This includes anyone who has parental responsibility for a child as set out in the Children Act 1989. All references in this guide to parent(s) include carers.

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.

Undersubscribed schools

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

Voluntary Aided (VA) schools

Responsibility for management is shared between the council and Church, but with the Church playing a greater role. The Governing Body is the Admissions Authority and its Oversubscription Criteria may be different from those used by a Council. The Governing Body is responsible for allocating school places although they may delegate the function to the council.

Voluntary Controlled (VC) schools

Whilst responsibility for management is shared between the council and the Church of England or the Durban Trust, the council is the Admissions Authority and is responsible for determining the admissions arrangements and allocating school places.

Useful contacts

North Somerset Council - School Admissions Team

Postal address:

Town Hall

Walliscote Grove Road

Weston-super-Mare

BS23 1UJ

Tel: 01275 884 078

Email: admissions@n-somerset.gov.uk

The team is located in Castlewood, Tickenham Road, Clevedon, BS21 6AB

North Somerset Council aims to publish as much information on [the council website](#) as possible, please look on the website before contacting the council.

North Somerset Council - Special Educational Needs Team

Postal address:

Town Hall

Walliscote Grove Road

Weston-super-Mare

BS23 1UJ

Tel: 01275 888 294

Email: CYPSSpecialNeeds@n-somerset.gov.uk

The team is located in Castlewood, Tickenham Road, Clevedon, BS21 6AB

Bath and North East Somerset Council

Admissions and Transport Unit

Lewis House

Manvers Street

Bath

BA1 1JG

Tel: 01225 394312

Email: admissions_transport@bathnes.gov.uk

Bristol City Council

School Admissions

PO Box 3176

Bristol

BS3 9FS

Tel: 0117 9037 694

Email: school.admissions@bristol.gov.uk

Somerset County Council

Admissions and Entitlements Team

County Hall

Taunton

Somerset

TA1 4DY

Tel: 0300 123 2224

Email: schooladmissions@somerset.gov.uk