

# St Anne's Church Academy

## Site allocations advice

### 2022-23

The information contained in this document explains the options available to applicants who have been offered places at **St Anne's Church Academy only**.

**Admission to St Anne's Church Academy is to the school only and not to any particular site, attendance at your preferred site cannot be guaranteed.**

The site allocation process for school places in September at St Anne's Church Academy has been completed in accordance with St Anne's Church Academy's admission arrangements policy, which is available on the school's website or on North Somerset Council's website here: <https://www.n-somerset.gov.uk/my-services/schools-learning/admissions/arrangements-policies-consultations/schoolpublications/>

Applicants will receive an e-mail on the morning of 19 April to advise them which site, Hewish or West Wick, their child has been offered a place at.

**Any place offered at St Anne's Church Academy is to the school only and not to a particular site.** Applicants who selected the school as one of their preferences have the option to submit an additional Supplementary Information Form (SIF) to express a preference for the site they wish their child to attend (the SIF is found at the end of the school's policy). The school then determine the site allocation and take parental preferences into account where possible. It is possible to submit a SIF during the second round of allocations, if this has not have been completed for the first round.

Please ensure that you have read the Allocation Sheet for St Anne's Church Academy to understand how the allocations to the school and the sites have been completed. The allocation sheet is available here: <https://www.n-somerset.gov.uk/my-services/schools-learning/school-admissions/oversubscribed-schools>

If you have been offered a place at your preferred site:

- you can [accept](#) the offer  
**or**
- you can [reject](#) the offer of the school place and submit alternative preferences for the next round of allocations, the school place offered will be withdrawn and may be offered to another child. If you do not submit alternative preferences, your child will be without a mainstream school place for September.

If you have been offered a place at the school but not offered a place at your preferred site:

- you can [accept](#) the offer  
or
- you can [accept](#) the offer and go on the [waiting list](#) for your preferred site,  
or
- you can [reject](#) the offer and submit alternative preference(s) for the next round of allocations, the school place offered will be withdrawn and may be offered to another child. If you do not submit alternative preferences, your child will be without a mainstream school place for September.

**Applicants do not have the right to appeal if your child has not been offered your preferred site.**

### Online Applicants – how to respond to the school place offer

- Go to North Somerset Council's online admissions website and log in; [https://ems.n-somerset.gov.uk/CCSCitizenPortal\\_LIVE](https://ems.n-somerset.gov.uk/CCSCitizenPortal_LIVE)
- Click on 'school places'
- Click on 'View & respond to offer'
- Select the response you wish to make for the preference
  - To [accept](#) the offer select 'Accept' from the drop down menu.
  - To go on the [waiting list](#) for an alternative site, please select 'Accept' and in the free text comment, select 'Add' and type in the relevant 'Waiting list for Hewish site' or 'Waiting list for West Wick site'. Click save.
  - To reject the place at the school and make a [new preference](#), select 'Other decision' from the drop down menu. Click on 'Add' and type in your new preference(s). Click save.
  - To reject the place as your child will attend an alternative education provision, such as an independent school, select 'Reject' and 'Add' a comment to explain where your child will be attending instead.
- Select the response(s) for the rest of your preferences, if relevant.
- When you have finished, click 'Done' to submit your response.
- Please ensure that you receive an 'Offer Response Confirmation' e-mail to confirm your response has been submitted.

### Paper Applicants – how to respond to the school place offer

- To [accept](#) the offer, sign section A of the response form
- To go on the [waiting list](#) for an alternative site, sign section A of the response form and write a note to confirm you wish to be added to the waiting list and for which site
- To reject the offer and make [new preference\(s\)](#), name the school(s) and tick the 'New preference' box(es) in Section B on the enclosed Response Form and name your new preference(s).

- To reject the place as your child will attend an alternative education provision, such as an independent school, please complete section C of the response form.

Please either return your completed form to the postal address at the bottom of the form or email it to [admissions@n-somerset.gov.uk](mailto:admissions@n-somerset.gov.uk).

## Accepting the offer

Accepting the offer will secure the school place. You can still be added to the waiting list and/or appeal for any school that you have been refused a place at.

## Rejecting the offer

Rejecting the offer will mean that the place will not be held for your child and may be offered to another applicant. If you reject a school place we strongly encourage you to submit [new preferences](#) and/or go onto [waiting lists](#). North Somerset Council will not automatically offer an alternative school place unless new preferences are received. By offering a school place, North Somerset Council has fulfilled its statutory duty, and it is the parent/guardian's responsibility to ensure that their child is in receipt of education.

## Waiting Lists

### Site waiting list

Applicants that have been offered a place at St Anne's Church Academy, but have not been allocated their preferred site, can ask to be added to the site waiting list. Any places that become available will be offered out in accordance with the site allocation procedure in the schools [admissions policy](#).

Only applicants that have secured a place at St Anne's Church Academy can ask to be added to the site waiting list, applicants refusing a place at the school cannot be added.

### School waiting list

**Admission to St Anne's Church Academy is to the school only and not to any particular site, attendance at your preferred site cannot be guaranteed.**

**The school waiting list is held for the school as a whole, not for a particular site.** If an applicant has requested to be added to the waiting list and has a preferred site of West Wick, but a place becomes available at the school and the only site available is Hewish, the waiting list offer will be made for St Anne's School and the Hewish site will be allocated.

In line with the School Admissions Code, a child may 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 other offer of a place being automatically withdrawn.

North Somerset Council and/or Own Admission Authority schools will hold a list of applicants seeking a place at their preferred schools until 31 December 2021. After this date, at the end of each term, most schools clear the waiting lists. It is therefore

your responsibility to renew your interest every term. Term dates can be found at [www.n-somerset.gov.uk/school-term-dates](http://www.n-somerset.gov.uk/school-term-dates).

Please check the relevant schools [admissions policy](#) for more information.

If you would like to be added to the waiting list you must let North Somerset Council know, because you are not added automatically.

The waiting list will consist of those children whose parents have:

- 1) asked for their child's name to be held on the list;
- 2) appealed for a place at their preferred school;

If a place becomes available, children on the waiting list will be considered for the vacancy alongside any late applications and change of preferences in the next round of allocations.

Priority will not be given on a 'first come, first served' basis. All applications will be ranked in line with the Admission Authority's oversubscription criteria.

**Waiting list positions can go up as well as down** as additional applicants are added to and removed from the waiting list on a regular basis, and subsequently ranked in accordance with the specific oversubscription criteria.

**In line with the School Admissions Code, a child may 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 other offer of a place 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.**

### New Preference(s)

If you wish, you can make a new preference(s) for other school(s). For more information on this process, please read the 'Statement of Options' document on the North Somerset Council's website: <https://www.n-somerset.gov.uk/primary-school-allocations/>.

### School Admissions Team Contact Details

Phone: 01275 88 4078

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

Web: [www.n-somerset.gov.uk/admissions](http://www.n-somerset.gov.uk/admissions)

Post: School Admissions Team, Town Hall, Walliscote Grove Road, Weston-super-Mare, North Somerset, BS23 1UJ.