Appendix 0

Summary of School Admission Arrangements for 2015-16 and main changes from previous arrangements

A - Coordinated Admission Schemes:

The closing times and dates for the submission of new intake applications for 2015-16 to be considered in the first round of allocations for:

- Reception Intake, Junior Transfer and Middle Transfer admissions – 23:59 on 15 January 2015*
- Secondary Transfer, Upper Transfer and University Technical College admissions - 23:59 on 31 October 2014
- St Katherine’s School Year 12 intake admissions -15.30 on 09 January 2015.

On-time applicants will be notified of the outcome of their application on the following dates:

- Reception Intake, Junior Transfer and Middle Transfer – 16 April 2015*
- Secondary Transfer, Upper Transfer and University Technical College - 2 March 2015*
- St Katherine’s School Year 12 admissions – by 24 February 2015

*These dates are prescribed by national legislation.

In-Year admissions will not have a Coordinated Admissions Scheme.

B - Arrangements for Community and Voluntary Controlled (VC) schools:

1. The over-subscription criteria to be applied to applications for Community and VC Infant and Primary schools in rural areas, are different from the criteria to be applied for the same category of schools in non-rural areas.

2. For Reception Intake and all In-Year admissions, the priority for children of multiple births within the same year group has been removed.

3. The First Geographical Area for St Katherine’s Secondary School has been expanded to include the part of the Portbury parish to the east of Naish Hill and south of the M5 motorway.

4. Mendip Green and St Martin’s C of E Primary Schools will no longer have an Admission Number Year 4, but for the Reception Year only.

5. The Admission Number at Hannah More Infant School has changed from 75 to 60.
New Intake School Admission Arrangements and Oversubscription Criteria for North Somerset Community and Voluntary Controlled Schools – 2015-16 School Year

Key:
NSC = North Somerset Council
VA = Voluntary Aided
VC = Voluntary Controlled
C of E = Church of England
School = a school, college or an academy

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<th>Item No.</th>
<th>Narrative</th>
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<tr>
<td>1.</td>
<td>The following information should be read in conjunction with the 2015-16 Coordinated Admission Scheme published by the Local Council in which area the child subject to the application lives (the home Council). For primary school aged children living within North Somerset, this is the <strong>North Somerset Primary Coordinated Admission Scheme</strong> for new intake admissions (see Appendix 2) for 2015-16. For secondary school aged children (not including Sixth form) living within North Somerset, this is the <strong>North Somerset Secondary Coordinated Admission Scheme</strong> (see Appendix 3) for new intake admissions for 2015-16. To see the Schemes please contact North Somerset Council (see below for contact details).</td>
</tr>
<tr>
<td>2.</td>
<td>North Somerset residents seeking school places should apply on a North Somerset application form. Residents outside North Somerset seeking places at North Somerset schools should apply for places on their home council application form.</td>
</tr>
<tr>
<td>3.</td>
<td>The Admission Number for each Community and VC school is included in Appendix 5.</td>
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**Over-subscription criteria**

4. Where a school is named in a child’s Statement of Special Educational Needs or Education, Health and Care Plan, the admission authority for the school is legally required to admit the child to the school. Such children will therefore be allocated places at the named school before the over-subscription criteria are applied. Applications of this type for the named schools will take priority over all other requests for places.

5. **Admission to Reception Year in Infant and Primary Schools – Non Rural schools only**
The following criteria apply to the following schools only:

All Saints, East Clevedon C of E Primary
Ashcombe Primary
Becket Primary
Castle Batch Primary
Golden Valley Primary
Hannah More Infant
High Down Infant
Mary Elton Primary
Mead Vale Primary
Mendip Green Primary
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|         | Portishead Primary  
|         | St Martin's C of E Primary  
|         | St Nicholas Chantry C of E Primary  
|         | St Peter's C of E Primary  
|         | Uphill Primary  
|         | Worle Village Primary  
|         | Yeo Moor Primary |

If any of the above named schools receive more applications than there are places available, allocations will be made in accordance with the following criteria, given in order of priority:

A i Children in Care at the time of application or children who were previously in Care but immediately after being in Care became subject to an adoption, residence, or special guardianship order.

A ii Children with a brother or sister who will be attending the school at the time of admission.

A iii Children, where it is the nearest school to their home address, who live more than a distance of 2 miles from that school measured by the shortest available walking route.

A iv Children living closest to the school.

6. **Admission to Reception Year in Infant and Primary Schools – Rural schools only**

The following criteria apply to the following schools only:

- Banwell Primary
- Blagdon Primary
- Churchill C of E Primary
- Court de Wyck Primary
- Crockerne Primary
- Dundry C of E Primary
- Flax Bourton C of E Primary
- Hutton C of E Primary
- Kewstoke Primary
- Locking Primary
- Northleaze C of E Primary
- St Andrew’s C of E Primary
- Sandford Primary
- West Leigh Infant
- Winford C of E Primary
- Winscombe Primary
- Wrington C of E Primary
- Yatton Infant

If any of the above named schools receives more applications than there are places available, allocations will be made in accordance with the following criteria, given in order of priority:

B i Children in Care at the time of application or children who were previously in Care but immediately after being in Care became subject to an adoption, residence, or special guardianship order.
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<tr>
<td>B ii</td>
<td>Children with a brother or sister who was attending the school prior to September 2008 and either he/she or any younger brother or sister will be attending the school at the time of admission.</td>
</tr>
<tr>
<td>B iii</td>
<td>Children with a brother or sister who started attending the school after or during September 2008 and he/she will be attending the school at the time of admission, where it is the nearest school to the home address.</td>
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<tr>
<td>B iv</td>
<td>Children, where it is the child’s nearest school to the home address.</td>
</tr>
<tr>
<td>B v</td>
<td>Children, where it is <strong>not</strong> the child’s nearest school to the home address, with a brother or sister who will be attending the school at the time of admission.</td>
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<td>B vi</td>
<td>Children living closest to the school.</td>
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**Children whose older brother or sister attended St Katharine’s C of E Primary School, Felton**

Applications for either West Leigh Infant or Winford C of E Primary Schools for children with a brother or sister who used to attend St Katharine’s C of E Primary School, but moved following its closure to either Backwell C of E Junior or Winford C of E Primary Schools, will be considered as follows:

i) If the brother or sister attended St Katharine’s C of E Primary School prior to September 2008 the application will meet criterion Bii

ii) If the brother or sister attended St Katharine’s C of E Primary School after or during September 2008 the application will meet criterion Biii (even if it is not the nearest school when the distance is measured)

7. **Admission to Year 3 in Junior Schools**

If a school receives more applications than there are places available, allocations will be made in accordance with the following criteria, given in order of priority:

C i Children in Care at the time of application or children who were previously in Care but immediately after being in Care became subject to an adoption, residence, or special guardianship order.

C ii Children who are attending the paired school at the time of application.

C iii Children with a brother or sister who will be attending the school at the time of admission.

C iv Children with a younger brother or sister who will be attending the paired school at the time of admission (this excludes brothers/sisters who will be in the Reception Year Group in 2015-16).

C v Children with a brother or sister within the same intake year group (for example twins, triplets) applying for the same school when it is the nearest school to the home address.

C vi Children living closest to the school.
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<td>8.</td>
<td><strong>First Admission to Year 7 in St Katherine's Secondary School.</strong></td>
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<td>If the school receives more applications than there are places available allocations will be made in accordance with the following criteria, given in order of priority:</td>
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<td>D i Children in Care at the time of application or children who were previously in Care but immediately after being in Care became subject to an adoption, residence, or special guardianship order.</td>
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<td></td>
<td>D ii Children living in the school’s First Geographical Area.</td>
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<tr>
<td></td>
<td>D iii Children living outside the school’s First Geographical Area.</td>
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<tr>
<td>9.</td>
<td><strong>General Information</strong></td>
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<td>For the purpose of criteria Aii, Bii, Biii and Bv paired infant and junior schools will be treated as one school.</td>
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<td></td>
<td>It will be presumed that, for the purpose of applying these criteria, that brothers or sisters who in the 2014-15 school year will be in the final year at an infant school will be attending the paired junior school in 2015-16.</td>
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<td></td>
<td>In addition to being primary schools Mendip Green and Worle Village Schools will also be treated as schools that are paired with St Martin’s C of E School for children with a brother or sister in Years 4, 5 and 6 at St Martin’s C of E School in the 2015-16 School Year.</td>
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<td>However a brother or sister who is in either the Reception Year, Year 1, Year 2 or Year 3 at St Martin’s C of E School in the 2014-15 school year will <strong>not</strong> count as attending a school that is paired with either Mendip Green or Worle Village Schools.</td>
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<tr>
<td>10.</td>
<td>When applying criteria Ai to Cvi, except for criterion Aiii priority within each criterion will be given to children living closest to the school.</td>
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<tr>
<td>11.</td>
<td>When applying criterion Aiii, priority will be given to children living furthest from their nearest school by direct line. Should these distances be equal the ranking of applications will be determined by drawing lots.</td>
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<tr>
<td>12.</td>
<td>When applying criteria Di to Diii priority within each criterion will be given, in order, to:</td>
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<td>a) children with a brother or sister who will be attending the school at the time of admission and who joined the school before September 2011.</td>
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<td></td>
<td>b) children with a brother or sister who will be attending the school at the time of admission (not including where the brother or sister has only joined the school for Sixth Form education).</td>
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<tr>
<td></td>
<td>c) for children living within the 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.</td>
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<td></td>
<td>Within a) to c) priority will be given to those living closest to the school.</td>
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<td></td>
<td>d) children living closest to the school.</td>
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<td>Item No.</td>
<td>Narrative</td>
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<tr>
<td>13.</td>
<td>Where these arrangements refer to ‘children living closest to the school’, the distances calculated to determine who is closest will initially be measured in a direct line. Where these distances are equal the ranking of applications will be determined by drawing lots.</td>
</tr>
</tbody>
</table>
| 14.     | Unless stated otherwise all distances are measured in a direct line.  

Direct line: is where distances are measured in a straight line between the address point of the child’s home and the main entrance marker for the school, indicated on NSC computerised system(s). Unless stated otherwise where the direct line distances are equal, the ranking of applications will be determined by drawing lots.  

Shortest available walking route: is the shortest available walking route between the child’s home and the nearest entrance to the school site. We use the road and footpath network as defined by Ordnance Survey to calculate the route. The distance is calculated from the point on the road and footpath network which is closest to the child’s home as indicated on the NSC computerised mapping system and does not include the distance between the property and the road.  

If it is not possible to measure a distance on NSC computerised system(s), NSC will use alternative methods. |
| 15.     | NSC shall hold a waiting list of those applicants still seeking a place at their preferred school(s), until the last day of term 2 in 2015. All applications will be ranked in line with the above new intake over-subscription criteria and allocations will be made in accordance with it. Each added child to the list will require the list to be ranked again in line with the above published oversubscription criteria. Each added child to the list will require the list to be ranked again in line with the above published oversubscription criteria. 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, Children in Care, Children previously in Care or those who are allocated a school in accordance with a Fair Access Protocol for school places, will take precedence over those on the waiting list. |
| 16.     | Late applications will not be considered in the first round of allocations except where both of the following are the case:  

- Such late applications are received before NSC has sent details of on-time applications to other councils. The applicant’s home council has allowed them to be treated as if they had been submitted by the relevant closing time and date.  

All other late applications will not be considered until after the first round of allocations; this may mean that all of the places have been allocated. On-time applicants will be informed of the outcome of their application on 16 April 2015 by their home Council. |
| 17.     | The First Geographical Area (FGA) for St Katherine’s Secondary School is shown in the addendum to this Appendix. An 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. Please see the over-subscription criteria above. |
| 18.     | Children in Care are defined as follows:  

‘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:
- an Adoption Order means an order made by a Court under the terms of the Adoption and Children Act 2002 that came into force on 31 December 2005 (so only adoption orders on or after this date are applicable)
- a residence order must be under the terms of the Children Act 1989, of which Section 8 defines a residence order as an order setting the arrangements to be made as to the person with whom the child is to live
- in accordance with Section 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).

For children to be considered as previously looked after children, applicants should provide a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

19. To be considered as a brother or sister a child must be living at the same address for the majority of the time* as a full, half, step or adoptive brother/sister.

Full and adoptive 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 necessarily related biologically (including Foster children) but are living in the same household for the majority of the time* at the address NSC considers to be the address of the child for whom the application is made.

*A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time.

It is the responsibility of parents to ensure that they declare on their application if they have a child (or have been allocated a place for a child) at their preferred school(s) or to inform NSC if a child obtains a place after they have applied.

Except for a brother or sister within the same intake year group applying for Junior Transfer or St Katherine’s School, a brother or sister must be attending (or is expected by NSC to be attending) the school at the time of admission.

A child attending a nursery/pre-school part of a school does not count as a brother or sister.

20. Infant schools in North Somerset are currently paired with Junior schools as follows:

Hannah More Infant with Grove Junior
High Down Infant with High Down Junior
West Leigh Infant with Backwell C of E Junior
Yatton Infant with Yatton C of E Junior

Because they were formerly First Schools (rather than Primary Schools), Mendip Green and Worle Village Primary Schools are paired with St Martin’s C of E School but only for children with a brother or sister who joined either Mendip Green or Worle Village School prior to 1 September 2012.
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<td>A brother or sister who is in either the Reception Year, Year 1, Year 2 or Year 3 at St Martin’s C of E School in the 2015-16 school year will <strong>not</strong> count as attending a school that is paired with either Mendip Green or Worle Village Schools. Pupils attending either Mendip Green or Worle Village Primary Schools will not be able to make a New Intake a Junior Transfer application for Year 4 at St Martin’s C of E Primary School (although they still have the right to make an In-Year change of school application).</td>
</tr>
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</table>

21. **Nearest School:**

   **Unless stated otherwise:**

   i) the distances used to determine the nearest school will be measured in a direct line. If direct line distances are equal the nearest school will be determined by drawing lots.

   ii) the nearest school is the nearest appropriate one. An appropriate school is defined as a maintained* mainstream school (excluding Catholic schools) that is appropriate to the child’s age on joining the school. * i.e. not private or fee charging.

22. **For Reception Intake only:**

   Places will be offered for admission in September 2015. However depending on their child’s date of birth, places may be deferred until the start of term 3 or 5 but not later than the term following the child's fifth birthday and can not be deferred until the start of the following academic year. Parents should make any request for a deferment once they have received an offer of a school place - no new application will be required. The school place will be held for that child and will not be available to be offered to another child. Parents can request that their child takes up their place on a part-time basis until their child reaches compulsory school age.

   Parents, who, because of their child’s age wish to delay admission until September 2016 should be aware that school places, will not be held until September 2016 and that the child would be considered for admission into their chronological age group. This means that children who do not start school in the school year that they become 5 will normally be placed in a Year 1 class and will miss the Reception year. Parents should be aware that a school might become full in the Reception age group with pupils whose parent applies for a place during the 2015-16 school year. There may be no places available for those who delay their child’s admission until Year 1. These parents will need to apply for a Year 1 school place for their child and these applications will be considered from 1 July 2016 onwards.

   The admission of children outside their normal age group will be considered on the basis of the circumstances of each case.

23. Parents of children who attend a school for nursery provision must apply for a Reception Year place for their child, even if they want their child to transfer to a Reception Year group/class at the same school. Priority is not given because of attendance at a nursery or co-located children’s centre. Attendance at these establishments does not guarantee admission to a particular school.

   Children who attend an infant school do not transfer automatically to a junior school. Parents must make a separate application for transferring from an infant school to a junior school. Attendance at an infant school does not guarantee admission to a particular junior school.
24. CONTACT DETAILS:

For North Somerset children the Common Application Form should be returned to NSC on paper, by fax, by email or online to either of the addresses below.

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

Tel No: 01275 884 078 Fax No: 01275 884 753
Email: admissions@n-somerset.gov.uk
Website: www.n-somerset.gov.uk/admissions

Any relevant letters/supporting documents should also be submitted to the above addresses. Applications and any relevant letters/supporting documents received by the School Admissions and Transport Team (SAAT) at its office in Castlewood, Tickenham Road, Clevedon may also be accepted.

Whilst it is not their responsibility of other offices/schools, NSC will use discretion and may accept applications/documents received by other Councils, Schools or other Council offices that are passed to the SAAT. They will be accepted as on-time if NSC feels they may have been submitted by the closing time and date.

Applications for children outside North Somerset should be made to the child’s home council.

25. Whilst NSC will process applications in accordance with this policy it will exercise discretion and may deviate from it in circumstances where it feels it is appropriate to do so. This will normally be in exceptional circumstances.

26. It should be noted that this policy is subject to alteration to reflect any changes in legislation, case law, Council policy or to ensure legal compliance.
APPENDIX 2 – POST CONSULTATION

Primary Coordinated Admission Scheme - for new intake admissions - 2015-16 School Year

Key: NSC = North Somerset Council  
VC = Voluntary Controlled  
VA = Voluntary Aided  
School Admissions and Transport Team (SAAT) = The School Admissions and Transport Team of NSC

Please note that where the word “school” is used in the general sense, it refers to either a school or an academy

All Infant, Junior, and Primary Schools within North Somerset are participants within this Scheme.

1. By 12 September 2014 the Composite Prospectus (parent guide book) and application form will be available and North Somerset parents will be able to express up to three preferences, and give their reasons for their preferences, for a new intake admission place at any Infant, First, Lower, Junior, Middle (with an entry age before 11) or Primary maintained school in England for their child (not including nursery/pre-school admissions). All preferences should be made in rank order on the NSC common application form and submitted by (23:59 hours) on 15 January 2015 in order to be considered in the first round of school place allocations. Parents of children in other council areas should apply for places at any maintained schools via their home council. All preferences (1st, 2nd and 3rd etc) will be initially considered equally regardless of ranking.

2. By 30 January 2015 NSC will send to other councils, details of applications for their schools and NSC will receive details of applicants for its schools from other councils. By 6 February 2015 NSC will send in confidence to own admission authority schools within North Somerset details of all applications for their schools. Schools will not reveal this information to anyone until after the offer date. The order of the applicant’s preferences will not be revealed.

3. Own admission authority schools in North Somerset will apply their over-subscription criteria and send to NSC by 27 February 2015, a list indicating the allocation order of all applicants.

4. By 27 March 2015 NSC will send to other council’s lists of initial outcomes of applications made by their residents for schools in North Somerset. By the same date other councils will inform NSC of the initial outcome of applications made for other council schools by our residents.

5. NSC will then determine the highest preference school that can be met for each applicant. Where a child qualifies for a place at more than one school, only the highest preference school will be allocated. If no preference can be met NSC will determine the school to be allocated for NSC residents. Only one school will be offered.

6. By 10 April 2015 NSC will send to other councils, details of the intended final list of offers for their residents applying for North Somerset schools. Other councils will send NSC the final list of offers for North Somerset residents applying for their
7. By 15 April 2015 NSC will send to all North Somerset schools the intended final lists of pupils to be allocated places. Schools must not notify parents of the results of the application process.

8. On 16 April 2015 NSC will send a letter and/or an email to every North Somerset applicant whose application has been accepted as on-time, to tell them the result of their application.

9. The acceptance or refusal of an offer of a school place should be returned by 30 April 2015.

10. Details of:
   - late applications
   - on-time applicants still seeking a place at their preferred schools
   - of offered places not accepted by applicants,

will be exchanged between councils up to and including 8 May 2015, to enable a second round of allocations to be made in week commencing 18 May 2015.

11. The coordinated admissions process will continue to be operated, with application data being exchanged with other councils as necessary, for all applications received up to and including 31 August 2015.

Data will as far as possible be exchanged electronically between councils and other admission authorities. Paper data will only be used when it is not possible to share data electronically. The stated dates for sharing data between councils and schools and for sending offer/refusal letters to parents are intended target dates. It may not be possible for the data to be exchanged or letters to be sent on those actual dates.

12. For the 2015-16 school year, first entry to the **Reception Year at Infant, First, and Primary schools** is for children born between 01/09/10 and 31/08/11 and first entry to North Somerset **Junior school** places is for children born between 01/09/07 and 31/08/08 (except for children who transfer into Year 4 at St Martin’s C of E Primary School, Weston-super-Mare who were born between 01/09/06 and 31/08/07)

13. The Common Application Form should be returned to NSC on paper, by fax, by email or online. Applications should be delivered to either of the addresses below.

   North Somerset Council, People and Communities, School Admissions and Transport Team, Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ  Tel No: 01275 884 078  Fax No: 01275 884 753

   Email: admissions@n-somerset.gov.uk  Website: www.n-somerset.gov.uk/admissions

Any relevant letters/supporting documents should (unless otherwise specified in an own admission authority school’s admission arrangements) also be submitted to the above addresses. Applications and any relevant letters/supporting documents received by NSC at its office in Castlewood, Tickenham Road, Clevedon may also be accepted.

Whilst it is not the responsibility of other offices/schools, NSC will use discretion and may accept applications/documents received by other Councils, Schools or other Council offices that are passed to the SAAT. They will be accepted as on-time if NSC feels they may have been submitted by the closing time and date.
14. VA schools may require additional information to enable them to consider applications under some of their individual criteria. Where this is the case, applicants are required to provide additional information, for example a copy of a baptismal certificate, a letter from a religious leader and/or a supplementary information form. It may be provided separately from the application but should be submitted by the closing time and date to be considered in the first round of allocations. For North Somerset VA schools it should be submitted to the child’s home council.*

* Except for Corpus Christi, St. Francis and St. Joseph Catholic Primary schools in North Somerset, where the additional information should be received by the child’s home council or the school. These schools must forward any additional information they receive to the SAAT. Parents, whose application also includes other North Somerset preferences for different VA schools that require additional information, are advised to ensure that copies of it are also submitted to the SAAT. If parents are applying for VA schools in other council areas they should contact that council to find out where such additional information should be submitted.

NSC will forward any additional information it receives to North Somerset VA schools or other councils for VA schools outside North Somerset. Own admission authority schools may require other additional supporting information in order to apply their oversubscription criteria. Parents should check the admission arrangements of each school they are applying for to see if any additional information is required and the address where it should be sent.

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

- they are resident in the UK
- they hold full British Citizen Passports
- they are from countries whose passports have been endorsed to show that they have the right to abode in this country
- they are from the European Economic Area (EEA).

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

16. Parents must inform NSC if they change address as soon as possible or any offer of a place may be withdrawn. If independent confirmation of a change of address that will occur after the closing time and date (and before the start of term 1), is submitted by the closing time and date it will be considered 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, or a tenancy agreement signed by both parties. If the child is from a family of a Crown Servant or of UK Service Personnel, 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.

If a new address is not accepted for a round of allocations for the applicant’s preferences and it is within North Somerset but none of the preferences can be offered, the alternative school offered will be based on the new address providing details and/or independent confirmation of it are received before that round of allocation of places has been finalised.
Where a change of address is from one Council area to another, the Council of the area that the child and/or applicant now lives, will then normally be the home council. The new home council will then process the application and notify the parents of the outcome.

Only applications classed as having been submitted on-time will be considered in the first round of school place allocations. Applications received after the closing time and date will not be considered in the first round of allocations unless NSC considers there is an extenuating reason(s) (see below) for allowing them to be accepted as on-time and the application was received before NSC has sent details of applications to other councils.

Examples of an extenuating reason may include the following:

(i) The child is from a family of a Crown Servant or of UK Service Personnel and the MOD, FCO or GCHQ has provided a letter declaring a return date and residency area.

(ii) The application was late due to significant health/medical reasons and independent confirmation of this is provided

(iii) The child is or becomes a ‘Child in Care’.

If after an application has been made, the SAAT is made aware that a child is, was or has become a Child in Care and/or has an appropriate brother sister/link and/or any other detail that may effect the application of over-subscription criteria (not including changes of address), the SAAT will endeavour to include the information in the first round of allocations. However this may not be possible if the allocation process has reached a stage where it would be too impractical to include such information. In particular it may not be considered by own admission authority schools if they have already ranked their applications. It is ultimately the responsibility of parents to provide all details relevant to their application.

Where NSC has been informed by other councils of applications or changes in preferences/addresses/application details that have been received after the closing time and date that they have accepted as on-time, these will be included in the first round of allocations. However this may not be possible if the allocation process has reached a stage where it would be too impractical to include such information. In particular it may not be considered by own admission authority schools if they have already ranked their applications.

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.

17. Applications, independent confirmation of new addresses and changes in preferences submitted by post but received one working day after the closing date and any others where it appears to NSC that it may have been submitted before the closing date, will be deemed to have been submitted on-time.

It is recommended that some form of proof is provided, that is accepted by NSC, to confirm an application/change(s) was submitted on time. For example a Post Office document that confirms it was posted by 23:59 hours on 15 January 2015.
18. Changing preferences (altering the order of preferences is also considered as a change of preferences):

i) before the closing date for applications

Any change in preference submitted before the closing time and date will over-ride 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 NSC has sent details of applications to other councils

Changes of preference(s) submitted after the closing time and date will not be accepted unless NSC 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. The revised application will not be considered, unless the parent confirms that their on-time application can be withdrawn. Parents will be given the opportunity to revise their preferences when they are notified of the on-time of their original application.

iii) after NSC 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. Parents will be given the opportunity to revise their preferences when they are notified of the outcome of their on-time application.

iv) after offers have been made

Offers in the first round of allocations will be made only for on-time applications unless NSC has accepted a subsequent change in preferences or a late application, based on extenuating reason(s). When offers are made, these may be accepted or rejected by the parent.

If, having received an offer based on a previous application a parent wishes to change the preferences from those shown on the previous 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. This applies even if the offered school was not one of the parent’s original named preferences.

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, or none, places available at any school for any subsequent round of allocations.

19. NSC 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. An address used for childcare arrangements can not be used as the home address. 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 will not be accepted.

Where parents do not live together and the child spends equal amounts of time with both parents, NSC will consider the home of the parent who made the application to be the child’s home.

NSC will not accept more than one address as the child’s home address. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order, NSC will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence may be requested to show for example the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parents do not agree on the child’s home address. Parents are urged to reach agreement but where they do not, NSC will determine the home address.

20. 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 for the first round of allocations would normally be his/her physical place of residence as at closing time and date for applications, it should be noted that in certain circumstances and acting in the interests of the child NSC 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 NSC.

21 Where NSC receives an application form that has not been fully completed with all of the information necessary to enable the application to be considered, NSC may contact the parents to request the outstanding information. NSC and schools may also undertake checks to ensure that an applicant is living at a property. Applicants may be asked to provide documentation to prove that they reside at their stated home address, for example a copy of a recent gas or electricity bill.

If the required information/documentation is not provided, the application may not initially be considered in the first round of allocations and if the applied for school(s) become full a place would then be allocated at the nearest school to the home address with a place available measured by the shortest available walking route.

22. 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 within this document to parent(s) therefore include carers.

Applications must be made and signed by a person with parental responsibility for the child. 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 NSC 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, NSC will ask the parents to determine which application it should consider and which application should be withdrawn. This is because NSC 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, for example to obtain a 'Specific Issues Order' which specifies which parent has responsibility to make decisions on school preferences. However, in the absence of any 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 NSC to be the home address.

23. NSC will withdraw an offer for a school in limited circumstances. Examples may be where it was offered in error or where it can be shown that the offer was obtained on the basis of a fraudulent or an intentionally misleading application 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.

If a child or parents move address but the parents do not inform NSC, this may be deemed to be intentionally misleading and any place offered may be withdrawn if it has denied another child a place.

Notification from parents of acceptance of an offer of a place must be received by NSC within 14 days of the date of the offer of a place. Where parents do not respond to an offer of a place or to any subsequent reminder to reply within a further 7 days, the offer may be withdrawn and the place offered to another applicant. It is the parent’s responsibility to inform NSC if their contact details change after making an application.

If children do not commence attendance at school at the start of the term arranged for their child to commence, and the school is not given a satisfactory reason for the absence the place may be withdrawn and if applicable will be offered to other applicants.

24. Where applicants do not qualify for the school(s) they have applied for, the alternative school offered will be, if the child lives in North Somerset, the nearest school within or outside North Somerset, to the child’s home address (as at the time allocations are being made) with a place available as measured by shortest available walking route. The school may be a North Somerset Community, VC or VA school (excluding Catholic schools) or a school within another council area, (where the admission authority has agreed to accept children who have been refused other schools).

Where there are more children than places remaining at the nearest school, priority will be given to those living closest to the school. Remaining applicants will then be offered 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. These distances will be measured by direct line between the address point of the child’s home and the main entrance marker for the school, indicated on NSC computerised system(s).
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 NSC’s admission arrangements, NSC felt it was appropriate to offer a different alternative school, for example if the nearest school was incompatible with the parent’s religious convictions. If no preferred school in North Somerset can be offered for a child living in another council area, the child’s home council should offer an alternative school place.

25. Council: Within this document references to ‘Council’ mean either North Somerset Council or any local Council. ‘Home Council’ means the council within which the child and/or parent(s) live.

26. A governing body/academy trust of an own admission authority school should notify North Somerset Council of their intention to admit above their Admission Number in good time to allow the Council to deliver those co-ordinated arrangements.

27. Whilst NSC will process applications in accordance with this scheme it will exercise discretion and may deviate from it in circumstances where it feels it is appropriate to do so. This will normally be in exceptional circumstances.

28. Governing Bodies/Academy Trusts of own admission authority schools may if they wish delegate the functions of determining the order of priority of applications and/or, maintaining their waiting list to NSC. However legal responsibility for them would remain with the Governing Body/Academy Trust.

29. Within this Scheme:

   a) Direct line: is where distances are measured in a straight line between the address point of the child’s home and the main entrance marker for the school, indicated on NSC computerised system(s). Unless stated otherwise where the direct line distances are equal, the ranking of applications will be determined by drawing lots.

   b) Where an applicant lives in a flat or other multi-home dwelling, the address point of the building will be used if it is not possible to determine the address point of the applicant’s home.

   c) Shortest available walking route: is the shortest available walking route between the child’s home and the nearest entrance to the school site. We use the road and footpath network as defined by Ordnance Survey to calculate the route. The distance is calculated from the point on the road and footpath network which is closest to the child’s home as indicated on the NSC computerised mapping system and does not include the distance between the property and the road.

   d) If it is not possible to measure a distance on NSC computerised system(s), NSC will use an alternative computerised system or a paper map.

30. Nearest School:
    Unless stated otherwise;

   i) the distances used to determine the nearest school will be measured in a direct line. If direct line 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 (not private or fee charging) mainstream school (excluding Catholic schools) that is appropriate to the child’s age.

**Timetable for Coordinated New Intake Primary Admissions for 2015-16**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closing time and date for submission of applications for new intake admissions to applicant’s home council</td>
<td>By 23:59 hours on 15 January 2015</td>
</tr>
<tr>
<td>Offers of a school place made for North Somerset pupils</td>
<td>16 April 2015</td>
</tr>
<tr>
<td>Parents requested to reply to offers made</td>
<td>30 April 2015</td>
</tr>
<tr>
<td>Appeals heard</td>
<td>From June 2015</td>
</tr>
<tr>
<td>September 2015</td>
<td>Child begins schools (except for those children who Parents have arranged to defer their child’s Reception Year admission to later within the 2015-16 year).</td>
</tr>
</tbody>
</table>

It should be noted that this Scheme is subject to alteration to reflect any changes in legislation, case law, Council policy or to ensure legal compliance.
Secondary Coordinated Admission Scheme - for new intake admissions (not including Sixth Form) – 2015-16 School Year

Key:
NSC = North Somerset Council  
School Admissions and Transport Team (SAAT) = The School Admissions and Transport Team of NSC  
School = a school or an academy or a University Technical College (UTC). Please note that where the word “school” is used in the general sense, it refers to either a school or an academy or UTC.

All Secondary schools/academies and UTCs, within North Somerset are participants within this Scheme.

1. By 12 September 2014 - the Composite Prospectus (parent guide book) and application form will be available and North Somerset parents will be able to express up to three preferences, and give reasons for their preferences, for a new intake admission place at any maintained secondary or Upper school (with an entry age after 11) or University Technical College in England for their child, in rank order on a NSC common application form. The closing time and date for applications to be submitted for consideration in the first round of allocations is 23:59 on 31 October 2014. Parents of children in other council areas should apply for places at any maintained schools via their home council. All preferences (1st, 2nd and 3rd etc) will be initially considered equally regardless of ranking.

2. By 14 November 2014 NSC will send to other councils, details of applications for their schools and NSC will receive details of applicants for its schools from other Councils. By 21 November 2014 NSC will send in confidence to own admission authority schools within North Somerset details of all applications for their schools. Schools will not reveal this information to parents until after the offer date. The order of the applicant’s preferences will not be revealed.

3. Own admission authority schools in North Somerset will apply their over-subscription criteria and will notify NSC by 8 January 2015 the rank order of applications for places at their school.

4. By 9 February 2015 NSC will send to other council’s lists of initial outcomes of applications made by their residents for schools in North Somerset. By the same date other councils will inform NSC of the initial outcome of applications made for other council schools by our residents.

5. NSC will then determine the highest preference school that can be met for each applicant. Where a child qualifies for a place at more than one school, only the highest preference school will be allocated. If no preference can be met NSC will determine the school to be allocated for NSC residents. Only one offer of a school place will be made.

6. By 18 February 2015 NSC will send to other councils the intended final lists of pupils to be allocated places. Other councils will send NSC the final list of offers for North Somerset residents applying for their schools.

7. By 27 February 2015 NSC will send to all Schools in North Somerset the intended final lists of pupils to be allocated places. Schools must not notify parents of the results of the application process.
On 2 March 2015 NSC will send a letter and/or an to every North Somerset applicant whose application has been accepted as an on-time application, to tell them the result(s) of their application.

The acceptance or refusal of an offer of a school place should be returned by 16 March 2015.

Details of:
- late applications
- on-time applicants still seeking a place at their preferred schools
- of offered places not accepted by applicants,
will be exchanged between councils up to and including 17 April 2015, to enable a second round of allocations to be completed by 2 May 2015.

The coordinated admissions process will continue to be operated, with application data being exchanged with other councils as necessary, for all applications received up to and including 31 August 2015.

Data will as far as possible be exchanged electronically between councils and other admission authorities. Paper data will only be used when it is not possible to share data electronically. The stated dates for sharing data between councils and schools and for sending offer/refusal letters to parents are intended target dates. It may not be possible for the data to be exchanged or letters to be sent on those actual dates.

For the 2015-16 school year, entry to Year 7 in schools in North Somerset is for children born between 01/09/03 and 31/08/04 and entry to Year 10 at a UTC is for children born between 01/09/00 and 31/08/01.

Applications will be accepted for children who meet one or more of the following:
- they are resident in the UK
- they hold full British Citizen Passports
- they are from countries whose passports have been endorsed to show that they have the right to abode in this country
- they are from the European Economic Area (EEA).

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

Parents must inform NSC if they change address as soon as possible or any offer of a place may be withdrawn. If independent confirmation of a change of address that may occur after the closing time and date (and before the start of term 1), is submitted by the closing time and date it will be considered 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, or a tenancy agreement signed by both parties. If the child is from a family of a Crown Servant or of UK Service Personnel, 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.

If a new address is not accepted for a round of allocations for the applicant’s
preferences and it is within North Somerset but none of the preferences can be offered, the alternative school offered will be based on the new address providing details and/or independent confirmation of it are received before that round of allocation of places has been finalised.

Where a change of address is from one Council area to another, the Council of the area that the child and/or applicant now lives, will normally then be the home council. The new home council will then process the application and notify the parents of the outcome.

Only applications classed as having been submitted on-time will be considered in the first round of school place allocations. Applications received after the closing time and date will not be considered in the first round of allocations unless NSC considers there is an extenuating reason(s) (see below) for allowing them to be accepted as on-time and the application was received before NSC has sent details of applications to other councils.

Examples of an extenuating reason may 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) The application was late due to significant health/medical reasons and independent confirmation of this is provided

(iii) The child is or becomes a ‘Child in Care.’

If after an application has been made, the SAAT is made aware that a child is, was or has become a Child in Care and/or has an appropriate brother sister/link and/or any other detail that may affect the application of over-subscription criteria (not including changes of address), the SAAT will endeavour to include the information in the first round of allocations. However this may not be possible if the allocation process has reached a stage where it would be too impractical to include such information. In particular it may not be considered by own admission authority schools if they have already ranked their applications. It is ultimately the responsibility of parents to provide all details relevant to their application.

Where NSC has been informed by other councils of applications or changes in preferences/addresses/application details that have been received after the closing time and date, that they have accepted as on-time, these will be included in the first round of allocations However this may not be possible if the allocation process has reached a stage where it would be too impractical to include such information. In particular it may not be considered by own admission authority schools if they have already ranked their applications.

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.

Applications, independent confirmation of new addresses and changes in preferences submitted by post but received one working day after the closing date and any others where it appears to NSC that it may have been submitted before the closing date, will be deemed to have been submitted on-time.

It is recommended that some form of proof is provided, that is accepted by NSC, to
confirm an application/change(s) was submitted on time. For example a Post Office
document that confirms it was posted by 23:59 hours on 31 October 2014.

16. Changing preferences (altering the order of preferences is also considered as a change
of preferences):

i) before the closing date for applications

Any change in preference submitted before the closing time and date will over-ride 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 NSC 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 NSC 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. The revised
application will not be considered, unless the parent confirms that their on-time
application can be withdrawn. Parents will be given the opportunity to revise their
preferences when they are notified of the outcome of their on-time application.

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 NSC has details of on-time
applications to other councils.

iii) after NSC 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. Parents will be given the
opportunity to revise their preferences when they are notified of the outcome of their on-
time application.

iv) after offers have been made

Offers in the first round of allocations will be made only for on-time applications unless
NSC has accepted a subsequent change in preferences or a late application, based on
extenuating reason(s). When offers are made, these may be accepted or rejected by
the parent.

If, having received an offer based on a previous application a parent wishes to change
the preferences from those shown on the previous 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. This applies even if the offered school was not one of the parent’s original
named preferences.

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, or none, places available at any school for any subsequent round of allocations.

17. NSC 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. An address used for childcare arrangements cannot be used as the home address. We will not accept 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, NSC will consider the home of the parent who made the application to be the child’s home.

NSC will not accept more than one address as the child’s home address. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order, NSC will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence may be requested to show for example the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parents do not agree on the child’s home address. Parents are urged to reach agreement but where they do not, NSC, will determine the home address.

18. 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 for the first round of allocations would normally be his/her physical place of residence as at closing time and date for applications, it should be noted that in certain circumstances and acting in the interests of the child NSC 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 NSC.

19. Where NSC receives an application that has not been fully completed with all of the information necessary to enable the application to be considered, NSC may contact the parent to request the outstanding information. NSC and schools may also undertake checks to ensure that an applicant is 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 reside at their stated home address.

If the required information/documentation is not provided, the application may not initially be considered in the first round of allocations and if the applied for school(s) become full a place would then be allocated at, in order:

i) the First Geographical Area school (if applicable) 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 available walking route
20. 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 within this document to parent(s) therefore include carers.

Applications must be made and signed by a person with parental responsibility for the child. 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 NSC 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, NSC will ask the parents to determine which application it should consider and which application should be withdrawn. This is because NSC 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, for example to obtain a 'Specific Issues Order' which specifies which parent has responsibility to make decisions on school preferences. However, in the absence of any 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 NSC to be the home address.

21. NSC will withdraw an offer for a school in limited circumstances. Examples may be where it was offered in error or where it can be shown that the offer was obtained on the basis of a fraudulent or an intentionally misleading application 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.

If a child or parents move address but the parents do not inform NSC, this may be deemed to be intentionally misleading and any place offered may be withdrawn if it has denied another child a place.

Notification from parents of acceptance of an offer of a place must be received by NSC within 14 days of the date of the offer of a place. Where parents do not respond to an offer of a place or to any subsequent reminder to reply within a further 7 days, the offer may be withdrawn and the place offered to another applicant. It is the parent’s responsibility to inform NSC if their contact details change after making an application.

If children do not commence attendance at school at the start of the term arranged for their child to commence, and the school is not given a satisfactory reason for the absence the place may be withdrawn and if applicable will be offered to other applicants.

22. 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) either:

i. the North Somerset 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 available
walking 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 direct line between the address point of the child's home and the main entrance marker for the school, indicated on NSC computerised system(s).

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 NSC admission arrangements, NSC felt it was appropriate to offer a different alternative school for example if the nearest school was incompatible with the parent's religious convictions.

If the child does not live in North Somerset, their home council is responsible for ensuring that they are allocated a school place.

Where pupils do not qualify for any of the UTCs they have applied for, they will not be offered an alternative UTC. They will be able to remain at their current school.

23. Council: Within this document references to 'Council' mean either North Somerset Council or any local Council. 'Home Council' means the council within which the child and/or parent(s) live.

24. The Common Application Form should be returned to NSC on paper, by fax, by email or online. Applications should be delivered to either of the addresses below.

North Somerset Council, People and Communities, School Admissions and Transport Team, Town Hall, Walliscote Grove Road, Weston-super-Mare, BS23 1UJ
Tel No: 01275 884 078     Fax No: 01275 884 753
Email: admissions@n-somerset.gov.uk
Website: www.n-somerset.gov.uk/admissions

Any relevant letters/supporting documents should (unless otherwise specified in an own admission authority school’s admission arrangements) also be submitted to the above addresses. Applications and any relevant letters/supporting documents received by the SAAT at its office in Castlewood, Tickenham Road, Clevedon may also be accepted.

Whilst it is not the responsibility of other offices/schools, NSC will use discretion and may accept applications/documents received by other Councils, Schools or other Council offices that are passed to the SAAT. They will be accepted as on-time if NSC feels they may have been submitted by the closing time and date.

25. Own admission authority schools may require additional supporting information in order to apply their oversubscription criteria. For example a supplementary information form or a copy of a baptism certificate may be required. Parents should check the admission arrangements of each school they are applying for to see if any additional information is required and the address where it should be sent.
### 26. A governing body/academy trust of an own admission authority school must notify North Somerset Council of their intention (if applicable) to admit above their Admission Number in good time to all the Council to deliver those co-ordinated arrangements.

### 27. Whilst NSC will process applications in accordance with this scheme it will exercise discretion and may deviate from it in circumstances where it feels it is appropriate to do so. This will normally be in exceptional circumstances.

### 28. Within this Scheme:

   a) Direct line: is where distances are measured in a straight line between the address point of the child’s home and the main entrance marker for the school, indicated on NSC computerised system(s). Unless stated otherwise where the direct line distances are equal, the ranking of applications will be determined by drawing lots.

   b) Where an applicant lives in a flat or other multi-home dwelling, the address point of the building will be used if it is not possible to determine the address point of the applicant’s home.

   c) Shortest available walking route: is the shortest available walking route between the child’s home and the nearest entrance to the school site. We use the road and footpath network as defined by Ordnance Survey to calculate the route. The distance is calculated from the point on the road and footpath network which is closest to the child’s home as indicated on the NSC computerised mapping system and does not include the distance between the property and the road.

   d) If it is not possible to measure a distance on NSC computerised system(s), NSC will use an alternative computerised system or a paper map.

### 29. Governing Bodies/Academy Trusts of own admission authority schools may if they wish delegate the functions of determining the order of priority of applications and/or maintaining their waiting list and/or considering applications to NSC. However legal responsibility for them would remain with the Governing Body/Academy Trust.

### 30. Nearest School:

   Unless stated otherwise;

   i) the distances used to determine the nearest school will be measured in a direct line. If direct line 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 (not private or fee charging) mainstream school (excluding Catholic schools) that is appropriate to the child’s age on joining the school.
## Transfer Timetable for the 2015-164 School Year

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>By 23:59 hours on 31 October 2014</td>
<td></td>
</tr>
<tr>
<td>Last date for applications to be submitted to applicant’s home council.</td>
<td></td>
</tr>
<tr>
<td>2 March 2015</td>
<td></td>
</tr>
<tr>
<td>Results of applications sent to parents by applicant’s home council</td>
<td></td>
</tr>
<tr>
<td><strong>From May 2015</strong></td>
<td></td>
</tr>
<tr>
<td>Appeals heard</td>
<td></td>
</tr>
<tr>
<td><strong>Terms 5 and 6 2015</strong></td>
<td></td>
</tr>
<tr>
<td>Information sent to parents from schools about induction days etc</td>
<td></td>
</tr>
<tr>
<td><strong>September 2015</strong></td>
<td></td>
</tr>
<tr>
<td>Child begins new school</td>
<td></td>
</tr>
</tbody>
</table>

NSC may review its timetable for administering applications. It should be noted that this Scheme is subject to alteration to reflect any changes in legislation, case law, Council policy, or to ensure legal compliance.
Appendix 4 – POST CONSULTATION

In-Year School Admission Arrangements and Over-subscription Criteria for North Somerset Community and Voluntary Controlled Schools - 2015-16 School Year

Key:
NSC = North Somerset Council
C of E = Church of England
VC = Voluntary Controlled
School = school or an academy

Please note that where the word “school” is used in the general sense, it refers to either a school or an academy.

<table>
<thead>
<tr>
<th>Item No</th>
<th>Narrative</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Over-subscription Criteria</strong></td>
<td></td>
</tr>
<tr>
<td>1A.</td>
<td>Where a school is named in a child’s Statement of Special Educational Needs or Education, Health and Care Plan, the admission authority for the school is legally required to admit the child to the school. Such children will therefore be allocated places at the named school before the over-subscription criteria are applied. Applications of this type for the named schools will take priority over all other requests for places. With the exception of above and criterion No.1, children allocated a place under a Fair Access Protocol or Children who are the subject of a direction by a council to admit will take priority over all other applicants. Subject to the above exceptions, where more applications are received than there are places available in a particular year group, allocations will be made in accordance with the following criteria, given in order of priority:</td>
</tr>
<tr>
<td>1.</td>
<td>Children in Care at the time of application or children who were previously in Care but immediately after being in Care became subject to an adoption, residence, or special guardianship order.</td>
</tr>
<tr>
<td>2.</td>
<td>Children who have been attending the school as part of a Negotiated Transfer Scheme.</td>
</tr>
<tr>
<td>3.</td>
<td>For Infant, Junior and Primary Schools only: The following criterion (i) applies to the following non-rural schools only:</td>
</tr>
</tbody>
</table>

All Saints, East Clevedon C of E Primary
Ashcombe Primary
Becket Primary
Castle Batch Primary
Golden Valley Primary
Grove Junior
Hannah More Infant
High Down Infant
High Down Junior
Mary Elton Primary
Mead Vale Primary
Mendip Green Primary
Portishead Primary  
St Martin's C of E Primary  
St Nicholas Chantry C of E Primary  
St Peter's C of E Primary  
Uphill Primary  
Worle Village Primary  
Yeo Moor Primary

(i) Children with a brother or sister who will be attending the school at the time of admission.

The following criteria (ii), (iii), (iv) and (v) applies to the following rural schools only:

Backwell C of E Junior  
Banwell Primary  
Blagdon Primary  
Churchill C of E Primary  
Court de Wyck C of E Primary  
Crockerne C of E Primary  
Dundry C of E Primary  
Flax Bourton C of E Primary  
Hutton C of E Primary  
Kewstoke Primary  
Locking Primary  
Northleaze C of E Primary  
St Andrew’s C of E Primary  
Sandford Primary  
West Leigh Infant  
Winford C of E Primary  
Winscombe Primary  
Wrington C of E Primary  
Yatton Infant  
Yatton C of E Junior

(ii)* Children with a brother or sister who was attending the school prior to September 2008 and either he/she or any younger brother or sister will be attending the school at the time of admission.

(iii)* Children with a brother or sister who started attending or will be attending the school during or after September 2008 and he/she will be attending the school at the time of admission, where it is the child’s nearest school (excluding Catholic schools) to the home address.

(iv) Children, where it is the child’s nearest school (excluding Catholic schools) to the home address.

(v)* Children, where it is not the child’s nearest school (excluding Catholic schools) to the home address, with a brother or sister who will be attending the school at the time of admission.

*For the purpose of criteria (i), (ii), (iii) and (v) paired infant and junior schools will be treated as one school.

In addition to being primary schools Mendip Green and Worle Village Schools will be treated as Schools that are paired with St Martin’s C of E School, for children with a brother or sister in Years 4, 5 and 6 at St Martin’s C of E School in the 2015-16 school year.

However a brother or sister who is in either the Reception Year, Year 1, Year 2 or Year 3 at St Martin’s C of E School in the 2015-16 school year will not count as
attending a school that is paired with either Mendip Green or Worle Village Schools.

(vi) For non-rural schools only: Children, where it is the nearest school (excluding Catholic Schools) to their home address, who live more than a distance of 2 miles from that school measured by the shortest available walking route.

(vii) For rural and non-rural schools: Children living closest to the school.

4. For St Katherine’s Secondary School only:
   a) Children living in the school’s First Geographical Area.
   b) Children living outside the school’s First Geographical Area.

5. For admission to Infant, Junior and Primary schools, except for criterion 3vi, priority within each criterion will be given to children living closest to the school. Priority within criterion 3vi will be given to children living furthest from their nearest school by direct line. Should these distances be equal the ranking of allocations will be determined by drawing lots.

6. When applying criteria 4(A) and 4(B) priority within each criterion will be given, in order, to:
   a) children with a brother or sister who will be attending the school and who joined the school before September 2011.
   b) children with a brother or sister who is already on the school roll or has been allocated a place at the school but will not include a brother or sister who has only joined the school for Sixth Form education.
   c) children living closest to the school.

General Information

7. Children in Care are defined as follows:
   ‘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:
   - an Adoption Order must be under the terms of the Adoption and Children Act 2002 that came into force on 31 December 2005 (so only adoption orders on or after this date are applicable)
   - a residence order must be under the terms of the Children Act 1989, of which Section 8 defines a residence order as an order setting the arrangements to be made as to the person with whom the child is to live
   - in accordance with Section 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).

   For children to be considered as previously looked after children, applicants should provide a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

8. 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 within this document to parent(s) therefore include carers.
Where these arrangements refer to ‘children applying’ it means parent(s) applying on behalf of children.

9. Where this policy refers to ‘children living closest to the school’, the distances calculated to determine who is closest will initially be measured in a direct line. Where these distances are equal the ranking of applications will be determined by drawing lots.

10. **Contact details:**
The Application Form should be returned to NSC on paper, by fax, or by email to the addresses below. If possible applications may also be made online via the website address below.

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

Tel No: 01275 884 078 Fax No: 01275 884 753
Email: admissions@n-somerset.gov.uk
Website: www.n-somerset.gov.uk/admissions

Any relevant letters/supporting documents should also be submitted to the above addresses. Applications and any relevant letters/supporting documents received by the SAAT at its office in Castlewood, Tickenham Road, Clevedon may also be accepted.

Whilst it is not the responsibility of other offices/schools to forward applications, the NSC School Admissions and Transport Team will use discretion and may accept applications/documents received by other Councils, Schools or other Council offices that are passed to the Team.

11. In circumstances where to not admit the child would result in NSC incurring unreasonable public expenditure, the prejudice to the provision of efficient education at the school may be balanced against the efficient use of resources and decisions will be made accordingly.

12. These arrangements apply as far as possible to all children including those considered to be from vulnerable groups in the NSC Fair Access Protocol. The protocol will only be used if a suitable place can not be secured using the normal admission arrangements.

13. St Katherine’s Secondary School First Geographical Areas (FGA) is shown in the addendum to this Appendix. An 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. Please see the over-subscription criteria above.

14. Unless a satisfactory reason is given, places must normally be accepted i.e. the child must commence attending the school, by the start date specified in any letter from NSC offering a place at a school. This will normally be within 14 days (or possibly 28 days for those moving house), of the date of the letter. However NSC may specify a date within a different time period if it thinks appropriate, for example where it is decided for admission to be at the start of a term. Parent’s notification of the acceptance of an offer of a school place should be received by NSC within 2
weeks after the date of an offer.

15. Where a place can be offered NSC will notify the parents accordingly and the child should start at the school by the date indicated in the offer letter. Any request for an extension beyond the required start date will be considered by NSC on its individual merits. Where NSC considers that exceptional circumstances exist, places may be accepted after the specified start date, depending on the circumstances of the case. An example of exceptional circumstances may be where United Kingdom (UK) Service Personnel or other Crown Servants are returning to the UK.

Places offered may be reserved for a child and/or his/her brother or sisters beyond the specified start date if parents are waiting for the outcome of an application or an appeal for a school place for their child before deciding to accept a place(s) or not.

16. NSC reserves the right not to admit up to the Admission Number/Level for a particular year group (other than the Intake Year).

17. Applications for all school places should 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 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 NSC 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.

18. Nearest School. Where these arrangements refer to the ‘nearest school’, unless stated otherwise:

a) the distances used to determine the nearest school will be measured in a direct line. If direct line distances are equal the nearest school will be determined by drawing lots.

b) the nearest school is the nearest appropriate one. An appropriate school is defined as a maintained* mainstream school (excluding Catholic schools) that provides the National Curriculum appropriate to the child’s age on joining the school.

*i.e. not private or fee charging.

19. Unless stated otherwise within these arrangements all distances are measured in a ‘direct line’.

a) Direct line: is where distances are measured in a straight line between the address point of the child’s home and the main entrance marker for the school, indicated on NSC computerised system(s). Unless stated otherwise where the direct line distances are equal, the ranking of applications will be determined by drawing lots.

b) Where an applicant lives in a flat or other multi-home dwelling, the address point of the building will be used if it is not possible to determine the address point of the applicant’s home.

c) Shortest available walking route: is the shortest available walking route
between the child’s home and the nearest entrance to the school site. We use the road and footpath network as defined by Ordnance Survey to calculate the route. The distance is calculated from the point on the road and footpath network which is closest to the child’s home as indicated on the NSC computerised mapping system and does not include the distance between the property and the road.

d) If it is not possible to measure a distance on NSC computerised system(s), NSC will use an alternative computerised system or a paper map.

20. To be considered as a brother or sister a child must be living at the same address for the majority of the time* as a full, half, step or an adoptive brother/sister of another child.

   Full and adoptive 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 necessarily related biologically (including Foster children) but are living in the same household for the majority of the time at the address NSC considers to be the address of the child for whom the application is made.

   A brother or sister must be attending the school at the time of admission i.e. he/she must be (or is expected to be by NSC) on roll at the school (or would be expected to be on roll if a place was offered).

   *A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time.

   It is the responsibility of parents to ensure that they declare on their application if they have a child (or have been allocated a place for a child) at their preferred school(s) or to inform NSC if a child obtains a place after they have applied.

   A child attending a nursery/pre-school part of a school does not count as a brother or sister.

21. Applicants for the Reception Year have the option to delay their child’s admission until the term following the child’s 5th birthday (either term 3 or 5). If/once admission is agreed, parents should contact the school’s Head Teacher to arrange a delayed entry if required. Parents can request that their child takes up their place on a part-time basis until their child reaches compulsory school age.

22. Infant schools are paired with junior schools as follows:

   - Hannah More Infant with Grove Junior
   - High Down Infant with High Down Junior
   - West Leigh Infant with Backwell Church of England Junior
   - Yatton Infant with Yatton Church of England Junior

Because they were formerly First Schools, Mendip Green and Worle Village Primary
Schools are paired with St Martin’s C of E School but only for children whose brother or sisters joined Mendip Green or Worle Village School prior to 1 September 2012.

A brother or sister who is in either the Reception Year, Year 1, Year 2 or Year 3 at St Martin’s C of E School in the 2015-16 school year will not count as attending a school that is paired with either Mendip Green or Worle Village Schools.

Parents may name up to 3 schools in rank order on the application form. All preferences are treated equally regardless of rank. Where a child can be offered a place at more than one school, the final offer will be the highest ranked school. Where a parent applies more than once, the most recent of the applications is deemed to be the appropriate one. The earlier application(s) will normally be withdrawn.

NSC will aim to notify parents of the result of their application within 10 school days.

Vacancies arising during the school year:

Where a place at a preferred school cannot be offered, parents/carers will be able to request that their child’s name is placed on a list of those seeking a place as follows:

a. For admissions into a school’s normal intake admission year group only (not including Year 12 admissions) NSC on behalf of Community and VC schools, shall hold a waiting list of those applicants still seeking a place at their preferred school(s), until the last day of term 2 in 2015. All applications will be ranked in line with the published new intake oversubscription criteria (see Appendix 1) and allocations will be made in accordance with it. Each added child to the list will require the list to be ranked again in line with the published new intake oversubscription criteria. 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, Children in Care, Children previously in Care or Children who are allocated a school in accordance with a Fair Access Protocol for school places, will take precedence over those on the waiting list.

b. After the last day of term 2 in 2015 for admissions into a school’s normal intake admission year group(s) (not including Year 12 admissions) NSC shall not keep a waiting list. Parents may request that NSC ensures that their child’s name is placed on a list of those seeking a place at a school or apply for a place at a school. The name of the child will be kept up to the last day of the term only. Parents will have to contact NSC again if they still wish to be considered for a place during each subsequent term. If a vacancy arises, the authority will allocate the school place in accordance with the above In-Year oversubscription criteria. Priority will not be given on the basis of the date a child’s name was recorded by NSC. Children who are the subject of a direction by a council to admit, Children in Care, Children previously in Care or Children who are allocated a school in accordance with a Fair Access Protocol for school places, will take precedence over those whose names have been recorded by NSC.

c. For all other year groups (not including years 12 and 13), NSC will not keep waiting lists as such. Parents may request that NSC ensures that their
child is considered for any vacancy that may arise at their preferred North Somerset Community and VC school(s). NSC will record the names of children whose parent(s) request for them to be considered for a vacant place at a school or apply for a place at a school. The name of a child will be kept up to the last day of the term only. Parents will have to contact NSC again if they still wish to be considered for a place during each subsequent term. If a vacancy arises, the authority will allocate the school place in accordance with the in-Year over-subscription criteria. Children who are the subject of a direction by a council to admit, Children in Care, Children previously in Care or Children who are allocated a school in accordance with a Fair Access Protocol for school places, will take precedence over those whose names have been recorded by NSC.

d. If children are not on the NSC database the parents may be asked to complete an application form before being added to a waiting list or recorded by NSC.

e. Any application where an application/appeal is outstanding will be considered for a vacancy at a North Somerset school along with those children whose names have been recorded by NSC as requesting/applying for a place. Names of children whose cases have been heard but dismissed by an independent appeal panel will be recorded by NSC as requesting a place for the remainder of the term in which the appeal was heard.

f. When a vacancy occurs in a term the waiting list/children whose names have been recorded by NSC, for that term should be used (along with any applications received by NSC) even if it is being filled after the end of that term.

Where an application is received the child’s name will be retained on the list for the period specified in a, b, or c, above. Parents will be expected to notify NSC if they wish for their child to be considered for a vacancy each term. If able to offer a place, every effort will be made to contact including using the last contact details provided by the applicant. Where a response to an offer has not been received within 10 school days, the offer may be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

25. NSC reserves the right to require documentary evidence of the genuineness of a family address and if this is not produced, reserves the right to make its own enquiries.

The child’s normal permanent home address where he or she lives with his or her parents or legal guardians will be used to decide where the child lives. If parents or guardians plan to move documentary evidence will be required.

Examples of evidence that may be acceptable to determine a child’s address are:

i. A solicitor’s letter confirming exchange of contracts and a completion date for a property which is being purchased or a property which is being sold.

ii. A copy of a signed rental agreement or a solicitor’s letter if moving to a council or rented property and proof of your sale or Notice to Quit on your current/previous property.

iii. A copy of a council tax bill or utility bill such as water, gas or electricity in
your name for your newly owned or rented property together with proof of your sale or Notice to Quit on your current/previous property.

iv. If you are moving in with a relative a letter from them will be required confirming the date you will be moving in together with a copy utility bill showing their name and address. A solicitor’s letter will also be required confirming that completion of contracts has taken place on your sale or Notice to Quit on your current/previous property.

26. Except for deferred entry for Reception Year Group children, applications will not normally be considered until approximately 35 days for those moving house and 21 days for those not moving house, in advance of the date when the place is required. However applications for admission in September 2016 will be considered from 1 July 2016.

27. NSC reserves the right to withdraw an offer of a school place in certain limited circumstances. Examples include:

   i. Where a parent has given fraudulent or intentionally misleading information such as a false address, which effectively denied a place to a child with a stronger claim.

   ii. Where a parent has not responded to an offer within the deadline set by the NSC or to any subsequent reminder to reply within a further 7 days.

   iii. Where a higher preference school has been offered or where the highest preference school on the latest application has been able to be met.

   iv. Where the offer was made as a result of an administrative error.

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. It is the parent’s responsibility to inform NSC if their contact details change after making an application.

28. Where the requested school preference(s) cannot be offered to parents of North Somerset children, they will be informed of their right to have their case considered by the independent Appeal Panel.

29. Where a school wishes to admit a child as part of a Negotiated Transfer they should inform the Learning Support Service and the School Admissions and Transport Team of NSC. When wanting to make such a transfer permanent the school or parent should apply to the School Admissions and Transport Team.

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

   i) are resident in the UK
   ii) hold full British Citizen Passports
   iii) are from countries whose passports have been endorsed to show that they have the right to abode in this country
   iv) are from the European Economic Area (EEA).

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

Applicants may be asked to confirm that the child(ren) is a resident of an EEA country. Applicants for children from non-EEA countries may be required to provide copies of the child’s and/or their passport and/or visa in order to confirm that they are entitled to receive state funded education in this country.

NSC reserves the right to check that applicants who have previously lived abroad are eligible to receive education in this county. Such applicants may be required to produce their passport and/or their child’s passport before the application is considered.

| 31. | For school admission purposes, NSC 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, NSC will consider the home of the parent who made the application to be the child’s home. |
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<tbody>
<tr>
<td>32.</td>
<td>NSC will not accept more than one address as the child’s home address. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order, NSC will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence may be requested to show for example the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parents do not agree on the child’s home address. Parents are urged to reach agreement but where they do not, NSC will determine the home address.</td>
</tr>
<tr>
<td>33.</td>
<td>Where parents share parental responsibility for a child and two applications are received for the one child from his/her parents, NSC will ask the parents to determine which application it should consider and which application should be withdrawn. This is because NSC 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, for example to obtain a ‘Specific Issues Order’ which specifies which parent has responsibility to make decisions on school preferences. However, in the absence of any 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 NSC to be the home address.</td>
</tr>
<tr>
<td>34.</td>
<td>NSC 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 NSC, for example a Child Benefit Book or a letter from the Inland Revenue may be required.</td>
</tr>
<tr>
<td>35.</td>
<td>Where a school is full in a year group and NSC receive an application from a family that is changing address, the application will be considered from the proposed new</td>
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</table>
address provided NSC has received suitable confirmation of the new address. Some examples of suitable confirmation are: proof of exchange of contracts and a completion date, a signed letting agreement, or a letter from an employer or Service person’s commanding officer, confirming details of the relocation. Applicants may also be required to provide proof that they have left their previous property, for example a final account utility bill. If unable to provide confirmation of the proposed address, the application will only be considered from the present address providing the child can attend the requested school(s) from the present address.

36. For UK Service Personnel and other Crown Servants, where possible, places may be allocated in advance of the pupils return to the UK provided the MOD, FCO or GCHQ have provided a letter declaring a return date and residency placement. Places may be offered and reserved up to one term in advance of the place being required.

37. Offer of alternative places: Infant, Junior and Primary schools;

a. Where North Somerset residents are refused a place at the school(s) they have applied for, they will be either:

- offered a place at a Community or VC School with a place available as at the time allocations are being made, or;
- offered a place, on behalf of an own admission authority school that has agreed to admit the child, or;
- advised to apply for other schools

Where an alternative school is offered, where possible it will be the nearest school, either within or outside North Somerset to the child’s home address as measured by the shortest available walking route.

a. Where North Somerset residents are refused a place at the school(s) they have applied for, they will be either:

- offered a place at a Community or VC School with a place available as at the time allocations are being made, or;
- offered a place at an own admission authority school that has agreed to admit the child, or;
- advised to apply for other schools

Where an alternative school is offered, where possible it will be the nearest school, either within or outside North Somerset to the child’s home address as measured by the shortest available walking route.

b. Where there are more children than places remaining at the intended offer Community or VC School, priority will be given to those living closest to the school. The distances will be measured by a direct line between the address points of the child’s home and main school entrance indicated on North Somerset Council’s computerised system(s).

c. 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
d. If no preferred school in North Somerset can be offered for a child living in another council area, NSC will not look for an alternative school place. The child’s home council will offer an alternative school place.

If children within the same family (and within the same school age range) are offered places at different schools NSC will endeavour to also reserve places for the children at a school that can accommodate all of the children (NB paired infant and junior schools are treated as being one school).

39. For St Katherine’s Secondary School:

   a. Where children who reside in North Somerset are refused a place at the school, NSC will advise parents to apply for a place at other schools or offer a place on behalf of an admission authority school that has agreed to admit the child.

   b. If no preferred school in North Somerset can be offered for a child living in another council area, NSC will not look for an alternative school place. The child’s home council will offer an alternative school place.

40. Exclusions issues:

Although pupils who have been permanently excluded from another mainstream school have the right, as with all other pupils, to be considered for entry to the school of their parents’ choice, an exception is made for pupils who have been permanently excluded from two different schools within a two year period. A parent can still express a preference for a school place, but the requirement to comply with that preference is removed for a period of two years from the date on which the latest exclusion took place. This does not apply to: children with a Statement of Special Education Needs or an Education, Health and Care Plan; children who are below compulsory school age when excluded; children who were reinstated following a permanent exclusion; and children who would have been reinstated following a permanent exclusion had it been practicable to do so. The authority may refuse to admit a child who has been excluded twice, or in the case of a community or voluntary controlled school, the governing body may appeal against the decision of the local council as the admission authority to admit the child. The parents normal right of appeal against a decision to refuse not to admit their child to a particular school is suspended for 2 years, from the second or any subsequent exclusion.

41. New Schools - Applications for places at new schools will be administered in accordance with the published guidelines for that school. Where a consultation process has not been followed as a default, new schools will follow the policies of North Somerset Councils Community and VC Schools. Where possible, details of the processes and closing dates to be followed for new schools will be made available and published as necessary.

42. Whilst NSC will process applications in accordance with these arrangements, it may exercise discretion and may deviate from it in circumstances where it feels it is appropriate to do so. This would normally be in exceptional circumstances.

43. It should be noted that this is a working document and is subject to alteration at anytime to reflect any changes in legislation, case law, Council policy or to ensure
| legal compliance. |
### Appendix 5 – POST CONSULTATION

#### ADMISSION NUMBERS for Community and Voluntary Controlled Schools - 2015-16

<table>
<thead>
<tr>
<th>Infant, Junior and Primary Schools</th>
<th>Status Age Range</th>
<th>Admission Number 2014-15</th>
<th>Admission Number 2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Saints, East Clevedon C of E Primary</td>
<td>Voluntary Controlled 5 - 11</td>
<td>17</td>
<td>17</td>
</tr>
<tr>
<td>Ashcombe Primary</td>
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</tr>
<tr>
<td>Backwell C of E Junior</td>
<td>Voluntary Controlled 7 – 11</td>
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</tr>
<tr>
<td>Banwell Primary</td>
<td>Community 5 – 11</td>
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<td>Becket Primary</td>
<td>Community 5 – 11</td>
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</tr>
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<td>Blagdon Primary</td>
<td>Community 5 – 11</td>
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</tr>
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<td>Castle Batch Primary</td>
<td>Community 5 – 11</td>
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<tr>
<td>Churchill C of E Primary</td>
<td>Voluntary Controlled 5 – 11</td>
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</tr>
<tr>
<td>Court de Wyck C of E Primary</td>
<td>Voluntary Controlled 5 – 11</td>
<td>20</td>
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</tr>
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<td>Crockerne C of E Primary</td>
<td>Voluntary Controlled 3 – 11</td>
<td>45</td>
<td>45</td>
</tr>
<tr>
<td>Dundry C of E Primary</td>
<td>Voluntary Controlled 5 - 11</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Flax Bourton C of E Primary</td>
<td>Voluntary Controlled 5 – 11</td>
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<td>Golden Valley Primary</td>
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</tr>
<tr>
<td>School Name</td>
<td>Type</td>
<td>Key Stage</td>
<td>Capacity</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>------------------------------------------</td>
<td>-----------</td>
<td>----------</td>
</tr>
<tr>
<td>Grove Junior</td>
<td>Community 7 - 11</td>
<td>75</td>
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</tr>
<tr>
<td>Hannah More Infant</td>
<td>Community 5 - 7</td>
<td>75</td>
<td>60</td>
</tr>
<tr>
<td>High Down Infant</td>
<td>Community 3 - 7</td>
<td>90</td>
<td>90</td>
</tr>
<tr>
<td>High Down Junior</td>
<td>Community 7 - 11</td>
<td>90</td>
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</tr>
<tr>
<td>Hutton C of E Primary</td>
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</tr>
<tr>
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<tr>
<td>Locking Primary</td>
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<td>Mary Elton Primary</td>
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<td>Mead Vale Primary</td>
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</tr>
<tr>
<td>Mendip Green Primary</td>
<td>Community 5 - 11</td>
<td>90 – for Reception</td>
<td>90</td>
</tr>
<tr>
<td>Northleaze C of E Primary</td>
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</tr>
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<td>Portishead Primary</td>
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</tr>
<tr>
<td>St Andrew’s C of E Primary</td>
<td>Voluntary Controlled 5 - 11</td>
<td>45</td>
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</tr>
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<td>St Martin’s C of E Primary</td>
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<td>90 – for Reception</td>
<td>90</td>
</tr>
<tr>
<td>St Nicholas Chantry C of E Primary</td>
<td>Voluntary Controlled 5 - 11</td>
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<tr>
<td>St Peter’s C of E Primary</td>
<td>Voluntary</td>
<td>90</td>
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</tr>
<tr>
<td>School Name</td>
<td>Type</td>
<td>Admission Number 2014-15</td>
<td>Admission Number for 2015-16</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------</td>
<td>--------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Sandford Primary</td>
<td>Community 5 – 11</td>
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<tr>
<td>Uphill Primary</td>
<td>Community 5 – 11</td>
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<td>West Leigh Infant</td>
<td>Community 5 - 7</td>
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<tr>
<td>Winford C of E Primary</td>
<td>Voluntary Controlled 5 - 11</td>
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<tr>
<td>Winscombe Primary</td>
<td>Community 5 - 11</td>
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<td>Worle Village Primary</td>
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<tr>
<td>Wrington C of E Primary</td>
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</tr>
<tr>
<td>Yatton Infant</td>
<td>Voluntary Controlled 5 – 7</td>
<td>90</td>
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</tr>
<tr>
<td>Yatton C of E Junior</td>
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<td>90</td>
</tr>
<tr>
<td>Yeo Moor Primary</td>
<td>Community 5 – 11</td>
<td>60</td>
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</tbody>
</table>

**YEAR 7 ADMISSION NUMBER for Community Secondary Schools - 2015-16**

<table>
<thead>
<tr>
<th>School Name</th>
<th>Admission Number 2014-15</th>
<th>Admission Number for 2015-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>St Katherine’s</td>
<td></td>
<td>180</td>
</tr>
</tbody>
</table>

* Subject to the approval of the Executive Member for People and Communities, the Authority intends to consult on a proposal to increase the Admission Number at St Nicholas Chantry C of E Primary School to 60 for 2015-16 onwards.

It should be noted that the Admission Numbers are subject to alteration to reflect any changes in legislation, case law, Council policy or to ensure legal compliance.
Appendix 6 – POST CONSULTATION

Year 12 new intake policy for St Katherine’s School – 2015-16

Key: NSC = North Somerset Council

a) Students are admitted to the Sixth Form, on the condition that they have met the academic entry criteria of the school concerned and subject to the availability of places.

b) By statute, entry will not be dependent on attendance or behaviour record. An application may be refused if admission would exceed the Admission Number and if it would cause prejudice the provision of efficient education or the efficient use of resources.

c) Withdrawal of places: a place may be withdrawn if it transpires that the application was fraudulent or intentionally misleading. If the student is already at the school, the length of time already spent there will be taken into account

Oversubscription criteria

If more applications are received for Year 12 by the closing time and date that meet the academic entry criteria for a school for the relevant courses, the school would make every possible effort to accommodate extra numbers. Were this not possible, the following oversubscription criteria, given in order of priority, would be used to allocate places.

i) Children in Care at the time of application or children who were previously in Care but immediately after being in Care became subject to an adoption, residence, or special guardianship order.

ii) Children living in the school’s First Geographical Area.

iii) Children living outside the school’s First Geographical Area.

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

a) children with a brother or sister who will be attending the school.

b) for children living within the school’s First Geographical Area only: children with a brother or sister within the same intake year group (for example twins or triplets) applying for the same school.

c) children living closest to the school. The distances will be measured in a direct line between the address point of the child's home and the main entrance marker for the school, indicated on NSC computerised system(s).

Where direct line distances are equal the ranking of applications will be determined by drawing lots.

Timetable
1. From the beginning of Term 2 (in the 2014-15 school year) application forms will be available from St Katherine’s School and the North Somerset Council School Admissions and Transport Team for Year 12 admission in September 2015.

2. The closing date for receipt of applications to be considered in the first round of allocations is 4.30pm on 9 January 2015.

3. Application forms should be returned to St Katherine’s School.

4. The School will inform those to be offered a place by 24 February 2015.

5. The School will inform those applicants refused a place at their school. The letter will explain about the applicants’ right to lodge an appeal to an independent appeal panel.

Additional Information

(a) Places are not reserved for those who, for whatever reason, apply late.

(b) Applications will be accepted for children living within the United Kingdom 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 abode in this country
- are from the European Economic Area (EEA).

People who live outside of the United Kingdom (UK) may apply, however applications for children who do meet one of the above will not be accepted until the child is in this country.

(c) Where on-time applicants change address, the application will be considered from the new address in the first round of allocations, providing independent confirmation of the new address is received before the allocation of places has been finalised. Other changes in application details, changes in applications, received after the closing date will be treated as a late application and so will not be considered in the first round of allocations unless the school consider there is an extenuating reason for allowing them to be treated as if the latest information had been received by the closing time and date. This will only apply to late applications or changes received before the allocation of places has been finalised.

(d) In relation to paragraph (c) above, examples of extenuating circumstances include (but are not limited to) the following:

(i) If an applicant is moving and the school is the nearest to the new home measured by direct line on NSC’s computerised system(s). Proof of the property move (for example, if it is a family move evidence of the exchange of contracts with a completion date or if it is just the child moving, a change to the child benefit book) needs to be sent to the school at the earliest opportunity.
(ii) The child is from a family of 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.

(iii) The application was late due to significant health/medical reasons and independent confirmation of this is provided.

(e) Proof of posting cannot be considered as confirmation of receipt of an application unless accompanied by official evidence to prove delivery.

(f) Providing a child meets the academic entry requirements, where the school is named in a child’s Statement of Special Educational Needs the admission authority is legally required to admit the child to the school. Such children will therefore be allocated places before the over-subscription criteria are applied. Applications of this type will take priority over all other requests for places.

(g) Home address - for school admission purposes the school will normally consider the child’s home address to be the place where the child permanently and ordinarily resides for the majority of the time. This would normally be the same address as the person who has parental responsibility for the child as their main carer. An address used for childcare arrangements cannot be used as the home address. The address of a child that is different from his/her parents/carers where the move to this address is expressly linked to obtaining a school place will not be accepted. Where parents do not live together and the child spends equal amounts of time with both parents/carers, the school will consider the home of the parent/carer who made the application to be the child’s home.

The school will not accept more than one address as the child’s home address. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order, the school will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence may be requested to show for example the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parents do not agree on the child’s home address. Parents are urged to reach agreement but where they do not, the school will determine the home address.

The school may undertake rigorous residency checks and reserves the right to request independent confirmation of the child’s place of residence.

(h) For those moving house they will be considered from their proposed address in the first round of allocations if they are able to confirm independently before the allocation of places has been determined for that they will be moving to an address before the start of the school year. 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. Applicants may also be required to provide proof that they have left the previous property, for example by supplying a final account utility bill. Proof of residency received after the allocation of places has been determined will normally only be taken into account in any subsequent rounds of school place allocations.

(i) The school will withdraw an offer in limited circumstances. An example may be where it can be shown that offer was obtained on the basis of a fraudulent or an intentionally misleading application such as a false claim to residence at a particular
address, which effectively denied a place to a student 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 applicants who do not respond to an offer of a place within 21 days, the offer may be withdrawn and the place offered to another applicant.

(j) If students do not commence attendance at school at the start of term 1 and the school is not given a satisfactory reason for the absence the place may be withdrawn and if applicable will be offered to other applicants.

(k) Applicants can appeal against the decision not to offer a place at the school. Any one refused a school place will be advised of the processes relating to their right of appeal and will be told who to contact to make their appeal.

(l) Late applications. Applications made at any time will be considered, however places will not be allocated until after those applications made prior to the closing date.

(m) Where the school receives an application form that has not been fully completed with all of the information necessary to enable the application to be considered, the school will contact the applicant to request the outstanding information. For on-time applications, if the outstanding information is supplied within a date specified by the school to the applicant but after the closing 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 school is provided.

(n) The First Geographical Area (FGA) is the area of priority for the school. Living in this area does not guarantee children a place at the school but they may receive priority over children who live outside the FGA. Please see the over-subscription criteria above and a map of the FGA below.

(o) To be considered as a brother or sister a child must be living at the same address for the majority of the time* as a full, half, step or an adoptive brother/sister. Full brothers/sisters are defined as children who have the same biological or adoptive parents. Half brothers/sisters are defined as children who share only one biological or adoptive parent. Step brothers/sisters are defined as children who are not necessarily related biologically (including Foster children) but are living in the same household for the majority of the time at the address North Somerset Council considers to be the address of the child for whom the application is made.

*A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time.

Except for a brother or sister within the same intake year group, a brother or sister must be attending (or is expected by the school and/or NSC to be attending) the school at the time of admission.

It is the responsibility of parents to ensure that they declare on their application if they have a child (or have been allocated a place for a child) at the school(s) or to inform the school if a child obtains a place after they have applied.

(p) Applications may be made by pupils or by their parent(s).
The school shall hold a list of those applicants still seeking a place at their preferred school(s), until the last day of term 2 in 2015. All applications will be ranked in line with the above oversubscription criteria and allocations will be made in accordance with it. Each added child to the list will require the list to be ranked again in line with the above published oversubscription criteria. Priority will not be given on the basis of the date an application was added to the list.

Applicants may keep in contact with the school to ascertain when and if any vacancies arise during the school year.

Applications received after the closing time and date will be treated as a late application and so will not be considered in the first round of allocations unless, for late applications received before the allocation of places has been determined only, the school consider there is an extenuating reason for allowing them to be treated as if they had been received by the closing time and date. All other late applications will not be considered in the first round of allocations but will be considered, in accordance with the over-subscription criteria, in the next round of allocations if places are available.

Children in Care are defined as follows:

‘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:
- an Adoption Order means an order made by a Court under the terms of the Adoption and Children Act 2002 that came into force on 31 December 2005 (so only adoption orders on or after this date are applicable)
- a residence order must be under the terms of the Children Act 1989, of which Section 8 defines a residence order as an order setting the arrangements to be made as to the person with whom the child is to live
- in accordance with Section 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).

For children to be considered as previously looked after children, applicants should provide a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

Admission Number: 10   Capacity: 120

Minimum academic entry criteria:

Level Two Course: Students who have achieved up to and including the equivalent of four GCSEs at grade C are eligible to follow the one year study route.

Five GCSE passes at C grade or above (or equivalent) permit access to level three courses. Students can study GCE AS/A2 courses, BTEC level 3, the Diploma or a combination of these. For most subjects, a C grade or equivalent is required at level two; where this has not been available, comparable qualifications will be taken into account.

The exceptions to this are as follows:
- Biology, Chemistry and Physics require a B at GCSE
- Maths requires a B at GCSE
• Further Maths requires and A or A* at GCSE
• Product Design 3D and Textiles only require study of this subject or similar at level two.
• Drama and Theatre Studies may require an audition, dependent on previous study / achievement.
• English Literature and Language will require an informal course suitability interview with Head of Faculty.

Students who achieve 7 or more passes at GCSE grade C or above (generally achieving at least Bs in subjects of further study) will usually be expected to pick up four AS subjects, though this decision will be agreed with full consideration of individual circumstances.

Whilst applications will be processed in accordance with this scheme the school/NSC will exercise discretion and may deviate from it in exceptional circumstances where it is felt appropriate to do so.

It should be noted that these arrangements are subject to alteration to reflect any changes in legislation, case law, Council/school policy, or to ensure legal compliance.

The First Geographical Areas for the school is as follows: