Bath & North East Somerset Council

NHS
Bath and
North East Somerset

A Secondary School for your Child

in Bath and North East Somerset 2013/2014

including application form

www.bathnes.gov.uk

Deciding on a school preference for my child.

What do I need to do to apply for a school place for my child?

1. Decide which schools you would like to consider making an application for your child to attend. This can include schools within other Local Authorities (LAs).
2. Read the information about schools within Bath and North East Somerset in this booklet. Information about schools in other Local Authority areas can be found in their own information booklets for parents. You may also want to read other information about schools from their Ofsted reports etc. You can read this information on line at the Ofsted website www.ofsted.gov.uk or the school may be able to give you a summary of the report.
3. Visit the schools you prefer and ask any questions about things you may wish to know.
4. Check the admissions criteria in the LA booklet(s) for each school you prefer. You need to check to see if you are likely to gain a place. This is very important as some schools decide their own admissions criteria.
5. When you have all the information you want, decide the order in which to place the schools you prefer. Please consider your preferences carefully as after the closing date any changes made will be dealt with as a late application and your original application will be withdrawn. Your child would then not be considered for a school place in the first round of allocations made on 1 March 2013. You do not have to express a preference for more than one school but you are recommended to do so as this will increase your chances of being offered a place at one of the schools you prefer. Stating up to three preferences will in no way reduce the chance of being offered your first preference school.
6. Make your application and submit it by the National closing date.
   The information for schools within Bath and North East Somerset is given in far more detail in this booklet. Please take time to read it as it will help you to make your application. Please obtain and read other LA booklets for information regarding their schools and details of their admission policies if you want to apply for school places in other LA areas.

The information contained throughout this booklet refers to policies for Bath & North East Somerset LA only.

Bath & North East Somerset Council

NHS
Bath and North East Somerset

CHOICE ADVICE SERVICE

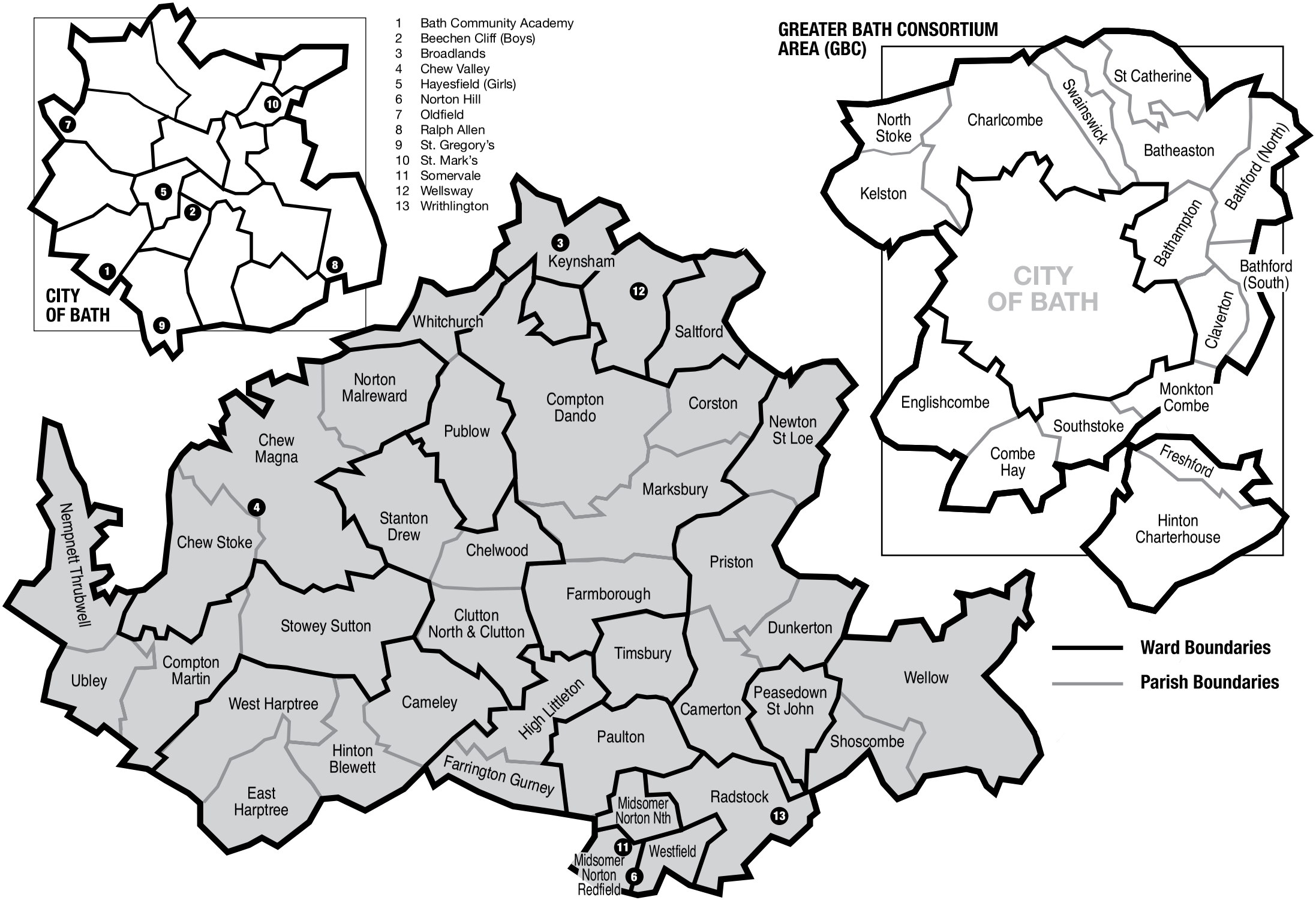
Is your child at the end of year five or the beginning of year six?

Are you looking at secondary schools for your child and need some help filling in the forms?

Changing schools is an important time in your child's life. The Choice Advice Service can help you with the transition process. Phone the freephone number for details.

For more information contact:
Family Information Service on 0800 073 1214

Making Bath & North East Somerset an **even** better place to live, work and visit


1 Bath Community Academy
2 Beechen Cliff (Boys)
3 Broadlands
4 Chew Valley
5 Hayesfield (Girls)
6 Norton Hill
7 Oldfield
8 Ralph Allen
9 St. Gregory's
10 St. Mark's
11 Somervale
12 Wellsway
13 Writhlington
CITY OF BATH
GREATER BATH CONSORTIUM AREA (GBC)
CITY OF BATH
North Stoke
Charlcombe
Swainswick
St Catherine
Batheaston
Bathford (North)
Kelston
Bathampton
Bathford (South)
Claverton
Englishcombe
Monkton Combe
Southstoke
Combe Hay
Freshford
Hinton Charterhouse
Keynsham
Whitchurch
Saltford
Norton Malreward
Compton Dando
Corston
Newton St Loe
Publow
Chew Magna
Marksbury
Nempnett Thrubwell
Chew Stoke
Stanton Drew
Chelwood
Priston
Farmborough
Stowey Sutton
Clutton North & Clutton
Dunkerton
Timsbury
Ubley
Compton Martin
Wellow
West Harptree
Cameley
High Littleton
Camerton
Peasedown St John
Paulton
Shoscombe
Hinton Blewett
Farrington Gurney
East Harptree
Midsomer Norton Nth
Radstock
Westfield
Midsomer Norton Redfield
Ward Boundaries
Parish Boundaries

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About the information in this booklet

The information contained throughout this booklet refers to policies for Bath & North East Somerset LA only.

This document can be made available in a range of community languages, large print, Braille, on tape, electronic and accessible formats. Please contact the Admissions & Transport Section on telephone number 01225 394312 for further information.

BE ON TIME
APPLY ON LINE

In September 2012 you can apply on-line for:

- A Y7 place in a Secondary school for September 2013

If you are a resident of Bath and North East Somerset and wish to apply for a place for your child in Y7 in any school within this authority or within any other authority, you can do so by applying on-line as follows.

Visit the following web site to make your application on-line

www.bathnes.gov.uk and click on the Schools, Colleges and Learning Link, on the left hand side of the screen, followed by Admissions to schools.

The closing date for Year 7 applications is:-

- 31 October 2012

Why apply on-line?

Some benefits of applying on-line are:-

- It's quick and easy to use
- You can apply from home 24 hours a day, seven days a week
- There is no risk that your application will be lost in the post
- You will receive email confirmation that your application has been received
- You can change your application up to the published closing date
- You can log in to the online system (with your password) on the published offer date to view the result of your application
- Following the published offer date, unless you have indicated otherwise, you will receive by email details of the school allocated.

For further information contact the Admissions & Transport Unit on 01225 394312 or email admissions_transport@bathnes.gov.uk
Admissions & Transport Unit, PO Box 25, Riverside, Temple Street, Keynsham, Bristol BS31 1DN

Remember to apply by the closing date and time of 31 October 2012

Bath & North East Somerset Council

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Be on time - apply on-line

Dear Parent

I hope that this booklet gives you most of the information you will need regarding transfer to secondary school. It provides information about schools in the area and how to apply for a place for your child. In addition, individual schools produce their own brochures which will give you further information. They will also welcome your queries and many of them arrange open evenings for prospective parents and pupils. You will find these details on page 78-79 of this booklet.

BATH

- Bath Community Academy - Boys and Girls
- Beechen Cliff - Boys
- Hayesfield - Girls
- Oldfield - Boys and Girls
- Ralph Allen - Boys and Girls
- St. Gregory's Catholic College - Boys and Girls
- St. Mark's C. of E. - Boys and Girls

KEYNSHAM

- Broadlands - Boys and Girls
- Wellsway - Boys and Girls

CHEW VALLEY

- Chew Valley - Boys and Girls

MIDSOMER NORTON

- Norton Hill - Boys and Girls
- Somervale - Boys and Girls
- Writhlington - Boys and Girls

Transfer to secondary education is an important step and we want to make it as straightforward as possible for you and your child. This will help us meet our commitment to work in partnership with parents and schools to provide high quality education for all children in Bath and North East Somerset.

Yours sincerely

Ashley Ayre

Strategic Director for People & Communities

August 2012

Some Useful Names & Addresses

Bath & North East Somerset Council

Children's Services Department

- **Ashley Ayre**
  Strategic Director
  for People & Communities
  Tel: 01225 394200
  Fax: 01225 394011
- **Parent Partnership Service**
  Tel: 01225 394294 / 394382
  Fax: 01225 394294
- **Children Missing Education Service**
  Tel: 01225 394241
  Fax: 01225 394296
- **Children's Services Finance Section**
  Tel: 01225 394317
- **Education Psychology Service**
  Tel: 01225 394901
- **Admissions & Transport Unit**
  Tel: 01225 394312
  Fax: 01225 394296
- **Special Educational Needs Section**
  Tel: 01225 394306
  Fax: 01225 394251

  The above can be contacted at:
  Bath & North East Somerset Council,
  Children's Services Department,
  PO Box 25,
  Riverside, Temple Street,
  Keynsham,
  Bristol BS31 1DN
- **Choice Advice Service**
  Rowan Tanner
  Tel: 0800 073 1214
  Email: rowan_tanner@bathnes.gov.uk
- **Black Families Education Support Group**
  South Vaults,
  Green Park Station,
  Bath, BA1 1JB
  Tel: 01225 787924
- **Bath Racial Equality Council**
  5 Pierrepont Place
  Bath, BA1 1JX
  Tel: 01225 442352
- **The Secretary of State for Education**
  Sanctuary Buildings,
  Great Smith Street,
  Westminster,
  London, SW1P 3BT
  Tel: 0171 925 5000
- **Mr Jerry White,**
  Local Government Ombudsman
  The Oaks,
  No 2 Westwood Way,
  Westwood Business Park,
  Coventry, CV4 8JB
  Tel: 024 7682 5999
  Fax: 024 7682 0001
- **Maureen Bollard,**
  Director of Education, (Church of England)
  Diocese of Bath & Wells,
  Diocesan Education Office,
  The Old Deanery,
  Wells BA5 2UG
  Tel: 01749 670777
- **Education Director / Advisor (Catholic)**
  Diocese of Clifton Schools Commission
  Alexander House,
  160 Pennywell Road,
  Bristol BS5 0TX
  Tel: 0117 902 5593
  Fax: 0117 902 5520

If you have any difficulty in understanding any aspect of this booklet, please telephone the Admissions & Transport Unit on 01225 394312 who will do their best to help.

Secondary Admissions Schemes

For admissions to secondary schools, all Local Authorities (LA's) must have a co-ordinated admissions scheme which includes Academy, Foundation and Voluntary Aided schools. Each LA has to publish information about their scheme and arrangements for dealing with applications for school places but under all schemes residents of a LA **must** apply for school places through their home LA regardless of whether or not the school(s) they wish to apply for is situated within the LA in which they live. All application details for schools in other LA's will be passed on to the LA/Admission Authority concerned by the LA in which the applicant lives.

Further details about Bath & North East Somerset's co-ordinated scheme can be found in this booklet but you should be aware that other LAs may have different timescales for dealing with the applications.

If you are a resident of Bath and North East Somerset you need to submit your application to Bath & North East Somerset by the national closing date of **31 October 2012** to be considered for a place as an on-time applicant. Remember the schools applied for can be located in or outside of Bath and North East Somerset. From 1 September until the closing date you can apply on line, or alternatively the application form can be downloaded from our website www.bathnes.go.uk or you can complete and return the application form in this booklet.

If you are a resident of another LA but want to apply for a school within Bath and North East Somerset you will need to obtain an application form from your home LA and return it to them by the closing date.

The chart below gives brief details of the relevant timescales for both this LA and some nearby LA's together with contact details for your information. More detailed information will be found in the individual LA guides.

LA	Date information guides available	National Closing date for applications	Date for outcome of applications	Contact details
Bath & North East Somerset	September 2012	31 October 2012	1 March 2013	Admissions & Transport Unit Tel: 01225 394312 Fax: 01225 394296 Email: admissions_ transport@bathnes.gov.uk www.bathnes.gov.uk
Bristol	September 2012	31 October 2012	1 March 2013	School Admissions Tel: 0117 903 7694 Fax: 0117 903 7710 Email: school.admissions@bristol.gov.uk
North Somerset	2012	31 October 2012	1 March 2013	School Admissions Team Tel: 01275 884078 Fax: 01275 882747 Email: cyps.schooladmissionsandtransport@n-somerset.gov.uk

Continued on next page

Don't forget the closing date - 31 October 2012

LA	Date information guides available	National Closing date for applications	Date for outcome of applications	Contact details
Somerset	Beginning of September 2012	31 October 2012	1 March 2013	Somerset Direct Tel: 0845 4564038 schooladmissions@somerset.gov.uk
South Gloucestershire	Beginning of September 2012	31 October 2012	1 March 2013	Children & Young People Information Service Tel: 01454 868008 Fax: 01454 863330 Email: cis@southglos.gov.uk
Wiltshire	Beginning of September 2012	31 October 2012	1 March 2013	School Admissions Tel: 01225 713010 Fax: 01225 713775 Email: admissions@wiltshire.gov.uk

Continued from previous page

Explanation of terms used in this booklet

1

Admission Criteria

These describe the way in which priority is given to children when places are allocated at individual schools. The criteria are outlined on pages 30-53 for year 7 admissions and pages 54-67 for sixth form admissions.

Admission Number

The Admission Number is the number of children which a school is required to admit in each year group. All schools must offer places up to the Admission Number and, once that is reached, any further admissions would normally be by appeal to an Appeals Panel. The Admission Number for each school can be found in Appendix 3 on pages 74-75.

Academy Schools

In these schools the Academy Trust is responsible for Admissions and set their own criteria (see section 7 for details of Academy Schools Admissions criteria).

Areas of First or Prime Responsibility

These are the geographical areas drawn around each school. If you live within these areas you are more likely to be offered a place at the school.

Community Schools

In these schools the Local Authority is responsible for admissions and set the criteria.

Denominational Schools

The denominational schools in Bath and North East Somerset are run either by the Church of England or the Catholic Church in partnership with the Local Authority (LA). The Governors in Voluntary Aided (VA) schools are responsible for admissions and set their own criteria.

Direct Line Distance*

Distance will be measured in a straight line from the address point of the child's home address to the the address point of the school as defined by the Local Land and Property Gazetter (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system with those living closer to the school receiving the higher priority.

Foundation Schools

In these schools the governing body is responsible for admissions and set their own criteria. (see section 7 for details of Foundation Schools Admissions criteria).

The Greater Bath Consortium (GBC)

The GBC is an area of prime responsibility which serves the City of Bath and surrounding parishes. See the map on page 2 for further details.

Home Address

This is the child's permanent address where he or she generally resides with their parent. Temporary addresses may not be used to obtain school places.

Looked after Children (see also Previously looked After Children)

As defined in section 22 of the 1989 Childrens Act. These children are, however, often referred to as Children in Care.In relation to school admissions legislation a 'Looked After Child' is a child in public care at the time of application to a school.

*unless otherwise stated in individual schools admissions criteria these definitions apply

Don't forget the closing date - 31 October 2012

National Curriculum Year Groups

Year Group		Age of Pupil
Y7	Keystage	11-12 years
Y8	3	12-13 years
Y9		13-14 years
Y10	Keystage	14-15 years
Y11	4	15-16 years
Y12	Post 16	16-17 years
Y13		17-18 years

Oversubscribed Schools

These are schools where the number of applications is more than the Admission Number.

Parent

This includes all of those people who have parental responsibility for a child as set out in the Children Act 1989.

Previously looked After Children

As defined in Section 46 of the Adoption and Children Act 2002 and Sections 8 and 14A of the 1989 Children Act. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order.)

Siblings*

A sibling refers to children who are:

- brother or sister;
- half brother or sister;
- adopted brother or sister;
- stepbrother or sister;
- the child of the parent/carer's partner;

and in every case the child should be living in the same family unit at the same address.

Undersubscribed Schools

These are schools where the number of applications is less than the admission number.

Voluntary Aided Schools (VA)

In a VA school the church, through the school governors, has a greater say in the running of the school, and is responsible for admissions to the school. VA schools may have criteria for admissions which are different from those of the LA. Please refer to section 7 for details of VA Schools Admissions criteria.

*unless otherwise stated in individual schools admissions criteria these definitions apply

How do I know which school will suit my child?

2

You are now able to exercise a greater preference when deciding on a school for your child, **a preference that is limited only by the number of places available at any school.** To help you make your decision, it is important you obtain as much information as possible about the schools you are considering.

You should visit local schools and obtain as much information as possible. All schools publish a school prospectus in which you will find an outline of:

- the school's aims and objectives
- details of the curriculum offered
- National Curriculum Assessment results at age 14
- attendance figures
- out of school activities
- details of policies such as behaviour and discipline.

Governing bodies also publish a report to parents each year and this summarises the school's achievements.

The Office for Standards in Education (OFSTED), now inspects all schools in turn. Reports on schools inspected are available as is a copy of the school's action plan for development that is written after the inspection report is published. These reports can be seen in your local library or in the schools themselves.

Research has consistently shown that a number of factors are good indicators in helping you decide whether or not a school will suit your child. You may wish to consider these when you visit schools and before stating your preference. Some of the more important factors are:

- the school places an importance on working with parents
- there is a welcoming atmosphere
- staff have high expectations of the children and there is an emphasis on each child's achievements
- the school supports children particularly where there are additional needs
- a wide range of out of school activities is available for all ages and abilities
- other parents are involved in the work of the school and speak highly of it
- the school is well led by the headteacher and governors
- there is a plan showing how the school hopes to develop over the next few years
- the children's work is displayed with care
- governors are fully involved in the life of the school and parents have easy access to them
- the school makes good use of the LA and its support services.

This list is by no means complete and you will be able to judge a great deal from the atmosphere of the school during your visit. All children and all schools are different and it is helpful if you can visit a number of schools before deciding which school is most likely to meet your child's needs.

You will have heard much about 'parental choice' and it is important for you to consider:

- **the admissions criteria -**

  are you likely to get a place in your preferred school? See pages 30-54 for year 7 admissions and pages 55-64 for sixth form admissions.

- **transport -**

  if your preferred school is not the closest to your home, will you be able to organise transport?

This booklet will help you make these important decisions.

Don't forget the closing date - 31 October 2012

Summary

You have the right to express a preference for the school(s) you prefer but do not have a guaranteed choice as we may not be able to meet your preference. We will do all we can to offer your child a place in the school you prefer but remember that some schools become full, and ***we can only offer places up to the school's Admission Number.***

Choice Advice

The transfer from primary to secondary school can be one of the most difficult times for families and children.

Choice Advice is a new service aimed at parents and carers who may have difficulty in selecting a preference for an appropriate Year 7 secondary school place for their child. This will include families who find the process difficult to understand, have not engaged with their child's school, who may have English as an additional language or who meet certain other criteria. Choice Advice will provide advice and assistance, delivered by an independent Choice Adviser, to help these parents and carers select a secondary school that meets their children's academic and developmental needs, is easy to travel to and that their children will be happy and want to attend. Although we will provide you with the relevant information to help you make the right decision about which schools you should apply to for your child's secondary school place the Choice Adviser will not make decisions for you and cannot guarantee a child's place at a preferred school.

Parents of children entering into Y6 this September 2012, who will be applying for a secondary school place for September 2013, will be eligible to access the service, if their needs meet the Choice Advice criteria.

In Bath and North East Somerset Choice Advice is being delivered by the Family Information Service.

If you know of a parent or family who may need some extra support with the Y6/Y7 admissions process for this September, or if you feel you could benefit from this service then please contact Rowan Tanner on 0800 073 1214 Rowan_Tanner@bathnes.gov.uk

How Secondary Schools are organised in Bath and North East Somerset

3

There are a total of 4 maintained secondary schools and 9 Academy schools within Bath and North East Somerset. There are three special schools catering for children of the secondary age range.

Secondary Education

Children normally transfer from primary to secondary school at the beginning of the school year following their 11th Birthday. This means that children born on or between **1 September 2001** and **31 August 2002** are due to transfer to secondary school in September 2013. In addition children approved under the councils Delayed and Accelerated Admissions Policy may also transfer. All schools are comprehensive and all, but one, provide for the 11-18 age range. The exception to this is St Gregory's Catholic Secondary School which provides for 11-16 year olds with pupils normally transferring at 16 to St Brendan's Catholic Sixth Form College in Brislington, Bristol. Some schools have established sixth form links with other schools and colleges to widen the range of sixth form courses available. Details are available from individual schools.

Co-Educational Non-Denominational Schools

Nine schools in the LA are co-educational and non-denominational. These are Bath Community Academy, Oldfield and Ralph Allen in Bath, Broadlands and Wellsway in Keynsham, Chew Valley in Chew Magna, Norton Hill and Somervale in Midsomer Norton and Writhlington in Radstock. Their admissions criteria are listed under Section 7 of this booklet.

Academy Schools

There are nine Academy Schools within the area. These are Bath Community Academy, Beechen Cliff School, Hayesfield Girls School, Norton Hill School, Oldfield School, Ralph Allen School, Somervale School, Wellsway and Writhlington School. Their admissions criteria are listed under Section 7.

Denominational Schools V.A.

Within the LA there is one Church of England and one Catholic Secondary Comprehensive School, both located within the GBC. These are St Mark's (Church of England) and St Gregory's (Catholic). Admission to these schools is the responsibility of the Governors. Their admissions criteria are listed under Section 7.

Single Sex Schools

There are two single sex schools within the area. These are Beechen Cliff School for boys and Hayesfield School for girls. Both are located within the GBC. Their admissions criteria are listed under Section 7.

Foundation Schools

There is one foundation schools within the area which is Chew Valley School. Admissions to this school is the responsibility of the Governors. Their admissions criteria is listed under Section 7.

Special Schools and Special Units

The Special Schools for secondary age children are Fosse Way at Midsomer Norton and Three Ways and The Link in Bath. In addition Broadlands Secondary School has a special unit. Admission to these establishments is restricted to children with a statement of special educational needs and a separate leaflet is available on this. If you have an enquiry about admission to special schools or special units please telephone 01225 394306.

Don't forget the closing date - 31 October 2012

Accessible Secondary Schools

Bath & North East Somerset Council is aware that some of our older schools in particular, are not easily accessible for physically disabled children or parents. We are working towards making all schools more accessible, but we also need to meet the immediate needs of disabled children now. The Strategy agreed by the Council is that we will first concentrate on making at least one Secondary school in each of the three main urban areas, Bath, Keynsham and Norton Radstock fully accessible. These are Ralph Allen, Broadlands and Norton Hill respectively.

Ralph Allen, Broadlands, Norton Hill and Writhlington are now fully accessible to meet the educational needs of a disabled child to access the curriculum.

Whilst we would recommend that parents consider one of the designated accessible schools, they are still free to express preference for a non-designated school for their disabled child. However, only "reasonable" adjustments can be made to accommodate them at non-designated schools. This will not include major building alterations such as installing a lift, but could include limited adaptations such as fitting an essential handrail or small ramp. This is to enable us to concentrate the limited funding for making improvements that will benefit the maximum number of physically disabled children and give them the freedom to fully participate in school life.

Co-ordination of Secondary Admissions and Timetable 2012/2013

4

1. Participants in scheme

All secondary schools and Academies within Bath and North East Somerset.

The Relevant Area for all Bath and North East Somerset Schools is the Bath & North East Somerset LA administrative area.

2. Applications

2.1 Residents of Bath and North East Somerset will make applications on a common application form. This application form will be available on line or paper copies will be issued on request to the parents of all pupils resident in Bath and North East Somerset who are due to transfer to a Secondary school in September 2013. The application form can be used to apply for **any** school within **any** authority including Academy, Foundation and Voluntary Aided schools. Bath & North East Somerset will inform the other LA's of any applications made for schools within their area.

2.2 Applications for places at schools within Bath and North East Somerset made by people who live outside the LA will be made on application forms from the LA in which they are resident and submitted to their home LA. This can be sent by paper copy or application can be made on line through the appropriate authority.

2.3 All applications for secondary schools made on the Bath & North East Somerset common application form must be submitted by midnight on the closing date of **31 October 2012**. Any applications received after this time will be considered as 'late applications' and will be dealt with at a later stage when all 'on-time' applications have been processed.

2.4 If an application for a school within Bath and North East Somerset is received from a resident living in the boundaries of another LA on a Bath & North East Somerset common application form, the applicant will be advised of the need to make application through their home LA using the common application form for that LA.

2.5 All applications will be made on the common application form either as a paper copy or on line. Academy, Voluntary Aided and Foundation Schools, who may want additional information in order to apply their over-subscription criteria, may issue a separate form in addition to the common application form. The common application form will detail which schools have this requirement and parents will be advised to obtain a copy of the relevant additional information form direct from the school. The additional supplementary information form should be sent direct to the appropriate school. Applications for a place will only be considered if the common application form has been completed and submitted to the LA by midnight on the closing date of **31 October 2012.**

Please bear in mind when making your application that, once the closing date has passed, if you decide to change your school preference or school preference order your original application will be withdrawn and your child will not be considered for a school place in the first round of allocations.

For further details see pages 18, 24 & 28.

2.6 Parents will be advised of the importance of making their application to their home authority by the national closing dates to ensure that their application is on time and not a late application.

2.7 All parents will be strongly advised to provide 3 preferences in ranked order together with reasons for each stated preference. The preferences can be for schools in any LA and can include Foundation and Voluntary Aided Schools and Academies.

2.8 Should any parents include on their application form a preference for an independent school the independent school preference will be disregarded and remaining preferences for schools will be given a higher preference than that shown on the original application form.

2.9 In fairness to all parents, the Council reserves the right to require documentary evidence of the genuineness of a family address and if this is not produced the Council reserves the right to make its own enquiries with, for example, the Council Tax Office.

2.10 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. Temporary addresses cannot be used to obtain school places. If parents or guardians plan to move documentary evidence will be required and in order for any address changes to be taken into account in the first round of allocations made on **1 March 2013** the appropriate documentary evidence should be submitted by midnight on the closing date and time of **31 October 2012.** However if details of the change of address that will occur after the closing time and date (and before the start of term 1) is recieved with the appropriate documentary evidince by 12 November 2012, i.e. before the LA has sent details of applications to other councils, it will be considered in the first round of allocations. Examples of evidence that may be acceptable to determine a child's address are:-

- A solicitor's letter confirming exchange of contracts and completion date for a property which is being purchased or a property which is being sold.
- 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.
- 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.
- A child benefit book.
- 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.
- In the case of children of UK Service Personnel with a confirmed posting to the area or Crown Servants returning from overseas, an official letter declaring the relocation date and a Unit postal address or quartering area address should be provided.

2.11 A random sample of 10% of all applications received each year will be checked to confirm addresses using for example the electoral roll, council tax offices and if appropriate the school currently attended before allocations are made. A copy of a recent utility bill may also be requested. In certain additional cases proof of residency will also be determined

by using the above methods. Once proof is obtained to the LA's satisfaction that the parent is resident at the address given it will be accepted that the child is also resident at the same address.

2.12 The LA reserves the right to withdraw an offer of a school place in certain limited circumstances. Examples include:

- Where a parent has given fraudulent or intentionally misleading information such as a false address.
- Where a parent has not responded to an offer within the deadline set by the LA.
- Where a higher preference school has been offered or where the highest preference school on the latest application has been able to be met.
- Where the offer was made as a result of an administrative error.

2.13 If false information is provided on an application form before an offer of a school place is made then the application will be void. Parents could submit a further application if they so wished. If this application is received after the closing date it will then be regarded as a late application. If it is found that a sibling currently at the school was offered a place on the basis of false information then for any further application received the LA will discount the sibling connection.

3. The process of allocation

3.1 Applications for all schools will be considered under an 'equal preference' system. All preferences (1st, 2nd or 3rd) will initially be considered equally regardless of ranking. The LA will produce a report of all applications for Y7 places for all schools including Academy, Voluntary Aided and Foundation schools within Bath and North East Somerset. This report will not reveal the order of the applicant's preferences and will be sent to other LA's as appropriate week commencing **12 November 2012**. Bath & North East Somerset will also receive details of applications from other LA's as appropriate on this date. All information will be sent to the appropriate Secondary Schools within Bath and North East Somerset on **23 November 2012.**

3.2 In the case of applications for Y7 places in Secondary schools the Academy, Voluntary Aided and Foundation admissions authorities within Bath and North East Somerset will then apply their admissions criteria to all applications and produce a list explaining the ranking of each applicant against the admissions criteria. This list will then be sent to the LA by **21 December 2012.**

3.3 Using all the available information the LA will determine which is the highest preference which can be met for each applicant. If no preferences can be met for any applicant from Bath & North East Somerset the LA will determine the nearest school with an available space.

3.4 By **11 February 2013** Bath & North East Somerset will inform other LA's of potential offers and / or refusals to be made for applications for places within Bath and North East Somerset schools made by residents living outside the LA. By the same time other LA's will inform Bath & North East Somerset about potential offers and refusals to be made for applications from residents within this authority for school places in other authorities.

3.5 On **22 February 2013** all schools within Bath and North East Somerset will be informed of all final offers which will be made up to the Admissions Number for each school. The LA will also include details of any children being refused a place at their preferred school. All

information provided to schools at this stage will be confidential.

3.6 Where a child qualifies for a place at more than one school the final offer will be the highest stated preference of the places available.

4. Offers of a school place

4.1 On **1 March 2013** the LA will make the offer of one place at a secondary school to parent's resident within the authority. (Posted 2nd class).

4.2 Parents not offered a place at one of their preferred schools will be offered a place at the nearest suitable school with a place available. All parents refused a place at any preferred school will be informed of their other options at that stage including their right of appeal.

4.3 Parents will be asked to make an initial reponse to the offer direct to the LA by **15 March 2013.** If parents are refused their preferred school(s) they then have until **30 March 2013** to prepare and submit their written appeal.

5. Late applications

5.1 Late applicants who live in Bath and North East Somerset should complete and return a paper copy of the common application form as the on line application facility is not available after the closing date. Any applications received after the closing date of **31 October 2012** will be regarded as a 'late application'. This includes any change of preference which is received after the closing date even if the original application was an 'on time' application unless the local authority considers that there are extenuating reasons for allowing the application to be treated as if it had arrived on time. This will only apply to late applications received before **16 November 2012.**

Examples of extenuating circumstances might include a close family bereavement or a serious illness for which documentary evidence would be required.

After the closing date of **31 October 2012** parents/carers may make a **change of school preference or change of school preference order on the understanding that their previous application will be withdrawn and their child will not be considered for a school place in the first round of allocations even if the original application was received before the closing date.** The change of preference or school preference order will be considered as a completely new late application.

5.2 For over-subscribed schools 'late applications' received after **31 October 2012** will be considered together with original applicants refused a preference who have lodged a formal appeal or asked to remain on a waiting list. In all cases the admissions criteria will be used to determine the allocation of any places that may become available within the schools admission number. Any late applicants refused a preference will then be informed that they can lodge a formal appeal and remain on a waiting list or, alternatively, just go on the waiting list.

5.3 For both over-subscribed and under-subscribed schools late applications will not be considered until the second round of allocations takes place on the **3 May 2013**.

5.4 In the case of under-subscribed schools all late applications received since the closing date and up until the **19 April 2013** will be considered together in the second round of allocations. If the school is then oversubscribed all late applications will be considered under the admissions criteria. If the school is still under-subscribed all

applicants will be offered places and any further late applicants dealt with on a first come, first served basis.

5.5 If any under-subscribed school becomes full, any places, which subsequently become available, will be offered to any late applicants by applying the admissions criteria.

5.6 Details of late applications, on time applicants still seeking a place at their preferred schools and of places not accepted following the initial allocations made, to be exchanged between Local Authorities as far as possible between **16 March 2013** and **19 April 2013**, to enable a second round of allocations to be made on the **3 May 2013.**

5.7 The co-ordinated admissions process will continue to be operated, with application data being exchanged with other Local Authorities as necessary, for all applications received up to **31 August 2013.**

5.8 **Waiting Lists.** The waiting list comprises of those children refused a place whose parents lodged a formal appeal or asked to go on the waiting list together with any later applications received. In all cases the admissions criteria will be used to determine the allocations of any place that may become available within the school's admission number. However children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

5 In Year Co-ordinated Admissions Scheme 2013/2014

1. Participants in scheme

The Relevant Area for all Bath and North East Somerset schools is the Bath and North East Somerset Local Authority [LA] administrative area.

This scheme will apply to all applications from parents/carers for a place at an Academy or School in Bath and North East Somerset.

The Local Authority (LA) is the Admissions Authority for all Community and Voluntary Controlled (VC) Schools.

The Governing Body is the Admissions Authority for Foundation and Voluntary Aided (VA) Schools. (Own Admission Authority Schools)

The Academy Trust is the Admissions Authority for Academy Schools. (Own Admission Authority Schools)

2. Making Applications

2.1 Parents/Carers must complete the Bath and North East Somerset in year application form to apply for a school place in Bath and North East Somerset. The application form is available to download from the Council's website www.bathnes.gov.uk then click on Schools, Colleges and Learning followed by Admissions to schools. Alternatively contact the Admissions & Transport Unit Tel 01225 394312.

2.2 Parent/Carers may name up to 3 schools in rank order on the application form. All preferences are treated equally regardless of order.

2.3 **The application form should be returned to the relevant admission authority of the 1st preference school (see Section 1 for details).** The LA address for Community & VC School applications is shown on the form. Applications for Academy, Foundation or VA Schools should be sent directly to the Academy or School. Should any parents include on their application form a preference for an independent school the independent school preference will be disregarded and remaining preferences for schools will be given a higher preference than that shown on the original application form.

3. Considering Applications.

3.1 Applications for all schools will be considered under an 'equal preference' system. All preferences (1st, 2nd or 3rd) will initially be considered equally regardless of ranking.

3.2 When the **LA** as the admission authority receives an application form where an **Own Admission Authority School is named as a 2nd or 3rd preference** a copy of the application form will be passed to the **Academy or School** within 5 school days if the Community or VC school[s] cannot be offered.

3.3 Where the LA is able to offer a place at the **first preference School,** there will be no need to notify other admission authorities where their school is a lower preference.

3.4 When an **Own Admission Authority School** receives an application a copy of the application form will be passed to the LA within **5** school days.

3.5 When an **Own Admission Authority School** receives an application where another **Own Admission Authority School** is named as a lower preference a copy of the application form will be passed to the **Academy or School** within **5** school days if they are unable to offer a place.

4. Offers of a school place

4.1 Where a child can be offered a place at more than one school the final offer will be the highest ranked school with a place available.

4.2 The **LA** will notify parents of the result of their application within 10 school days for a Community or VC school.

4.3 **Own Admission Authority Schools** will inform the parents of the result of their application within 10 school days and at the same time notify the LA and where appropriate other admission authorities.

4.4 If a suitable place cannot be secured using the normal admission arrangements as the child meets the Council's Fair Access criteria, a school place will be identified for the child by the Area Placement Panel in accordance with Bath and North East Somerset's Fair Access Protocol. The Fair Access Protocol does not override the right of Parents/Carers to state a preference for a school place.

4.5 In the case of parents/carers being refused a place at their preferred school(s), they will be informed of their right of appeal. Parents/carers will be advised as to who to contact to make an appeal (whether this is Bath and North East Somerset Council or an own admission authority school). Parents/ Carers still needing a place for their child at an alternative school should contact the Admissions & Transport Team who can advise on available places.

4.6 Parents/Carers will be expected to respond within **10** school days of the offer of a place otherwise the offer of a school place may be withdrawn. Where a place is withdrawn this will be confirmed in writing.

4.7 When allocating places it is essential that the **parent** is clear that any place offered should be taken up within **28** school days or the place may be withdrawn.

Don't forget the closing date - 31 October 2012

5. Waiting Lists

5.1 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 waiting list. All admission authorities will maintain a waiting list.

5.2 Where an application is received the child's name will be retained on the waiting list for the period specified by the admission authority. For Community and VC Schools this will be the end of the academic year. If a place becomes available at a school, the place will be offered in accordance with the published oversubscription criteria and not the length of time a child's name has been on a waiting list. Parents will be expected to notify the appropriate admission authority if they wish for their child to remain on the waiting list. Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant. For Community and VC Schools, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

5.3 Own Admission Authority Schools will be asked to provide information about the availability of school places to the LA on request.

5.4 Own Admission Authority schools will provide details of their waiting lists to the LA. Governing Bodies/Trusts of own admission authority schools may if they wish delegate responsibility for maintaining their waiting list to the Local Authority however legal responsibility for it would remain with the Governing Body/ Trust.

5.5 Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

6. General Information

6.1 The Council reserves the right to require documentary evidence of the genuineness of a family address and if this is not produced the Council reserves the right to make its own enquiries with, for example, the Council Tax Office.

6.2 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. Temporary addresses cannot be used to obtain school places. If parents or guardians plan to move documentary evidence will be required.

6.3 Examples of evidence that may be acceptable to determine a child's address are: -

- A solicitor's letter confirming exchange of contracts and completion date for a property which is being purchased or a property which is being sold.
- 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.
- 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.
- Receipt of child benefit.

- 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.

6.4 An admission authority reserves the right to withdraw an offer of a school place in certain limited circumstances. Examples include:

- Where a parent has given fraudulent or intentionally misleading information such as a false address.
- Where a parent has not responded to an offer within the deadline set by the LA.
- Where a higher preference school has been offered or where the highest preference school on the latest application has been able to be met.
- Where the offer was made as a result of an administrative error.

6.5 Children with a Statement of Special Educational Needs [SEN] are dealt with through the SEN Code of Practice and their placement is determined through the statutory assessment process or an annual review of their statement. All schools are consulted before being named on a pupil's Statement and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named on a Statement this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school.

Parents may wish to note that The Bristol Technology and Engineering Academy is due to open in September 2013 and will admit children into Year 10 and Year 12. For further details please go to www.bteacademy.co.uk

6 General Information about Admissions

Considering your school preferences

As the co-ordinated scheme states you are strongly advised to provide 3 preferences in priority order. The preferences can be for any school within any LA. **You will not be penalised if you state more than one preference when you complete the form.** All preferences will be considered equally under the admissions criteria and you will be offered a place at the highest preference for which you qualify. If you do not qualify for any of your preferences you will be offered a place at the nearest school with a place available.

Please note that after the closing date if you decide to change your school preferences (or preference order) your original application will be withdrawn and your child will not be considered for a school place in the first round of allocations even if the original application was received before the closing date. Your school preference change will be processed as a late application.

If you apply for a school which serves your home address this generally means that your application would generally come within a higher category of the admissions criteria than someone applying for a place who lives outside of the school's area. Details on the areas schools serve and the admissions criteria for the individual schools can be found under Section 7 of this booklet. Appendix 1 also gives information about allocations made in previous years which you may find helpful.

Independent School Preferences

If you wish to apply for an independent school you should apply directly to the school concerned. **Please do not include a preference for an independent school when you complete the form.** Any such preferences will be disregarded and remaining preferences for schools will be given a higher preference than that shown on the original application form.

School Allocations

Initial allocations will be made based on the information provided on the application form and any changes confirmed to the LA together with any necessary documentation evidence by the closing date of **31 October 2012.** On time applicants moving house will be considered from their proposed new address in the first round of allocations providing they have been able to submit appropriate documentary evidence by no later than the **12 November 2012** which confirms the new address details. Changes of address that are confirmed **after 12 November 2012** will not be taken into account when considering the applicants preferences in the first round of allocations.

If a school is oversubscribed the Admission Authority for the school concerned will consider the applications received using the published admissions criteria to determine the allocation of school places. The outcome of all 'on time' applications for admission to Year 7 in September 2013 including those made for undersubscribed schools will be sent out to parents on the national date of **1 March 2013 by the home LA.**

If you are not offered a place at your preferred school you will receive an alternative school offer. This alternative school will either be your second or third preference school as given on your preference form or the nearest school to your home address which has a place available.

The letter offering an alternative school place will explain how to appeal for a place at your preferred school(s). You will then need to decide whether to accept the alternative place offered or formally appeal for a place at your preferred school(s). For Community and Voluntary Controlled schools you will also have the option of having your child's name held on a waiting list for your preferred schools. Individual VA & Foundation Schools would notify parents if they also operate a waiting list. Before you decide on your options it is a good idea to visit the

school which has been offered to determine whether you feel it would be suitable for your child. We do recommend that you do this.

If you do decide to appeal you will need to complete and return an appeal form within a two week period and within this period you will also need to write giving your reasons for your appeal.

If you make a formal appeal your child's name will be kept on a waiting list for any places which may become available at your preferred school. You may also ask to go on a waiting list without making a formal appeal. Any places which do become available will be reallocated using the Admissions Criteria, taking into account those parents who have asked to remain on the waiting list or who have lodged a formal appeal together with any late applications received.

Waiting Lists

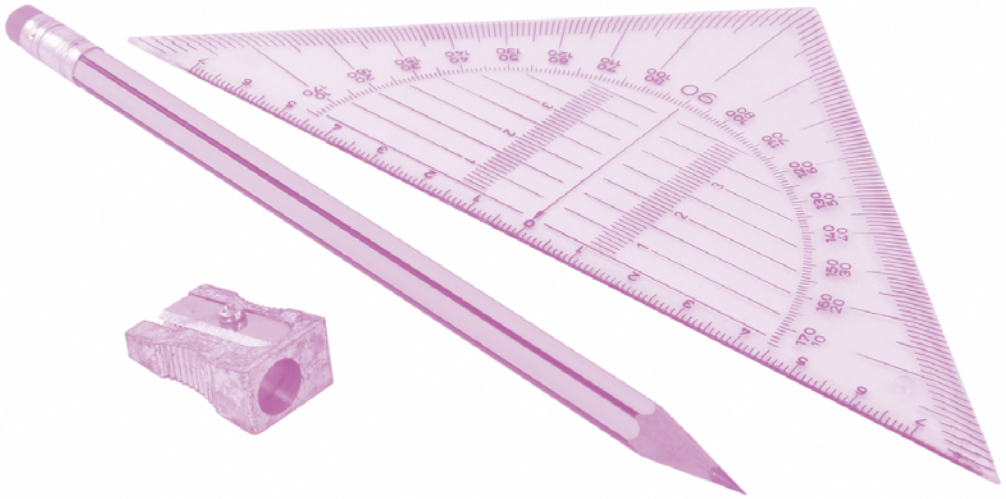
For the year 7 age group being admitted in September 2013, the waiting lists for all schools including Academy, Voluntary Aided & Foundation schools will be maintained until the end of the academic year. The waiting list comprises of those children refused a place whose parents lodged a formal appeal or asked to go on the waiting list only together with any later preferences received. In all cases the admissions criteria will be used to determine the allocations of any place that may become available within the school's admissions number.

Children with a statement of special educational needs (SEN)

If your child has a statement and you have moved or are moving into the area you should contact your current named officer who will provide advice to you about the necessary procedures to be followed.

Children due to transfer to secondary education in September 2013 living in Bath and North East Somerset will be issued with details of how to make an application which should be submitted by the closing date of **31 October 2012.** The applications for children with a SEN are dealt with through the SEN Code of practice and their placement is determined through the statutory assessment process or an annual review of their statement. All schools are consulted before being named on a pupil's statement and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named on a statement this will take priority over the Admissions Criteria although wherever possible the place will be offered within the Admission Number for the school.

Please note that for children with a Statement of SEN the admissions criteria listed under Section 7 of this booklet do not apply.



Don't forget the closing date - 31 October 2012

Addresses

In fairness to all parents, the Council reserves the right to require documentary evidence of the genuineness of a family address and if this is not produced the Council reserves the right to make its own enquiries with, for example, the Council Tax Office.

It is the child's normal permanent home address where he or she lives with his or her parents or legal guardians that is used to decide where the child lives. **Temporary addresses cannot be used to obtain school places.** If parents or guardians plan to move documentary evidence will be required such as proof of exchange of contracts and completion date or a tenancy agreement.

Acceptable evidence is as follows:

- A solicitor's letter confirming exchange of contract and completion of date for the property which is being purchased or a property which is being sold.
- A copy of a signed rental agreement or solicitor's letter if moving to a council or rented property.
- A copy of a council tax bill or utility bill such as water, gas or electricity.
- A Child Benefit Book.
- An official letter declaring the relocation date and Unit postal address or quartering area address for UK Service Personnel or Crown Servants returning from overseas.

A random sample of 10% of all applications received each year will be checked to confirm addresses using for example the Electoral Roll, Council Tax Offices and if appropriate the school currently attended before allocations are made. A copy of a recent utility bill may also be requested. In certain additional cases proof of residency will also be determined by using the above methods. Once proof is obtained to the LA's satisfaction that the parent is resident at the address given it will be accepted that the child is also resident at this address.

Who should apply for a school place?

Applications should be made by the person who has parental responsibility as the main carer as defined in the Children Act 1989. Parents are asked to confirm this on the application form. Where parents share parental responsibility for a child but live separately if two applications are received from the child's parents the LA will ask them to determine which application it should consider and which application should be withdrawn. This is because the LA will offer only one school place to a child at any one time. If the 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 application received from the parent who receives Child Benefit for the child will be the only one considered. Parents may be asked to provide supporting documentation confirming receipt of Child Benefit.

Who has parental responsibility?

In England and Wales, if the parents of a child **are married** to each other at the time of the birth, or if they have jointly adopted a child, then they both have parental responsibility. Parents do not lose parental responsibility if they divorce, and this applies to both the resident and the non-resident parent.

This is not automatically the case for **unmarried parents.** According to current law, a mother always has parental responsibility for her child. A father, however, has this responsibility only if he is married to the mother when the child is born or has acquired legal responsibility for his child through one of these four following routes:

- (From 1 December 2003) by jointly registering the birth of the child with the mother.
- By a parental responsibility agreement with the mother.
- By a parental responsibility order, made by a court.
- By marrying the child's mother after the child is born

Living with the mother, even for a long time, does not give a father parental responsibility and if the parents are not married, parental responsibility does not always pass to the natural father if the mother dies.

All parents (including adoptive parents) have a legal duty to financially support their child, whether they have parental responsibility or not.

Parental responsibility would also apply to a child's guardian (appointed under a will), any person granted a Residence Order for the child, or the Local Authority if a Care Order is in force in respect of the child.

Withdrawal of an offer of a school place

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

- Where a parent has given fraudulent or intentionally misleading information such as a false address.
- Where a parent has not responded to an offer within the deadline set by the LA.
- Where a higher preference school has been offered or where the highest preference school on the latest application has been able to be met.
- Where the offer was made as a result of an administrative error.

Please note

You should note that the offer of a school place can be withdrawn by the LA even after your child has started school if, at a later date, it is established that the place was offered on a basis of false information. If you knowingly give false or misleading information in order to obtain a particular school place you could be prosecuted for the offence of fraud by false representation under the Fraud Act 2006 or any other appropriate act. The Council takes such conduct very seriously, especially as a misleading application form has effectively denied a place to a child with a stronger claim to a place at the school.

If false information is provided your application will be void and you will be required to submit a further application. If this is received after the published closing date it will then be regarded as a later application. If it is found that a sibling currently at the school was also offered a place on the basis of false information then for any further applications received the authority will discount the sibling's connection.

In fairness to all parents the Council reserves the right to require documentary evidence of the genuineness of the family address and, if this is not produced, the Council reserves the right to make its own enquiries with, for example, the Council's council tax offices and other authorities.

In the interest of your child's school placement, the information you provide on the preference form may be shared with the other Local Authorities and Schools in the area.

You can contact us if you suspect a fraudulent application has been made. We will investigate concerns raised.

Change of Circumstances

For children transferring to secondary school in September 2013, under co-ordinated admission arrangements, **parents must inform their home LA through which they made their application of any changes that may have occurred or that they wish to make to their school preference application**

form. Information about requests for school places are transferred between LAs electronically. **Any changes to a record may only be transferred from one LA to another LA when the LA holding the application records for a pupil has received notification of the change of circumstances.**

For secondary transfer applications, **before** the closing date, changes may be made to the application details submitted providing the change details are received in writing from the original applicant. For changes to be taken into account by Bath & North East Somerset LA at the first round of allocations which are made on **1 March 2013**, the information will need to be received by the closing date and time of **31 October 2012.** However on time applicants moving house will be considered from their proposed new address in the first round of allocations if they are able to provide appropriate documentary eveidence by no later than 12 November 2012 which confirms the new address details.

After the **12 November 2012,** any changes of address and/or any documentary evidence received in respect of a previously notified change of address will not be taken into account by this LA until after **1 March 2013.** Other LA's may have different policies, details of which should be available from the LA concerned.

Change of school preferences or school preference order

After the closing date, parents can make a change to their school preference or a change to their school preference order but they do so on the understanding that their previous application will be withdrawn. If parents decide to change then their child will not be considered for a school place in the first round of allocations even if the original application was received before the closing date. The change of preference or preference order will be considered as a completely new application.

Please note: Each LA owns and hold records for the children resident in their LA at the start of the applications process and as such it is only the original LA that can amend any details relating to the child's application. Another LA cannot make any changes to a different LA's records but should be advised of any changes by the LA which owns the original record. Any changes received and accepted by this LA, as the home LA, which involve schools within another LA area will be passed to that LA as soon as possible.

Parents of **children of existing secondary school age** moving into the LA or wishing to change their

child's school for any other reason can apply for places within this LA at any time. Please see the information given under casual admissions which explains how to apply and how your application will be processed.

- The Education and Skills Act 2008 strengthened the statutory admissions framework to ensure that all schools adopt fair and lawful admissions practices. **Below are a list of points which schools must not do:**
- The interviewing of parents and/or children as a method for deciding whether a child is to be offered a place at a school is prohibited. Interviews must not form part of the admissions process and admission authorities **must not** use either face-to-face interviews or interviews by telephone or other means.
- Staff and governors can meet parents at open evenings and on other occasions, but information gained in this way **must not** play a part in the admission decision-making process. Admission authorities **must** ensure that information about the school and how to apply including application forms are readily available to all potential applicants. Schools **must not** require parents to attend the school in person in order to collect an application form and **must not** require parents to return the completed application form to the school. Attendance at an open evening or other meeting at the school **must not** be a condition for the allocation of a place.
- Admission authorities **must not** use supplementary application or information forms that ask:

a) for any personal details about parents and families, such as maiden names, criminal convictions, marital, occupational or financial status (including marriage certificates);

b) for any financial contribution, voluntary or otherwise;

c) for details about parents' achievements, educational background or whether either the parent or the child's first language is English;

d) for details about parents' or children's disabilities, special educational needs or medical conditions, unless this is in support of positive action;

e) about parents' or children's interests, hobbies or membership of societies (this does not apply to membership or participation in activities as part of religious observance or practice at schools designated as having a religious character);

f) parents to agree to support the ethos of the school in a practical way; and

g) both parents to sign the form.

- Photographs of children may be used only by schools that use tests and then only as a security measure to verify that the child presenting for the test is the child named on the application. Otherwise, photographs of children and families **must not** be required with applications for school places.
- Schools **must not** ask for any form of payment or for voluntary contributions, donations or deposits (even if refundable) as part of the admissions process.
- School visits are an important part of school life and can contribute to the ethos of the school. However, some parents may not want their children to go away from home or to take part in school visits. Schools **must not** imply that such visits are compulsory and as a result discourage some parents from applying for a place at the school.

7 Admissions Criteria for Secondary Schools

Areas of Prime and First Responsibility for Secondary Schools

Although the LA tries to offer a place to all children living within an area of prime responsibility this cannot be guaranteed because it depends upon the number of children who apply for a place in a particular year. If it is not possible to offer a place, an alternative school will be offered including transport if the pupil is eligible (see pages 65-66).

When you are issued with details of how to make your application you will be advised which school(s) serve the address at which your child lives. You may express a preference for any school including those situated outside of Bath and North East Somerset but you will need to think about the transport implications of this when deciding. You should consider naming your area or local school as one of your preferences to try and ensure you are offered a place at a school within a reasonable distance from home. It should be noted that in the Greater Bath Consortium (GBC) area transport is provided to the nearest appropiate school (excluding St. Gregory's Catholic College) to the home address, providing the pupil is eligible (see pages 66-67).

The GBC area is an area of prime responsibilty served jointly by the schools listed below. A map of the GBC area can be found on page 2 of this booklet. All schools currently provide for 11-18 age range.

Bath Community Academy

Beechen Cliff Boys School

Hayesfield Girls School

Oldfield School

Ralph Allen School

St Gregory's Catholic College

St Mark's (C. of E.) School

Ralph Allen School has first responsibilty for the following areas which fall outside the City of Bath boundary: Bathford (South), Claverton, Combe Hay, Englishcombe, Freshford, Hinton Charterhouse, Monkton Combe and South Stoke.

If you live within one of the aforementioned areas, you will be given higher priority under the admission criteria than other children who live either inside or outside the GBC.

St. Mark's (C. of E.) School has first responsibility for the following areas which fall outside the City of Bath boundary: Bathampton, Batheaston, Bathford (North), Charlcombe, Kelston, North Stoke, St. Catherine and that part of Swainswick outside the City of Bath.

If you live within one of the aforementioned areas, you will be given higher priority under the admission criteria than other children who live either inside or outside the GBC.

Other areas in Bath & North East Somerset are normally served by the following schools with each school having a single Area of Prime Responsibility (APR). All schools cater for the 11-18 age range apart from Broadlands School which has a sixth form college on site:

Broadlands School, Keynsham

Chew Valley School, Chew Magna

Norton Hill School, Midsomer Norton

Somervale School, Midsomer Norton

Wellsway School, Keynsham

Writhlington School, Radstock

Broadlands School normally serves part of Keynsham (to the West of the River Chew) and those parts of Whitchurch in Bath and North East Somerset.

Chew Valley School normally serves Bishop Sutton, Cameley, Chew Magna, Chew Stoke, Compton Martin, Dundry, East Harptree, the Felton part of Wrington parish, Hinton Blewett, Norton Hawkfield, Norton Malreward, Nempnett Thrubwell, Pensford, Stanton Drew, Ubley, West Harptree and Winford.

Norton Hill School normally serves part of Midsomer Norton (to the South East of the old Railway Line), Clutton, Farmborough, Farrington Gurney, Hallatrow and High Littleton.

Somervale School normally serves part of Midsomer Norton (to the North West of the old Railway Line), Paulton and Welton.

Wellsway School normally serves part of Keynsham to the East of the River Chew, Chelwood Village, Compton Dando, Corston, Marksbury, Newton St Loe, Priston and Saltford.

Writhlington School normally serves Camerton, Clandown, Coleford, Dunkerton, Faulkland, Haydon, Hemington, Holcombe, Kilmersdon, Peasedown St. John, Radstock, Shoscombe, Timsbury, Tunley, Wellow and Writhlington.

BATH COMMUNITY ACADEMY

PRIORITY A

Children in Public care [Looked after Children] or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.

PRIORITY B

Children from within the Greater Bath Consortium [GBC] whose older sibling will be attending the school on the admission date.

PRIORITY C

Children living within the GBC.

PRIORITY D

Children living outside the GBC whose older sibling will be attending the school on the admission date.

PRIORITY E

Children living outside the GBC.

To be considered under the above criteria parents/carers must have named the school as a preference. Under the above criteria all preferences are considered equally. If a pupil qualifies for more than one school they will be offered their highest preference as stated on their application form.

If under all the above criteria any single category resulted in oversubscription, priority would be given to those children who live nearest to the school. Distance will be measured in a straight line from the address point of the child's home address to the address point of the school as defined by the Local Land and Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system with those living closer to the school receiving the higher priority.

In the event of the school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births the Academy Trust will breach the admission number to allow these children to be offered places.

GENERAL INFORMATION

Children with a Statement of Special Educational Needs [SEN] are dealt with through the SEN Code of Practice and their placement is determined through the statutory assessment process or an annual review of their statement. All schools are consulted before being named on a pupil's Statement and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named on a Statement this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school.

A sibling refers to children who are brother or sister, half brother or sister, adopted brother or sister, step brother or sister, the child of the parent/carer's partner and in every case the child should be living in the same family unit at the same address.

The school has a Published Admissions Number of 120. All applications must be submitted to the child's home Local Authority (LA) by the **closing date of 31 October 2012**. Parents can either use their LA's On

Don't forget the closing date - 31 October 2012

Line application facility or can complete their LA's common application form. After the closing date the Academy Trust will be provided with details of all applications received.

Under the Bath & North East Somerset LA's secondary coordinated scheme, any parents refused a place for the new Year 7 intake may ask for their child's name to go on the waiting list where the name will remain until the end of the academic year. During that time, they would be re-considered by the Academy Trust under the admissions criteria for any places that may become available within the admission number and alongside any parents who have lodged an appeal and any later applications received. Please note, however, that children who are the subject of a direction by a LA to admit or who are allocated to the school in accordance with a Fair Access Protocol must take precedence over those on the waiting list.

Any late applicants should complete their home LA's common application form and return it to their home LA as soon as possible. The Academy Trust will be informed of any late applications received in accordance with the Bath & North East Somerset LA's secondary coordinated scheme.

BEECHEN CLIFF SCHOOL

Co-ordinated Admission of Pupils (with Hayesfield School)

Pupils will be admitted at age 11 without reference to ability or aptitude. The number of intended admissions for the year commencing 1 September 2013 will be 162.

Beechen Cliff is an academy and admission is the responsibility of the Governors. **The Local Authority (LA) application form must be completed and returned to the LA by the closing date.** On-line LA application can also be made.

Where applications for admission exceed the number of places available, all applications will be considered equally and the following criteria will be applied at the closing date for applications, **Midnight, Wednesday 31 October 2012,** in the order set out below, to decide which children to admit.

1. 'Children Looked After': this is defined as a boy who is in the care of a local authority or provided with accommodation by that authority or who was previously looked after, but ceased to be so because they were adopted, became subject to a residence order or special guardianship order(see Section 22 of the Children Act 1989).
2. Where the boy has a brother or sister, half brother or half sister, or step brother or step sister living at the same address and currently attending Beechen Cliff School.
3. Sons of members of staff who have been employed at the school for 2 years
4. Up to 12 places to be allocated on the basis of sporting excellence*
5. Within the Greater Bath Consortium boundary, (as defined by Bath & North East Somerset LA), after the allocation of places under criteria 1 to 4, 40% of the remaining places will be allocated to boys living to the north and 40% to boys living to the south of the River Avon. If there is an uneven number of places available, the additional place will be allocated to the side of the river having most applicants. Any places not filled by those living on one side of the river will be transferred to the other.‡
6. 20% of remaining places will be allocated to boys living beyond the Greater Bath Consortium boundary'.‡

*A completed form from the primary or prep school or from the coaching staff of a club will be required. This is available from the school. Assessments will

be made of applicants on the morning of Saturday, 16 November, 2012.

‡ In all cases those living closer to the School, as measured in a direct line from the address point of the boy's home address to the address point of Beechen Cliff School will be accorded higher priority.

Measurements will be determined using the Local Authority's GIS computerised mapping system

Multiple births – In the event of one place remaining for offer, the school would admit over the number to ensure that the siblings were able to be educated at the same school. If a place would be available for a sibling in Hayesfield (multiple births only), then a place would be offered over the number to ensure that the siblings were educated at schools conveniently situated.

To be considered under the above criteria parents/ carers must have named the school as a preference. Under the above criteria all preferences are considered equally. If a pupil qualifies for more than one school they will be offered their highest preference as stated on their application form.

Please note that the home address is the address at which the prospective pupil normally resides, at the time of application. The School reserves the right to seek verification of this address. The School retains the right to withdraw the offer of a place, if it has been made on the basis of false or misleading information.

Waiting Lists

A waiting list will be kept for one year in accordance with the above criteria, maintaining the 40% BA1, 40% BA2 and 20% beyond the Greater Bath Consortium divides, i.e. if a place becomes available in BA1, the next boy on the waiting list in that category will be allocated the place; BA2, the next boy on the waiting list in that category and beyond the Greater Bath Consortium, the next boy on the waiting list in that category.

Late Applications

Late applications will be made via the Local Authority who will inform the school after all on-time applications have been made. Late applications will then be admitted, if there is a place, or added to the waiting list in criteria order.

There is a different procedure for the admission to school for children with Statements of Special Educational Needs: it is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing the Statement and consulting parents and the Governing Body of Beechen Cliff School, before the school is named in the Statement. If the school is named in the statement, the child will be admitted.

BROADLANDS SCHOOL

PRIORITY A

Children in Public care [Looked after Children] or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.

PRIORITY B

Children in receipt of the mobility component of the Disability Living Allowance in respect of a physical disability and who live within the Area of Prime Responsibility [APR] for either Broadlands School, Chew Valley School or Wellsway School.

PRIORITY C

Children from within the Area of Prime Responsibility [APR] whose older sibling will be attending the school on the admission date.

PRIORITY D

Children living within the APR.

Don't forget the closing date - 31 October 2012

PRIORITY E

Children living outside the APR whose older sibling will be attending the school on the admission date.

PRIORITY F

Children living outside the APR.

To be considered under the above criteria parents/ carers must have named the school as a preference. Under the above criteria all preferences are considered equally. If a pupil qualifies for more than one school they will be offered their highest preference as stated on their application form.

To consider applications under Priority B of the admissions criteriadocumentary evidence confirming receipt of the mobility component of the Disability Living Allowance in respect of a physical disability must be submitted to the Admissions & Transport Unit by midnight on the closing date of **31 October 2012.**

If under all the above criteria any single category resulted in oversubscription, priority would be given to those children who live nearest to the school. Distance will be measured in a direct line from the address point of the child's home address to the address point of the school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system with those living closer to the school receiving the higher priority.

In the event of a school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/ carer of twins, triplets or other multiple births the authority will breach the admission number to allow these children to be offered places.

GENERAL INFORMATION

Documentary evidence confirming receipt of the mobility component of the Disability Living Allowance in respect of a physical disability will be required to consider applications under Priority B of the admissions criteria.

Children with a Statement of Special Educational Needs [SEN] are dealt with through the SEN Code of Practice and their placement is determined through the statutory assessment process or an annual review of their statement. All schools are consulted before being named on a pupil's Statement and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named on a Statement

this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school.

Parents/Carers who make a formal appeal against their allocated school will have their child's name kept on a waiting list for any places which may become available at their preferred school. They may also ask for their child to remain on the waiting list without making a formal appeal. Any places which do become available will be reallocated using the Admissions Criteria, taking into account those parents who have asked to remain on the waiting list or who have lodged a formal appeal together with any late applications received. However children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

The child's home address is defined as the permanent address where he or she generally resides with their parent. Temporary addresses may not be used to obtain school places. A random sample of 10% of all applications received each year will be checked to confirm addresses using the Council Tax Office, Electoral Roll and if appropriate the school currently attended before allocations are made. A copy of a utility bill may also be requested. In certain additional cases proof of residency will also be determined by using the above methods. Once proof is obtained that the parent is resident at the address given it will be accepted that the child is also resident at this address.

Where parents share parental responsibility for a child but live separately if two applications are received from the child's parents the LA will ask them to determine which application it should consider and which application should be withdrawn. This is because the LA 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 application received from the parent who receives Child Benefit for the child will be the only one considered. Parents may be asked to provide supporting documentation confirming receipt of child benefit.

CHEW VALLEY SCHOOL

PRIORITY A

Children in Public Care [Looked after children and previously looked after children].

PRIORITY B

Children from within the Area of Prime Responsibility [APR] whose older sibling will be attending the school on the admission date.

PRIORITY C

Children living within the APR.

PRIORITY D

Children living outside the APR whose older sibling will be attending the school on the admission date.

PRIORITY E

Children living outside the APR.

To be considered under the above criteria parents/carers must have named the school as a preference. Under the above criteria all preferences are considered equally. If a pupil qualifies for more than one school they will be offered their highest preference as stated on their application form.

Don't forget the closing date - 31 October 2012

If under all the above criteria any single category resulted in oversubscription, priority would be given to those children who live nearest to the school. Distance will be measured in a direct line from the address point of the child's home address to the address point of the school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system with those living closer to the school receiving the higher priority.

In the event of the school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births the Governors will breach the admission number to allow these children to be offered places.

GENERAL INFORMATION

Children with a Statement of Special Educational Needs [SEN] are dealt with through the SEN Code of Practice and their placement is determined through the statutory assessment process or an annual review of their statement. All schools are consulted before being named on a pupil's Statement and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named on a Statement this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school.

A sibling refers to children who are brother or sister, half brother or sister, adopted brother or sister, step brother or sister, the child of the parent/carer's partner and in every case the child should be living in the same family unit at the same address.

Looked after Children and previously looked after children. In line with the School Admissions Code these children are given the highest priority within the oversubscription criteria. The code defines a Looked After Child as a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to a school. Previously looked after children are defined as children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

The school has a Published Admissions Number of 196. All applications must be submitted to the child's home Local Authority (LA) by the closing date o**f 31 October 2012.** Parents can either use their LA's On Line application facility or can complete their LA's common application form. After the closing date the Governing Body will be provided with details of all applications received.

Under the Bath & North East Somerset LA's secondary coordinated scheme, any parents refused a place for the new Year 7 intake may ask for their child's name to go on the waiting list where the name will remain until the end of the academic year. During that time, they would be re-considered by the Governors under the admissions criteria for any places that may become available within the admission number and alongside any parents who have lodged an appeal and any later applications received. Please note, however, that children who are the subject of a direction by a LA to admit or who are allocated to the school in accordance with a Fair Access Protocol must take precedence over those on the waiting list.

Any late applicants should complete their home LA's common application form and return it to their home LA as soon as possible. The Governing Body will be informed of any late applications received in accordance with the Bath & North East Somerset LA's secondary coordinated scheme.

HAYESFIELD SCHOOL

Co-ordinated Admission of Students (with Beechen Cliff School)

Students will be admitted at age 11 without reference to ability or aptitude. The number of intended admissions for the year commencing 1 September 2013 will be 180.

Hayesfield is an Academy and admission is the responsibility of the Governors. **The Local Authority (LA) application form must be completed and returned to the LA by the closing date.** An on-line LA application can also be made.

Where applications for admission exceed the number of places available, all applications will be considered equally and the following criteria will be applied at the closing date for applications to be submitted to the Local Authority in the order set out below, to decide which children to admit.

1. Looked after Children or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. Where the girl has a brother or sister, half brother or half sister, or step brother or step sister residing at the same address and currently attending Hayesfield School and who will be in attendance at the time of admission.
3. Daughters of members of staff who have been employed at the school for 2 years.
4. Up to 12 places to be allocated on the basis of sporting excellence.*
5. Within the Greater Bath Consortium boundary, (as defined by Bath & North East Somerset LA), after the allocation of places under criteria 1 to 4, 80% of the remaining places will be allocated to girls living in the Greater Bath Consortium. Those living closer to the School, as measured in a direct line on a map from the address point of the child's home address to the address point of the Brougham Hayes Campus, will be accorded higher priority.
6. 20% of remaining places will be allocated to girls living beyond the Greater Bath. Consortium boundary. Girls living closer to the School, as measured in a direct line on a map from the address point of the child's home address to the address point of the Brougham Hayes Campus, will be accorded the higher priority. Measurements will be determined using the Local Authority's GIS computerised mapping system.

* A completed form from the primary or prep school or from the coaching staff will be required.

Multiple births – In the event of one place remaining for offer, the school would admit over the number to ensure that the siblings were able to be educated at the same school If a place would be available for a sibling in Beechen Cliff, then a place would be offered over the number to ensure that the siblings were educated at schools conveniently situated.

To be considered under the above criteria parents/carers must have named the school as a preference. Under the above criteria all preferences are considered equally. If a pupil qualifies for more than one school they will be offered their highest preference as stated on their application form.

Please note that the home address is the address at which the prospective student normally resides, at the time of application. The School reserves the right to seek verification of this address. The School retains the right to withdraw the offer of a place, if it has been made on the basis of false or misleading information.

Late Applications

Late applications will be made via the Local Authority who will inform the school after all on-time applications have been made. Late applications will then be admitted, if there is a place, or added to the waiting list in criteria order.

Don't forget the closing date - 31 October 2012

Waiting Lists

A list will be kept for a full academic year in accordance with the above criteria. Any late applications, stating Hayesfield as a preference or change of preference due to changed circumstances, will be added at the appropriate position. Places will be offered in order from the waiting list.

Fair Access

Students who are the subject of a direction by a Local Authority to admit, or who are allocated to a school in accordance with a Fair Access Protocol, must take precedence over those on a waiting list.

Statements of Special Educational Needs

There is a different procedure for the admission to school for children with Statements of Special Educational Needs: it is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing the Statement and consulting parents and the Governing Body of Hayesfield School, before the school is named in the Statement. If the school is named in the statement, the child will be admitted.

NORTON HILL SCHOOL

PRIORITY A

Children in Public Care [Looked after children and previously looked after children].

PRIORITY B

Children in receipt of the mobility component of the Disability Living Allowance in respect of a physical disability and who live within the Area of Prime Responsibility [APR] for either Norton Hill School or Somervale School.

PRIORITY C

Children from within the Area of Prime Responsibility [APR] whose older sibling will be attending the school on the admission date.

PRIORITY D

Children living within the APR.

PRIORITY E

Children living outside the APR whose older sibling will be attending the school on the admission date.

PRIORITY F

Children living outside the APR.

To be considered under the above criteria parents/carers must have named the school as a preference. Under the above criteria all preferences are considered equally. If a pupil qualifies for more than one school they will be offered their highest preference as stated on their application form.

To consider applications under Priority B of the admissions criteria documentary evidence confirming receipt of the mobility component of the Disability Living Allowance in respect of a physical disability must be sent to the School by the closing date of **31 October 2012.**

If under all the above criteria any single category resulted in oversubscription, priority would be given to those children who live nearest to the school. Distance will be measured in a straight line from the address point of the child's home address to the address point of the school. Measurements will be determined using the Local Authority's GIS computerised mapping system with those living closer to the school receiving the higher priority.

In the event of a school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births the Governors will breach the admission number to allow these children to be offered places.

GENERAL INFORMATION

Documentary evidence confirming receipt of the mobility component of the Disability Living Allowance in respect of a physical disability will be required to consider applications under Priority B of the admissions criteria.

Children with a Statement of Special Educational Needs [SEN] are dealt with through the SEN Code of Practice and their placement is determined through the statutory assessment process or an annual review of their statement. All schools are consulted before being named on a pupil's Statement and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named on a Statement this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school.

Looked after children and previously looked after children are as defined in the Department for Education School Admissions Code which came into force on **1 February 2012.**

A sibling refers to children who are brother or sister, half brother or sister, adopted brother or sister, step brother or sister, the child of the parent/carer's partner and in every case the child should be living in the same family unit at the same address.

The school has a Published Admissions Number of 247. All applications must be submitted to the child's home Local Authority (LA) by the closing date of 31 October 2012. Parents can either use their LA's On Line application facility or can complete their LA's common application form. After the closing date the Governing Body will be provided with details of all applications received.

Under the Bath & North East Somerset LA's secondary coordinated scheme, any parents refused a place for the new Year 7 intake may ask for their child's name to go on the waiting list where the name will remain until the end of the academic year. During that time, they would be re-considered by the Governors under the admissions criteria for any places that may become available within the admission number and alongside any parents who have lodged an appeal and any later applications received. Please note, however, that children who are the subject of a direction by a LA to admit or who are allocated to the school in accordance with a Fair Access Protocol must take precedence over those on the waiting list.

Any late applicants should complete their home LA's common application form and return it to their home LA as soon as possible. The Governing Body will be informed of any late applications received. Any supporting evidence as detailed in the above policy relating to Priority B applicants should be sent to the school direct.

OLDFIELD SCHOOL

1. Purpose:

We are required by law to have an admissions policy. Our criteria for admission were embodied in the school's submission to the Secretary of State.

2. Content:

2.1 Oldfield School is an academy (Academies Act 2010). It is an open access school with places being generally offered without reference to ability or aptitude; however, the Governors may offer up to 10% of the places in each Year 7 intake to provide education for those showing potential in one of our specialisms, Arts, Sport or Science.

2.2 Students are not barred from admission to the school on the grounds of race, colour, ethnicity, nationality, first language, religion, attainment level, gender (see 3.2), disability (within the limitations of physical

surroundings), class, background or any other reason that cannot be shown as justifiable.

2.3 The ethos of this school is based on our desire to provide a high quality education. We insist on high standards, we expect our young people to work to the best of their ability, to behave in a way which shows courtesy to those around them and to wear their uniform smartly. We ask all parents applying for a place here to respect this ethos and its importance to the school community.

3. Following consultation with the DfE, the Governors have agreed that the following admission arrangements will apply with effect from 1 September 2013.

3.1 Students (girls and boys) are normally admitted to Year 7 at age 11, see Appendix 1 without reference to ability or aptitude. However, students may be accepted on Arts, Sport or Science aptitude.

3.2 The Admissions Number for the 11 year age group (Year 7) is 192. Admissions to age groups 12-16 (Years 9-11) of girls only will be such as to ensure that each year group will not exceed the intake number for that year group.

3.3 The maximum Admission Number for external students entering the Sixth Form is 25.

3.4 The entry requirements for the Sixth Form are at least 5 GCSEs at Grade C or above.

4. Determination of Priorities:

In line with the Code of Practice for Admissions, the governing body, as admissions authority for the school, has to operate an equal preference system. In the event of oversubscription, all applications for the school will be considered equally and ranked in order of how they meet the criteria. We will exchange information with the LA on applications made/potential offers by the dates specified.

4.1 Students in Public Care* (looked after children)

4.2 Where a student has a sister/brother currently attending the main school or has a sister/brother in the Sixth Form at the time of the applicant's proposed admission.

4.3 Where a student shows an aptitude in Arts, Sport or Science (evidence which shows their aptitude exceeds their age range).

4.4 Where there are medical grounds (supported by an independent doctor's certificate) and/or specific educational reasons (supported by specialist evidence) for admitting the student.

4.5 Students living within the Greater Bath Consortium area, the extent of which is highlighted on the map as shown on page 2 of this booklet.

4.6 Students living outside the Greater Bath Consortium area.

In the event of oversubscription of the above criteria, places will be offered to those living nearest to the school (measurements will be determined using the Local Authority's GIS computerised mapping system).

Sixth Form

Applicants for external places who meet the required qualifications (see 3.4) will be admitted using the following criteria:-

4.10 Looked after children*

4.11 Siblings of students in Years 7 – 13 of the school or former students. A sibling refers to children who are:- brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, the child of the parent/carers partner and in every case the child should be living in the same family unit at the same address.

4.12 Students living within the Greater Bath Consortium

4.13 Students living outside the Greater Bath Consortium.

*Revised DfE definition of children who

were in care that have since been adopted/ become subject to a residence order/special guardianship order.

In the event of oversubscription of the above criteria, places will be offered to those living nearest to the school (measurements will be determined using the Local Authority's GIS computerised mapping system).

Appeals – applicants refused admission to our sixth form are entitled to appeal to an independent appeals panel.

5. Procedures:

Applications should be made on the Local Authority's Common Application Form and sent to the LA by the closing date for applications which is **31 October 2012.** Alternatively, parents can make application on-line by the same closing date.

The Governors will inform the LA of the outcome of applications by the LA deadline each year. Offers of places are made by the LA. Parents/Carers who make a formal appeal will have their child's name kept on a waiting list for any places which may become available at Oldfield School. They may also ask for their child to remain on the waiting list without making a formal appeal. Any places which do become available will be reallocated using the Admissions Criteria, taking into account those parents who have asked to remain on the waiting list or who have lodged a formal appeal together with any late applications received.

Parents are also asked to complete the Oldfield Additional Information form and return it to the school by **31 October 2012.**

A waiting list is kept for a full academic year. If there is oversubscription all children will be ranked in the same order as the published oversubscription criteria. However children who are the subject of a direction by a Local Authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list. The waiting list will be adjusted to take account of late or in-year applications.

Late applicants should also complete their home Local Authority's Common Application form which should be sent to their home authority as soon as possible. Information about any late preferences for the school will then be provided to the Governors for their consideration by Bath & North East Somerset LA in line with the secondary co-ordinated scheme.

6. Monitoring:

The policy is monitored by the Admissions Registrar and the Admissions Committee.

7. Evaluation:

The policy is evaluated in the following ways: informal discussion with parents; discussion with our local Admissions Forum; annual review by Governors' Admissions Committee.

Additional Information

- There is a different procedure for the admission to school for children with Statements of Special Educational Needs: it is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing the Statement and consulting parents and the governing body of Oldfield School, before the school is named in the Statement. If the school is named in the statement the child will be admitted.
- In the case of multiple births, if we only have one place left we would breach the admissions number.

Appendix 1

When considering **EARLY** transfer to secondary school, the child should be physically, socially and emotionally mature and be working at a level which is at least comparable with the most able children in the year above.

In order to make an informed decision, the following will be needed by the school:

a. the written agreement of parents/carers;

b. evidence that the child understands the proposal (in an age appropriate way) and thinks it will benefit;

c. the written agreement of the headteacher or headteachers if two schools are involved;

d. copies of up to date and relevant reports detailing educational attainment.

The final decision will be taken by the Headteacher.

In considering **LATE** transfer to secondary school, the child should be having problems with educational development which an extra year at primary school would help them to overcome.

In order to make an informed decision, the following will be needed by the school:

a. the written agreement of parents/carers;

b. evidence that the child understands the proposal (in an age appropriate way) and thinks it will benefit;

c. the written agreement of the headteacher or headteachers if two schools are involved;

d. copies of up to date and relevant reports detailing educational attainment;

The final decision will be taken by the Headteacher.

RALPH ALLEN SCHOOL

Pupils will be admitted to the school according to the following criteria, in order of priority.

PRIORITY A

Children in Public Care [Looked after children], and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

PRIORITY B

Children in receipt of the mobility component of the Disability Living Allowance in respect of a physical disability and who live within the Greater Bath Consortium (GBC).

PRIORITY C

Children from within the Greater Bath Consortium [GBC] whose older sibling will be attending the school on the admission date.

PRIORITY D

Children living in the parishes of Bathford [South], Claverton, Combe Hay, Englishcombe, Freshford, Hinton Charterhouse, Monkton Combe, and South Stoke.

PRIORITY E

Ralph Allen will admit up to 10 students per year group who are elite athletes based at the University of Bath. These students must be part of the Lawn Tennis Association Academy Programme; or training for another sport at the university including netball and swimming. Please see note 1.

PRIORITY F

Children living within the GBC.

PRIORITY G

Children living outside the GBC whose older sibling will be attending the school on the admission date.

PRIORITY H

Children living outside the GBC.

NOTES

1) For Priority E a letter of confirmation from the Lawn Tennis Association Academy Programme or other affiliated University of Bath Sporting Body to confirm that the child is an elite Athlete who has a training programme based at the University of Bath. This letter must be sent to the school by the **31 October 2012** before any application can be considered for Priority E.

   The University of Bath and Ralph Allen School have a formal agreement with well established links and working practices. Ralph Allen School has developed the ability to meet the needs of these pupils academically through coordinated school and academy programmes.

   Ralph Allen School has an Elite Athletes Mentor to support the pastoral and academic needs of these pupils. We assess the appropriate number of courses for these pupils to study, based on academic capacity and their training schedules.

2) To be considered under the above criteria parents/carers must have named the school as a preference. Under the above criteria all preferences are considered equally. If a pupil qualifies for more than one school they will be offered their highest preference as stated on their application form.

3) To consider applications under Priority B of the admissions criteria documentary evidence confirming receipt of the mobility component of the Disability Living Allowance in respect of a physical disability must be sent to the school by the closing date of **31 October 2012.**

4) If under all the above criteria any single category resulted in oversubscription, priority would be given to those children who live nearest to the school. Distance will be measured in a straight line from the address point of the child's home address to the address point of the school. Measurements will be determined using the Local Authority's GIS computerised mapping system with those living closer to the school receiving the higher priority.

5) In the event of a school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births the Governors will breach the admission number to allow these children to be offered places.

GENERAL INFORMATION

Children with a Statement of Special Educational Needs [SEN] are dealt with through the SEN Code of Practice and their placement is determined through the statutory assessment process or an annual review of their statement. All schools are consulted before being named on a pupil's Statement and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named on a Statement this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school.

A sibling refers to children who are brother or sister, half brother or sister, adopted brother or sister, step brother or sister, the child of the parent/carer's partner and in every case the child should be living in the same family unit at the same address.

The school has a Published Admissions Number of 180. All applications must be submitted to the child's home Local Authority (LA) by the closing date of **31 October 2012.** Parents can either use their LA's On Line application facility or can complete their LA's common application form. After the closing date the Governing Body will be provided with details of all applications received.

Don't forget the closing date - 31 October 2012

Under the Bath & North East Somerset LA's secondary coordinated scheme, any parents refused a place for the new Year 7 intake may ask for their child's name to go on the waiting list where the name will remain until the end of the academic year. During that time, they would be re-considered by the Governors under the admissions criteria for any places that may become available within the admission number and alongside any parents who have lodged an appeal or any later applications received. Please note, however, that children who are the subject of a direction by a LA to admit or who are allocated to the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Any late applicants should complete their home LA's common application form as soon as possible. The Governing Body will be informed of any late applications received. Any supporting evidence as detailed in the above policy relating to Priority B or Priority E applicants should be sent to the school direct.

CASUAL ADMISSIONS

Applicants should apply to the school in the first instance. In cases of the year group having reached the standard number (180) applicants will be advised to contact the Bath & North East Somerset Admissions Officer.

SOMERVALE SCHOOL

PRIORITY A

Children in Public Care [Looked after children and previously looked after children].

PRIORITY B

Children from within the Area of Prime Responsibility [APR] whose older sibling will be attending the school on the admission date.

PRIORITY C

Children living within the APR.

PRIORITY D

Children living outside the APR whose older sibling will be attending the school on the admission date.

PRIORITY E

Children living outside the APR.

To be considered under the above criteria parents/carers must have named the school as a preference. Under the above criteria all preferences are considered equally. If a pupil qualifies for more than one school they will be offered their highest preference as stated on their application form.

If under all the above criteria any single category resulted in oversubscription, priority would be given to those children who live nearest to the school. Distance will be measured in a straight line from the address point of the child's home address to the address point of the school. Measurements will be determined using the Local Authority's GIS computerised mapping system with those living closer to the school receiving the higher priority.

In the event of the school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births the Governors will breach the admission number to allow these children to be offered places.

GENERAL INFORMATION

Children with a Statement of Special Educational Needs [SEN] are dealt with through the SEN Code of Practice and their placement is determined through the statutory assessment process or an annual review of their statement. All schools are consulted before being named on a pupil's Statement and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named on a Statement this will take priority over the Admissions Criteria,

although, wherever possible the place will be offered within the Admission Number for the school.

Looked after children and previously looked after children are as defined in the Department for Education School Admissions Code which came into force on **1 February 2012.**

A sibling refers to children who are brother or sister, half brother or sister, adopted brother or sister, step brother or sister, the child of the parent/carer's partner and in every case the child should be living in the same family unit at the same address.

The school has a Published Admissions Number of 141. All applications must be submitted to the child's home Local Authority (LA) by the closing date of **31 October 2012.** Parents can either use their LA's On Line application facility or can complete their LA's common application form. After the closing date the Governing Body will be provided with details of all applications received.

Under the Bath & North East Somerset LA's secondary coordinated scheme, any parents refused a place for the New Year 7 intake may ask for their child's name to go on the waiting list where the name will remain until the end of the academic year. During that time, they would be re-considered by the Governors under the admissions criteria for any places that may become available within the admission number and alongside any parents who have lodged an appeal and any later applications received. Please note, however, that children who are the subject of a direction by a LA to admit or who are allocated to the school in accordance with a Fair Access Protocol must take precedence over those on the waiting list.

Any late applicants should complete their home LA's common application form and return it to their home LA as soon as possible. The Governing Body will be informed of any late applications received in accordance with the Bath & North East Somerset LA's secondary coordinated scheme.

ST. GREGORY'S CATHOLIC COLLEGE

For Entry to Year 7 in September 2013 and for Casual Applications from September 2013-July 2014

1. St Gregory's is a Catholic voluntary aided secondary school, which was established by the Diocese of Clifton. It primarily serves designated Catholic parishes in Bath and North East Somerset, North West Wiltshire and the north of the County of Somerset and admits children of 11-16 years. A map of the designated area is available for inspection at the school office.

   The governing body, acting in accordance with arrangements agreed with the Clifton Diocesan Committee for Schools and Colleges and Bath and North east Somerset locals Authority and within the Code of Practice, is responsible for admissions. In line with the new Code of Practice for Admissions, the governing body, as admissions authority for the school, will operate an equal preference system. In the event of oversubscription, all applications for the school will be considered equally against the oversubscription criteria and ranked in order of how they meet the criteria. This information will be given to the Local Authority (LA) who will then consider all applications for each applicant and offer the highest preference which is available.

2. The governors will admit up to the planned admission level of 160 for pupils entering Year 7 in September 2013.

3. Admissions outside the normal age group will be individually considered and the advice of the LA's specialist advisers (eg Educational Psychologists) and other relevant professionals, including the child's present Headteacher, will be sought before a decision is made.

Don't forget the closing date - 31 October 2012

4. For families living within Bath and North East Somerset, application for a place at the college should be made on the **Bath & North East Someret common application form and this should be submitted to the Admissions and Transport Department at Bath and North-East Somerset Council, PO Box 25, Riverside, Temple Street, Keynsham BS31 1DN by 31 October 2012.** For families living outside of Bath and North East Somerset, parents should indicate their preference for a place at St Gregory's on the application form for their own LA e.g. Wiltshire, Somerset, South Gloucestershire. These authorities will then inform B&NES about this preference who will in turn inform the Governors of St Gregory's.

   In addition parents/carers **should complete an 'Additional Information Form'** issued by the College in order that the governors may apply their admissions policy fairly and consistently. Failure to do so may affect which category of applicant a child is placed into. **These forms should be returned to the Admissions Officer at St Gregory's by 31 October 2012.** Governors **may** consider supporting evidence (e.g. baptismal certificate, reference from minister, references and/or certificates regarding performing arts aptitude) sent in up to the date of the Governors' Admissions Panel meeting in December 2012.

   After the submission deadline of **31 October 2012,** any applications received by the Local Authority will be treated as a late application and will not be considered until the first round of offers have been made and then the over-subscription criteria will be applied. Any late applicants should complete their home LA's common application form and return it to their home LA as soon as possible. The College's additional information form should, however, be sent to the school direct.

5. The governing body will consider all applications against its policy criteria and inform the LA of places to be offered. The LA will offer places on behalf of the governing body on **1 March 2013.** A waiting list, including late applications from families moving into the area or who were otherwise unable to apply by the specified date, will be maintained until the end of the academic year in line with the Local Authority's co-ordinated scheme. Applicants will be ranked in the same order as the over-subscription criteria and places offered on that basis, with the exception of children who are subject of a direction by the Local Authority or who have been allocated to the College in accordance with the local Fair Access Protocol, who will take precedence over those on the waiting list. Applications received after the end of Term 1 October 2012 will be considered as in year applications as outlined in paragraph 8 of this policy.

6. In the event of over subscription, the governors will offer places according to the following criteria applied in sequence:

6.1 Baptised Catholic children in public care (looked after children).

6.2 Other Baptised Catholics within the designated area of the college and any baptised Catholics at Our Lady of Lourdes school in Kingswood

6.3 Other children in public care (looked after children).

6.4 Children who live in the designated area whose parents are members of, and adherents to, other Christian denominations.

6.5 Those children within the designated area attending the eight Catholic partner primary schools (i.e. St. John's, Bath; St. Mary's, Bath; St Benedict's, Midsomer Norton, SS Joseph and Teresa, Wells; St Paul's, Yate; St. Patrick's, Corsham; St Mary's, Chippenham; and Our

Lady of Lourdes, Kingswood) who have brothers and sisters already at St Gregory's College at the date of application and who will be in attendance at the time of admission.

6.6 According to the provisions set out in section 102 of the 1998 Standards and Framework Act (also: paragraphs A. 69 – 72 of the School Admissions Code of Conduct) the governors will offer up to 16 (i.e. 10%) places to those pupils who can demonstrate an aptitude in the performing arts ie Music, Dance, Drama and who live in the designated area.

6.7 Other children within the designated area with brothers or sisters already at the College at the date of application and who will be in attendance at the time of admission.

6.8 Other pupils at the Catholic partner primary schools (see: 6.5 for list) within the designated area, and children from Our Lady of Lourdes within the designated area.

6.9 Other children within the designated area.

6.10 All other children.

For categories **6.1, 6.2,** a baptismal certificate **must** be submitted with the College's Additional Information Form for applicants to be considered within these categories. A map of the designated area is included with this policy.

For category **6.4** a member of other Christian denominations is a person who is baptised or initiated according to the rites of that denomination. Adherence means current and regular worship (regular means once a month attendance at church). According to the advice of Clifton Diocese adherence to that denomination needs to be supported by a minister of that denomination; a letter of reference Proforma, available from the College, completed by a minister of religion therefore **must** be submitted with the College's Additional Information Form for applicants to be considered within this category.

For category **6.6** the College's Aptitude in the Performing Arts Form must be submitted to the College by **31 October 2012** with details of aptitude in the relevant subjects in addition to the College's Additional Information Form. Governors **may** consider supporting evidence (e.g. references and/or certificates regarding performing arts aptitude) sent in up to the date of the Governors' Admissions Panel meeting in December 2012. In the event of more than 16 children applying for places within this category all category 6.6 applicants will be invited to an audition in the College during term 2, organised and assessed by specialist staff, to help the governors arrive at fair and objective decisions based on aptitude. Those children who are not offered a place in category 6.6 will be placed in the appropriate category 6.7, 6.8, 6.9 or 6.10.

Definitions

a. Brother and sister are defined as children who share one natural parent, step brother or sister, or have been legally adopted or fostered into the family.

b. Looked after children i.e students in the care of the Local Authority, or who have been previously and are now formally adopted.

7. Tiebreakers

Categories are filled in order, beginning with 6.1. When applications exceed the number of places available in any category, places for that and all remaining categories will be allocated using the 'random allocation' technique in front of a witness with no connection to the College. When using random allocation within a category, priority will be given initially to sibling applicants who will be drawn first.

8. In Year Applications

From September 2012 all applications, including in year applications i.e. applications for places in existing year groups which fall outside the normal admission round(s), must be referred to the Local

Authority who will forward details to the College for consideration by the Admissions Committee against the criteria listed in paragraph 6 above. As with all applications, an additional information should be completed. This will allow the governors' admission panel to determine the applicant's category.

9. Multiple births

In the event of applications from multiple births applying within the same category and drawn on a random allocation basis, siblings will be considered as one application and when this entry has been drawn each sibling from the family will be given a consecutive rank order.

In the event that the awarding of places to multiple birth siblings means breaching the planned admission number, Governors will do so in order to offer places to all siblings within one family.

10. Appeals procedure

Parents have a right to appeal against a refusal by the governing body to admit their child and should **put their appeal in writing to the Clerk to the Governors at the college within 20 school days of receiving the letter of refusal.** Appeals will be arranged by the Diocesan Department for Schools and Colleges and conducted in accordance with the Code of Practice on School Appeals.

11. Children with Statements of Special Educational Needs

There is a different procedure for the admission to school for children with Statements of Special Educational Needs: it is administered by the LA in whose area the family lives. The LA is responsible for issuing the Statement and consulting parents and the governing body of St Gregory's, if a preference has been made for the college, before the college is named in the Statement.

ST. MARK'S CHURCH OF ENGLAND SCHOOL

St Mark's is a Church of England VA School. It is a co-educational school which seeks to continue the Church of England's historic role in providing quality education based on its Christian foundation.The governors welcome applications from all parents and children from the local community including the neighbouring regions, from the Greater Bath Consortium (GBC) and generally from families beyond this area.When administering the admission arrangements the school will follow, unless otherwise stated, the definitions, procedures and timescale included within the consolidated prospectus.

The school has a Published Admissions Number of 102. All applications must be submitted to the child's home Local Authority (LA) by the published closing date for Bath and North East Somerset residents, which is **31 October 2012.** Parents can use their home LA's on-line application form or can complete their home LA's Common Application Form (CAF).

Under the Bath & North East Somerset LA's secondary coordinated scheme, any parents refused a place for the New Year 7 intake may ask for their child's name to go on the waiting list where the name will remain until the end of the academic year. During that time, they would be re-considered by the Governors under the admissions criteria for any places that may become available within the admission number and alongside any parents who have lodged an appeal and any later applications received. Please note, however, that children who are the subject of a direction by a LA to admit or who are allocated to the school in accordance with a Fair Access Protocol must take precedence over those on the waiting list.

Any late applicants should complete their home LA's common application form and return it to their home LA as soon as possible. The Governing Body will be informed of any late applications received.

Where applications for admission exceed the

number of places available, all applications will be considered equally and the following criteria will be applied at the closing date for applications in the order set out below, to decide which children to admit.

1. 'Children in Care': Looked after children and previously looked after children as defined in the latest Department for Education School Admissions Code.
2. Children whose sibling(s) will be attending the school on the admission date.
3. Children living in the parishes of Bathampton, Bathford, Batheaston, Charlcombe, Kelston, North Stoke, St Catherine and Swainswick who are themselves or whose parent(s)/carer(s) are practising members of the Church of England or other Christian group, and who have a letter of commendation from the vicar/minister. The closing date for applications is **31 October 2012** and any letter should be addressed to the Headteacher and sent to school well in advance of this date. (A map highlighting the area is available from St Mark's School.)
4. Other children living in the parishes listed in 3.
5. Children living in the parish of St Saviour's, Larkhall, who are themselves, or whose parent(s)/carer(s) are practising members of the Church of England or other Christian group, and who have a letter of commendation from the vicar/minister. (Map available)
6. Other children listed in the parish mentioned in 5.
7. Children living within the GBC who themselves, or whose parent(s)/carer(s) are *practising members of the Church of England or other Christian group, and who have a letter of commendation from the vicar/minister.
8. Other children living in the GBC. (Map available)
9. Children living outside the GBC who are themselves, or whose parent(s)/carer(s) are practising members of the Church of England or other Christian group, and who have a letter of commendation from the vicar/minister.
10. Other children living outside the GBC.
11. In year admissions: From September 2013 all requests for a school place should be made directly to the school for consideration by the Governors. The same criteria will apply for in-year and new intake admissions.

Additional Information

If the school is oversubscribed Governors may request supporting evidence for church attendance approved by both the Diocesan Board of Education (DBE). This relates in particular to points 3,5,7,9 numbered above and the provision of any supporting evidence may apply which should be received by the school by the **31 October 2012.**

The procedure for the admission to school for children with Statements of Special Educational Needs is administered by the LA in whose area the family lives. The LA is responsible for issuing the Statement and consulting parents and the governing body of St Mark's School, before the school is named in the Statement. If the school is named in the statement the child will be admitted.

A sibling is defined as children who are brother or sister or half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carers partner and in every case the child should be living in the same family unit at the same address.

In the event of multiple birth applications the parent will be offered the chance to decide which child should receive the offer of the available place.

If any single category resulted in oversubscription, priority would be given to those children who live nearest to the school. Distance will be measured in a direct line from the address point of the child's home address to the address point of the school.

Measurement will be determined using the Local Authority's GIS computerised mapping system.

*Practising is defined as attendance at church for a minimum of once a month for a minimum of six months. This attendance should refer either to the attendance of the parent/carer, or of the child (who may be accompanied to church by another family member or friend).

WELLSWAY SCHOOL

Wellsway School is an outstanding school set in East Keynsham. We have a single Area of Prime Responsibility (APR) which normally serves the part of Keynsham to the East of the River Chew, Chelwood Village, Compton Dando, Corston, Marksbury, Newton St Loe, Priston and Saltford. Wellsway is an 11-18 mixed comprehensive with an outstanding Sixth Form'.

While parents have the right to choose a preferred school, the number of places available at that school may limit the choice. All applications must be submitted to the child's home Local Authority (LA) by the closing date of **31 October 2012.** Parents can either use their LA's on line application facility or can complete their LA's common application form. After the closing date the Governing Body will be provided with details of all applications received.

Wellsway School has an Admission Number of 210 for the Year 7 intake group in September 2013.

In line with the Code of Practice for Admissions, the Governing Body/Academy Trust, as admissions authority for the school, will operate an equal preference system. In the event of oversubscription, all applications for the school will be considered equally against the oversubscription criteria listed below and ranked in order of how they meet the criteria. This information will be given to the Local Authority (LA) who will then consider all applications for each applicant and offer the highest preference which is available.

PRIORITY A

Children in Public Care (Looked after Children) or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.

PRIORITY B

Children from within the Area of Prime Responsibility (APR) whose older sibling will be attending the school on the admission date.

PRIORITY C

Children living within the APR.

PRIORITY D

Children living outside the APR whose older sibling will be attending the school on the admission date.

PRIORITY E

Children living outside the APR.

If under all the above criteria any single category resulted in oversubscription, priority would be given to those children who live nearest to the school. Distance will be measured in a straight line from the address point of the child's home address to the address point of the school. Measurements will be determined using the Local Authority's GIS computerised mapping system with those living closer to the school receiving the higher priority.

In the event of the school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births the Governing Body will breach the admission number to allow these children to be offered places.

GENERAL INFORMATION

Children with a Statement of Special Educational Needs [SEN] are dealt with through the SEN Code of Practice and their placement is determined through

the statutory assessment process or an annual review of their statement. All schools are consulted before being named on a pupil's Statement and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named on a Statement this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school.

Appeals. Parents whose school place application is turned down by the Governing Body have the legal right of appeal to an Independent Appeals Panel. Details concerning how to appeal will be explained in the decision letter.

Waiting List arrangements

Under the Bath & North East Somerset LA's secondary co-ordinated admission scheme, any parents refused a place for the new year 7 intake may ask for their child's name to go on the waiting list where the name will remain until the end of the academic year. During that time they would be re-considered by the Governors under the admissions criteria for any places that may become available within the admission number and alongside any parents who have lodged an appeal and any later applications received. However children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

Late Applications.

Any late applicants should complete their home LA's common application form and return it to their home LA as soon as possible. The Governing Body will be informed of any late applications received in accordance with the Bath & North East Somerset LA's secondary co-ordinated scheme.

Home Address.

The child's home address is defined as the permanent address where he or she generally resides with their parent. Temporary addresses may not be used to obtain school places. The LA will randomly check addresses in line with their secondary co-ordinated scheme.

Where parents share parental responsibility for a child but live separately if two applications are received from the child's parents the LA will ask them to determine which application it should consider and which application should be withdrawn. This is because the LA will offer only one school place to a child at any one time. If parents cannot agree they should resolve the issue through the court system. However in the absence of a Court Order the application received from the parent who receives Child Benefit for the child will be the only one considered. Parents may be asked to provide supporting documentation such as a copy of the child benefit book or letter confirming receipt of child benefit.

DEFINITIONS

Siblings are defined as children who are brother or sister; half brother or sister; adopted brother or sister; step brother or sister; the child of the parent/carers partner; and in every case the child should be living in the same family unit at the same address.

Looked after children and Previously Looked after Children are as defined in the latest School Admissions Code.

Don't forget the closing date - 31 October 2012

WRITHLINGTON SCHOOL

PRIORITY A

Children in Public Care [Looked after children and previously looked after children].

PRIORITY B

Children from within the Area of Prime Responsibility [APR] whose older sibling will be attending the school on the admission date.

PRIORITY C

Children living within the APR.

PRIORITY D

Children living outside the APR whose older sibling will be attending the school on the admission date.

PRIORITY E

Children living outside the APR.

To be considered under the above criteria parents/carers must have named the school as a preference. Under the above criteria all preferences are considered equally. If a pupil qualifies for more than one school they will be offered their highest preference as stated on their application form.

If under all the above criteria any single category resulted in oversubscription, priority would be given to those children who live nearest to the school. Distance will be measured in a straight line from the address point of the child's home address to the address point of the school. Measurements will be determined using the Local Authority's GIS computerised mapping system with those living closer to the school receiving the higher priority.

In the event of the school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births the Governors will breach the admission number to allow these children to be offered places.

GENERAL INFORMATION

Children with a Statement of Special Educational Needs [SEN] are dealt with through the SEN Code of Practice and their placement is determined through the statutory assessment process or an annual review of their statement. All schools are consulted before being named on a pupil's Statement and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named on a Statement this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school.

Looked after children and previously looked after children are as defined in the Department for Education School Admissions Code which came into force on **1 February 2012.**

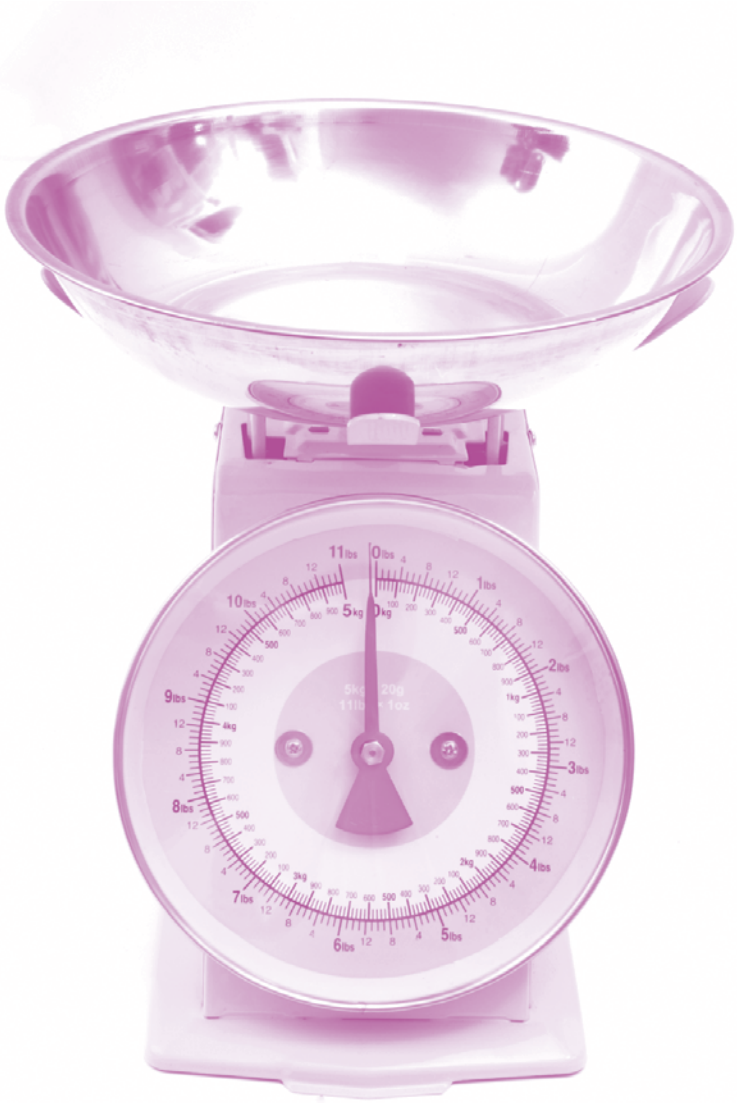
A sibling refers to children who are brother or sister, half brother or sister, adopted brother or sister, step brother or sister, the child of the parent/carer's partner and in every case the child should be living in the same family unit at the same address.

The school has a Published Admissions Number of 245. All applications must be submitted to the child's home Local Authority (LA) by the closing date of **31 October 2012.** Parents can either use their LA's On Line application facility or can complete their LA's common application form. After the closing date the Governing Body will be provided with details of all applications received.

Under the Bath & North East Somerset LA's secondary coordinated scheme, any parents refused a place for the New Year 7 intake may ask for their child's name to go on the waiting list where the name will remain until the end of the academic year. During that time, they would be re-considered by the Governors under the admissions criteria for any places that may become available within the admission number and alongside any parents who have lodged an appeal and any later applications

received. Please note, however, that children who are the subject of a direction by a LA to admit or who are allocated to the school in accordance with a Fair Access Protocol must take precedence over those on the waiting list.

Any late applicants should complete their home LA's common application form and return it to their home LA as soon as possible. The Governing Body will be informed of any late applications received in accordance with the Bath & North East Somerset LA's secondary coordinated scheme.



8 Sixth Form Admissions Criteria

Please note that admission numbers for sixth form places in the following policies relate to external pupils applying to the school only. Pupils already attending the school in Y11 who transfer into Y12 are not counted as part of the admissions number.

BATH COMMUNITY ACADEMY

1. Capacity

The maximum size of Year 12 is 100 students, subject to their fulfilling the entry criteria described below and subject to class sizes in their chosen subjects.

We welcome external applications of both sexes to Year 12. Our Year 12 "Admission Number" is 30 – this represents the number of external applicants we are capable of admitting, although this number is subject to regular review.

2. Oversubscription criteria for external applicants

(a) Looked after children and previously looked after children (children in Public Care and as deemed under Section 22 of the children act 1989).

(b) Those living closest to the school as measured in a direct line distance.

3. Minimum entry qualifications

To be admitted to a Sixth Form course students, whether internal or external candidates, need to have demonstrated an academic approach to learning. In terms of GCSE qualifications they would **normally** need:

- A minimum of 5 grade A*-Cs for two or more A Level subjects.
- A minimum of 5 grade A*-Cs is required for Applied A Levels subjects.

Plus:

- At least grade C in English at GCSE.
- At least grade C (preferably B or A) at GCSE in subjects which a student wishes to study at A Level. Prospective pupils should have regard to the Sixth Form Prospectus to ascertain the particular subject requirements.
- Where the subject was not available at GCSE, any comparable subjects are taken into account.
- OCR National Diplomas are also offered, for which a minimum of 5 grade A*-Cs is required. However, there is a degree of flexibility dependent on a track record of an appropriate attitude and approach.
- To access Level 2 courses, a minimum of 5 A* - G grades are required.

The school retains the right to flexibility when assessing a student's application against these criteria, to allow for personal and exceptional circumstances.

4. Appeals

Applicants refused admission to our sixth form are entitled to appeal to an independent appeals panel.

BEECHEN CLIFF SCHOOL

There is collaboration between Beechen Cliff and Hayesfield which enables students at both schools the opportunity to study a wider choice of subjects and options across the two institutions.

The intended total admission number for the Lower Sixth Form is 160. This number will be made up with regard to the following criteria:-

Boys from Beechen Cliff School with the minimum entry requirement for AS levels of 5 GCSE passes at Grade C or above will have priority for the places available.*

Be on time - apply on-line

PRIORITY ONE

'Children Looked After': this is defined as a boy or girl who is in the care of a Local Authority or provided with accommodation by that authority or who was previously looked after, but ceased to be so because they were adopted, became subject to a residence order or special guardianship order(see Section 22 of the Children Act 1989).

PRIORITY TWO

Boys or girls from other schools (at least 20 places). Those potential Sixth Form students will be able to take up the remaining places in the Lower Sixth. Potential AS level Sixth Form students will be ranked according to predicted GCSE performance. The minimum expectation is that the candidates will achieve 5 GCSE passes at Grade C or above.*

NOTE

In February 2013 all applicants will receive notification of provisional places or their place on the waiting list. Final confirmationa of places will take place in August 2013 following the confirmed results at GCSE.

Appeals

In the event of a place not being offered at Beechen Cliff Sixth Form, the candidate has the right of appeal to the Governing Admissions group.

*Prospective students should have regard to the Sixth Form prospectus to ascertain the particular subject requirements.

CHEW VALLEY SCHOOL

Chew Valley has a highly successful Sixth Form and was rated Outstanding in the Ofsted report of November 2008. We offer programmes at Level 3 only. In considering applications, our aim is to accept students onto courses on which they can be successful. Evidence for making this judgement has to be an appropriate level of prior academic achievement and evidence of a positive, self-motivated approach to learning.

METHOD OF APPLICATION

Prospectuses and application forms are published during the Autumn Term each year, and are available to all. They are specifically issued

a) to all students in our Year 11

b) visitors to the Sixth Form Open Evening in November

c) on request

Information, advice and guidance meetings are set up for every prospective 6th former with their parents to provide expert professional support at a critical time of decision.

ENTRY CRITERIA FOR COURSES

Academic entry requirements for Levels of programme are:

For AS and other Level 3 courses: evidence of a positive, self-motivated approach to learning and a minimum of 5 GCSEs at grade C or above including English and Maths. Individual AS courses may have subject-specific GCSE requirements for entry - these are outlined fully in the prospectus each year.

The minimum entry requirement to move onto an A2 course is that a student has obtained at least a pass in the relevant AS qualification. The minimum entry requirement to move into Year 13 from an AS Year is to have obtained 2 passes in AS subjects.

APPLICATIONS FROM STUDENTS NOT STUDYING IN YEAR 11 AT CHEW VALLEY SCHOOL

Each year a number of students join our sixth form from other schools. Applications are welcomed from such students who wish to continue their studies at Chew Valley School. The academic entry requirements for courses are identical for external applications as they are for internal ones.

Don't forget the closing date - 31 October 2012

Our admission number for external applications is thirty. Where over-subscribed we will give priority to applicants as follows:

1. Looked after children and previously looked after children.
2. Siblings of pupils on the roll of the school on the 1 September 2013
3. Pupils living within the area of prime responsibility of Chew Valley School.
4. All other applicants.

In the event of the school being oversubscribed in any of the above criteria, places will be offered to those living nearest the school as measured in a direct line distance from the home to the school.

Applicants refused admission to our sixth form are entitled to appeal to an independent appeals panel.

HAYESFIELD SCHOOL

Hayesfield is a highly successful co-educational Sixth Form.

- The School offers places to all students for whom we have suitable courses.
- In order to obtain a place, there are minimum entry requirements. Depending on the number of GCSEs you pass, you will take three or four advanced level subjects. If you need to, you may retake English or Mathematics GCSE.
- AS and International Baccalaureate students follow an enrichment programme
- Prospective students will be given the opportunity to visit the school (external applicants) and attend a meeting at which their options will be discussed
- Applications should be made by 1 March 2013, although late applications will be considered
- Students will be contacted in writing confirming an offer of a place, subject to gaining the agreed qualifications, within one month of the arranged meeting date
- Once students have accepted a place, it is secure and the School is committed to the student.

Minimum Entry Requirements:-

For AS/A2 programmes students the entry qualification is:

6 GCSE Grade C or better including either English or Maths

Subject teachers reserve the right to ask for a Grade B in the specific subject or similar requirement for new subjects. These are listed against each subject in the information located on the website.

For one year courses the entry qualification is:

4 GCSE Grade D or better although an interest in the course and a commitment to the programme of study are equally important.

As part of the Bath Education Trust there is collaboration between Hayesfield, Ralph Allen School, Beechen Cliff School and the City of Bath College which enables students at all institutions the opportunity to study a wider choice of subjects and options.

Applications from students not studying in Year 11 at Hayesfield

A significant number of students transfer to Hayesfield Sixth Form. The admissions number for external candidates is 65, although this number may be exceeded if demand for courses can be met. 25% of admissions places in Year 12 can be boys.

In the event of the courses being oversubscribed by applicants who qualify, the following criteria would be applied to determine admission.

1. Looked after Children (Young people in the care of a local authority)

2. Those living closest to the school as determined by a direct line measurement between the home address and the school

NORTON HILL SCHOOL

- Applications are welcomed from students currently at Norton Hill as well as from students who wish to transfer from other institutions.
- All applicants, whether internal or external will be treated equally.
- We will accommodate all students who apply by mid- January application deadline who meet the admissions criteria (below)
- Late applicants will be accepted provided they meet the criteria (below) and places are available on the courses they wish to join.
- All students will be interviewed after application in order to confirm that their option choices are suitable.

Admission Requirements

- For Level 3 courses (BTEC and Applied A Levels)-
- 4 GCSE passes at grades A*-C
- For Level 3 courses (A- Levels)-
- 6 GCSE passes at grades A*-C
- including for Maths, Biology, Chemistry, Physics, French and German- grade A*-B in that subject (or equivalent) at GCSE
- For Level 2 courses – 5 GCSE passes at grades A*-G
- In addition we will establish from the Head of Year 11 (internal or external) that the applicant is suited to further study in a school environment.

Admissions Criteria:

Candidates for external places who meet the required qualifications will be admitted using the following criteria:

1. Looked after children and previously looked after children
2. Siblings of pupils within Yr 7-Yr 13 of the school who will be in attendance on 1 September 2013
3. Pupils living within the area of prime responsibility (APR) of Norton Hill School
4. Pupils living outside the APR

In the event of the school being oversubscribed in any of the above criteria, places will be offered to those living nearest the school as measured in a direct line distance from the home to the school.

Applicants refused admission to our sixth form are entitled to appeal to an independent appeals panel.

Admission Number (external students)

An increasing number of students are transferring to Norton Hill Sixth Form from other institutions. Our admission number for external applicants for 2013 is 55.

Don't forget the closing date - 31 October 2012

OLDFIELD SCHOOL

See main admissions policy under Section 7 for details of 6th Form admission arrangements.

RALPH ALLEN SCHOOL

General Entry Policy (External Applications):

Entry to Ralph Allen School Sixth Form will be by application to the Head of Sixth Form.

Students applying to Ralph Allen School Sixth Form from other schools will be invited to meet the Head of Sixth Form to discuss their option choices and references will be requested from their previous school. The references will help to assess the students' predicted GCSE grades. In considering applications, our aim is to accept students onto courses on which they can be expected to have a reasonable chance of success.

Applications from external candidates are most welcome. The school is a Specialist Science College and has established links with the University of Bath in order to support a number of elite athletes.

Students will be invited to attend a sixth form options evening, and are required to attend the Induction Days in late June (in year 11 after GCSE exams).

Students will be asked to make provisional course choices. This is not a commitment and they will be able to reconsider their options after GCSE results are published and in light of the school timetable. Subjects for the sixth form timetable will be placed into timetable blocks during the spring of Year 11. We therefore encourage students to apply by the end of term 2 (Christmas). All applications for September 2013 should be received by the **1 February 2013,** although late applications will be considered. From February 2013, subjects will be placed in timetable blocks. Prospective students can choose one subject from each block. Students who apply before the February deadline and gain the necessary grades will be given priority if a class becomes oversubscribed.

As with all applications, the school will have to consider the likely class sizes before enrolling a student in September. By applying early you will give us an opportunity to plan a manageable curriculum to best meet your needs. We recognize that students who have found the GCSE course difficult, and who consequently achieve less than they had hoped to achieve, do find studying for an AS level in a large class difficult. We will take this into consideration when enrolling students in September. We believe our students are successful because we consider these issues and we discuss their options post-16 with them.

(Please check our website for updates to our provision for September 2013)

The school currently caters for GCE A level and AS level students between the ages of 16 to 19. We enrol full time students. A level students are expected to study 4 advanced level courses. We do allow students occasionally to study 3 or 5 advanced level courses dependent on GCSE grades and individual circumstances.

Approximately 100 students from within Ralph Allen School continue into post 16 level 3 education. The Admission Number for External Candidates (students who will be admitted from other schools) is 25. Therefore, on AS level courses, year 12 caters for approximately 125 level 3 students.

Specified Entry Requirements

AS and Advanced level GCE and applied GCE:

Students will usually be expected to have gained a minimum of 5 C grades at GCSE and Students will be expected to gain A*, A or B in the subjects they wish to study. This means that the vast majority of sixth form students will achieve at least 4 GCSEs at grade B or above. Each subject will detail its own entry requirement.

Be on time - apply on-line

The sixth form has a code of conduct that students are expected to sign when they join. This sets out guidelines on expected attendance and behaviour.

Diploma and level 2 courses:

We are anticipating being able to offer a small number of level 2 or diploma qualifications for a small number of students as we look to broaden our curriculum for post 16 students. The entry grades for level 2 qualifications are likely to be 6 grade D GCSE results or higher and for level 3 diploma courses students are likely to need 4 grade C GCSEs. Specific subject entry requirements and further information will be available on our website in due course and after consultation with our school governing body.

Entry requirements for particular level 3 subjects are given below: **(Please note: Detailed entry requirements can be discussed with the school upon application as we understand that you may need to discuss your individual circumstances.)**

1. **Art & Design** GCSE Art & Design Grade A*, A, B and/or a portfolio of work that is assessed by the Head of Art at Ralph Allen School to be at GCSE grade A*, A, B level.
2. **Applied Science** t.b.c.
3. **Biology** GCSE Grade A*, A, B in Double Science (core) or equivalent.
4. **Chemistry** GCSE Grade A*, A, B in Double Science (core) or equivalent.
5. **Dance (B&NES post 16)** (Oldfield School will consider these applications as well and decide on entry requirements).
6. **Economics & Business Studies (B&NES post 16)** GCSE Economics & Business Studies Grade A*, A, B or appropriate equivalent achievement.
7. **English Language** GCSE English Language Grade A*, A, B
8. **English Literature** GCSE English Literature Grade A*, A, B
9. **French** GCSE French Grade A*, A, B
10. **Further Mathematics** GCSE Mathematics Grade A*, A
11. **Geography** GCSE Geography Grade A*, A, B (or GCSE English Grade A*, A, B and evidence of an ability and interest in Geography.)
12. **German (B&NES post 16)** GCSE German Grade A*, A, B
13. **Health & Social Care** GCSE English Language Grade A*, A, B, C and 4 appropriate Grade C or above passes (tbc)
14. **History** GCSE History Grade A*, A, B
15. **ICT (Applied)** GCSE ICT Grade A*, A, B (students with half GCSE ICT courses or GNVQ at an equivalent level are considered).
16. **Law** GCSE English Language Grade A*, A, B or GCSE History Grade A*, A, B. We will try to consider applications on their individual merit if you have achieved GCSE Grades A*, A, B, C in your year 11 subjects.
17. **Mathematics** GCSE Mathematics Grade A*, A, or good B (Higher level syllabus).
18. **Media Studies (B&NES post 16)** GCSE English Language/Literature Grade A*, A, B (Oldfield school will produce entry requirements for this course).
19. **Music** GCSE Music Grade A*, A, B or evidence of practical skills at this level and Grade A*, A, B, C in 5 GCSEs.
20. **Music Technology** GCSE Music Grade A*, A, B or evidence of practical skills at this level and Grade A*, A, B, C in 5 GCSEs.
21. **Philosophy & Religious Studies** GCSE Philosophy & Religious Studies Grade A*, A, B

22. **Photography** GCSE Art Grade A*, A, B or 5 GCSEs at grade B and evidence of an interest in Photography.
23. **Physical Education** GCSE Physical Education Grade A*, A, B or evidence of practical skills at this level and Grade A*, A, B, C in 5 GCSEs.
24. **Physical Education (BTEC)**
25. **Physics** GCSE Grade A*, A, B in Double Science (core) or equivalent and GCSE Grade A*, A, B in Mathematics.
26. **Product Design** GCSE Design & Technology Grade A*, A, B or equivalent.
27. **Psychology** GCSE English Language/ Literature Grade A*, A, B and GCSE Science or Mathematics Grade A*, A, B or C.
28. **Sociology** GCSE English Language/Literature Grade A*, A, B or equivalent in a subject that demonstrates essay writing skills.
29. **Spanish** GCSE Spanish Grade A*, A, B
30. **Theatre Studies & Drama** GCSE Theatre Studies & Drama Grade A*, A, B and an acceptance of the significant & necessary extra curricular commitment. (Students with GCSE English Language/Literature Grade A*, A, B who can demonstrate an existing interest in Drama via appropriate extra curricular activities will also be considered).
31. **UK Junior Sports Leaders Award** An ability and interest to coach sport. You will need to have been accepted on an A level programme of courses to additionally take this course.

Please see the school website for up to date entry requirements and course options www.ralphallen.bathnes.sch.uk

We plan to run as many courses as possible. However, we aim to inform students in April/May which courses are unable to run due to very low student uptake

Entry on to the year 13 A2 GCE level courses is not automatic. This is assessed on the basis of the successful completion of the AS level courses and will be explained in the sixth form planner. Year 13 students are full time students and study at least 2 A2 level courses. They also attend tutor registrations & meetings, assembly & PSHE.

Elite Athletes

Ralph Allen will admit up to 10 students in the sixth form who are elite athletes based at the University of Bath. This is because of the proximity of the university to the school, the well established links and working practices, and the ability of the school to meet the needs of these students academically through a well planned joint school and academy programme. Elite athletes also study at Ralph Allen School in Key Stages 3 and 4.

These students may be part of the Lawn Tennis Association Academy programme; or training for another sport at the university such as netball or swimming. The school has an Elite Athletes Mentor to cater for the pastoral needs of these students. We assess the appropriate number of advanced level courses for these students to study, based on GCSE performance and training schedules.

These students will still need to meet the academic entry requirements for Ralph Allen School Sixth Form centre (as listed above).

YPLA Bursary

We encourage students to apply for the YPLA Bursary.

UK Citizenship

Students may be asked to produce evidence of their entitlement to the local authority funding. This will only affect a few students who do not have full UK citizenship. The vast majority of sixth form students are entitled to free (LA funded) post -16 education and do not need to apply for this LA funding. We will

already be aware of the status of current Ralph Allen School students.

Over-subscription

In all the cases listed below the general entry requirements and academic entry grades needed for each course would still apply. Potential AS level sixth form students will be ranked according to predicted GCSE performance when being considered for an oversubscribed class.

If the sixth form is over-subscribed priority would be given as follows:

Looked-after children (children in public care) and previously looked after children, although it would be expected they would have the required qualifications for the courses they wish to study.

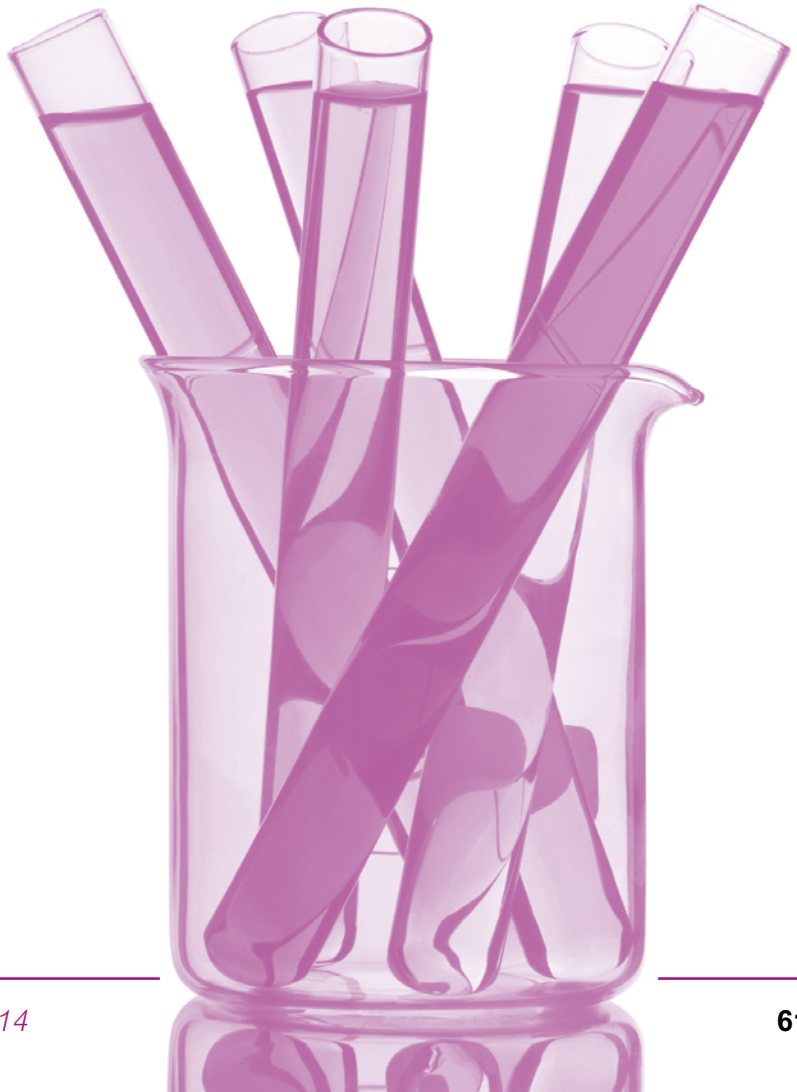
Elite Athletes (with local sports training provision at the appropriate level in place, as well as the required academic entry grades).

Those children who have siblings currently attending Ralph Allen School.

Those children who live nearest to the school, as measured in a direct line between the home address and preferred school. This rule would still be applied strictly to both children living within Bath and North East Somerset and those from neighbouring authorities.

In the event of a place not being offered at Ralph Allen Sixth Form, the candidate has the right of appeal to an independent appeal panel.

Please note this policy may be updated and is due to be reviewed each July. We may also publish amendments on our website.



Don't forget the closing date - 31 October 2012

SOMERVALE SCHOOL

Somervale School has a vibrant and thriving Sixth Form with success up to Oxbridge level. We have over thirty courses on offer, made possible by our collaboration with other local schools and Norton Radstock College. Somervale Sixth Formers enjoy small class sizes and play a major role, in the life of the school. Our students' success is at the heart of everything we do at Somervale. Our specialism in English, Music and Media means that we have unrivalled resources and expertise in these areas, including a community radio station to which all students can contribute.

Students wishing to apply to Somervale School Sixth Form from other schools or colleges should contact the Head of Sixth Form at the school. They will be invited to attend a Sixth Form Options Evening and will be invited into school to discuss possible option choices with the Head of Sixth Form. A reference from their previous school will be sought to check suitability for course choices.

Students will be asked to make provisional course choices in December in order to help us construct the curriculum in the Spring Term. This is when timetable blocks will be set to cater for as many curriculum choices as we can offer. Students can alter their course choices up until and including starting the A/S courses but they will be constrained by the timetabling blocking that has been set.

Courses may be taught by teachers from the other institutions or indeed off site at the other schools. Somervale will be the home base for all students. All students are offered a tutor base and a tutorial and Critical Thinking programme run at Somervale.

All external students are required to attend Sixth Form Induction Days in June to help them orientate themselves to their new surroundings.

Specific Entry Requirement:

The minimum entry requirements are 5 A* to C grades at GCSE for entry onto AS, A2 and Level 3 Applied courses. For some subjects a B Grade at GCSE in the specific subject is necessary.

Level 2 courses offered within the Consortium have their own criteria for entry specific to that course.

Entry on to the Y13 A2 courses is not automatic. These are assessed on the basis of successful completion of the AS level courses. Students will need to pass a subject at AS in order to carry it on the A2.

Number of external candidates admitted

Application from external candidates is most welcome. Somervale has the capacity for 80 students in Y12. Those students who reach the entry threshold criteria from school will be given first preference for these places. Presently, the school recruits around 60 students from the school into its Sixth Form leaving approximately 20 places for external applications.

External Admission Criteria

Candidates for external places who meet the required qualifications will be admitted using the following criteria:

1. Looked after children and previously looked after children
2. Siblings of pupils within Y7 – Y13 of the school who will be in attendance on 1 September of the academic year in which sixth form studies are due to commence for the applicant.
3. Pupils living within the area of prime responsibility (APR) of Somervale School
4. Pupils living outside the APR

Tie breaker

In the event of the school being oversubscribed in any of the above criteria, places will be offered to those living nearest the school as measured in a direct line distance from the home to the school.

Appeals

Candidates not offered a place in the Sixth Form can appeal to an independent appeals panel.

ST GREGORY'S CATHOLIC COLLEGE (in partnership with St Mark's C of E School)

1. Introduction

1. St. Gregory's Catholic College will open a sixth form to Year 12 students in September 2013 providing a maximum of 10 places to Year 12 students from outside of St. Gregory's.
2. Students enrolled in Year 11 at St. Gregory's will not need to complete the Application Form. Instead, students will express a preference for a place in the sixth form and providing they meet the published examination entrance requirements will automatically be allocated a place.
3. For Year 11 students wishing to transfer to the Sixth Form from other educational establishments, an Application Form must be completed and submitted by the published deadline to the College. Parents and/or students may complete this application form
4. A Published Admission Number (PAN) applies to the entry of students from other educational establishments (external applications). This represents the maximum number of students who will normally be admitted providing they meet the published examination entrance requirements, and for September 2013 the PAN is **10**.
5. If there are more external applications than places available within the PAN, then every application received on time will be considered and ranked against the oversubscription criteria below. In the first instance, the 10 highest ranked students will provisionally be allocated places. Students who have been formally refused will have their names entered on a waiting list.
6. Under the terms of the Trust Deed entered into by the Roman Catholic Diocese of Clifton and the Church of England Diocese of Bath and Wells, all Year 11 students at St. Mark's Church of England School, Bath, and St. Gregory's Catholic College, Bath, have equal access to the sixth form provision (i.e. post-16 courses and facilities at St. Gregory's and/or St. Mark's) established by both schools in a collaboration arrangement, provided they meet the published examination entrance requirements for the courses.

2. Oversubscription Criteria

1. Students in the care of the Local Authority, or who have been previously and are now formally adopted and who have met the Sixth Form published examination entrance requirement for the courses by the time of admission.
2. Students who are baptised Catholics and who have met the published examination entrance requirements by the time of admission. A baptismal certificate will be required to be submitted with the application.
3. Students who are practising members of other Christian organisations and who have met the published examination entrance requirements by the time of admission. A Supplementary Information Form will need to be completed to demonstrate religious practice and/or attendance.
4. Other students who have met the published examination entrance requirements by the time of admission.

Don't forget the closing date - 31 October 2012

3. Tie Breaker

A 'tie breaker' will be applied where the Admission Number is reached part way through any oversubscription criterion and there is a need to decide which students meeting this criterion are to be allocated places and which are to be refused. For this purpose places will be determined by the independent drawing of lots.

4. Additional Admissions

On occasion, it may be possible to exceed the PAN and admit additional students from other educational establishments, providing there is a demonstrable demand for the academic courses on offer and there is no other establishment within a reasonable distance providing the same course. Examination requirements for entry must be attained in these circumstances.

5. Entrance Examination Requirements

Level 3 two-year AS/A Level courses: students will be expected to have achieved 5 or more A*-C passes at GCSE and have achieved at least a B in their chosen subjects. Please note that some subjects may have higher entry requirements. Students must meet entry level requirements for at least four AS subjects.

Level 2 one –year GCSE or equivalent courses: students will be expected to have achieved a good range of GCSE from A*-G. Entry to the sixth form will require students to meet the entry requirements for enough courses to constitute a full-time course of study.

6. Appeals

Parents or students whose application has been formally refused will have the right to appeal against the decision of the Admission Authority. An appeal form and information explaining the application deadline and how to appeal will be enclosed with each decision letter notifying a refused application.

ST MARK'S CHURCH OF ENGLAND SCHOOL (in partnership with St Gregory's Catholic College)

1. Introduction

1. St. Mark's will admit students to Year 12 in September 2013 providing a maximum of 10 places to Year 12 students from outside of St. Mark's.
2. Students enrolled in Year 11 at St. Mark's will not need to complete the Application Form. Instead, students will express a preference for a place in the sixth form and providing they pass the published examination entrance requirements will automatically be allocated a place.
3. For Year 11 students wishing to transfer to the Sixth Form from other educational establishments, an Application Form must be completed and submitted by the published deadline to the school. Parents and/or students may complete this application form.
4. A Published Admission Number (PAN) applies to the entry of students from other educational establishments (external applications). This represents the maximum number of students who will normally be admitted providing they meet the published examination entrance requirements, and for September 2013 the PAN is 10.
5. If there are more external applications than places available within the PAN, then every application received on time will be considered and ranked against the oversubscription criteria below. In the first instance, the 10 highest ranked students will provisionally be allocated places. Students who have been formally refused will have their names entered on a waiting list.

6. Under the terms of the Trust Deed entered into by the Roman Catholic Diocese of Clifton and the Church of England Diocese of Bath and Wells, all Year 11 students at St. Mark's Church of England School, Bath, and St. Gregory's Catholic College, Bath, have equal access to the sixth form provision (i.e. post-16 courses and facilities at St. Gregory's and/or St. Mark's) established by both schools in a collaboration arrangement, provided they meet the published examination entrance requirements for the courses.

2. Oversubscription Criteria

1. Students in the care of the Local Authority, or who have been previously and are now formally adopted and who have passed the Sixth Form published examination entrance requirement for the courses by the time of admission.
2. Students who are practising members of the Anglican faith and who have passed the published examination entrance requirements by the time of admission. A Supplementary Information Form will be required to be submitted with the application to demonstrate practise of the Anglican faith.
3. Students who are practising members of other Christian organisations and who have passed the published examination entrance requirements by the time of admission. A Supplementary Information Form will need to be completed to demonstrate religious practice.
4. Other students who have passed the published examination entrance requirements by the time of admission.

3. Tie Breaker

A 'tie breaker' will be applied where the Admission Number is reached part way through any oversubscription criterion and there is a need to decide which students meeting this criterion are to be allocated places and which are to be refused. For this purpose places will be determined by the independent drawing of lots.

4. Additional Admissions

On occasion, it may be possible to exceed the PAN and admit additional students from other educational establishments, providing there is a demonstrable demand for the academic courses on offer and there is no other establishment within a reasonable distance providing the same course. Examination requirements for entry must be attained in these circumstances.

5. Entrance Examination Requirements

Level 3 two-year AS/A Level courses: students will be expected to have achieved 5 or more A*-C passes at GCSE and have achieved at least a B in their chosen subjects. Please note that some subjects may have higher entry requirements. Students must meet entry level requirements for at least four AS subjects.

Level 2 one -year GCSE or equivalent courses: students will be expected to have achieved a good range of GCSE from A*-G. Entry to the sixth form will require students to meet the entry requirements for enough courses to constitute a full-time course of study.

6. Appeals

Parents or students whose application has been formally refused will have the right to appeal against the decision of the Admission Authority. An appeal form and information explaining the application deadline and how to appeal will be enclosed with each decision letter notifying a refused application.

Don't forget the closing date - 31 October 2012

WELLSWAY SCHOOL

Wellsway Sixth Form was recently judged to be Outstanding by OfSTED in 2011. Its success is founded on a culture of high challenge and high support. Our primary curriculum is focused on Level 3 courses. In addition, there are several Level 2 courses and the option of attaining Level 4 through the Open University's YASS programme. In considering applications, we aim to advise students to undertake courses which will enable them to succeed. This advice will be offered during open evening and the initial student meeting where prior academic achievement and preferred learning styles will be discussed.

Capacity

Every year, the Sixth Form enrols approximately one hundred and fifty students into Year 12. On average, one sixth of these students are external applicants. However, the Sixth Form is eager to expand and has set itself the ambitious target of increasing intake by one fifth. As a result we anticipate a minimum of thirty external students will be admitted although this may be exceeded if the demand exists.

Oversubscription Criteria

In the unlikely event of the Sixth Form being oversubscribed, we will give priority to applicants as follows:

1) Children in Care
2) Students living within the area of prime responsibility of Wellsway School.
3) Siblings of pupils on roll of the school on 1 September 2012
4) All other applicants

Entry Criteria

Academic entry requirements are: A minimum of 4 GCSEs (or equivalent) passes at grade C or better including either GCSE Maths or English.

Subject Leaders reserve the right to ask for higher grades than these or passes in Higher GCSE papers, rather than Intermediate or Foundation. In order to start a Level 3 course, students will need the support of a specialist subject teacher. In most cases, Key Stage 5 teachers expect a minimum GCSE grade C or equivalent in the subject at Level 2. However, this is not the case for the subjects not offered at Level 2 at Wellsway and others who will accept students with no previous experience of the subject. Further information on this matter is given in the Sixth Form Prospectus.

Students who do not obtain a grade C in Maths and English will be encouraged to re-sit during Year 12. The school reserves the right to admit students who do not meet these criteria into the Sixth Form in exceptional circumstances.

The entry requirements apply equally to internal and external candidates.

Appeals

Applicants who are refused admission to our Sixth Form are entitled to appeal to an independent appeal panel.

WRITHLINGTON SCHOOL

Writhlington School has an "outstanding Sixth Form" (Ofsted 2007) with an excellent record of examination success at all levels. Students are admitted to programmes of study subject to course entry level requirements. Level 3 students in Year 12 are normally required to follow 4 courses at AS level (or equivalent). Admission to these Advanced Courses are dependent on students having at least 5 GCSE passes at Grades A*-C. In addition students taking A Level Maths, Physics or Chemistry are normally expected to have an A or A* grade at GCSE in these subjects.

Be on time - apply on-line

The procedure for the admission of external candidates is identical to that followed for internal candidates. Parents wishing to enrol students on courses should contact the Assistant Headteacher (Post 16) in order to arrange an interview to discuss suitable courses. The same entry requirements for courses apply to both internal and external applicants. Our admission number for external candidates is 75.

All students who join Post 16 arrangements at Writhlington have to show evidence of a positive and motivated approach and have the ability to succeed in their chosen course of study. Prospectuses and details of course are published in the Autumn term and are available to both internal and external applicants. Writhlington has an excellent retention rate and each year over 100 students from within the school continue into Post 16 education.

In the event of the school being oversubscribed the following order of criteria will be applied.

1. Looked after children and previously looked after children who meet the required qualifications.
2. Siblings of pupils within years 7-13 who will be in attendance on the starting date of the course.
3. Young people living within the area of prime responsibility (APR) of the school.
4. Young people living outside the APR of the school.
5. In the event of the school being oversubscribed following the application of the above criteria places will be offered to students living closest to the school as measured in a direct line between the home address and the school.

Students who wish to pursue their Advanced Level studies at Writhlington should contact the Assistant Headteacher with responsibility for all Post 16 education.

9 Appeals

a) Community Schools

If you are unsuccessful in your application for a place at a school you have the right of appeal to an Independent Appeal Panel. Further information concerning how to appeal will be explained in the decision letter.

The appeal must be made in writing and include:

- name, address and date of birth of your child
- name of the preferred school
- reasons for preference
- grounds for the appeal.

The appeal should be sent to the Admissions and Transport Unit. See page 6 for address. You will have at least 20 school days from the date of notification that your application was unsuccessful to prepare and lodge your written appeal.

As soon as possible you will be informed of the date, time and place at which the appeal panel is to meet and you are encouraged to attend and speak at the panel hearing.

The appeals panel will pay particular attention to circumstances which support your application for the particular school together with the LA's reasons for refusal. The appeals panel is not bound by the Council's published criteria and has the power to exceed the school's Admissions Number. The panel's decision is binding on the LA and the school.

If your child has a Statement of Special Educational Needs, your right of appeal for a place at your preferred school is through the SEN Tribunal, details of which are supplied at the time of refusal.

Where places in the forthcoming Year 7 group become available after the start of the appeal hearing but before the decisions are made they will be allocated in accordance with the Council's published criteria giving equal consideration to children who have asked to remain on the waiting list or who have lodged a formal appeal together with any late applications received.

Where places in the forthcoming Year 7 group become available after meetings of the Appeal Panel, they will be allocated in accordance with the Council's published criteria giving equal consideration to children who are on the waiting list or whose appeal has been dismissed, together with any late applications received.

When an appeal is dismissed there is no automatic right for a second appeal to be granted. A second appeal can only be granted if a significant change in circumstances has occurred since the original appeal was heard. A significant change in circumstances would include:

i) *a sibling link has been created at the preferred school which was not there at the time of the original appeal*

ii) *a change of address has occurred which means the home address is now in the area of prime responsibility for the preferred school*

iii) *Where new evidence is introduced* ***which could not have been introduced at the time of the original appeal hearing.***

These notes are intended to act as guidelines for circumstances which may warrant a second appeal. You may also request a second appeal if there are other reasons which you feel should be taken into account and these will be given due consideration.

All requests for a second appeal should be sent to the Admissions & Transport Unit (see page 6 for address).

b) Academy, Voluntary Aided and Foundation Schools

Details of the appeals arrangements in respect of such schools can be obtained directly from the schools concerned.

Please note that if you wish to appeal for one of these schools, your appeal should be made to the school and not the LA. Details concerning how to appeal will be explained in the decision letter and you will have at least 20 school days from the date of notification that your application was unsuccessful to prepare and lodge your written appeal.

Transport from home to school

10

Sustainable modes of Travel to School.

Bath & North East Somerset Council is fully committed to promoting walking, cycling and, for longer distances, greater use of buses for the school journey.

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

- Children who walk to school are fitter, have better developed social skills, are more familiar with their surroundings, have better road sense and arrive at school more relaxed and ready to learn.
- Walking, cycling or using public transport offers children greater independence and flexibility - which is especially important at a time of change in the nature of the school day, with greater numbers of pupils staying for extra study, extra curricular activities and sport.
- Walking, cycling or using the bus reduces congestion on the roads.
- Consider the cost of driving your child to school. Current figures put the average cost at £535 per year. Unless the school you choose is less than 800 metres from your home (2km for Secondary) you will probably drive your child to school.

Where walking, cycling or public transport are not feasible, car sharing may be an option. This can save time and money and helps cut traffic congestion and air pollution as well as being sociable for children. Car sharing can also reduce the costs for children whose families do not own a car.

Parents who are interested in learning more about their children's School Travel Plan, or in helping to implement the actions within it, should contact their child's school.

Assistance with costs

- **Pupils aged 11-16**

The LA will provide free transport between home and school if the school attended is the nearest appropriate one, as named by the LA, and if the distance between home and that school, when measured by the nearest available walking route, is three miles or more. These distances are referred to in the following paragraphs as "statutory walking distances". The LA will also provide transport if the school attended is closer to your home address than the designated school and the statutory distance given above is met (Free transport will not be given if the distance exceeds 10 miles or the journey time exceeds 1 hour 15 minutes for secondary pupils).

For children from low income families in receipt of free school meals or maximum working tax credit free transport will be provided if they live between 2 and 6 miles from the nearest three schools to their home address.

- **Pupils aged 16-19**

The LA will provide transport for pupils/students in this age group, who have special educational needs and who attend their nearest appropriate school or college (as designated by the LA).

Denominational Transport

The LA will assist with transport where your child attends a specific school for denominational reasons. You will be required to provide written evidence that your child has been baptised in the relevant faith. Your child must also be attending the nearest school, satisfy the relevant statutory walking distance and the cost to the LA of making suitable transport arrangements must not be unreasonable.

From September 2007 the Council Executive introduced a charge for demominational transport. For September 2013 the charge will remain at £50 per term (based on a 6 term year). For families with more than one child the second and third will pay

50% of the cost up to a maximum of 3 children. To be reviewed annually in line with other Local Authority charging policies. The charges will not be applied retrospectively and an exemption is made for low income families in receipt of free school meals, income support or their maximum Working Tax Credit (with no reduction due to income). Pupils who are in attendance at a denominational school and receive free transport before September 2007 will not be charged while they remain at the school.

Norton Hill and Somervale Schools

Pupils who live in the areas normally served by Norton Hill School and Somervale School will be entitled to assistance with transport to either of these schools where the distance between home and school is three miles or more.

Farepaying Travel Scheme

If your child is not entitled to transport under the LA's policies he/she may be able to take up a spare seat on a hired vehicle, if one is available, on payment of the termly charge determined by the LA. However it must be emphasised that a farepaying place may not always be available and, at four weeks' notice, you could be faced with making your own transport arrangements to and from the preferred school, if, at a later date:

1. *the seat is required for an entitled pupil, or*
2. *on reviewing the transport requirement the service is withdrawn or the passenger carrying capacity of the vehicle is reduced.*

In addition, if you fail to pay the prescribed fare at the appropriate time (one half term in advance), the privileged travel place will be withdrawn.

Transport on Medical Grounds

In exceptional circumstances home to school transport may be provided on medical grounds, to enable pupils to attend their designated area school even though they may live within the statutory walking distance from the school. The Health Authority will be asked to supply details of the child's medical needs.

Provision of Transport on exceptionally hazardous routes

The LA will, exceptionally, provide transport to the nearest appropriate school for a particular pupil who lives within the statutory walking distances after taking into consideration the age of the pupil and the nature of the route, or alternative routes, he or she could reasonably be expected to take. This policy tends to apply in the areas where school children, accompanied as necessary, would be faced with negotiating narrow, winding country lanes with no pedestrian provision.

Behaviour on Transport

Children travelling on LA transport are expected to conform to the accepted code of behaviour which applies in the school. Any breach will be dealt with by the school.

Summary

Remember that you may only qualify for free transport if your child is attending the nearest appropriate school.

Please note:

- **Each request for assistance with Home to School Transport is considered on an individual basis and the reasons given will be carefully considered. A leaflet giving full details of the LA's transport policy is available on request. For further information telephone the Admissions & Transport Unit on 01225 394312**

General information

11

Charges for School Activities

The Education Reform Act 1988 requires LA's and school governing bodies to have a charging policy and ensure it is kept up to date.

Bath & North East Somerset's Charging Policy is as follows:

- parents may be charged for instrumental music tuition
- parents may be charged for residential visits to Field Study Centres and Camps.

Governing bodies of individual schools can decide whether or not to make these charges. Details of individual governing bodies' charging policies are available from each school.

Public Examinations

Pupils are entered for public examinations on the recommendations of the headteacher after counselling the pupils and consulting you. The decision as to the type and level of examination for which the pupil is entered is a professional one.

A charge may be made in the following circumstances:

- where a governing body agree to enter a pupil for an examination for which the pupil has not been prepared by the school
- where a pupil fails, without good reason, to complete the examination requirements for a particular examination
- where a pupil is entered for an examination not prescribed in regulations and the pupil is being prepared for such an examination outside school hours
- re-sits of prescribed public examinations where no further preparation has been provided by the school.

Governing bodies are **not** required to enter a pupil for more than one examination where the preparation provided by the school would enable the pupil to take two or more alternative examinations in syllabuses for prescribed public examinations.

Governing bodies are under a duty to enter a pupil for a prescribed public examination for which the pupil has been prepared by the school unless there are educational reasons to the contrary or parents request in writing that the pupil should not be entered.

Free School Meals

- Free school meals are available to your child if you are on income support or Job Seekers Allowance (income based). For an application form and further details contact the school your child is due to attend or the Children's Services Finance Section (address on page 6).

Children Missing Education and Discipline

The Local Authority has a duty to ensure that all children and young people are in receipt of an education. As part of this work the Children Missing Education Service (CMES) will check that the children who have been offered places at each school have taken them up. If after checking with other schools in the authority it is unclear whether a child is attending school, the CMES will contact parents to discuss what alternative arrangements have been made for the child's education.

To help in this work please would you inform the Admissions Team if you decide before September not to take up the offer of a school place. After September you should inform the school.

You can contact the CMES on 01225 394241 or by email at CMES@bathnes.gov.uk

Welfare

The welfare of children in schools is primarily the concern of the staff and headteacher of the school. If any problems become acute the school may involve a Children Missing Education Officer. At all times you are kept informed and fully consulted.

Discipline

Discipline is a matter for the headteacher and governors of the school. All schools must have a written policy and this must be referred to in the school's prospectus. Copies of the school's policy will be made available to you if you wish to see it.

Appendix 1

Academic Year 2012/13. Details of on time applications for Secondary Schools and details of offers made including the last category offered under the admissions criteria if school oversubscribed.

School	1st, 2nd, & 3rd	Admission Number	Places offered and where applicable preferences refused for 2012/13	Pattern for 2011/12	Pattern for 2010/11
Bath Community Academy	80	102	65 places offered	34 places offered	71 places offered
Beechen Cliff	329	162	Places offered within Category 4 to children living closest to the school 53 Refusals	Places offered up to Category 4. 67 Refused	Places offered up to Category 5. 39 Refusals
Broadlands	241	217	105 places offered	106 places offered	103 places offered
Chew Valley	293	197	Up to Category E with furthest Direct Line distance 5.554 miles. 3 Refusals	195 places offered	Up to Category E with furthest Direct Line distance 4.290 miles. 20 Refusals
Hayesfield	295	180	Places offered within Category 4 to children living closest to the school 17 Refusals	Places offered up to Category 4. 13 Refused	196 places offered
Norton Hill	386	247	Up to Category F with furthest Direct Line distance 2.130 miles. 25 Refusals	Up to Category F with furthest Direct Line distance 2.489 miles. 15 Refused	Up to Category F with furthest Direct Line distance 2.670 miles. 20 Refusals
Oldfield	286	192	132 places offered	156 places offered	134 places offered
Ralph Allen	410	180	Up to Category F with furthest Direct Line distance 3.042 miles. 16 Refusals	Up to Category F with furthest Direct Line distance 2.606 miles. 76 Refused	Up to Category E with furthest Direct Line distance 2.497 miles. 57 Refusals
St Gregory's Catholic	311	160	Up to Category 9 with random allocation used. 18 Refusals	Up to Category 9 with Random allocation used. 14 Refused	Places offered up to Category 4 with random allocation used. 82 Refusals
St Mark's CE	85	102	50 places offered	76 places offered	52 places offered
Somervale	154	141	73 places offered	87 places offered	86 places offered
Wellsway	333	210	Up to Category E with furthest Direct Line distance 2.626 miles. 17 Refusals	205 places offered	Up to Category E with furthest Direct Line distance 1.786 miles. 31 Refusals
Writhlington	307	240	Up to Category E with furthest Direct Line distance 6.559 miles. 2 Refusals	Up to Category D with furthest Direct Line distance 5.569 miles. 51 Refused	Up to Category E with furthest Direct Line distance 3.704 miles. 37 Refusals

Appendix 2

Timetable for Secondary Co ordinated Admissions for September 2013

Closing date for all applications
31 October 2012

The LA sends a report of applications received to other LA's
Week commencing **12 November 2012**
and to all schools including Academy, Voluntary Aided and Foundation schools.
23 November 2012

Academy, Voluntary Aided and Foundation schools send lists of the pupils to be offered and/or refused places at their schools in priority order to Bath & North East Somerset LA.
By 21 December 2012

Bath & North East Somerset to inform other LA's of the initial outcome of applications made by their residents for schools within Bath and North East Somerset.
By 11 February 2013

The LA will send electronically to its neighbouring LAs the final list of pupils to be allocated places
15 February 2013

All schools informed by LA of all final offers up to the Admissions Number together with details of refusals for over subscribed schools.
22 February 2013

Offers of a school place made to parents resident in Bath and North East Somerset, including offers on behalf of other LA's and Academy, Voluntary Aided and Foundation schools within the home LA.
1 March 2013

Parents reply to offers made by
15 March 2013

LA informs schools of offers accepted
by 26 April 2013

Details of late applications, on time applicants still seeking a place at their preferred schools and of places not accepted following the initial allocations made, to be exchanged between Local Authorities as far as possible between **16 March 2013** and **19 April 2013,** to enable a second round of allocations to be made on **3 May 2013.**

Appeals

Appendix 3

List of Secondary Schools and Admission Levels for the 2012/2013 Academic Year

School Name **Address** **Tel No.** **Email Address**	**Status** **Age Range** **Headteacher**	**Admission No.** **2013/2014** **Number on** **Roll (Jan 2012)**
Bath Community Academy Rush Hill, Bath, BA2 2QL Telephone: Bath 01225 426268 Fax: 01225 447036 Email: office@bathcommunityacademy.org	Academy 11-18 Mr Adam Williams	120 315
Beechen Cliff Alexandra Park, Bath, BA2 4RE Telephone: Bath 01225 480466 Email: admin@beechencliff.org.uk	Academy 11-18 Mr Andrew Davies	162 1115
Broadlands St. Francis Road, Keynsham, Bristol BS31 2DY Telephone: Bristol 0117 986 4791 Fax: 0117 986 7092 Email: broadlands_sec@bathnes.gov.uk	Community 11-18 Mr Richard Williams (Interim Head)	217 846
Chew Valley Chew Lane, Chew Magna, Bristol, BS40 8QB Telephone: Chew Magna 01275 332272 Fax: 01275 333625 Email: chewvalley_sec@bathnes.gov.uk	Foundation 11-18 Mr Mark Mallett	196 1183
Hayesfield Girls School Upper Oldfield Park, Bath, BA2 3LA Telephone: Bath 01225 426151 Fax: 01225 427005 Email: hayesfield_sec@bathnes.gov.uk	Academy 11-18 Ms Erica Draisey	180 1170
Norton Hill Charlton Road, Midsomer Norton, Bath, BA3 4AD Telephone: Midsomer Norton 01761 412557 Fax: 01761 410622 Email: headspa@nortonhillschool.com	Academy 11-18 Mr Alun Williams	247 1509
Oldfield Kelston Road, Bath, BA1 9AB Telephone: Bath 01225 423582 Email: headteacher@oldfield.bathnes.sch.uk	Academy 11-18 Mrs Kim Sparling	192 819

School Name Address Tel No. Email Address	Status Age Range Headteacher	Admission No. 2013/2014 Number on Roll (Jan 2012)
Ralph Allen Claverton Down Road Combe Down, Bath BA2 7AD Telephone: Bath 01225 832936 Fax: 01225 832338 Email: enquiries@ralphallen.bathnes.org.uk	Academy 11-18 Ms Libby Lee	180 1102
St. Gregory's Catholic College Combe Hay Lane, Odd Down, Bath, BA2 8PA Telephone: Bath 01225 832873 Fax: 01225 835848 Email: stgregorys_sec@bathnes.gov.uk	Voluntary Aided 11-18 Mr Raymond Friel	160 814
St. Mark's C.E. Baytree Road, Bath, BA1 6ND Telephone: Bath 01225 312661 Fax: 01225 429063 Email: stmarks_sec@bathnes.gov.uk	Voluntary Aided 11-18 Mr Raymond Friel	102 248
Somervale Redfield Road, Midsomer Norton, Bath, BA3 2HG Telephone: Midsomer Norton 01761 414276 Fax: 01761 410613 Email: somervale_sec@bathnes.gov.uk	Academy 11-18 Mr Alun Williams	141 569
Wellsway Chandag Road, Keynsham, Bristol, BS31 1PH Telephone: Bristol 0117 986 4751/2/3 Fax: 0117 916 1039 Email: headteacher@wellsway.bathnes.sch.uk	Academy 11-18 Mrs Andrea Arlidge	210 1350
Writhlington Radstock, Bath, BA3 3NQ Telephone: Radstock 01761 433581 Fax: 01761 432307 Email: headsec@wsbe.org.uk	Academy 11-18 Mr Mark Everett	245 1432

Norton Hill and Somervale Schools are federated with a single governing body and single executive Head.

St Gregory's Catholic College and St Mark's C.E. School have a single executive Head.

N.B Please refer to Sections 3 and 4 for further information on the schools listed above.

Appendix 4

List of Mainstream Schools with Special Resource Bases for Secondary age children
Academic Year 2013/2014

School Name **Resource Base**	**Age Range**
Broadlands School, Keynsham For Pupils with a visual impairment	11-18

NB Please note that if possible all pupils admitted to a Resource Base are allocated within the admission number for the school.

Appendix 5

List of Special Schools for Secondary age children
Academic Year 2013/2014

School Name **Address** **Tel No.** **Email Address**	**Status** **Age Range** **Headteacher**	**Number of places**
Fosse Way School Longfellow Road, Midsomer Norton Bath BA3 4BL Tel: 01761 412198 Email: fosseway_spe@bathnes.gov.uk For pupils with complex learning difficulties	Foundation 3-19 years Mr David Gregory	128 (+ 6 places based at Norton Hill School)
***The Link Centre** Frome Road, Odd Down, Bath BA2 5RF Telephone 01225 832212 Email the_link@bathnes.gov.uk For pupils with Emotional, Behavioural & Social difficulties	Foundation 4-16 years Ms D Harris	40 + 5 assessment places
Three Ways School, Bath Frome Road, Odd Down, Bath BA2 5RF Telephone 01225 838070 Email threeways_spe@bathnes.gov.uk For pupils with complex learning difficulties.	Community 2-19 years Mrs Dyer	150

N.B Number of places subject to change annually

** 35 places are also available for pupils attending for short periods from their home school.*

Appendix 6

School Term and Holiday Dates
2013/2014 Academic Year

From September 2004 Bath & North East Somerset, along with its neighbouring authorities and many other authorities across the country, introduced a six term year. Most people will be familiar with the school year being divided into three terms called Autumn, Spring and Summer. From September 2004 the school year was divided into six terms called Term 1, Term 2, Term 3, Term 4, Term 5 and Term 6.

The chart below may help you to understand how the year is divided into six terms

School Year September 2013 - July 2014	
TERM 1	
Start:	Monday 2 September 2013
Finish:	Friday 25 October 2013
TERM 2	
Start:	Monday 4 November 2013
Finish:	Friday 20 December 2013
TERM 3	
Start:	Monday 6 January 2014
Finish:	Friday 14 February 2014
TERM 4	
Start:	Monday 24 February 2014
Finish:	Friday 4 April 2014
TERM 5	
Start:	Tuesday 22 April 2014
Finish:	Friday 22 May 2014
TERM 6	
Start:	Monday 2 June 2014
Finish:	Tuesday 22 July 2014
Public Holidays:	
25 December 2013	Christmas Day
26 December 2013	Boxing Day
1 January 2014	New Year's Holiday
18 April 2014	Good Friday
21 April 2014	Easter Monday
5 May 2014	May Day Bank Holiday
26 May 2014	Spring Bank Holiday

Appendix 7

Proposed Open Days/Evenings for Secondary Transfer 2013/2014

School	*Date*	*Time*
Bath Community Academy School	Tuesday 9 October 2012	6.00pm - 8.00pm
Beechen Cliff School	Tuesday 25 September 2012 Wednesday 3 October 2012	6.00pm - 8.30pm 9.00am - 12.00pm
Broadlands School	Wednesday 19 September 2012 Thursday 20 September 2012 Friday 21 September 2012	6.30pm - 8.30pm Tours 9.15am & 10.15am
Chew Valley School	Tuesday 18 September 2012 Tuesday 25 September 2012 Wednesday 26 September 2012 Thursday 27 September 2012	6.00pm & 7.00pm. Presentations by Head & Senior Staff Members for prospective parents. Open Day Tours between 9.15am and 10.30am for prospective parents
Hayesfield Girls School	Tuesday 25 September 2012 Friday 28 September 2012	6.00pm - 8.30pm. West Wing Upper School Campus. 9.00am - 12.00 noon. Brougham Hayes & Upper Oldfield Park Campuses.
Norton Hill School	Thursday 20 September 2012	4.45pm - 7.30pm Head's talk at 5.0pm & 6.15pm A range of daytime tours will be available during October 2012. Bookings can be made from September by contacting the Heads PA.
Oldfield School	Wednesday 26 September 2012 Friday 28 September 2012	6.00pm - 8.00pm Head's talk at 6.0 pm & 7.30pm 9.00am - 11.30am
Ralph Allen School	Thursday 27 September 2012 Tuesday 2 October 2012	6.00pm - 8.00pm Talks by the Head & Senior Staff at 6.15pm & 7.15pm 9.00am - 10.30am

School	Date	Time
St Gregory's Catholic College	Thursday 27 September 2012 Thursday 4 October 2012 Thursday 18 October 2012	6.30pm - 9.00pm. Prospective Year 7 parents 9.15am - 12.15pm 6.00pm - 9.00pm. Prospective 6th Form students
St Mark's C. of E. School	Thursday 4 October 2012 Tuesday 9 October 2012	6.30 pm - 9.00pm 9.30am - 11.00am
Somervale School	Wednesday 19 September 2012	6.00pm. Start of guided tours Head's talk at 7.30pm A range of daytime tours will be available during October 2012. Bookings can be made from September by contacting the Head's PA.
Wellsway School	Thursday 4 October 2012 Monday 8 October 2012 until Friday 19 October 2012. Wednesday 7 November 2012	6.00pm onwards Head's talk at 8.00pm. Prospective Year 7 students. Open day tours for prospective year 7 students by appointment. 6.00 pm - 8.00 pm - Prospective year 12 students.
Writhlington School	Tuesday 25 September 2012 Monday 1 October 2012 until Friday 5 October 2012	6.00pm 9.30am - 12noon. Visits by appointment. Phone school reception on 01761 433581 to arrange

Bath & North East Somerset Council

A Secondary School for your Child

QUESTIONNAIRE ON THE BOOKLET 'A SECONDARY SCHOOL FOR YOU CHILD'

- Was it easy to find the information you needed? Please circle **easy / satisfactory / difficult**

- Is the layout easy to read and follow? **Yes / No**
  If No please say how it could be improved:

  .....

  .....

  .....

- Is there any additional information you wish to be included in this booklet?
  Please state:

  .....

  .....

  .....

- Are there any parts of the booklet you did not understand?
  Please state:

  .....

  .....

  .....

- Are there any words or phrases you did not fully understand?
  Please state:

  .....

  .....

  .....

- Are there any other comments you would like to make?
  Please state:

  .....

  .....

Please return with your preference form.

DP 495 A Secondary School for your Child in Bath & North East Somerset 2013/2014

Bath & North East Somerset Council

A Secondary School for your Child

ADMISSIONS APPLICATIONS DISABILITY MONITORING FROM

We want to ensure that all parents/carers have the same opportunity to participate fully in everything that needs to happen to find a school placement for their child. In order to do this we would be grateful if would complete this form and return it to the address below.

Please complete this form about **yourself** and not your child.

DEFINITION OF DISABILITY

A person has a disability if he or she has a physical or mental impairment which has a **substantial and long term effect** on his/her ability to carry out normal day to day activities.

Using the definition above, do you consider yourself to be disabled? **Yes ( ) No ( )**
Please tick

Do you have a disability which would prevent you:-

- Completing forms? **Yes ( )** **No ( )**
- Writing or expressing your views? **Yes ( )** **No ( )**
- Attending meetings? **Yes ( )** **No ( )**

The information on this form is for monitoring purposes only and there is therefore no need to give your name. **If, however, you feel it would be helpful to us to know that you have a disability, please give us your name and the name of your child as given on the application form and his/her date of birth.**

Your name .....
Please print

Name of child ..... D.O.B. .....
as on application form

Thank you for taking the time to complete this form. The answers you have given will be used to help us to monitor our service to you and to make improvements to the service we provide where necessary.

This form should be returned to:
Admissions & Transport Unit, PO Box 25, Riverside, Temple Street, Keynsham, Bristol. BS31 1DN.

DP 495 A Secondary School for your Child in Bath & North East Somerset 2013/2014

Bath & North East Somerset Council

A Secondary School for your Child

ADMISSIONS APPLICATIONS ETHNIC GROUP MONITORING FORM

We want to ensure that all parents/carers have the same opportunity to participate fully in everything that needs to happen to find a school placement for their child. In order to do this we would be grateful if would complete this form and return it to the address below.

Please complete this form about **yourself** and not your child.

This form is not part of the application and will be used for monitoring purposes only after places have been allocated.

What is your ethnic group?

Please choose one section from A to E, then tick as appropriate to indicate your ethnic group.

A White

- British ( )
- Irish ( )
- Any other White background, please write in .....

B Mixed / Dual Background

- White and Black British ( )
- White and Black Caribbean ( )
- White and Black African ( )
- White and Asian ( )
- Any other Mixed background, please write in .....

C Asian or Asian British

- Indian ( )
- Pakistani ( )
- Bangladeshi ( )
- Any other Asian background, please write in .....

D Black or Black British

- Caribbean ( )
- African ( )
- Any other Black background, please write in .....

E Chinese

- Chinese ( )
- Any other background, please write in .....

This form should be returned to:
Admissions & Transport Unit, PO Box 25, Riverside, Temple Street, Keynsham, Bristol. BS31 1DN.

DP 495 A Secondary School for your Child in Bath & North East Somerset 2013/2014

Bath & North East Somerset Council

Parents/Carers - does your child have additional educational needs?

Can we help you to work with schools to help your child?

The Parent Partnership service offers information, advice and support to parents of children with Special Educational Needs.

For further information, about how the Parent Partnership Service can help you, or to become a volunteer Independent Parental Supporter, please contact the Parent Partnership Service Helpline
01225 394294 or 01225 394382
email: parent_partnership@bathnes.gov.uk

Parent Partnership Service

Family Information Service

- Do you have children aged 0 - 20?
- Are you looking for information for your family about leisure activities, childcare choices, play opportunities?
- Would you like specific information for a child with additional needs?
- Would you like information about working with children?

Tel: 01225 395343 **fis@bathnes.gov.uk**
www.bathnes.gov.uk/fis **text: 07980 998906**

1BIG Database

1 Big Database has information about a wide range of services for children, young people, their parents and carers, and professionals in Bath and North East Somerset, Bristol and South Gloucestershire.

Information includes:

- **Housing**
- **Health**
- **Employment**
- **Education**
- **Money matters**
- **Family support**
- **Information for Teenagers**
- **Play and leisure activities**
- **Community Groups**

You can log on to 1BigD at:
www.1bigdatabase.org.uk

Bath & North East Somerset Council

NHS
Bath and North East Somerset