Bath & North East Somerset

In Year Admissions 2016/2017

1 Introduction

Applications for a school place in an existing year group at a Bath & North East Somerset School or Academy are made direct to the admission authority of the particular school/academy.

The Local Authority (LA) is the Admissions Authority for all Community and Voluntary Controlled 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 an in year application form to apply for a school place in Bath and North East Somerset. A common 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. Schools which are their own admission authority should also have an application form available on their school website.

2.2 **The application form should be returned to the relevant admission authority of the school for which you are applying.** The LA address for Community & VC School applications is shown on the form. Applications for Academy, Foundation or VA Schools (Own Admission Authority Schools) should be sent directly to the Academy or School.

2.3 Own Admission Authority Schools may also require parent/carers to complete a supplementary information form to enable the school to collect additional information in order to apply their oversubscription criteria.

3. Offers of a school place

3.1 The **Local Authority** will notify parents of the result of their application for a **Community or Voluntary Controlled school.** Parents will be expected to respond within 10 school days of the offer of a place otherwise the offer of a place may be withdrawn.

3.2 **Own Admission Authority Schools** will inform the parents of the result of their application and will also notify the LA of the receipt and outcome of the application. Parents will be expected to respond within the stated period as stipulated in the offer letter.

3.3 In the case of parents/carers being refused a place at their preferred school(s), the Admission Authority for the school concerned will advise you:

- of the reason they cannot offer a place
- of the appeals process
- of any opportunity to remain on a waiting list for a place

3.4 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.

3.5 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 Waiting Lists

4.1 In the case of Community and Voluntary Controlled Schools the Local Authority will operate a waiting list for the remainder 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. Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant. Where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

4.2 Own Admission Authority Schools may also hold a waiting list. Details of their individual waiting list arrangements will be provided by the school's admission authority.

4.3 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.

5 General Information

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

5.2 Proof of an applicant's address may be required by an individual Admission Authority.

5.3 In the case of Community and Voluntary Controlled Schools 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.

5.4 In the case of applications for Community and Voluntary Controlled Schools 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.

5.5 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.

5.6 An offer of a school place may be withdrawn by an admission authority 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 admission authority.
- 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.

5.7 Children with an Education Health and Care Plan [EHC] are dealt with separately through the statutory assessment process or a review of their plan. All schools are consulted before being named on a pupil's plan and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school.