

Bath & North East Somerset

Co-ordination of Primary Admissions and Timetable 2019/2020

1. Participants in scheme

All Infant, Junior and Primary Schools and Academies within Bath & North East Somerset and all Local Authorities in England.

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

2. Applications

2.1 Reception Applications. Residents of Bath & North East Somerset will make applications on a common application form. This application form will be available online or paper copies will be issued on request to the parents of all pupils resident in Bath & North East Somerset who are due to start infant or primary school in September **2019**. The application form can be used to apply for **any** school within **any** authority including Academy, Foundation or Voluntary Aided schools. Bath & North East Somerset will inform the other LAs of any applications made for schools within their area.

Parents of children attending any nursery or early years provision must make a reception application for their child to be considered for a reception place. There is no automatic transfer into any school.

2.2 Applications for Year 3 places at Junior Schools will be made on a separate common application form. These common application forms will be available online or paper copies will be issued on request to the parents of pupils resident in Bath & North East Somerset currently on roll in an infant school who wish their child to transfer to a junior school setting. The common application forms will also be available on request to parents of pupils resident in Bath & North East Somerset currently on roll in a primary school who wish their child to transfer for KS2 to a junior school setting. The application form can be used to apply for **any junior** school within **any** authority including Academy, Foundation or Voluntary Aided schools. Bath & North East Somerset will inform the other LAs of any applications made for schools within their area.

Parents of children attending an Infant School must make an application for their child to be considered for a Year 3 place. There is no automatic transfer into any school.

- 2.3 Applications for places at schools within Bath & 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 the application can be made online through the appropriate authority.
- 2.4 All applications for primary, infant or junior schools must be submitted by midnight on the closing date of **15 January 2019**. Any applications submitted 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.
- 2.5 All applications will be made on the common application forms which can be paper copies or online applications. Voluntary Aided, Foundation Schools and Academies who may need additional information in order to apply their over-subscription criteria, may require a separate form in addition to the common application form. The common application forms will mention this requirement and parents will be advised to obtain a copy of the relevant additional information form direct from the school. This 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 **15 January 2019**.
- 2.6 All parents will be strongly advised to give 3 preferences in ranked order. The preferences can be for schools in any LA and can include Academy, Foundation or Voluntary Aided Schools.
- 2.7 Any parents wishing to apply for a Y3 place in a Primary school will be informed that this is a separate process which is dealt with under the In Year Admissions Scheme and applications will not be considered until **June 2019**.
- 2.8 If an application for a school within Bath & 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 the application through their home LA using the common application form for that LA.
- 2.9 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. Documentary Evidence

- 3.1 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.
- 3.2 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 carers plan to move documentary evidence will be required and in order for address changes to be taken into account in the first round of allocations made on **16 April 2019** the appropriate documentary evidence must be received by **30 January 2019** to be considered in the first round of applications.

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.

3.3 A random sample 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.

3.4 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.

3.5 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.

4. The process of allocation

- 4.1 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 Reception and Y3 places for all schools including Academy and Voluntary Aided schools. This report will not reveal the order of the applicant's preferences and will be sent to other LAs as appropriate on the **30 January 2019**. Bath & North East Somerset will also receive details of applications from other LAs as appropriate on this date. These application reports will not reveal the order of the applicant's preferences and will be sent to the appropriate Infant, Junior and Primary Schools within Bath & North East Somerset on **6 February 2019**.
- 4.2 In the case of applications for Reception places and for Y3 places in Junior schools, the Academy and Voluntary Aided admissions authorities within Bath & 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 **5 March 2019**.
- 4.3 Bath and North East Somerset to inform other Local Authorities of the initial outcome of applications made by their residents for schools within Bath and North East Somerset by the **26 March 2019**. By the same date other LAs will also inform Bath & North East Somerset LA of the initial outcome of applications made for other LA schools by our residents.
- 4.4 Using all the available information the LA will determine the highest preference which can be met for each applicant. If no preferences can be met the LA will determine the nearest school with an available space.
- 4.5 On **10 April 2019** Bath & North East Somerset will send details of final offers to be made to other LAs as appropriate for their residents.
- 4.6 On **12 April 2019** all infant and primary schools within Bath & North East Somerset will be informed of all final offers for Reception places which will be made up to the Admissions Number for each school. All Junior schools within Bath & North East Somerset will also be informed of all final offers for Y3 places. The LA will also include details of any children being refused a place at their preferred school(s). All information provided to schools at this stage will be confidential.
- 4.7 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.

5. Offers of a school place

- 5.1 **On 16 April 2019** the LA will make the offer of one place at a primary or infant school to parents resident within the authority who have applied for a reception place. Parents who applied online will receive an offer via email notification and need to log into their online admissions account to view details of the offer made. Parents who made a paper application will receive a notification letter, posted 2nd class.
- 5.2 **On 16 April 2019** the LA will make the offer of one place at a junior school to parents resident within the authority who have applied for a Y3 place at a junior school. Parents who applied online will receive an offer via email notification and need to log into their online admissions account to view details of the offer made. Parents who made a paper application will receive a notification letter, posted 2nd class.
- 5.3 Parents who are resident in Bath & North East Somerset not offered a place at their preferred school(s) will be offered a place at the nearest suitable school with a place available. Parents who applied online will receive brief details of the school place offer via an email notification but all parents (both online and paper applicants) refused a place at any preferred school will receive a notification letter, posted 2nd class. This letter will provide full details of their options at that stage including their right to appeal.
- 5.4 Parents will be asked to make an initial response to the offer direct to the LA by **30 April 2019**. Parents who applied online will be asked to respond via their online admissions account. If parents are refused their preferred school[s] they then have until **16 May 2019** to prepare and submit their written appeal.

6. Late applications

- 6.1 Late applicants should complete and return a paper copy of the common application form as the online application facility is not available after the closing date. Any applications submitted after the closing date of midnight on the **15 January 2019** 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 **30 January 2019**.

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 midnight on the **15 January 2019** 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.

- 6.2 For over-subscribed schools 'late applications' received after **15 January 2019** will be considered together with original applicants refused a preference who have lodged a formal appeal or have 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.

- 6.3 For both over-subscribed and under-subscribed schools late applications will not be considered until the second round of allocations takes place **at the end of May 2019**.
- 6.4 In the case of under-subscribed schools all late applications received since the closing date and up until the **3 May 2019** 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.
- 6.5 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.
- 6.6 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 with Voluntary Aided Schools, Academies and other LAs as relevant by **13 May 2019**, to enable a second round of allocations to be **at the end of May 2019**.
- 6.7 The co-ordinated admissions process will continue to be operated, with application data being exchanged with Voluntary Aided Schools, Academies and other LAs as necessary, for all applications received up to **31 August 2019**.

7. Waiting Lists

- 7.1 **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. The waiting lists will be held until the end of the **2019/20** academic year for Community and Voluntary Controlled schools. The admission authority for Academy and Voluntary Aided Schools will maintain their own waiting lists from the start of the **2019/20** academic year. They must operate their waiting list for a minimum period of one term but each school may decide to hold their waiting list for a longer period. 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.