

**Co-ordinated Admission Scheme  
Transfer to Secondary Education 2020 - Statement of Options**

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The information contained in this document explains the options available to applicants for **Bath & North East Somerset Schools only**. Whilst other Admission Authorities may have similar procedures, if you are considering applying/appealing for a school outside of Bath & North East Somerset, you should contact the relevant Admission Authority for further information before completing and returning the enclosed Parental Notification Form by the requested date.

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**OPTION 1: To accept the place offered.**

If you wish to accept a place at the school offered please fill in section A of the enclosed Parental Notification response form and send it to Admissions & Transport, People & Communities Department, Lewis House, Manvers Street, Bath, BA1 1JG by the requested date as shown on the response form.

The Headteacher of the offered school will be informed of the acceptance and will then contact you about admission arrangements etc.

**OPTION 2: To put your child's name on a waiting list but not formally appeal.**

By asking to go on the waiting list your child can still be reconsidered for any places that may become available at your preferred school(s) even if you do not want to make a formal appeal for the school concerned.

If you choose this option you will not have an appeal hearing scheduled. The place offered at the alternative school will be held without prejudice but if at a later stage you are offered a place at your preferred school then the place at the original school offered would be cancelled.

To choose this option please tick the 'waiting list' box under section B of the enclosed Parental Notification response form and send it to Admissions & Transport, People & Communities Department, Lewis House, Manvers Street, Bath, BA1 1JG by the requested date as shown on the response form. If at any time you decide you no longer want your child's details to remain on the waiting list you will need to confirm this in writing to Admissions & Transport.

Places at schools may become available if other parents change their mind and don't accept the place they have been offered or move out of the area. **Waiting lists are held in criteria order and consist of those children whose parents have:-**

- **Asked for their child's name to be put on the waiting list for the school.**
- **Appealed for a place at the school.**
- **Made a late application naming the school.**

If places do become available, these will be allocated by the school's Admission Authority using the admissions criteria and giving equal consideration to all three categories of children on the waiting list. 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.

**PLEASE NOTE A CHILD'S POSITION ON THE WAITING LIST CAN MOVE UP OR DOWN IF WITHDRAWALS OR LATE APPLICATIONS ARE RECEIVED.**

**Please also note that the waiting list will automatically cease at the end of the 2020/21 academic year. Should parents/carers want their child's name held on the waiting list for the following academic year then they would need to put this request in writing to the individual school concerned.**

**OPTION 3: To appeal against the Admission Authority's decision to refuse a place at your original preferred school(s).**

All schools have an Admissions Authority. For Foundation and Voluntary Aided Schools it is the Governing Body of the school and for Academy Schools it is the Academy Trust.

Under the terms of the School Standards & Framework Act 1998 if you have been refused one or more of your school preferences you can appeal for a place at each of the schools involved. **You have a 20 school day period from the date of the enclosed notification letter regarding your school application within which to prepare and lodge your written appeal.**

If you intend to appeal there are **TWO** things you need to do:-

1. **Tick the 'appeal' box under Section B on the enclosed Parental Notification response form and return this to Admissions & Transport, People & Communities Department, Lewis House, Manvers Street, Bath, BA1 1JG by the requested date as shown on the response form. This ensures the Local Authority is aware of your intentions.**
2. **Prepare and lodge your written appeal(s) with the school's admission authority within the 20 school day period. This date is mentioned on the individual school allocation statement where it also gives information about the address to send your written appeal.** A standard form on which to make your appeal can be found on our website at the following web address: <https://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools/admissions-allocation-statements-appeals-1>  
**Please note** if you are appealing for more than one school, separate letters of appeal must be submitted for each school concerned. Independent Appeals Panels cannot consider cases unless parents have made their appeal in writing and given their reasons for wanting a particular school.

If you decide to lodge an appeal for any school a place will be held open for you at the school you have been offered until the result of the appeal is known. Your child's name will also be added to the waiting list for the school(s) concerned.

Appeals are heard by an independent panel which has the power to overrule the Admission Authority's decision. It is anticipated that appeals will be heard during Terms 5 & 6. You would be given the opportunity to attend the appeal hearing and more information about the appeal hearings would be sent to you nearer the time. If a place becomes available for your child then the appeal hearing would be cancelled.

If at any time you decide to withdraw your formal appeal you will need to confirm this in writing to the relevant Admissions Authority and to the Local Authority. Your child's details would also at that stage be withdrawn from the waiting list unless you notified that you wanted their details to remain.

The Advisory Centre for Education (ACE) is a national charity that has been providing free, independent advice on the admissions and appeals process for over 50 years, amongst a range of education issues including bullying, exclusion, special educational needs and attendance. Parents can call the advice line on 0300 0115 142 Monday – Wednesday, 10am – 1 pm (**Term time only**). For further information visit [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

**OPTION 4: To apply for a place at an alternative school.**

Details of schools within Bath & North East Somerset which at the time of writing have places available are listed in the covering letter. For details of places at schools outside of Bath & North East Somerset you should contact the LA in which the school is situated. Please be aware that no verbal offers of places at alternative schools will be made. All requests have to be made on the attached response form. **This request can be instead of or in addition to lodging a formal appeal/ waiting list request.** Please note that completion of this section of the form does not guarantee a place at the alternative school requested. The outcome of this request will be confirmed in writing.

If you want to apply for an alternative school place please tick the 'new preference' box under section B of the enclosed response form and send it to Admissions & Transport, People & Communities Department, Lewis House, Manvers Street, Bath, BA1 1JG by the requested date.

Declining a school place offered - Please complete section C of the response form so that we can update our records.

*The booklet 'A Secondary School for your Child in 2020/21' includes information about the admission policies for all schools within this LA and about the appeals procedures which you may find helpful. This booklet is still available to view on the Authority's website [www.bathnes.gov.uk](http://www.bathnes.gov.uk) then follow the link Schools, Colleges & Learning/Admissions to Schools. Alternatively a copy can be made available on request by contacting Admissions & Transport.*