

Secondary Coordinated Admission Scheme - for new intake admissions (not including Sixth Form) – 2017-18 School Year

Key: NSC = North Somerset Council
School Admissions and Transport Team (SAAT) = The School Admissions and Transport Team of NSC
School = a school or an academy or a University Technical College (UTC).

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

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

1. By 12 September 2016 - the Composite Prospectus (parent guide book) and application form will be available and North Somerset parents will be able to express up to three preferences, and give reasons for their preferences, for a new intake admission place at any maintained secondary or Upper school (with an entry age after 11) or University Technical College in England for their child, in rank order on a NSC common application form. The closing time and date for applications to be submitted for consideration in the first round of allocations is 23:59 on 31 October 2016.

Parents of children in other council areas should apply for places at any maintained schools via their home council. All preferences (1st, 2nd and 3rd etc) will be initially considered equally regardless of ranking.

2. By 14 November 2016 NSC will send to other councils, details of applications for their schools and NSC will receive details of applicants for its schools from other Councils. By 21 November 2016 NSC will send in confidence to own admission authority schools within North Somerset details of all applications for their schools. Schools will not reveal this information to parents until after the offer date. The order of the applicant’s preferences will not be revealed.

3. Own admission authority schools in North Somerset will apply their over-subscription criteria and will notify NSC by 9 January 2017 the rank order of applications for places at their school.

4. By 8 February 2017 NSC will send to other council’s lists of initial outcomes of applications made by their residents for schools in North Somerset. By the same date other councils will inform NSC of the initial outcome of applications made for other council schools by our residents.

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

NSC will determine the school to be allocated for NSC residents. Only one offer of a school place will be made.

6. By 20 February 2017 NSC will send to other councils the intended final lists of pupils to be allocated places. Other councils will send NSC the final list of offers for North Somerset residents applying for their schools.

7. By 27 February 2017 NSC will send to all Schools in North Somerset the intended final lists of pupils to be allocated places. Schools must not notify parents of the results of the application process.

8. On 1 March 2017 NSC will send a letter and/or an e-mail to every North Somerset applicant whose application has been accepted as an on-time application, to tell them the result(s) of their application.

9. The acceptance or refusal of an offer of a school place should be returned by 15 March 2017.

10. Where possible, late applicants will be informed of the outcome of their application as soon as possible after the first round of allocations has been completed.

Details of:

- all other late applications
- on-time applicants still seeking a place at their preferred schools
- of offered places not accepted by applicants,

will be exchanged between councils up to and including 16 April 2017, to enable the next round of allocations to be completed by week commencing 2 May 2017.

11. The co-ordinated admissions process will continue to be operated, with application data being exchanged with other councils as necessary, for all applications received up to and including 31 August 2017.

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

12. For the 2017-18 school year, entry to Year 7 in schools in North Somerset is for children born between 01/09/05 and 31/08/06 and entry to Year 10 at a UTC is for children born between 01/09/02 and 31/08/03.

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

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

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

14. Parents must inform NSC if they change address as soon as possible or any offer of a place may be withdrawn. If independent confirmation of a change of address that may occur after the closing time and date (and before the start of term 1), is submitted by the closing time and date it will be considered in the first round of allocations.

Examples of independent confirmation of a change of address are a solicitor's letter confirming the exchange of contracts with a completion date, or a tenancy agreement signed by both parties. If the child is from a family of a Crown Servant or of UK Service Personnel, a letter from the MOD, FCO or GCHQ declaring a return date and residency area. Applicants may also be required to provide proof that they have left the previous property, for example by supplying a final account utility bill.

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

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

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

Examples of an extenuating reason may include the following:

- (i) The child is from a family a Crown Servant or of UK Service Personnel, and the MOD, FCO or GCHQ have provided a letter declaring a return date and residency area.
- (ii) The application was late due to significant health/medical reasons and independent confirmation of this is provided
- (iii) The child is or becomes a 'Child in Care.'

If after an application has been made, the SAAT is made aware that a child:

- is, was or has become a Child in Care
- has an appropriate brother sister/link

- or any other detail that may effect the application of over-subscription criteria (not including changes of address),

the SAAT will endeavour to include the information in the first round of allocations. However this may not be possible if the allocation process has reached a stage where it would be too impractical to include such information. In particular it may not be considered by own admission authority schools if they have already ranked their applications. It is ultimately the responsibility of parents to provide all details relevant to their application.

Where NSC has been informed by other councils of applications or changes in preferences/addresses/application details that have been received after the closing time and date, that they have accepted as on-time, these will be included in the first round of allocations. However this may not be possible if the allocation process has reached a stage where it would be too impractical to include such information. In particular it may not be considered by own admission authority schools if they have already ranked their applications. Parents of children moving from within the United Kingdom into North Somerset, making a late application and wishing to be considered as on time must have at least made an original application to their previous home council by the closing time and date.

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

It is recommended that some form of proof is provided, that is accepted by NSC, to confirm an application/change(s) was submitted on time. For example a Post Office document that confirms it was posted by 23:59 hours on 31 October 2016.

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

i) before the closing date for applications

Any change in preference submitted before the closing time and date will override all previous applications, which will be withdrawn. The most recent application submitted prior to the closing date and time will be considered.

ii) after the closing date, but before NSC has sent details of on-time applications to other councils

Changes of preference(s) submitted after the closing time and date will not be accepted unless NSC consider there is an extenuating reason(s) - see above - for allowing it to be treated as if the changed preference(s) had been submitted by the closing time and date. Otherwise only the original application (i.e. that showing the preferences as at the closing time and date) will be considered in the first round of allocations. The revised application will not be considered, unless the parent confirms that their on-time application can be withdrawn. Parents will be given the opportunity to revise their preferences when they are notified of the outcome of their on-time application.

Where an on-time applicant who has named a selective school (outside North Somerset) subsequently wishes to change the application to name a non-selective school, this will be accepted as on-time if received before NSC has details of on-time applications to other councils.

iii) after NSC has sent details of applications to other councils but before offers have been made

Such changes will not be accepted for the first round of allocations. The preferences on the on-time application will still be considered in the first round of allocations unless the parent confirms that the application can be withdrawn. Parents will be given the opportunity to revise their preferences when they are notified of the outcome of their on-time application.

iv) after offers have been made

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

If, having received an offer based on a previous application a parent wishes to change the preferences from those shown on the previous application, then the parent may reject the offer made and submit a new application showing the currently preferred preferences and this will be considered in the next round of allocations. The new changed preferences application will be treated as a late application - it will not have priority over other applicants who did not submit any application before the closing time and date. This applies even if the offered school was not one of the parent's original named preferences.

The place that has been rejected by the parent submitting the new, changed preferences application will not be kept open for that parent and may be offered to other applicants in the next round of allocations. There is no guarantee that a parent submitting a changed preferences application will be successful in obtaining any of the new preferences since there will only be a limited number of, or none, places available at any school for any subsequent round of allocations.

17. NSC will consider the child's home address to be the place where the child permanently and ordinarily resides for the majority of the time. This would normally be the same address as the person who has parental responsibility for the child as their main carer. An address used for childcare arrangements cannot be used as the home address. We will not accept the address of a child that is different from his/her parents where the move to this address is expressly linked to obtaining a school place.

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

NSC will not accept more than one address as the child's home address. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order,

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

18. Where the child temporarily resides away from his/her parents in a different council area, the home council will continue to be the council where the child would usually reside with his/her parents.

Whilst the place of residence of the child for the first round of allocations would normally be his/her physical place of residence as at closing time and date for applications, it should be noted that in certain circumstances and acting in the interests of the child NSC will reserve the right to exercise discretion and may use an alternative place of residence*, for example where a child is temporarily living away from his/her parents home and the new temporary place of residence is the home where the child is likely to be living whilst attending school.

*If necessary this would be determined by NSC.

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

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

- i) the First Geographical Area school (if applicable) for the home address if a place is available
- ii) the nearest school to the home address with a place available measured by the shortest available walking route

20. Parent: This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989. All references within this document to parent(s) therefore include carers.

Applications must be made and signed by a person with parental responsibility for the child. If applicants do not have parental responsibility, the person completing the form should send an accompanying letter (in paper or electronic format) explaining the reasons why they are applying rather than a person with parental responsibility. Any evidence to support the case should accompany the letter. The reasons will be considered by NSC and if deemed acceptable, the application will be processed accordingly. If not deemed acceptable, the

application will be returned for the signature of a person with parental responsibility for the child.

Where parents share parental responsibility for a child and two applications are received for the one child from his/her parents, NSC will ask the parents to determine which application it should consider and which application should be withdrawn. This is because NSC will offer only one school place to a child at any one time. If parents cannot agree, they should resolve the issue through the court system, for example to obtain a 'Specific Issues Order' which specifies which parent has responsibility to make decisions on school preferences. However, in the absence of any Order, the decision as to which application should be accepted will be determined by drawing lots. Whichever parent's application is accepted, the address the child spends the majority of his/her time, will be the one considered by NSC to be the home address.

21. NSC will withdraw an offer for a school in limited circumstances. Examples may be where it was offered in error or where it can be shown that the offer was obtained on the basis of a fraudulent or an intentionally misleading application such as a false claim to residence at a particular address, which effectively denied a place to a child with a stronger claim. Where before offers are made, an application is deemed to be fraudulent or intentionally misleading the application will be considered on the basis of the correct information.

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

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

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

22. Where children who reside in North Somerset do not qualify for any of the school(s) their parents have applied for, the alternative school offered will normally be (in order) either:

- i) the North Somerset school whose First Geographical Area includes the child's home address* provided there is a place available**
- ii) the nearest school to the child's home address* within or outside North Somerset with a place available** as measured by the shortest available walking route***.

*as at the time allocations are made

******A place may not be available at an own admission authority school that has not agreed to accept all children who have been refused a place(s) at other school(s).

******* If there is no available walking route, the nearest school will be determined by the shortest route on NSC computerised system.

Where there are more children than places remaining at the First Geographical Area school or the nearest school, priority will be given to those living closest to the school. Remaining applicants will then be offered in the same order as above, the next nearest school with a place available. Once that school becomes full, any remaining applicants will then be offered the next nearest school with a place available and so on. The distances will be measured by direct line between the address point of the child's home and the main entrance marker for the school, indicated on NSC computerised system(s).

The alternative school offered may not be the nearest one available, if after having had regard to any reasons expressed by the parent for their (unsuccessful) preferences and the NSC admission arrangements, NSC felt it was appropriate to offer a different alternative school for example if the nearest school was incompatible with the parent's religious convictions. If the child does not live in North Somerset, their home council is responsible for ensuring that they are allocated a school place.

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

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

24. For North Somerset children the Common Application Form is available for submission using the online system on the NSC website or in paper form. See below for details.

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

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

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

Whilst it is not the responsibility of other offices/schools, NSC will use discretion and may accept applications/documents received by other Councils, Schools or

other Council offices that are passed to the SAAT. They will be accepted as on-time if NSC feels they may have been submitted by the closing time and date.

25. Own admission authority schools may require additional supporting information in order to apply their oversubscription criteria. For example a supplementary information form or a copy of a baptism certificate may be required. Parents should check the admission arrangements of each school they are applying for to see if any additional information is required and the address where it should be sent.

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

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

28. Within this Scheme:

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

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

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

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

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

30. Nearest School:
Unless stated otherwise;

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

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

By 23:59 hours on 31 October 2016
Last date for applications to be submitted to applicant's home council.
1 March 2017
Results of applications sent to parents by applicant's home council
From May 2017
Appeals heard
Terms 5 and 6 2017
Information sent to parents from schools about induction days etc
September 2017
Child begins new school

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