



**Wessex**  
Learning Trust  
We Learn Together!

## 2023/24 School Admission Arrangements

### 1. Introduction - The Wessex Learning Trust

1.1 The Wessex Learning Trust is a forward-looking family of academies working in partnership to provide the highest quality of education within an environment that promotes care, respect and responsibility. It sets high standards in all aspects of school life. Admission applications are welcomed on behalf of any child.

1.2 In accordance with the requirements of the 2014 School Admissions Code, the Wessex Learning Trust has developed and published these Admission Arrangements to help explain the admission application process clearly and comprehensively, so that parents and children are suitably informed when choosing and applying for a preferred school setting. Every admission application received will be administered in a fair and equitable way, in strict accordance with published policy and practice.

1.3 The 'day to day' management of school admissions is delegated to an Admissions Committee established within each academy. If you would like to discuss your specific requirements or need further help with any aspect of the school admissions process, please contact the preferred academy. It is recommended that you also visit the academy websites which provide a lot of useful information about the Wessex Learning Trust community and curriculum.

1.4 These Admission Arrangements apply for the following academies which are affiliated to the Wessex Learning Trust:

<b>Academy</b>	<b>Published Admission Number (PAN)</b>	<b>Website</b> (see Part 7 for full contact details)
The Kings of Wessex Academy	Year 9: <b>270</b> Year 12: <b>15</b>	<a href="http://www.kowessex.co.uk">www.kowessex.co.uk</a>
Fairlands Middle School	Year 5: <b>127</b>	<a href="http://www.fairlandsmiddleschool.co.uk">www.fairlandsmiddleschool.co.uk</a>
Hugh Sexey CofE Middle School	Year 5: <b>150</b>	<a href="http://www.hughsexey.com">www.hughsexey.com</a>
Axbridge CofE First School Academy	Year R: <b>35</b>	<a href="http://www.axbridgefirstschol.co.uk">www.axbridgefirstschol.co.uk</a>
Brent Knoll CofE Primary Academy	Year R: <b>19</b>	<a href="https://brentknoll.somerset.sch.uk">https://brentknoll.somerset.sch.uk</a>
Cheddar First School	Year R: <b>60</b>	<a href="http://www.cheddarfirstschool.co.uk">www.cheddarfirstschool.co.uk</a>
Draycott and Rodney Stoke CofE First School	Year R: <b>18</b>	<a href="https://www.drfirstschool.co.uk/">https://www.drfirstschool.co.uk/</a>
East Brent CofE Academy	Year R: <b>12</b>	<a href="http://www.eastbrentacademy.co.uk">www.eastbrentacademy.co.uk</a>
Lympsham CofE Academy	Year R: <b>18</b>	<a href="http://www.lympshamcofeacademy.co.uk">www.lympshamcofeacademy.co.uk</a>

Mark First and Pre School CofE Academy	Year R: <b>30</b>	<a href="http://www.markfirstschool.co.uk">www.markfirstschool.co.uk</a>
Shipham CofE First School	Year R: <b>16</b>	<a href="http://www.shiphamfirst.co.uk/">www.shiphamfirst.co.uk/</a>
Weare Academy First School	Year R: <b>30</b>	<a href="http://www.weareacademy.co.uk">www.weareacademy.co.uk</a>
Wedmore First School Academy	Year R: <b>45</b>	<a href="http://www.wedmorefirstschool.org.uk">www.wedmorefirstschool.org.uk</a>

This document is set out under the following headings:

2. General Information
3. Applying to start school in **Reception** or for transfer to **Year 5** or **Year 9** in September 2023
4. Applying for transfer to **Year 12** (joining the Sixth Form) at The Kings of Wessex Academy
5. Applying to change School 'In-Year'
6. The Oversubscription Criteria
7. Lodging an Appeal
8. Contact details

Appendix A: In-Year Application Form

Appendix B: The Wessex Learning Trust Catchment Map

Appendix C: Glossary and Definitions

## 2. **General Information**

### 2.1 The statutory basis of School Admission Arrangements

These Admission Arrangements comply with the requirements of the 2014 School Admissions Code and the 2012 School Admission Appeals Code issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998 and are reviewed and published annually by the Wessex Learning Trust (the Admission Authority). Should the Trust propose to alter these Admission Arrangements (other than for matters of statutory compliance), a public consultation will be conducted in accordance with the procedure specified in the 2014 School Admissions Code. Any concerns regarding statutory compliance, fairness or equality of local policy/practice, should be directed to the Wessex Learning Trust. If the matter cannot be resolved locally, a complaint may be raised with the Office of the Schools Adjudicator (see Part 7 for contact details).

### 2.2 Who can apply for a school place?

A parent, registered carer, or other person/organisation that has responsibility for the child concerned (referred to throughout this document as 'the parent') may submit a school admission application on behalf of that child for any United Kingdom (UK) state funded school.

### 2.3 The child

Any child aged four and above who resides within the UK has a right to receive full- time education at a United Kingdom (UK) state funded academy/school. The child/young person must, at the time of applying for a school place, have European Economic Area Citizenship (this includes British citizenship), or hold an appropriate Home Office Visa entitling him/her to reside in the UK.

### 2.4 The home address

For admission purposes, the Wessex Learning Trust considers the home address to be: The address at which the child concerned is living at the time of application, with his/her parent(s) for more than 2.5 school days per week. This address should be clearly stated on the application form.

If the child will be moving to a new home address and the parent wishes this address to be used for admission purposes, one of the following documents must be made available in conjunction with the Admission Application Form:

- A legal 'exchange of contract' which confirms the purchase of the property
- A copy of a formal tenancy agreement (minimum six-month term) signed and dated by the applicant and the Landlord for the property
- Where the property is/will be owned by a person other than the parent (for example; extended family member, emergency or public accommodation) - A formal written letter, signed and dated by the person responsible for the address in question, which confirms the residential/care arrangements for the child. This must state how long these arrangements are expected to remain in place.
- For Children of UK service personnel with a confirmed posting to the area or Crown servants returning from overseas: An official letter confirming a relocation date and Unit postal address or quartering area address.

## 2.5 Siblings

The oversubscription criteria set out in section 5.2 of these admission arrangements includes criteria which relate to children with a sibling attending the preferred school.

If a parent would like his/her child to be prioritised against one of these sibling criteria, the sibling's details must be provided on the admission application form. The named sibling can be a full, half or adopted brother or sister, or another child, who lives for the 'majority' of his/her school time (more than 2.5 school days per week) within the same family unit and at the same home address.

The Published Admission Number/Admission Limit will be exceeded in order that multiple birth siblings of the same family (twin, triplet etc.) can all be offered places, where otherwise one or more of these children would be refused if the Admission Number/Limit was adhered to.

## 2.6 Waiting lists

When an admission application is refused, the child's name will be entered onto a waiting list for the required year group, which will be maintained until the end of the school year in question and then shut down. Names are held on waiting lists in strict ranked order, which indicates how he/she qualifies against the published oversubscription criteria. Each time a name is added, the waiting list will be re-ranked. If a place becomes available in the required year, this will be offered for the child ranked highest on the waiting list at that time. A child's name will be removed from the waiting list if a place is offered and accepted, offered and declined, or the parent requests in writing that the school removes his/her child's name.

## 2.7 Misleading or false information

If the Admission Authority becomes aware that a school place has been secured for a child due to the provision of misleading or false information, it will consider withdrawing the offer, or where a child has already started to attend the school, may remove the child from the school roll. Before doing so, the circumstances of the case will be discussed with the parent and, where required, the application will be considered afresh taking account of any new information.

## 3. Applying to Start School in Reception or for Transfer to Year 5 or Year 9 in September 2023

### 3.1 The Published Admission Number (PAN)

Applications to start or transfer school in September 2023 are considered by local authorities during the 'normal' admissions round which applies for new entry to school. A statutory Admission Number

(PAN) must be published for the years of entry and for the Wessex Learning Trust these are set out in the introduction to this document. The PAN indicates the number of places that can be offered within the resources available and, where appropriate, the need to maintain the size of infant classes within the requirements of Infant Class Size legislation (this limits Reception, Year 1 and Year 2 classes to no more than 30 children per teacher, unless a child qualifies as a 'permitted exception' admission in accordance with section 2.15 of the 2014 School Admissions Code).

If fewer applications are received than the PAN set for the respective year of entry, every applicant will be offered a place for their child, without condition. If the total number of applications received exceeds the PAN, the Admission Authority will consider every application against the oversubscription criteria which is set out in section 5.2 of these Admission Arrangements. The Admission Authority will sort the applications into ranked order and identify a priority for the offer of places up to the PAN.

### 3.2 Submitting an Admission Application Form

For a child to start or transfer school in September 2023, the parent must complete the Common Application Form (CAF) available from the 'home' local authority. The application will be considered as 'on time' if it is submitted to the home local authority by the following dates/times:

Transferring to Year 9: **midnight on 31 October 2022**

Starting school in Reception or transferring to Year 5: **midnight on 15 January 2023**

The CAF may be completed and submitted using the local authority 'on line' procedure, or as a paper form. Full details concerning the application process, as well as information about the schools in the local authority area, are explained in the 'Composite Prospectus' document, which each local authority must make available on 12<sup>th</sup> September annually.

For those families who are resident in Somerset, the 'home' local authority is Somerset County Council: [schooladmissions@somerset.gov.uk](mailto:schooladmissions@somerset.gov.uk)

For those families who are resident in North Somerset, the 'home' local authority is North Somerset Council: [www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)

### 3.3 Late applications

If the application form is submitted to the home local authority after the relevant application deadline stated in section 2.2, it will be considered as 'late' and will not be administered until all on time applications have been processed. By this time, there may no longer be a place available at the preferred school(s). Some local authorities publish specific dates for a second admissions-round within which 'late' applications will be administered. Local authorities must coordinate starting and transferring school applications until 31 August 2023.

### 3.4 Notifying the application decision

Parents will receive an admission decision in writing from their home local authority on or about the following dates:

Transferring to Year 9: **1 March 2023**

Starting school in Reception or transferring to Year 5: **17 April 2023**

The method of informing the decision varies across local authorities but is set out in the Composite Prospectus issued by each authority.

### 3.5 Education Health and Care Plan (EHCP)

A place will be made available for any child who has an EHCP (formerly a Statement of Special Educational Needs) agreed between the Local authority and the Wessex Learning Trust. The place will

be made available at the academy named in the EHCP, above the PAN if places have already been offered up to this limit at that time.

### 3.6 Starting school in Reception on a full time basis

A child must attend school on a full-time basis from the term following the fifth birthday (compulsory school age). However, a parent may apply for a child to start school for the first time in the September following his/her fourth birthday and, where a place is offered, may choose for him/her to attend on a full-time basis from day one, even though not yet of compulsory school age.

### 3.7 Deferred entry to Reception and part time attendance

A parent may choose to defer a child's entry until later in the same school year, or to agree arrangements for the child to attend on a part time basis until he/she reaches compulsory school age. However, it is not permitted to defer entry beyond the point at which the child reaches compulsory school age, or beyond the start of the last term in the school year. The Wessex Learning Trust operates a three-term year.

### 3.8 Starting School - summer born children (born 1 April – 31 August)

A parent of a 'summer born' child who will not reach compulsory school age during the 2023/24 school year can lawfully choose to delay his/her entry to school until September 2023. In these circumstances, the parent must decide whether they would like to apply for their child to have a 'retained' place in the 2024 Reception Year or to join Year 1 (the relative age year group).

If applying for a 'retained' Reception place in 2024, the following process must be followed:

- a. The parent must apply to the 'home' local authority during the 2022 'normal' admissions-round, making it clear on the application form that he/she wishes to delay the child's entry until September 2024 and to apply again at that time for a retained place in the Reception year group. As much information as possible should be submitted by the parent to support the case for a retained Reception place.
- b. On receipt of the September 2023 Application Form, the home Local Authority and Admission Authority will formally note the parent(s) instruction and will not process the 2023 Admission Application Form any further. Effectively, the child concerned will no longer be part of the 2023 'normal' admissions-round.
- c. The Admission Authority will then consider the parents request that he/she be allowed to apply for a retained Reception place in September 2024, rather than having to make an In-Year application for a place in Year 1. The Admission Authority will make this decision based on the circumstances of the case and 'what is considered by the Admission Authority to be in the best educational interests of the child concerned'. The Admission Authority might choose to involve professional advisors where this is considered necessary to inform this decision. The decision will be issued in writing to the parent as soon as possible after the September 2023 application is received.
- d. Where the Admission Authority decision is to support the parents request for a retained September 2024 Reception application: The parent must then wait and make an application as part of the 2024 'normal' admissions-round in accordance with the application process set out in the 'home' local authority 2024 Composite Prospectus document. This will be made available by the local authority from 12<sup>th</sup> September 2023. The parent should also take account of the published 2024/25 Admission Arrangements which apply to the school.

d. If the school is undersubscribed with reception applications for September 2024, the applicant will receive the offer of a place (without condition) for his/her child on or around 16<sup>th</sup> April 2024. If the school is oversubscribed with applications for September 2024, every application (including delayed entry) will be considered against the published oversubscription criteria and placed in ranked order, identifying a priority for the offer of available reception places. There can be no guarantee of a place being available to offer. This will be dependent on the 2024 application ranking exercise.

e. If the September 2024 (retained) reception application is refused, the right of appeal will apply.

f. If a parent chooses to delay his/her child's entry until 2024 and apply for the child to join Year 1 (the relative age group) he/she will need to submit an In-Year application within six school-weeks of the place being required.

#### **4. Applying for transfer to Year 12 (joining the Sixth Form) at The Kings of Wessex Academy**

##### **4.1 The Published Admission Number (PAN)**

The statutory PAN for Year 12 is set out in the introduction to these Admission Arrangements. This indicates the number of places that can be offered for new entry to the Sixth Form, for students joining externally who pass the minimum Sixth Form academic entrance requirements. A place will always be made for Kings of Wessex Academy students who wish to move from Year 11 to Year 12, providing they meet these same entrance requirements.

##### **4.2 Oversubscription**

If there are more external applications received than places available (15), the oversubscription criteria set out in section 5.2 of these admission arrangements will be applied for every application received. The Admission Authority will sort the applications into ranked order and identify a priority for the offer of places up to the PAN, subject to examination results.

##### **4.3 Timetable**

a. A Sixth Form Open Evening will be held during October 2022 and this will be advertised in the local press and on the School website.

b. A Prospectus, and the 'Sixth Form' Application Form will be made available at The Kings of Wessex Academy Sixth Form Open Evening.

c. Completed application forms must be submitted directly to The Kings of Wessex Academy Sixth Form Office Manager to arrive by 4.30pm on 21<sup>st</sup> December 2022.

d. Decision letters will be issued to external applicants by 5<sup>th</sup> April 2023 (At this stage, offers will be provisional, subject to achieving GCSE Sixth Form entrance requirements).

e. Confirmation of offers to external applicants will be notified following the outcome of examination results, at the end of August.

f. In the event of oversubscription (more external applications than places available) a waiting list of those students refused admission to Year 12 will be maintained until 31 December 2023.

#### 4.4 Application Form

Applications for The Kings of Wessex Academy Sixth Form (Years 12 and 13) will only be accepted if they are made using the 'Sixth Form' Application Form which is available to download from the Academy website or as a paper copy upon request to the Academy Office. The Application Form will also be made available at the Sixth Form open evening.

#### 4.5 Late applications

External applications for places in the Sixth Form, received later than 4.30pm on 21<sup>st</sup> December 2022 will not be processed until all 'on time' applications have been administered and provisional decisions notified by 5<sup>th</sup> April 2023. Late applications will be administered on a first come first served basis, at which time there may no longer be places available.

#### 4.6 Minimum entrance requirements

The minimum academic entrance requirements for admission to the Sixth Form are clearly published on the Academy website annually from October 2022. These apply equally for internal and external applicants and evidence of examination results must be provided before the offer of any provisional place will be confirmed.

### 5. Changing school – The 'In-Year' application process

#### 5.1 The Admission Limit

The Admissions Committee within each academy will set an admission limit for every year group other than the point of entry (for which a statutory admission number is published). Admission limits are set in accordance with the level of resource available and to ensure that as many places as possible can be offered without prejudicing *'the efficient delivery of education and/or the efficient use of resources'* or (where applicable) unlawfully breaching the statutory Infant Class Size limit. In determining admission limits, the Admissions Committee will take account of factors such as school budget, accommodation, class organisation, the specific needs of the children on roll and the wellbeing of pupils and staff. Consequently, admission limits may be varied from time to time and so the number of places that can be offered will alter accordingly.

#### 5.2 Submitting an in-year application

The In-Year Application Form is available to download from each academy website or can be provided as a paper form via the academy offices. The Application Form may be completed and returned to the preferred academy at any time, although it will only be administered during school term time and within six school weeks of the place being required, unless the application is for a child from a Service family or the parent is a Crown Servant returning from overseas. In these circumstances, an application will be considered further in advance providing an official letter is submitted with the application, which sets out a relocation date and confirms a Unit postal address or quartering area address.

#### 5.3 Applying for a year group other than the child's relative (chronological) age

The In-Year Application Form will usually be submitted for the year group associated with the child's age. However, a parent may apply for an alternative year group where he/she considers this would be in the best educational interests of the child concerned. The application must be accompanied with as much information as possible to support the case for 'retaining' or 'accelerating' the child.

The Admission Authority will decide on a 'case by case' basis whether to support the parent's request, taking account of the information provided and what is considered by the Admission Authority to be in the best educational interests of the child concerned. Where an application for a 'retained' or

'accelerated' placement is refused, the Admission Authority will further consider whether a place can be offered in the child's relative age year group. The applicant will have the right to appeal the decision where a place cannot be offered in the relative age year group.

'Retained' and 'accelerated' placements secured through the In-Year admissions process will be reviewed annually in conjunction with the child's parent.

#### 5.4 Notifying the admission decision

A decision letter will be issued to the applicant within 10 school days of receipt of the completed application form, unless it is decided that supplementary information is required before a decision can be taken. The applicant will be notified of the admission decision by first class letter post.

Whether a place can be offered in the required year group will depend on the circumstances at the school at the time the application is considered. The application will be refused where a further admission would impact negatively on the school and so prejudice *'the efficient delivery of education or the efficient use of resources'* or breach the statutory Infant Class Size Limit.

#### 5.5 Accepting the offer of a place

The Wessex Learning Trust regularly receives applications for its academies, so where a place is offered, it is very helpful if the applicant can confirm acceptance of the offer (by letter or email) as soon as possible after receiving the decision letter. However, the offer will remain available for six school weeks from the date of the decision letter, at which point it is expected that the child concerned will be attending the academy. If the child is not on roll and regularly attending within this time frame, the Admission Authority will write to the applicant with a view to withdrawing the offer and making the place available for another child.

#### 5.6 Applying the Fair Access Protocol

The Admission Authority is committed to 'Fair Access to school for every child'. Therefore, where an application is refused and the child concerned is not on roll or attending another school, the Admission Authority will consider whether the child identifies against any of the criteria set out in the Somerset County Council Fair Access Protocol (FAP), which is published on the council website. Where this is the case, the Admission Authority will inform Somerset County Council and provide a copy of the completed In-Year Application Form. This will enable the Council to decide whether to engage with the applicant and help secure a suitable educational placement without undue delay.

#### 5.7 Children who are the subject of an Education Health and Care plan (EHCP)

If a child is the subject of an EHCP (formerly a Statement of Special Educational Needs) which names a specific school, his/her parent should consult the local authority that issued the EHCP, before applying for the child to change school. This Local Authority must be involved in the process of agreeing any change of school.

### **6. The Oversubscription Criteria**

#### 6.1 Oversubscription

If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admission Authority will consider every application received at that time against the oversubscription criteria set out in section 5.2 of these Admission Arrangements. This will enable the Admission Authority to sort the applications into ranked order and identify a priority for the offer of available places. The oversubscription criteria will also be applied where it is necessary to rank a waiting list.



## 6.2 The Oversubscription Criteria

- a. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who, at the time of application, 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 (section 22 (1) of the Children Act 1989 applies).
- b. Children of Staff who have been employed by the Wessex Learning Trust on a permanent contract at the academy to which the application relates, for at least two years prior to the submission of the admission application, or children of a newly recruited teacher, appointed to satisfy a demonstrable skills shortage at that academy. (see notes below).
- c. Children residing within the overall Wessex Learning Trust catchment area who, at the time of application, have an older sibling on roll at the Academy for which the application has been submitted and who lives at the same home address.
- d. Children who reside within the catchment area of the Academy for which the application has been submitted or with a confirmed move to a home address within this catchment area, which can be evidenced at the time of application.
- e. Children attending a named feeder school within the Wessex Learning Trust (see notes below).
- f. Children who, at the time of application, have an older sibling attending the Academy for which the application has been submitted and who lives at the same home address.
- g. Children who reside within the overall Wessex Learning Trust catchment area or with a confirmed move to a home address within this catchment area, which can be evidenced at the time of application.
- h. In Church of England Schools:
  - (i). Children and/or parents who are practising members of the founding religious body of the school (see notes below).
  - (ii). Children and/or parents who are practising members of other Christian churches or Christian religious denominations. (see note below)
- i. Children not satisfying a higher criterion.

### Notes:

- Refer to section 1.4 of these Admission Arrangements for the definition of 'home address.'
- Refer to section 1.5 of these Admission Arrangements for the definition of 'sibling'.
- Under Criteria 'b', priority will only be given to children of staff working at the school where the staff member is physically located. If the staff member works at a number of schools across the Trust, priority will be given to the school where the staff member works for the majority of the time.

- For the purposes of criteria ‘e’ the named feeder schools are as follows; Fairlands Middle School, Hugh Sexey CofE Middle School, Axbridge CofE First School, Brent Knoll CofE Primary Academy, Cheddar First School, Draycott and Rodney Stoke CofE First School, East Brent CofE Academy, Lympsham CofE Academy, Mark First and Pre School CofE Academy, Shipham CofE First School, Weare Academy First School and Wedmore First School Academy.
- For the purpose of criteria ‘h’, “Practising” is defined as at least once a month for at least six months attendance at church by at least one parent and/or child immediately prior to the application closing date. A Supplementary Information Form (SIF) must be submitted in order for the application to be considered under this criteria.
- In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

### 6.3 Prioritising applications by distance measurement

In the event of oversubscription, applications are prioritised by ranking them against the oversubscription criteria until the Published Admission Number (PAN) or admission limit is reached (PANs are set out in the introduction to these Admission Arrangements). If this limit is reached part way through an oversubscription criterion and there are still some applications left to rank, there will be a need to further refine the order of the applications satisfying this ‘cut off’ criterion and those which qualify against a lower criterion.

The ranked order of these applications will be determined by calculating the distance between each child’s home and the Academy concerned, with the shorter distance receiving the higher priority. Distance is measured in a straight line by a Geographical Information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil’s home.

### 6.4 Applying a tie-breaker

Where two or more distances are exactly equal and it proves necessary to sort the associated applications into ranked order, this will be decided by the drawing of lots. This activity will take place at the Academy and be supervised by a person entirely independent of the Wessex Learning Trust.

## 7. **Lodging an Appeal**

### 7.1 The legal right to an appeal hearing

The administration of school admission appeals is subject to a statutory procedure set out in the 2012 School Admission Appeals Code issued by the Department for Education. Any applicant whose admission application is formally refused is lawfully entitled to appeal this decision. The refusal letter issued on behalf of the Admission Authority will explain how an appeal may be lodged using the Appeal Form which is available to download from each academy website, or as a paper copy from the academy offices.

### 7.3 The Infant Class Size Appeal

The grounds on which an appeal panel can uphold an appeal are very limited where the decision to refuse admission was taken because the admission of a further child would breach the statutory Infant Class Size Limit. Section 4 of the 2012 School Admission Appeals Code specifies four conditions which an independent appeal panel must 'test' at an Infant Class Size appeal hearing. Appellants are advised to refer to this information when considering lodging an appeal.

### 7.4 The Appeals Timetable

The Wessex Learning Trust publishes an Appeals Timetable on each academy website by 28 February every year. This sets out the statutory time frame within which an appeal hearing must take place as well as the administrative timeframe within which the Trust undertakes to process an appeal lodged with any of its academies.

### 7.5 Complaints about the administration of the appeals process

The decision of an independent appeal panel is binding on all parties. However, where there is concern that the appeal process has not been administered in accordance with the 2012 School Admission Appeals Code, a complaint may be raised with the Wessex Learning Trust via any of the academy offices. Where no local resolution is reached, the parent may escalate the matter to the Education Funding Agency for further consideration.

## 8.0 Key Contact Details

<p><b>The Kings of Wessex Academy</b></p>	<p>The Kings of Wessex Academy Station Road Cheddar Somerset BS27 3AQ</p> <p>Telephone: 01934 742757 Email: <a href="mailto:office@kowessex.co.uk">office@kowessex.co.uk</a> Academy website: <a href="http://www.kowessex.co.uk">www.kowessex.co.uk</a> Headteacher: Mr D Wiltshire</p>
<p><b>Hugh Sexey C of E Middle School</b></p>	<p>Hugh Sexey C of E Middle School Blackford Wedmore Somerset BS28 4ND</p> <p>Telephone: 01934 712211 Email: <a href="mailto:school@hughsexey.org.uk">school@hughsexey.org.uk</a> Academy website: <a href="http://www.hughsexey.com">www.hughsexey.com</a> Headteacher: Mr P Tatterton</p>
<p><b>Fairlands Middle School</b></p>	<p>Fairlands Middle School Masons Way Cheddar Somerset BS27 3PG</p> <p>Telephone: 01934 743186 Email: <a href="mailto:office@fairlandsmiddleschool.co.uk">office@fairlandsmiddleschool.co.uk</a> Academy website: <a href="http://www.fairlandsmiddleschool.co.uk">www.fairlandsmiddleschool.co.uk</a> Headteacher: Mr Stefan McHale</p>
<p><b>Axbridge C of E First School Academy</b></p>	<p>Axbridge C of E First School Academy Moorland Street Axbridge Somerset BS26 2BA</p> <p>Telephone: 01934 732391 Email: <a href="mailto:office@axbridgefirstschool.co.uk">office@axbridgefirstschool.co.uk</a> Academy website: <a href="http://www.axbridgefirstschool.co.uk">www.axbridgefirstschool.co.uk</a> Headteacher: Mr D Shillibeer</p>
<p><b>Brent Knoll CofE Primary Academy</b></p>	<p>Brent Knoll CofE Primary Academy Brent Street Brent Knoll Somerset TA9 4EQ</p> <p>Telephone: 01278 760546 Email: <a href="mailto:office@brentknoll.somerset.sch.uk">office@brentknoll.somerset.sch.uk</a> Academy website: <a href="https://brentknoll.somerset.sch.uk">https://brentknoll.somerset.sch.uk</a></p>

	Headteacher: Mr C Burman
<b>Cheddar First School</b>	<p>Cheddar First School Hillfield Cheddar Somerset BS27 3HN</p> <p>Telephone: 01934 742546 Email: <a href="mailto:office@cheddarfirstschool.co.uk">office@cheddarfirstschool.co.uk</a> Academy website: <a href="http://www.cheddarfirstschool.co.uk">www.cheddarfirstschool.co.uk</a> Headteacher: Mrs S Smith</p>
<b>Draycott and Rodney Stoke CofE First School</b>	<p>Draycott and Rodney Stoke CofE First School School Lane Draycott Cheddar Somerset BS27 3SD</p> <p>Telephone: 01934 742052 Email: <a href="mailto:office@drsfirstschool.co.uk">office@drsfirstschool.co.uk</a> Academy website: <a href="http://www.drsfirstschool.co.uk/">www.drsfirstschool.co.uk/</a> Headteacher: Mr W Ewans</p>
<b>East Brent C of E Academy</b>	<p>East Brent C of E Academy Church Road East Brent Somerset TA9 4HZ</p> <p>Telephone: 01278 760490 Email: <a href="mailto:office@eastbrentcofeacademy.co.uk">office@eastbrentcofeacademy.co.uk</a> Academy website: <a href="http://www.eastbrentcofeacademy.co.uk">www.eastbrentcofeacademy.co.uk</a> Headteacher: Mrs F Robertson</p>
<b>Lympsham C of E Academy</b>	<p>Lympsham C of E Academy Rectory Way Lympsham Weston-Super-Mare Somerset BS24 0EW</p> <p>Telephone: 01934 750473 Email: <a href="mailto:office@lympshamcofeacademy.co.uk">office@lympshamcofeacademy.co.uk</a> Academy website: <a href="http://www.lympshamcofeacademy.co.uk">www.lympshamcofeacademy.co.uk</a> Headteacher: Miss K Turner</p>
<b>Mark First and Pre School C of E Academy</b>	<p>Mark First and Pre School C of E Academy The Causeway Mark Nr Highbridge Somerset TA9 4QA</p> <p>Telephone: 01278 641262 Email: <a href="mailto:office@markfirstschool.co.uk">office@markfirstschool.co.uk</a></p>

	Academy website: <a href="http://www.markfirstschool.co.uk">www.markfirstschool.co.uk</a> Headteacher: Mrs F Robertson
<b>Shipham First School</b>	Shipham First School Turnpike Road Winscombe Somerset BS25 1TX  Telephone: 01934 843485 Email: <a href="mailto:office@shiphamfirst.co.uk">office@shiphamfirst.co.uk</a> Academy website: <a href="https://www.shiphamfirst.co.uk/">https://www.shiphamfirst.co.uk/</a> Headteacher: Mr W Ewans
<b>Weare Academy First School</b>	Weare Academy First School Notting Hill Way Weare Somerset BS26 2JS  Telephone: 01934 732270 Email: <a href="mailto:office@weareacademy.co.uk">office@weareacademy.co.uk</a> Academy website: <a href="http://www.weareacademy.co.uk">www.weareacademy.co.uk</a> Headteacher: Mrs E Tovey
<b>Wedmore First School Academy</b>	Wedmore First School Academy Blackford Road Wedmore Somerset BS28 4BS  Telephone: 01934 712643 Email: <a href="mailto:office@wedmorefirstschool.org.uk">office@wedmorefirstschool.org.uk</a> Academy website: <a href="http://www.wedmorefirstschool.org.uk">www.wedmorefirstschool.org.uk</a> Headteacher: Mrs E Tovey
<b>For those families resident in <u>Somerset</u>, the 'home' local authority is Somerset County Council</b>	Team/Service: Admissions and Transport Email: <a href="mailto:schooladmissions@somerset.gov.uk">schooladmissions@somerset.gov.uk</a> Telephone: 0300 123 2224 Fax: 01823 356113 Opening Hours: Monday to Thursday 8:30am to 5pm, Friday: 8:30am to 4:30pm, Saturday and Sunday closed.  Postal address: County Hall, Taunton, Somerset TA1 4DY
<b>For those families resident in <u>North Somerset</u>, the 'home' local authority is North Somerset Council</b>	Team/Service: Admissions & Transport Email: <a href="mailto:admissions@n-somerset.gov.uk">admissions@n-somerset.gov.uk</a> Telephone: 01275 884 078 and 01275 884 014  Postal Address:

	North Somerset Council, Castlewood, Tickenham Road, Clevedon BS21 6FW
<b>The Office of the Schools Adjudicator</b>	<a href="https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator">https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator</a>
<b>The Education Funding Agency</b>	<a href="http://www.gov.uk/government/organisations/education-funding-agency">www.gov.uk/government/organisations/education-funding-agency</a>
<b>The Department for Education</b>	The Department for Education Sanctuary Buildings, 20 Great Smith St, London SW1P 3BT Telephone 0370 000 2288 Electronic contact form: <a href="http://form.education.gov.uk">form.education.gov.uk</a> Website: <a href="http://www.education.gov.uk">www.education.gov.uk</a>
<b>School Admissions Code</b>	<a href="http://www.gov.uk/government/publications/school-admissions-code">School admissions code - GOV.UK (www.gov.uk)</a>
<b>School Admission Appeals Code</b>	<a href="https://www.gov.uk/government/publications/school-admissions-appeals-code">https://www.gov.uk/government/publications/school-admissions-appeals-code</a>



### In-Year Admission Application Form

**This Application Form must only be used in order to apply for a place required during the academic year at one or more of the academies affiliated to the Wessex Learning Trust**

- In-Year admission applications are coordinated across the Wessex Learning Trust. Therefore you may indicate more than one preference on this application Form and return it to your most preferred Academy (Full contact details are set out at the end of this application Form).
- Please complete one Application Form per child and enter all the required information.
- A decision will be issued to the applicant in writing within 10 school days of receipt of the completed Application Form.
- Applicants are encouraged to refer to the Wessex Learning Trust Admission Arrangements before completing this Application Form (the Admission Arrangements are available to download from the academy websites or upon request).

### Section 1: Your requirements

#### **The Wessex Learning Trust**

Please indicate one or more academies in order of preference 1,2,3 etc.	
The Kings of Wessex Academy	
Fairlands Middle School	
Hugh Sexey C of E Middle School	
Axbridge C of E First School	
Brent Knoll CofE Primary Academy	
Cheddar First School	
Draycott and Rodney Stoke CofE First School	
East Brent C of E Academy	
Lympsham C of E Academy	
Mark First and Pre School C of E Academy	
Shipham CofE First School	
Weare Academy First School	
Wedmore First School Academy	

In which Year Group is this place required?	
On what date is this place required? (dd/mm/yyyy)	
School use only: Insert the date on which this application was received at the school	

### Section 2: Your Child's details (the child who is the subject of this application)

Please enter the required detail or circle 'Yes' or 'No' throughout

First Name		Middle Name(s)	Last Name
Male	Female	Date of Birth (dd/mm/yyyy)	Registered Nationality



<b>Please enter the home address at which your child lives for the 'majority' of his/her time (for more than 2.5 <u>school</u> days per week)</b>			
<b>How long has he/she lived at this address?</b>	Enter:	<b>Years</b>	<b>Months</b>
		<b>Weeks</b>	
<b>Are there any formal shared residency arrangements in place for your child?</b>		<b>Yes</b>	<b>No</b>

**Please note:** If your family is currently moving house, and you would like your child's future home address to be taken account of for admission purposes, you must enclose with this application a copy of the legal 'Exchange of Contract' document or a Tenancy agreement (minimum six month) signed by the landlord.

<b>Does this child have European Economic Area Citizenship?</b> (this will apply if he/she resides in the European Economic Area, which includes Great Britain)	<b>Yes</b>	<b>No</b>
<b>Is this child a 'Looked After Child' - a child in the care of a Local Authority?</b>	<b>Yes</b>	<b>No</b>
<b>Is there an adoption, child arrangements or special guardianship order in place?</b>	<b>Yes</b>	<b>No</b>
<b>Does he/she have an Education Health and Care Plan (EHCP) in place or agreed at the time of application which names a specific school?</b>	<b>Yes</b>	<b>No</b>
<b>Does this child currently have a sibling attending any of the academies you are applying for?</b> Refer to the published Admission Arrangements for the definition of 'sibling'	<b>Yes</b>	<b>No</b>
If 'Yes' enter below the details of a qualifying sibling		
<b>Last Name</b>	<b>First name</b>	<b>DOB: dd/mm/yyyy</b>
		<b>Academy</b>

### **Section 3: Supporting Information**

The information that you have provided in sections 1 and 2 will be used to help inform the admission decision. The published oversubscription criteria will be applied if there are more applications received at the same time than there are places available. A place will be offered in the year group requested only where a further admission would not '*prejudice the efficient delivery of education or the efficient use of resources*' or, where applicable, unlawfully breach the statutory Infant Class Size Limit.

If a place **can** be offered, the information you provide below will help the Admissions Committee to determine any specific support your child will require on joining the school.

If a place **cannot** be offered and your child is not on roll or attending a school at the time of application, the information you provide below will help the Admission Authority to identify whether he/she qualifies against one or more of the criteria set out in the Somerset Local Authority Fair Access Protocol. Where this is the case, the Admission Authority will refer your application to the Local Authority in order that it might engage with you and help to secure a suitable educational placement without undue delay.

The Admission Authority or an appointed agent may contact you to discuss the information you provide, in order that your circumstances are clear and that you are supported as fully as possible throughout the In-Year admissions process.

<b>Is he/she currently on the roll of a United Kingdom school?</b>	<b>Yes</b>	<b>No</b>
<b>If <u>YES</u>, please provide the name of the school</b>		
<b>If <u>NO</u>, when did he/she last attend school?</b>	Enter month/year	

Is he/she designated as a registered carer for another person?	Yes	No
Is he/she entitled to a Pupil or Service premium?	Yes	No
Does he/she have any special educational need, disability or medical condition that the school should be aware of ? You may be contacted	Yes	No
Does he/she have a registered support worker?	Yes	No

Are there any other factors that you would like the Admission Authority to be aware of?

**Section 4: Applicant Details** (the applicant is the person completing this form)

Please enter the required detail or circle 'Yes' or 'No'

First Name	Last Name		Title
Your relationship to this child	Parent	Carer	Other

Do you live at the same address as the child you are applying for	Yes	No
If 'No' then please provide your full address (include post code) for communication purposes		

Land line telephone number	Mobile number	Email address

**Section 5: Declaration and Signature**

This application will not be processed unless signed and dated by the applicant (if submitting by email insert an electronic signature. By submitting this Application Form, the applicant confirm that:

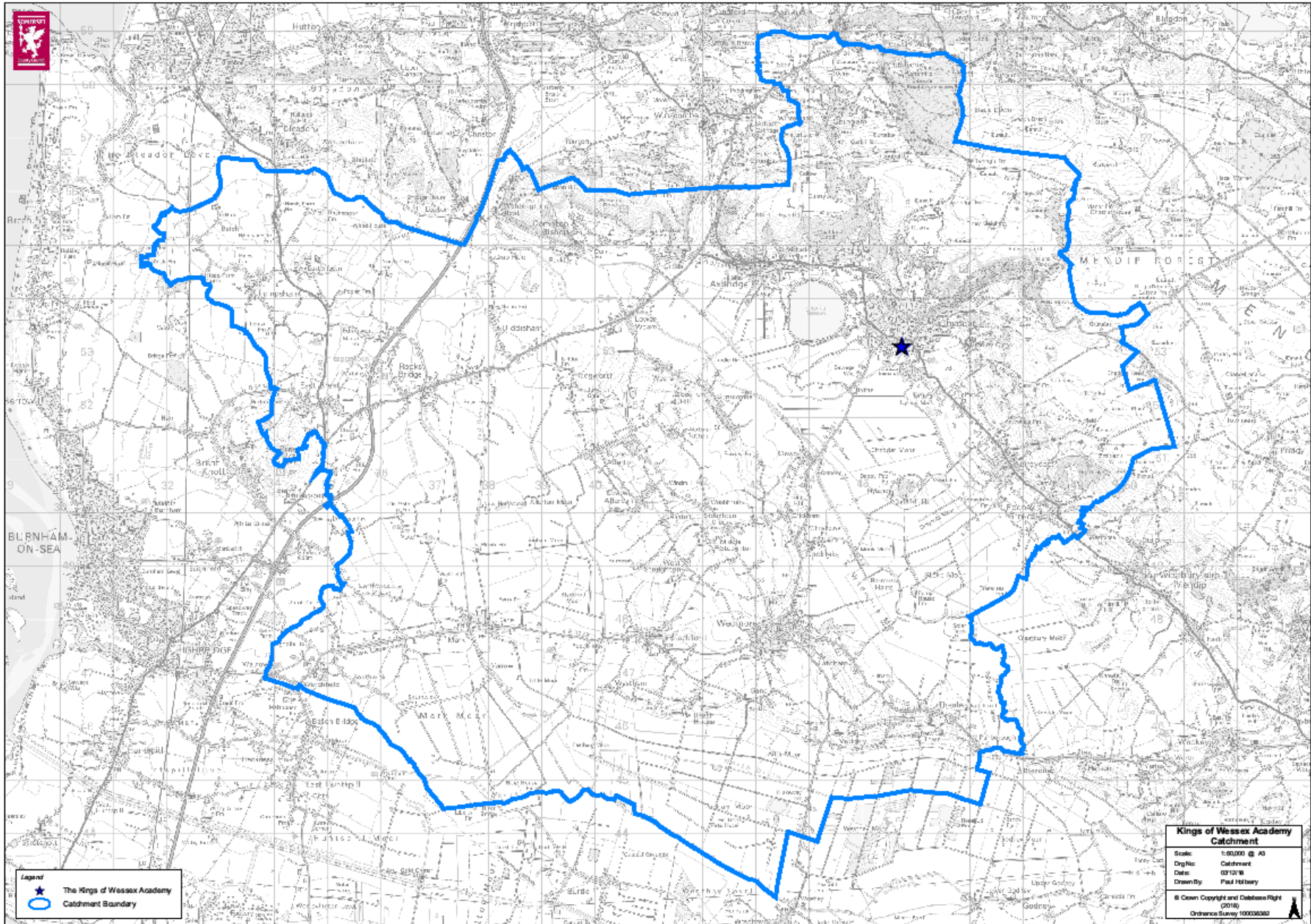
The applicant is legally responsible for the child concerned or that he/she has appropriate consent from the legally responsible party to submit this school place application
The information provided on this application form (and any supplementary information that may be provided in support of this application) is accurate to the best of the applicant's knowledge and not intended to mislead in any way.
The offer of a school place may be withdrawn if any of the information provided in conjunction with this application is subsequently found to be intentionally misleading or false.
Where this application is submitted as an attachment to an email, the applicant agrees and accepts full responsibility for the child's information being submitted via a non-secure email platform (subject to the conditions and requirements of the data Protection Act 1988). If this is unacceptable, this Application Form should be completed and submitted as a paper copy, to be posted or hand delivered
The information provided may be shared by the Admission Authority to the extent that is necessary to determine the school admission decision, subject to the requirements of the Data Protection Act 1988.

He/she is aware of the In-Year admission application process set out in Section 3 of the Admission Authority's published Admission Arrangements.

Applicant's Signature	Date: day/month/year

<p><b>The Kings of Wessex Academy</b>            Station Road            Cheddar            Somerset BS27 3AQ            Telephone: 01934 742757            Email: <a href="mailto:office@kowessex.co.uk">office@kowessex.co.uk</a></p>	<p><b>Hugh Sexey C of E Middle School</b>            Blackford            Wedmore            Somerset BS28 4ND            Telephone: 01934 712211            Email: <a href="mailto:school@hughsexey.org.uk">school@hughsexey.org.uk</a></p>
<p><b>Fairlands Middle School</b>            Masons Way            Cheddar            Somerset BS27 3PG            Telephone: 01934 743186            Email: <a href="mailto:office@fairlandsmiddleschool.co.uk">office@fairlandsmiddleschool.co.uk</a></p>	<p><b>Axbridge C of E First School Academy</b>            Moorland Street            Axbridge            Somerset BS26 2BA            Telephone: 01934 732391            Email: <a href="mailto:office@axbridgefirstschool.co.uk">office@axbridgefirstschool.co.uk</a></p>
<p><b>Brent Knoll C of E Primary Academy</b>            Brent Street            Brent Knoll            Somerset TA9 4EQ            Telephone: 01278 760546            Email: <a href="mailto:office@brentknoll.somerset.sch.uk">office@brentknoll.somerset.sch.uk</a></p>	<p><b>Cheddar First School</b>            Hillfield            Cheddar            Somerset BS27 3HN            Telephone: 01934 742546            Email: <a href="mailto:office@cheddarfirstschool.co.uk">office@cheddarfirstschool.co.uk</a></p>
<p><b>Draycott and Rodney Stoke CofE First School</b>            School Lane            Draycott            Cheddar            Somerset BS27 3SD            Telephone: 01934 742052            Email: <a href="mailto:office@drsfirstschool.co.uk">office@drsfirstschool.co.uk</a></p>	<p><b>East Brent C of E Academy</b>            Church Road            East Brent            Somerset TA9 4HZ            Telephone: 01278 760490            Email: <a href="mailto:office@eastbrentcofeacademy.co.uk">office@eastbrentcofeacademy.co.uk</a></p>
<p><b>Lympsham C of E Academy</b>            Rectory Way            Lympsham            Weston-Super-Mare            Somerset BS24 0EW            Telephone: 01934 750473            Email: <a href="mailto:office@lympshamcofeacademy.co.uk">office@lympshamcofeacademy.co.uk</a></p>	<p><b>Mark First and Pre School C of E Academy</b>            The Causeway            Mark            Nr Highbridge            Somerset TA9 4QA            Telephone: 01278 641262            Email: <a href="mailto:office@markfirstschool.co.uk">office@markfirstschool.co.uk</a></p>
<p><b>Shipham CofE First School</b>  <b>Turnpike Road</b>  <b>Winscombe</b>  <b>Somerset BS25 1TX</b>            Telephone: 01934 843485            Email: <a href="mailto:office@shiphamfirst.co.uk">office@shiphamfirst.co.uk</a></p>	<p><b>Weare Academy First School</b>            Notting Hill Way            Weare            Somerset BS26 2JS            Telephone: 01934 732270            Email: <a href="mailto:office@weareacademy.co.uk">office@weareacademy.co.uk</a></p>
<p><b>Wedmore First School Academy</b>            Blackford Road Wedmore            Somerset BS28 4BS            Telephone: 01934 712643            Email: <a href="mailto:office@wedmorefirstschool.org.uk">office@wedmorefirstschool.org.uk</a></p>	

# The Wessex Learning Trust Catchment Map





<b>Glossary and Definitions</b>	
<b>The 'normal' admissions round</b>	The period during which parents are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus on 12 September, with the deadline for parental applications of <b>15 January for primary places</b> and <b>31 October for secondary places</b> and subsequent offers made to parents on National Offer Day
<b>In-year admission application</b>	A school admission application submitted for a place required at any time during the academic year. In most cases and where the local authority has chosen not to coordinate in-year applications, the application form will be submitted directly to the school concerned.
<b>Admission Authority</b>	The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, this body is the local authority unless it has agreed to delegate responsibility to the governing body. For foundation or voluntary aided schools, this body is the governing body of the school. For Academies, this body is the Academy Trust.
<b>Academy</b>	A State funded school in England, set up as a non-profit making charitable Trust, which is independent of local authority control and funded directly via the Education Funding Agency.
<b>Admission Arrangements</b>	The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.
<b>Published Admission Number – (PAN)</b>	The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.
<b>Admission Limit</b>	A non-statutory limit applying to year groups other than the year of entry which indicates the number of places that can be made available/offered, mainly determined by the level of resource available.
<b>Common Application Form (CAF)</b>	The form parents complete, listing their preferred choices of schools, and then submit to local authorities when applying for a school place for their child as part of the local co-ordination scheme, during the normal admissions-round. Parents must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow parents to express a higher number of preferences if they wish.
<b>Composite prospectus</b>	The prospectus that a local authority is required to publish by 12 September in the offer year. This prospectus must include detailed admission arrangements of all maintained schools in the area (including admission numbers and catchment areas).
<b>Co-ordinated Scheme</b>	All local authorities are required to co-ordinate the normal admissions- round for primary and secondary schools in their area. Schools can take in-year applications directly from parents, provided they notify their local authority of each application and its outcome. Each Local Authority must produce and publish a Coordinated Admissions Scheme
<b>Home Local Authority</b>	A child's home local authority is the local authority in whose area the child resides.

<b>Infant Class Size Limit</b>	Section 1 of the SSFA 1998 limits the size of an infant class (i.e. a class in which the 'majority' of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher. The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. These are set out in paragraph 2.15.
<b>Maintaining Local Authority</b>	The area in which a school is located is referred to as the maintaining local authority.
<b>National Offer Day</b>	The day each year on which local authorities are required to send the offer of a school place to all parents of secondary age pupils in their area. <b>For secondary on or about 1 March and for primary on or about 16 April.</b> The specific dates are published in the home local authority Composite Prospectus.
<b>Offer Year</b>	The school year immediately preceding the school year in which pupils are to be admitted to schools under the admission arrangements in question. This is the school year in which the offers of school places are communicated.
<b>Oversubscription Criteria</b>	This refers to the published criteria that an admission authority applies when a school has more applications than places available and must decide which children are to be offered/allocated a place.
<b>Reception Class</b>	Defined by Section 142 of the SSFA 1998 as a class in which education is provided which is suitable for children aged five and any children who are under or over five years old whom it is expedient to educate with pupils of that age.
<b>Relevant Age Group</b>	The age group to which children are normally admitted. Each relevant age group must have admission arrangements, including an admission number. Some schools (for example schools with sixth forms which admit children into the sixth form) may have more than one relevant age group.
<b>School Year</b>	The period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July, as defined by Section 579 of the Education Act 1996.