

BATH & WELLS  
Multi Academy Trust

'That they may have life, life in all its fullness' John 10:10

## **School Admission Arrangements 2022/23 School Year**

**For Bath and Wells Multi Academy Schools located in the**

**North Somerset Local Authority Area**



## **Introduction**

The Bath and Wells Multi Academy Trust (The Trust) comprises a family of fully inclusive schools for children of all faiths or no faith, seeking to provide the highest standard of education for primary age children. Geographically the schools are spread across three local authority areas: Somerset, Bath and North East Somerset and North Somerset. These Admission Arrangements refer to The Trust's schools that are located in the North Somerset Local Authority area and apply equally for all the incorporated schools with the exception of 'oversubscription criteria' which can differ from school to school and individual contact information.

These Admission Arrangements have been published following a public consultation conducted according to statutory requirement and the content complies 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. Concerns relating to statutory compliance or the fairness and equality of local policy/practice, may be raised with The Trust. If the matter cannot be resolved locally, a complaint may be lodged with the Office of The Schools Adjudicator (OSA):

|  |   |                   |
|--|---|-------------------|
| <b>Bath and Wells Multi Academy Trust</b>    | Email: <a href="mailto:office@bwmat.org">office@bwmat.org</a>   | Tel: 01749 372700 |
| <b>The Office of The Schools Adjudicator</b> | Website: <a href="http://www.gov.uk/government/organisations/office-of-the-schools-adjudicator">www.gov.uk/government/organisations/office-of-the-schools-adjudicator</a> |                   |

The Trust will republish these Admission Arrangements on an annual basis unless changes are proposed in which case a further public consultation will be carried out. Day to day admission enquiries and decisions should be made directly to the school concerned.

### **Contents:**

1.0 [Important General Information](#)

2.0 [Starting School](#)

3.0 [Changing school In-Year](#)

4.0 [Lodging an appeal](#)

[Appendix A: Oversubscription Criteria and school details](#)

[Appendix B: Catchment Maps](#)

[Appendix C: In-Year Application Form](#)

[Appendix D: Supplementary Information Forms \(SIF\)](#)

## **1.0 Important General Information**

- 1.1 A person with legal responsibility for the child concerned may submit a school admission application on behalf of that child for any United Kingdom state funded school. The child must, at the time of application, be a UK citizen or have European Economic Area Citizenship, or hold an appropriate Home Office Visa entitling residency in the United Kingdom.

### **NOTE:**

The Trust will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

This is the most recent guidance which takes account of the post-Brexit immigration system:

<https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children>

- 1.2 The admissions authority will refuse an admission application where a further admission would 'prejudice the efficient delivery of education or the efficient use of resources *'or where the admission would breach the statutory infant class size (ICS) Limit, resulting in an infant class of more than 30 children to one qualified teacher for part or all of the school day.'* Children who are formally refused admission will be entered onto a waiting list for the required year group. Waiting lists for each year group will be maintained on a two term basis. If applicants wish to remain on the waiting list they must request this for the start of terms 1, 3 or 5. Any applicants that have not requested to be kept on the waiting list will not be considered for any vacancies that may arise. Names on waiting lists are held strictly in ranked order according to the child's compliance with the published oversubscription criteria and each time a name is added, the waiting list will be re-ranked. If a place becomes available 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 or offered and declined, or the parent requests in writing, that the school removes his/her child's name.
- 1.3 Admission applications for some Trust schools will require the completion of a Supplementary Information Form (SIF) in order to prove qualification against one or more of the oversubscription criteria which apply for the school concerned. The oversubscription criteria are set out in 'Appendix A' of this document and applicable SIFs in 'Appendix D'. The SIF can also be found on the appropriate School websites.
- 1.4 For admission purposes, the Admission Authority will consider the home address to be: *The address at which the child concerned is living at the time of application, for the majority of the week, with a person who has legal responsibility for this child.* This home address must be clearly stated on the application form. Where the child will be moving to a new home address and the applicant wishes this to be taken into

account, one of the following documents must be made available in conjunction with the admission application:

- A legal 'exchange of contract' which confirms the purchase of the child's new residence
- A formal tenancy agreement (minimum six month term) signed and dated by the applicant and the Landlord for the property
- Where the child will be living at an address other than the parental family home, for the majority of the week (for example; with an extended family member, or in emergency or other public accommodation): A formal written letter, signed and dated by the person responsible for the address in question. This must explain the living and care arrangements for the child and 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.

**NOTE:**

The Trust reserve the right to seek further documentary evidence to support any claim of residence which could include contacting the estate agent, solicitor, landlord or relevant professional. A representative of the Trust may carry out a home visit/s without prior notice to verify a pupil's home address.

- 1.5 The oversubscription criteria (Appendix A) include an admission priority for children with a sibling attending the school at the time of application (e.g. the date that each application is made).
- 1.6 If a parent wishes a sibling connection to be taken into account, the sibling's details must be provided on the admission application form and he/she must qualify as a full, half, step or adoptive brother or sister, or a child living for the majority of his/her school time (at least 50% of the time per week) within the same family unit and at the same home address.
- 1.7 The Published Admission Number or admission limit will be exceeded, where necessary, 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.
- 1.8 If an admission application is found to include false or misleading information, the application will initially be withdrawn and the applicant informed. The application will then be considered again using the correct verified information.

## **2.0 Starting School for the first time in September 2022**

Applicants should refer to 2022 'Parents Guide' information published by North Somerset Local Authority from 12 September 2021. This explains the application procedure in detail and the time frame for submitting applications and how to appeal a decision to refuse a place at the preferred school. Please see - <http://www.n-somerset.gov.uk/my-services/schools-learning/school-admissions/applying-school-place>

|   |   |                   |
|---|---|-------------------|
| <b>North Somerset<br/>Local Authority</b> | Email: <a href="mailto:admissions@n-somerset.gov.uk">admissions@n-somerset.gov.uk</a> | Tel: 01275 884078 |
|---|---|-------------------|

### **NOTE:**

Children can lawfully start school for the first time in the September following their 4th birthday and, where a place is offered may attend full time from day one or on a part time basis until compulsory school age is reached on a prescribed date during the term following their fifth birthday. Where compulsory school age has not yet been reached, the child's entry to school may be deferred until later in the school year but not beyond compulsory school age or the start of the last term in that school year. All the Trust's schools operate a six-term year.

A child born between 1 April and 31 August is described as 'summer born' and entry to school for this child may be lawfully delayed for one year where this is considered by the applicant to be in the child's best educational interests. The applicant must still apply for a place in September 2022, but can explain the intention to delay entry until the following September. This could be on the basis of a 'retained' Reception place or the submission of a later In-Year application for Year 1.

- 2.1 Applicants must complete the 'Common Application Form' issued by the home Local Authority (LA) and submit this according to published procedure before 23:59 on the 15<sup>th</sup> January 2022. Applications submitted after this deadline will be considered 'late' and will not be processed until on time applications have been administered by which time a place at the preferred school may no longer be available.
- 2.2 Places will be offered by the Admission Authority in the Reception Year at the preferred school up to the Admission Number published for the 2022 school year. The published Admission Number (PAN) is set according to the resources available and the need to maintain the size of infant classes within the requirements of statutory Infant Class Size legislation (a maximum of 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 PAN, every applicant will be offered a place for their child without condition. If more applications are received than PAN, the Admission Authority will apply oversubscription criteria in order to rank all the applications and identify a priority for the offer of places up to PAN.

- 2.3 Application decisions will be notified by the home local authority on 16 April 2022 to all applicants who submitted an 'on time' application. Please refer to the coordinated admissions scheme/parent guide which details how the outcomes are sent - <http://www.n-somerset.gov.uk/my-services/schools-learning/school-admissions/applying-school-place>

### **3.0 Changing School In-Year**

- 3.1 The applicant may apply for a child within his/her care to change school during any academic year, or within six school weeks before the start of the academic year commencing. The In-Year Application Form which can be found on the School website or provided as a paper copy by the School Office, must be completed and returned directly to the school. If the application is being made for a child from a Service family or the parent of the child is a Crown Servant returning from overseas, the application may be submitted more than six school weeks in advance of the place being required, 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.

**Note:**

Children who have an Education Health and Care Plan agreed or already in place may not change school without the parent/carer first discussing the desire for a change of school with the local authority that issued the care plan.

- 3.2 The applicant may apply for the child to join the year that he/she feels is most appropriate for his/her educational needs. In most cases, this will be the year that is relatively correct for the child's age. Where this is not the case and the preferred year is full, further consideration will be given to whether a place can be made available within the relative age year. The right of appeal will apply where a place cannot be offered in this year.
- 3.3 The Trust delegates In-Year admission decisions to a sub-group of the school governors (The Admissions Committee) and this committee will issue a decision to the applicant in writing within ten school days of receipt of a completed and signed In-Year Admission Application Form.
- 3.4 A place will be offered for the child concerned in the preferred year, where a further admission would not 'prejudice the efficient delivery of education or the efficient use of resources or the admission would not breach the statutory Infant Class Size Limit of thirty children per teacher (applies for years Reception, one and two). Where a place is offered, this offer will remain open for six school weeks from the date of the offer letter. Most children will join their new school very quickly and it is always helpful if the applicant can discuss an early start date with the school office, however, where the child is not on roll and attending within this six school week deadline, the offer will be withdrawn.

- 3.5 The Trust is committed to 'Fair Access to school for every child'. Consequently, when an application is refused and the child concerned is not already attending another school, the Admissions Committee will consider whether the child satisfies any of the criteria set out in the 'North Somerset local authority Fair Access Protocol' (FAP) which is published on the local authority website.

Each Local Authority **must** have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that - outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, the Local Authority **must** ensure that no school - including those with available places – is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. The protocol **must** include how the Local Authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met. The in-years admission application form which is available from each school or to download from the school website or from the home local authority sets out the procedure for determining whether a child complies with the FAP criteria.

The Fair Access Protocol is available at [www.n-somerset.gov.uk/fair-access-protocol](http://www.n-somerset.gov.uk/fair-access-protocol)

#### **4.0 Lodging An Appeal**

- 4.1 The administration of school admission appeals is subject to statutory procedure set out in the 2012 School Admission Appeals Code issued by the Department for Education. The applicant may lodge an appeal when an admission application is refused by the Admission Authority unless the application was for a year other than the child's relative age and a place could be offered in the relative age year.
- 4.2 The admission decision letter issued to the applicant will explain the reasons for refusal and explain how to lodge an appeal. An appeals timetable is published on every school website by 28 February annually which explains the time frame for the appeal process.
- 4.3 The decision of an independent appeal panel is binding on all parties. However, where there is concern that the appeal procedure has not been properly administered in accordance with the 2012 School Admission Appeals Code and/or the published Appeals Timetable, the Appellant may choose to raise the matter with the Trust. Where no local resolution is reached the appellant may escalate the matter to the Education Skills and Funding Agency [www.gov.uk/organisations](http://www.gov.uk/organisations)

## **Appendix A – Schools and Oversubscription Criteria**

### **Note:**

Where more admission applications are received at any one time than there are places available within the preferred year group (oversubscription), the Admissions Committee will arrange for every application received to be assessed against the oversubscription criteria applying for the preferred school. This is in order to rank the applications in priority order and identify the children for whom a place can be offered within the published admission number/admission limit and those that will be refused. The oversubscription criteria will also be applied in order to rank children's names on a waiting list.

Should more than one application rank with the same level of priority, a refined order of these applications will be determined by calculating the straight-line distance between each child's home and the school with the shorter distance receiving the higher priority. A direct line distance 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 North Somerset Council computerised system(s).

In the case of a multi-dwelling building, such as a block of flats, the same distance will apply for all occupants. Where two or more distances are exactly equal, the ranked order will be decided by the drawing of lots. This lottery exercise will take place at the school and be supervised by a person entirely independent of the Trust and the school.

A place will be provided for any child who has an Education Health and Care Plan (EHCP) agreed by North Somerset local authority or in place at the time of application which names the preferred school as the education provider. This place will be allocated within the Published Admission Number/limit before the consideration of any other applications, or above this limit if places have already been offered at that time.

Criterion 1 is a statutory criterion referring to 'Looked after Children'. Any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "a previously Looked After Child" means a child who after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, a Residence Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989 as well as those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Relevant evidence will be required to be submitted.





|   |                              |   |
|---|------------------------------|---|
| <b>Court de Wyck Church School, Bishops Road, Claverham, Bristol, BS49 4NF</b>  |                              |   |
| <b>Email: <a href="mailto:office@cdw.bwmat.org">office@cdw.bwmat.org</a></b>  |                              | <b>Telephone: 01934 833070</b>                  |
| Published Admission Number (PAN): <b>20</b>   | Catchment Area:<br><b>No</b> | Supplementary Information Form (SIF): <b>No</b> |
| <p>1. Children Looked After – Children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order. Children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (See notes on page 8)</p> <p>2. Children who, at the time of application, have a sibling attending Court De Wyck Church School</p> <p>3. Children living closest to the school, as measured in a direct line.</p> <p>Notes:</p> <p>Please see Section 1.5 for definition of Siblings.</p> |                              |   |



|   |                           |   |
|---|---------------------------|---|
| <b>Kingshill Church School, Pound Lane, Nailsea, BS48 2NP</b>   |                           |   |
| <b>Email: <a href="mailto:office@kcs.bwmat.org">office@kcs.bwmat.org</a></b>  |                           | <b>Telephone: 01275 852720</b>                  |
| Published Admission Number (PAN): <b>30</b>   | Catchment Area: <b>No</b> | Supplementary Information Form (SIF): <b>No</b> |
| <p>1. Children Looked After – Children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order. Children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (See notes on page 8)</p> <p>2. Children who, at the time of application, have a sibling attending Kingshill Church School</p> <p>3. Children living closest to the school, as measured in a direct line.</p> <p>Notes:</p> <p>Please see Section 1.5 for definition of Siblings.</p> |                           |   |



|   |                            |   |
|---|----------------------------|---|
| <b>St Georges Church School</b> , Pastures Avenue, St Georges, Weston-Super-Mare, BS22 7SA  |                            |   |
| <b>Email:</b> <a href="mailto:office@stgeorges.bwmat.org">office@stgeorges.bwmat.org</a>  |                            | <b>Telephone:</b> <b>01934 426901</b>           |
| Published Admission Number (PAN): <b>30</b>   | Catchment Area: <b>Yes</b> | Supplementary Information Form (SIF): <b>No</b> |
| <p>1. Children Looked After – Children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order. Children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (See notes on page 8)</p> <p>2. Children who, at the time of application, have a sibling attending St Georges Church School.</p> <p>3. Children who live within the Civil Parish of St Georges or with a confirmed move to a home address within this parish, available at the time of application.</p> <p>4. Children living closest to the school, as measured in a direct line.</p> <p>Notes:</p> <p>Please see Section 1.5 for definition of Siblings.</p> <p>Please see Appendix B for the map detailing the Civil Parish of St Georges.</p> |                            |   |



|  |                            |  |
|--|----------------------------|--|
| <b>St John the Evangelist Church School, Fosseway, Clevedon, BS21 5EL</b>  |                            |  |
| <b>Email: <a href="mailto:office@stje.bwmat.org">office@stje.bwmat.org</a></b>   |                            | <b>Telephone: 01275 873417</b>                   |
| Published Admission Number (PAN): <b>45</b>  | Catchment Area: <b>Yes</b> | Supplementary Information Form (SIF): <b>Yes</b> |
| <p>1. Children Looked After – Children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order. Children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (See notes on page 8)</p> <p>2. Children who, at the time of application, have a sibling attending St John the Evangelist Church School.</p> <p>3. Children who, at the time of application, live within the Ecclesiastical Parish of St John the Evangelist or with a confirmed move to an address within the Ecclesiastical Parish.</p> <p>4. Children who themselves, or whose parent(s) attend a service of Christian worship at a registered place of worship on at least one day per month and have attended for the twelve months prior to submitting an admission application (Supplementary Information Form must be completed – See Appendix D).</p> <p>5. Children living closest to the school, as measured in a direct line.</p> <p>Notes:</p> <p>Please see Section 1.5 for definition of Siblings.</p> <p>Please see Appendix B for the map detailing the Ecclesiastical Parish of St John the Evangelist.</p> <p>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 admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.</p> |                            |  |



|  |                           |  |
|--|---------------------------|--|
| <b>St Mark's Ecumenical Anglican Methodist Primary School, St Mark's Road, Worle, Weston-Super-Mare, BS22 7PU</b>  |                           |  |
| <b>Email:</b> <a href="mailto:office@saintmarks.bwmat.org">office@saintmarks.bwmat.org</a>   |                           | <b>Telephone:</b> <b>01934 513008</b>            |
| Published Admission Number (PAN): <b>60</b>  | Catchment Area: <b>No</b> | Supplementary Information Form (SIF): <b>Yes</b> |
| <p>1. Children Looked After – Children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order. Children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (See notes on page 8)</p> <p>2. Children with a sibling attending St Marks Primary School at the time of application.</p> <p>3. Children who are, or children whose parent(s)/primary carer(s) is/are, a practising member(s) of a Christian Church which is a full member of Churches Together in Weston-super-Mare District and/or Churches Together in England. In order to fulfil the requirements of the church criteria, the child and/or their parent(s)/primary carer(s) would need to have attended church at least twice a month for a period of not less than the previous twelve months. (Supplementary Information Form must be completed – See Appendix D)</p> <p>4. Children living closest to the school, as measured in a direct line.</p> <p>Notes:</p> <p>Please see Section 1.5 for definition of Siblings.</p> <p>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 admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.</p> |                           |  |

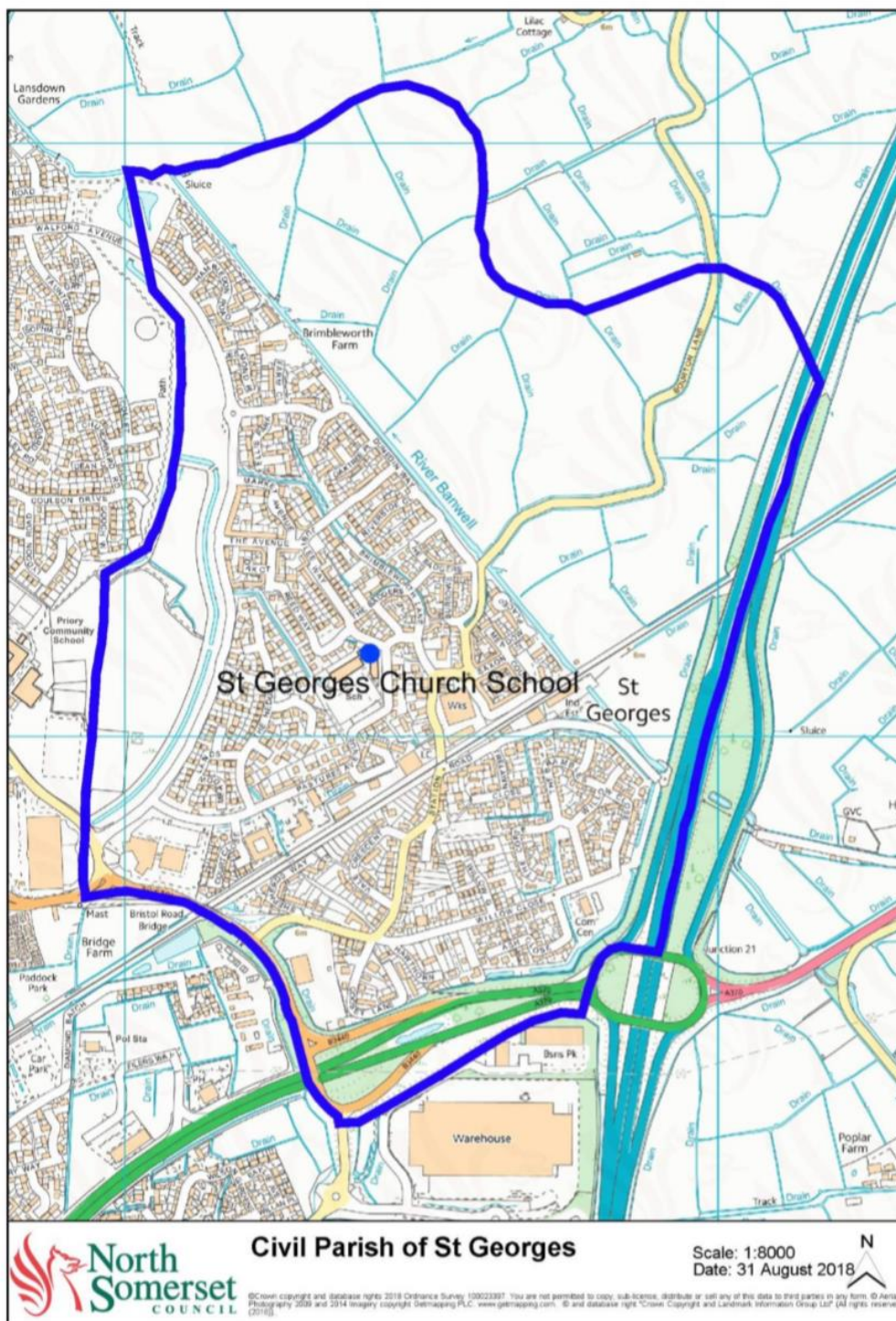


|   |                            |   |
|---|----------------------------|---|
| <b>Trinity Anglican Methodist School, Marjoram Way, Portishead, Bristol, BS20 7JF</b>   |                            |   |
| <b>Email: <a href="mailto:office@trinity.bwmat.org">office@trinity.bwmat.org</a></b>  |                            | <b>Telephone: 01275 397710</b>                  |
| Published Admission Number (PAN): <b>60</b>   | Catchment Area: <b>Yes</b> | Supplementary Information Form (SIF): <b>No</b> |
| <p>1. Children Looked After – Children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order. Children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (See notes on page 8)</p> <p>2. Children who, at the time of application, live within the catchment area (Portishead 'Village Quarter') with a sibling attending Trinity Anglican Methodist Primary School</p> <p>3. Children who, at the time of application, live within the catchment area (Portishead 'Village Quarter').</p> <p>4. Children who, at the time of application, live outside the catchment area (Portishead 'Village Quarter') with a sibling attending Trinity Anglican Methodist School.</p> <p>5. Children living closest to the school, as measured in a direct line.</p> <p>Notes:</p> <p>Please see Section 1.5 for definition of Siblings.</p> <p>Please see Appendix B for the map detailing the Portishead 'Village Quarter' catchment area.</p> |                            |   |



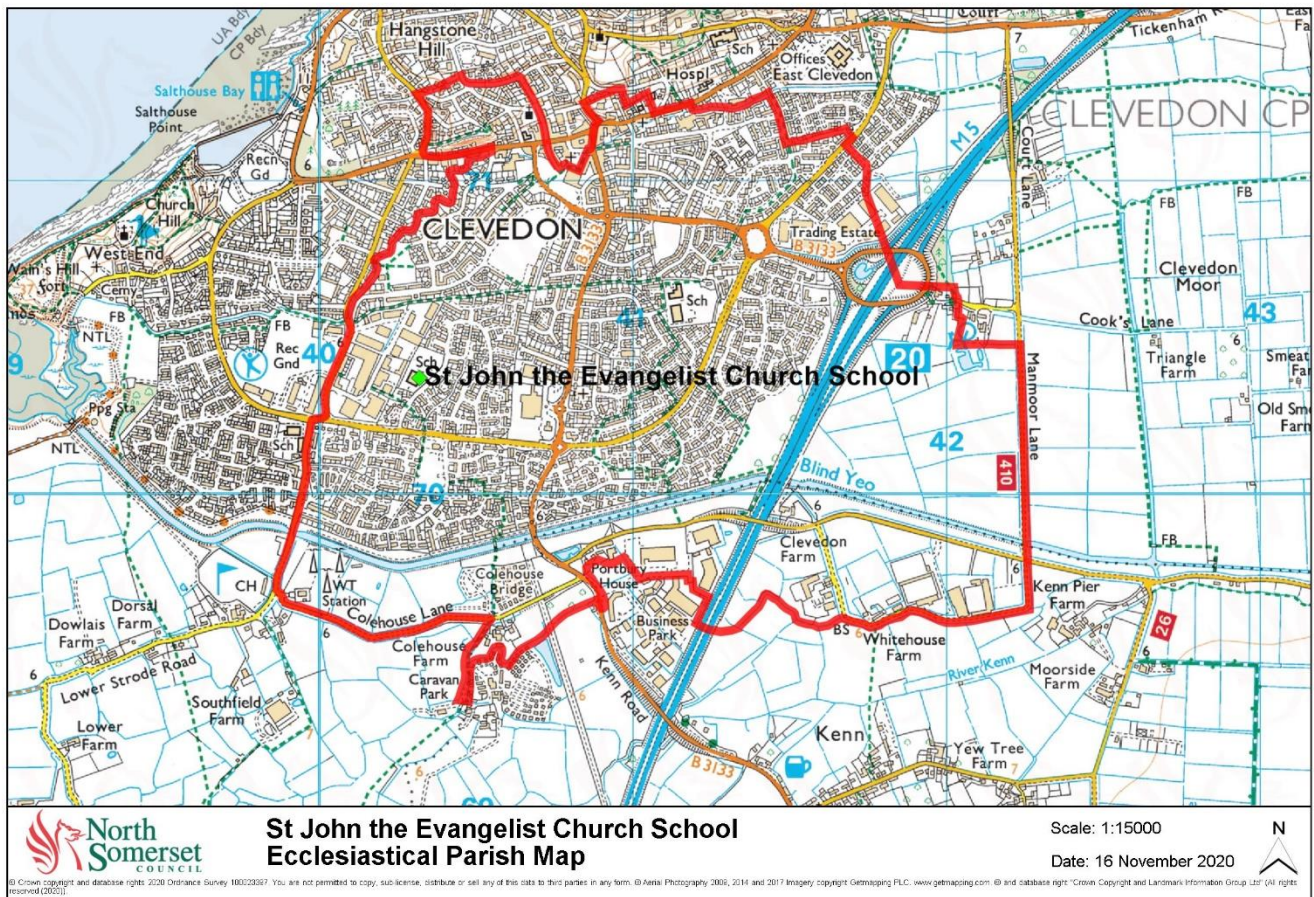
## Appendix B – Catchment Maps

### St Georges Church School - Civil Parish

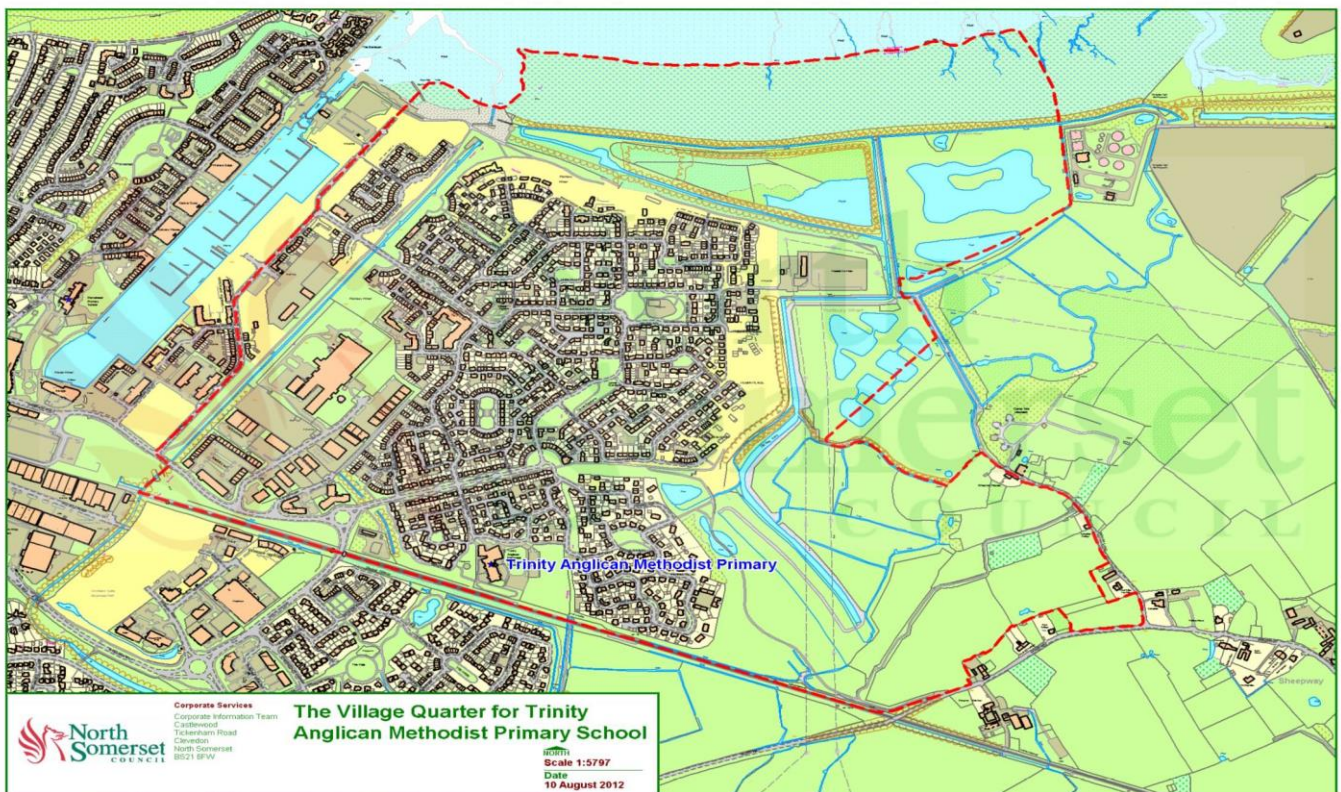




## St John the Evangelist Church School



## Trinity Anglican Methodist School – The Village Quarter



## Appendix C – In Year Application Form – next page.



This form is for parent(s)/carer(s) who wish to change their child's school during the school year. **Do not** use this form for children starting school in reception, transferring from infant to junior school or transferring from primary or junior to secondary school.

Please complete one form for each child requiring a school place. All sections must be fully completed, additional delays may be incurred if there is any missing information. The Admissions Authority reserves the right to request further information and/or evidence at any time.

Please note that some schools may request additional information in order to support your application, for example, a Supplementary Information Form and/or a Baptism Certificate. This will be indicated in the school's Admissions Policy.

The Admissions Policy, which includes the in-year application process, definitions and over subscription criteria for North Somerset schools can be found at [www.n-somerset.gov.uk/admissions/arrangements-policies-consultations](http://www.n-somerset.gov.uk/admissions/arrangements-policies-consultations)

In year transfer applications will not normally be considered until 21 days in advance of the date the place is required (35 days in advance for those moving house), excluding deferred entry for Reception Year Group children. In year transfer applications for admission in September will be considered from 1 June.

Applications are normally processed within ten school days of receiving a complete application. Please note that this may not be possible during school holidays, as part of the admissions process involves contacting the schools, who may be unavailable during school holidays.

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

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

Applications for children who do not meet one of the above will not be accepted until the child is in this country. Applicants from EEA countries will be required to provide a copy of the child's passport to confirm that the child is a resident of an EEA country. Applicants for children from non-EEA countries will be required to provide copies of the child's and applicant's passport and visa, in order to confirm they are entitled to receive a state funded education in England.

Home to school transport guidance and information is available at [www.n-somerset.gov.uk/schooltransport](http://www.n-somerset.gov.uk/schooltransport)

Please return your completed form by email or post. If you have any queries, please use the contact details below:

Email: admissions@n-somerset.gov.uk  
Post: North Somerset Council, School Admissions, Town Hall, Walliscote Grove Road,  
Weston-super-Mare, BS23 1UJ  
Telephone: 01275 884 014 or 01275 884 078

## 1. Child's details

First name (s)

Middle name (s)

Last name

Date of birth

Male

☐

Female

☐

Current year group

Please see the school's Admissions Policy for information regarding admissions of children outside their normal age group, available at [www.n-somerset.gov.uk/admissions/arrangements-policies-consultations](http://www.n-somerset.gov.uk/admissions/arrangements-policies-consultations).

Current school

**If this is/was outside of the UK please provide a copy of the child's passport and visa (if applicable).**

Home address

Postcode

It is important that the child's address information is accurate. If any of your preferred schools are over-subscribed, the distance between your child's home address and the school could be used when considering your application. Places gained at a school as a result of a fraudulent application will be withdrawn. **If you are moving home, please put the child's current address here and the details of the new address in section 2.**

Council tax reference

If you are unable to provide a council tax reference number, please provide an alternative proof of address, such as a utility bill, signed rental agreement or exchange/completion document. See section 2 if you are moving address.

Has this child been permanently excluded from a school on two or more occasions?

Yes

☐

No

☐

Does your child have an Education Health Care Plan (EHCP)?

Yes

☐

No

☐

Is the child in the care of a local authority (looked after child)?

**If yes, then this application MUST be completed and submitted by the child's social worker.**

Yes

☐

No

☐

Was your child previously in Care, but then immediately either adopted, became subject to a Child Arrangements Order\* or a Special Guardianship Order?

Yes

☐

No

☐

**If 'Yes' provide full details on a separate sheet.**

**\*NB A Residence Order is deemed to be a Child Arrangements Order**

Is your child a twin or triplet, etc. (one of a multiple birth)?

Yes

☐

No

☐

Is your child a member of a Service or Crown Servant family, who are returning/moving to a new address to take up duties?

Yes

☐

No

☐

**If Yes provide proof of Posting**

Is the child currently living in the United Kingdom?

Yes

☐

No

☐

## 2. Moving address

Please only complete this section if you are moving address

|                       |  |          |  |
|-----------------------|--|----------|--|
| Proposed new address  |  |          |  |
|                       |  |          |  |
|                       |  | Postcode |  |
| Anticipated move date |  |          |  |

In order to be considered from your proposed new address, you must provide independent confirmation of it. If you are buying a property you must provide a solicitor's letter confirming that contracts have been exchanged and a completion date set. If you are renting, a copy of the tenancy agreement signed by both parties (landlord and tenant) is required.

**Until independent confirmation of your proposed new address is received, your application will be considered from your current address.**

## 3. Preference (s)

Please enter the names, **in order of priority**, of any mainstream school(s) within North Somerset that you would like to apply for.

|                |  |
|----------------|--|
| 1st preference |  |
| 2nd preference |  |
| 3rd preference |  |

What date is the school place required?

You may also include reasons for your preference(s), but please note that all allocations must be made in accordance with the over subscription criteria for each of the schools.

Continue on a separate sheet if necessary.

## Sibling details

Complete this section if the child has a sibling at any of the schools you are applying for. Please see the school's Admissions Policy for the definition of a sibling, available at [www.n-somerset.gov.uk/admissions/arrangements-policies-consultations](http://www.n-somerset.gov.uk/admissions/arrangements-policies-consultations)

|                        |  |      |  |
|------------------------|--|------|--|
| Sibling first name(s)  |  |      |  |
| Sibling last name      |  |      |  |
| Sibling date of birth  |  | Male | <input type="checkbox"/> Female <input type="checkbox"/> |
| Sibling current school |  |      |  |

## Member of staff

Complete this section if the child has a parent who is a member of staff at the school – this is only relevant for schools that have children of staff as part of their oversubscription criteria. Please see the school's Admissions Policy for the oversubscription criteria and definition of a member of staff (if relevant), available at

[www.n-somerset.gov.uk/admissions/arrangements-policies-consultations](http://www.n-somerset.gov.uk/admissions/arrangements-policies-consultations)

|                   |  |
|-------------------|--|
| School name       |  |
| Staff member name |  |

#### 4. Your details

|                 |  |               |  |
|-----------------|--|---------------|--|
| Title           |  |               |  |
| First name (s)  |  |               |  |
| Middle name (s) |  |               |  |
| Last name       |  |               |  |
| Home Phone      |  | Work Phone    |  |
| Mobile Phone    |  | Email address |  |

|         |  |          |  |
|---------|--|----------|--|
| Address | Tick if your home address is the same as the child's or complete the address section below if your home address is different to the child's <input type="checkbox"/> |          |  |
|         |  |          |  |
|         |  |          |  |
|         |  | Postcode |  |

|   |  |  |  |
|---|--|--|--|
| Relationship to child<br><i>e.g. mother, father</i> |  |  |  |
|---|--|--|--|

|  |     |                          |    |                          |
|--|-----|--------------------------|----|--------------------------|
| Do you have legal parental responsibility for the child? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|--|-----|--------------------------|----|--------------------------|

**If you do not have legal parental responsibility for the child, you must provide an accompanying letter from a person with legal parental responsibility granting you the authority to make the application on their behalf.**

#### 5. Declaration

North Somerset Council is registered with the Information Commissioner's Office for the purposes of processing personal data. The School Admissions service is administrated on behalf of North Somerset Council by our partner Agilisys, who can be contacted on 01275 88 4014 / 4078.

The information you provide will be held and used in accordance with the requirements of UK and European data protection law. The information will form part of your School Admissions account, which will be held until the child leaves that educational stage (e.g. until they leave primary school, until they leave secondary etc).

Unless otherwise agreed with you, we will only collect the minimum personal data required to deliver the service, which includes child's name date of birth and home address, applicant name address and contact information. It does not include any special category personal information, or information relating to criminal convictions or offences.

The information will be used for the administration of School Admissions; our statutory duty under the School Admissions Code December 2014 (GDPR Article 6(1)(c)).

We will not use your personal information in a way that may cause you unwarranted nuisance. Failure to provide the information could result in the school application not being processed.

The information provided may be shared with schools, other council departments, other councils, North Somerset Community Partnership and Early Years setting (e.g. pre-schools), who have demonstrated that they have a lawful and legitimate interest in the information. The information will be used for the purposes of processing applications to schools, determining home to school transport entitlements throughout the time the pupil is at the registered setting, verifying the accuracy of the application, processing applications to schools in other councils, delivering School Nursing services, to confirm if an application has been submitted and so that the setting and school can communicate to ensure

a smooth transition for your child and to fulfil our statutory duties under the School Admissions Code December 2014. At no point is your data shared or processed outside of the UK.

We may lawfully disclose information to public sector agencies to prevent or detect fraud or other crime, or to support the national fraud initiatives and protect public funds under the Local Audit and Accountability Act 2014. Under the conditions of the Digital Economy Act 2017, we may also share personal data provided to us with other public authorities as defined in the Act, for the purposes of fraud or crime detection or prevention, to recover monies owed to us, to improve public service delivery, or for statistical research. We do not share the information with other organisations for commercial purposes.

You have the right to see the personal data we process about you, as well as the right of objection, rectification, restriction and erasure in some circumstances. For details of how to make such a request, please click [here](#).

If you have any questions or concerns about the way we process your personal data, our Data Protection Officer can be contacted at [DPO@n-somerset.gov.uk](mailto:DPO@n-somerset.gov.uk).

I understand that by signing this declaration I will be confirming that all the details given are to the best of my knowledge correct. I accept that any place offered may be withdrawn if it has been obtained by providing fraudulent or intentionally misleading information.

I confirm that I have read the school's [Admissions Policy](#) for any preference(s) expressed. I have checked to see if a certificate, a letter from a Church/ religious leader and/ or supplementary form is required to support my application and have checked the address where it should be received.

**Please tick if you would prefer to receive your outcome letter by email instead of by post** ☐

The outcome letter contains your child's name, address, date of birth and the offered school place (where relevant). By ticking this box, you are accepting full responsibility and liability for the council sending this information via unencrypted and unsecured email. **Please ensure you provide a valid email address in section 4.**

Signature

Date

## **Appendix D - Supplementary Information Forms (SIF)**

### **Supplementary Information Form (SIF) for:** **St Mark's Ecumenical Anglican Methodist Primary School**

**Note:** The oversubscription criteria for the following Bath and Wells Multi Academy Trust schools include one or more faith criterion relating to the regular attendance at a Church or other place of worship: **St Mark's Ecumenical Anglican Methodist Primary School**, St Mark's Road, Worle, Weston-Super-Mare, BS22 7PU.

This Supplementary Information Form (SIF) must be used where a parent/carer chooses to provide qualifying evidence in support of a School Admission Application for one of the above schools. In the event of the school applied for being oversubscribed with applications, the published oversubscription will be applied and all applications placed in ranked priority order. If, in these circumstances, a parent/carer would like a child in their care to be assessed against an applicable faith criterion, this SIF must be completed by the Vicar or Faith leader and signed and submitted by letter post or email directly to the school concerned before **15 January 2022**. Failure to submit a completed SIF by this deadline will mean that the relative faith criterion cannot be taken into account for the child concerned when prioritising admission applications at the preferred school. Where the parent/carer wishes qualifying evidence to be taken into account for more than one of the schools named above, a separate SIF must be completed for each school.

Please be aware that if this SIF is submitted by email, this is an open platform and not encrypted and therefore yours and your child's personal details may not be secure.

#### **Part 1**

|   |                           |
|---|---------------------------|
| This SIF relates to the School Admission Application Form submitted on behalf of: |                           |
| <b>Child's DOB (date/month/year):</b>   | <b>Child's Full Name:</b> |
| <b>School applied for:</b>  |                           |

#### **Part 2**

|  |                           |
|--|---------------------------|
| <b>Name of Vicar or Faith Leader completing this SIF (print):</b>  |                           |
| <b>Church or place of worship:</b>   |                           |
| <b>Statement:</b><br>I confirm that the child named in Part 1 of this SIF and/or their parent(s)/primary carer(s) has attended a service of worship for which I am responsible at the place of worship named above, at least twice a month for a period of not less than the previous twelve months immediately prior to the completion of this SIF and therefore qualifies the requirements of the appropriate faith criterion ( <b>criterion number: 3</b> ) contained in the Oversubscription Criteria published for the stated school.<br><br>NB 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 admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship. |                           |
| <b>Signed:</b>   | <b>Date of signature:</b> |

**Supplementary Information Form (SIF) for:**  
**St John the Evangelist Church School**

**Note:** The oversubscription criteria for the following Bath and Wells Multi Academy Trust schools include one or more faith criterion relating to the regular attendance at a Church or other place of worship: **St John the Evangelist Church School**, Fosseway, Clevedon, BS21 5EL

This Supplementary Information Form (SIF) must be used where a parent/carer chooses to provide qualifying evidence in support of a School Admission Application for one of the above schools. In the event of the school applied for being oversubscribed with applications, the published oversubscription will be applied and all applications placed in ranked priority order. If, in these circumstances, a parent/carer would like a child in their care to be assessed against an applicable faith criterion, this SIF must be completed by the Vicar or Faith leader and signed and submitted by letter post or email directly to the school concerned before **15 January 2022**. Failure to submit a completed SIF by this deadline will mean that the relative faith criterion cannot be taken into account for the child concerned when prioritising admission applications at the preferred school. Where the parent/carer wishes qualifying evidence to be taken into account for more than one of the schools named above, a separate SIF must be completed for each school.

Please be aware that if this SIF is submitted by email, this is an open platform and not encrypted and therefore yours and your child's personal details may not be secure.

**Part 1**

|   |                           |
|---|---------------------------|
| This SIF relates to the School Admission Application Form submitted on behalf of: |                           |
| <b>Child's DOB (date/month/year):</b>   | <b>Child's Full Name:</b> |
| <b>School applied for:</b>  |                           |

**Part 2**

|   |                           |
|---|---------------------------|
| <b>Name of Vicar or Faith Leader completing this SIF (print):</b>   |                           |
| <b>Church or place of worship:</b>  |                           |
| <b>Statement:</b><br><br>I confirm that the child named in Part 1 of this SIF and/or their parent(s)/primary carer(s) has attended a service of worship for which I am responsible at the place of worship named above, at least one day per month and have attended for the twelve months immediately prior to the completion of this SIF and therefore qualifies the requirements of the appropriate faith criterion ( <b>criterion number: 4</b> ) contained in the Oversubscription Criteria published for the stated school.<br><br>NB 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 admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship. |                           |
| <b>Signed:</b>  | <b>Date of signature:</b> |