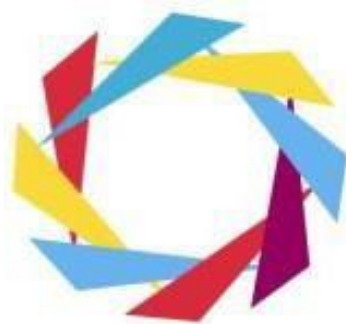


Proposed changes for consultation 2025-26

- Removal of wording 'Statement of Special Educational Needs' as this is no longer relevant.
- Change of wording from 'First Geographical Area' or 'area of prime responsibility' to 'Catchment Area'
- Applications – changing the application window for in year applications so that all applicants, regardless of whether they are moving house or not, can apply 21 days in advance.
- Outcome – change of wording to be more clear and concise, including all offers being valid for 21 days.
- Waiting Lists – changing waiting lists to annual waiting lists, rather than applicants needing to be renewed. Allows for vacancies to be filled quickly and reduces the amount enquiries into the School Admissions Team.
- Ensuring that policies are gender neutral by removing any use of his/her, brother/sister, he/she.



Cabot
Learning
Federation

Winterstoke Hundred
Academy Admissions
Policy for the 2025-26
academic year

History of most recent Policy changes

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
Date	E.g. Whole Document	Detail of change	Reason for change
November 2020	Whole Document	Transfer of existing policy onto CLF template. Addition of sibling clause to oversubscription criteria	To ensure a clear and consistent approach to admissions across the federation
December 2021	Whole document	Addition of information relating to the address of the academy to be used from 2023	

Equalities Impact Assessment

An Equalities Impact Assessment is in progress.

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1 Policy Statement

- 1.1 The purpose of this policy is to make clear the admissions process to Winterstoke Hundred Academy.
- 1.2 The Cabot Learning Federation (CLF) adheres to the statutory requirements and the principles outlined in the School Admissions Code [DfE September 2021], and the School Admission Appeals Code {DfE 2012} which all academies are required to adhere to via the Funding Agreement between Winterstoke Hundred Academy and the Secretary of State.
- 1.3 The CLF has agreed that the admission arrangements will remain in line with the agreed arrangements for North Somerset maintained non-denominational secondary schools.
- 1.4 More information about the CLF can be found on the website as follows: clf.uk.
- 1.5 The Cabot Learning Federation (CLF) is due to open an additional site for Winterstoke Hundred Academy in the 2023/2024 school year (subject to the site being handed over to the school in August 2023). The new site will be situated a short distance from the existing school. It is anticipated that in the future and hopefully from September 2023, Year 7 to 11 pupils will mostly attend the new site, although during a student's time at the academy it is anticipated that they will move from site to site on occasions. The existing site will become the main base for Post 16 provision and other uses. Therefore, for the purpose of admissions in September 2024, it will be the new site that is used as an address point when applying the oversubscription criteria for Year 7, and the existing site as an address point for Year 12.

2 The Admissions Timetable

2.1 Consultation

- 2.1.1 The Cabot Learning Federation (CLF) sets out admission arrangements annually. Where changes are proposed to admission arrangements, the federation will first publicly consult on those arrangements. If no changes are made to admission arrangements, the Academy admissions policy will be consulted on at least once every 7 years.
- 2.1.2 For admission arrangements for entry in September 2025 and all subsequent years, consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before those arrangements are to apply. An illustration of these timeframes is contained in Table 1 below.
- 2.1.3 As their own admission authority, CLF academies are not required to consult on their Published Admission Number (PAN) where they propose either to increase or keep the same PAN; however, where a PAN is increased the Academy will notify the LA and publish details on the Academy website.
- 2.1.4 When consultation is required, the CLF will consult the following parties on the proposed admission arrangements:

2.1.5

- a. Parents/carers of children between the ages of 2 – 18;
- b. North Somerset LA;
- c. The Admission Forum for North Somerset LA (where this exists);
- d. Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by North Somerset LA;
- e. Any other governing body/Academy Council for primary and secondary schools (as far as not falling within paragraph c) located within the relevant area for consultation;
- f. Affected admission authorities in neighbouring local authority areas.

2.2 Determination

2.2.1 Once feedback from the consultation has been considered the CLF must determine the admission arrangements and must notify the Local Authority (LA) of these and publish them on the relevant Academy website.

2.3 Offers and Acceptance of Offers

2.3.1 Offers are made and need to be accepted by the dates set out at Table 1 below.

	Admissions in September 2024	Admissions in September 2025	Admissions in September 2026
Consultation period for changes to the Admissions Policy	6 weeks between 1 October 2022 and 31 January 2023	6 weeks between 1 October 2023 and 31 January 2024	6 weeks between 1 October 2024 and 31 January 2025
The CLF must determine admission arrangements by	28 February 2023	28 February 2024	28 February 2025
The CLF must publish the appeals timetable by	28 February 2023	28 February 2024	28 February 2025
The CLF must notify the LA of the arrangements and publish them on the website by	15 March 2023	15 March 2024	15 March 2025
Applications from parents/carers close	Secondary 31 October 2023 Primary: 15 January 2024	Secondary 31 October 2024 Primary: 15 January 2025	Secondary 31 October 2025 Primary: 15 January 2026
Offers made to parents/carers on National Offer Day*	Secondary: 1 March 2024 Primary: 16 April 2024	Secondary: 1 March 2025 Primary: 16 April 2025	Secondary: 1 March 2026 Primary: 16 April 2026
Appeals must be made by	20 school days following offer of place	20 school days following offer of place	20 school days following offer of place

*National Offer Day is on the date specified or the next working day where the specified date is a weekend or bank holiday.

3 Process of Application

- 3.1 Applications for places at the Academy will be made in accordance with North Somerset Local Authority's co-ordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by the Local Authority. The CAF can be found by visiting [North Somerset Admissions website](#). Alternatively, parents/carers can contact the Academy who will provide them with a copy of the form.

4 Published Admissions Number

- 4.1 Winterstoke Hundred Academy has a PAN of 150 places in Year 7 leading to a total number of 750 places across Years 7 to 11 when at full capacity.
- 4.2 Winterstoke Hundred Academy has a PAN of 30 externally places in Year 12. A Year 12 (sixth form) place will be available to Year 11 students already on roll, providing they meet the minimum academic entry requirements for the course of their choice. This will lead to a total of 200 places across Years 12 or 13 when at full capacity.

5 Consideration of Applications Years 7 to 11

- 5.1 The LA will consider all application for places. Where fewer than 150 applications are received, the LA will offer places to all those who have applied.

6 Consideration of Applications Years 12 and 13

- 6.1 It should be noted that Winterstoke Hundred Academy is likely to admit significantly more external candidates over and above the Year 12 PAN for the next few years while the academy is growing and Year 11 student numbers increase. It is our aim that positive action should be taken to ensure that the Post 16 cohort is representative of the 11-16 cohorts in the CLF secondary academies.
- 6.2 We aim to provide, where possible, flexibility of entry requirement for disadvantaged and/or vulnerable students and a commitment to support such students to succeed at their chosen courses. Students from vulnerable groups should be actively encouraged to apply and their needs considered and planned for through the course of their Post 16 experience. In order to match students to a suitable progression, entry requirements will also need to be a consideration.

6.3 Admissions Arrangements for Year 12

- 6.3.1 The CLF will admit students with a Statement of Educational Needs (SEN) or an Education Health Care Plan whose plan names Winterstoke Hundred Academy. Other students wishing to enter Year 12 are required to complete an application form and submit it by the deadline.

6.4 Admission to Courses

In addition to the minimum academic entry requirements for Year 12, (as detailed on the admissions page of the academy website), applicants may need to satisfy additional entrance requirements to the courses for which they are applying. If internal or external applicants fail to meet the minimum course requirements, but meet the minimum academic entry requirements, they will be given the option of pursuing an alternative course for which they do meet the minimum academic requirements. This will be agreed on enrolment to Year 12. All applicants must provide evidence of their GCSE results on the enrolment date,

along with evidence of legal residency (passport, birth certificate, visa) in order to be successfully enrolled. Whilst every effort is made, admission to Year 12 does not guarantee the entry to a specific course. Entry to a course is subject to sufficient student numbers relevant staffing and the availability of specialist accommodation that is cost effective and economically viable. Any changes to the course offer will be communicated prior to enrolment.

- 6.4.1 Winterstoke Hundred Academy will carry out suitability checks in the first three weeks of September for staff to assess the needs of the students and advise whether the chosen study programme is appropriate. Where continuation on a specific course is not appropriate, students will be asked to select an alternative course for which they do meet the minimum academic requirements and is more suitable for them. Changes of course to an alternative will only be permitted following a discussion with the students. If there is room on the intended course and that moving course does not involve unreasonable disruption to the learning experience of other students, then permission will be granted.

6.5 Process of Application/Expression of Interest

- 6.5.1 The deadline for applications for admissions in 2025-26 is published on the Academy website. Any students sending application forms after this date may be subject to changes in courses. Details relating to the prior attainment, additional needs and any previous support for external applicants will be required during the guidance meeting after an offer of a place to study is in place. This information will not influence a decision in admissions, which will rest solely on meeting the academic criteria. Winterstoke Hundred Academy requires the information to ensure that the right support is provided for students.

6.6 Year 13 Admissions

- 6.6.1 If internal or external applicants fail to meet the minimum course requirements, but meet the minimum academic entry requirements, they will be given the option of pursuing any alternative suitable courses for which they do meet the minimum requirements.
- 6.6.2 Entry to courses is subject to sufficient student numbers, relevant staffing and the availability of specialist accommodation that is cost effective. Students are not able to repeat the same core learning aims in year 13 as they did in year 12. The academy reserves the right to refuse students therefore 'repeating' year 12. Exceptional circumstances such as medical could affect this decision.
- 6.6.3 The academy accepts students from external centres into year 13 if they meet the entry criteria.
- 6.6.4 Year 13 external offers are subject to confirmation of student numbers on courses. Priority will be given to year 12 Winterstoke Hundred Academy students. Changes of course to an alternative will only be permitted following discussion with students, if there is room on the intended course and that moving course does not involve unreasonable disruption to the learning experience of other students.

7 Students with Special Educational Needs or Disabilities (Education Health Care Plan)

- 7.1 Children with an EHC Plan are placed in schools/academies through the arrangements set out in the SEND Code of Practice and not through these admission criteria. All admission authorities are required by Section 324 of the Education Act 1996 to admit to the academy a child with an EHC Plan that names the academy. Academies must admit such children

whether they have places or not. Any appeal concerning the statement of the admission is to the independent First-Tier Tribunal (Health, Education and Social Care Chamber).

Parents/carers of children with an EHC Plan should contact their child's lead professional for any further information.

- 7.2** Applicants in receipt of an Education, Health and Care Plan should contact their SEN Officer to apply for schools.

8 Oversubscription Criteria

- 8.1.1** Where the number of applications for admissions is greater than the Published Admission Number (PAN), for year 7 or year 12, applications will be considered against the criteria set out below. These are listed in priority order and will be applied to all applications received by the published closing date. Notes/definitions to the oversubscription criteria are set out in section 13 – General Information and Definitions.

When the furthest distance to qualify for a place relates to a household containing two or more children living at the same address for the majority of the time, for whom applications are made (e.g. twins), the place will be offered to one child, which will be determined by drawing lots, unless the admission authority agrees to admit the subsequent child(ren). If the subsequent child(ren) from a multiple birth (e.g. twin, triplet etc) are admitted are for an Infant Class size year group, the admission would be considered as an excepted child under infant class size legislation (School Admissions Code 2021 section 2.16 g).

1. Children in Care at the time of application and children previously in care but ceased to be so because they were adopted, or became subject to a child arrangements order or special guardianship order immediately following having been in Care.
2. Children whose sibling will be attending the school at the time of application (including years 12 and 13).
3. Children living closest to the school.

Within each criterion, priority will be given to children living closest to the school measured in a direct line.

9 Late Admissions

- 9.1** Applications for Year 7 must be received by 31 October 2024, otherwise the application will be recorded as late. Late applications will not be considered in the first round of allocations and an outcome will not be sent on the National Offer Day. Please see North Somerset Council's co-ordinated scheme for this intake for full details.
- 9.2** Late applications will not be considered until offers have been made to on time applicants and in accordance with the dates set out in the North Somerset LA's Admission Scheme.

10 In Year Admissions

- 10.1** The following applications will be treated as in-year admissions during 2025-26:
- applications for admission to Year 7 which are received after 1 September 2025

- all other applications for admission to Years 8 to 11.

10.2 Applications

Applications will not normally be considered in advance of the date the place is required this will be up to 21 school days in advance. However, applications for admission in September 2025 can be made from 1 June 2025.

10.3 Outcome

Upon receipt of an in-year application, the local authority will aim to notify the parents of the outcome of their application in writing within 10 school days, but they must be notified in writing within 15 school days. Where an application is refused, the reason for refusal will be set out along with information about the right to appeal. Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements should be made for the child to start school as soon as possible, particularly where the child is out of school. Any offer of a school place is valid for 21 days unless withdrawn by the parent or North Somerset Council.

10.4 Alternative places

The Admissions Authority is required to notify North Somerset Council of any in year transfer applications received and the outcome of them. If a place is unable to be offered at a preferred school and the applicant is, or has proven they will be, a resident of North Somerset then the Council will either:

1. offer a place at the nearest school to the home address with a place available
2. advise the applicant of places that may be available at Own Admission Authority school(s)
3. if the child is currently attending the nearest available school to the home address, the Council is not required to take any actions.

10.5 Waiting list

Where there are more children than places available, a waiting list will operate for each year group. If parents would like their child's name to be added to the waiting list they must request it, as no child is added automatically. Waiting lists for each year group will be maintained on an academic yearly basis. Applicants will then remain on the waiting list until the end of the academic year and considered for any vacancies that may arise. If applicants wish to remain on the waiting list for a new academic year, they must reapply for a place for the new academic year. Any applicants that have not requested to be kept on the waiting list will not be considered for any vacancies that may arise.

Any application or appeal that is yet to be processed will be considered for a vacancy along with those already on the waiting list. When filling a vacancy, all those seeking a place at the time the decision is made (not at the time the vacancy occurs) will be considered.

Children who are the subject of a direction by a Council to admit or those who are allocated a school in accordance with the Fair Access Protocol, will take precedence over those on the waiting list.

Priority will not be given on the basis of the date an application was added to the list. All applications must be ranked in line with the admission authority's oversubscription criteria

and any allocations will be made using this. Waiting list positions can go up as well as down as additional applicants are added to or removed from the waiting list and ranked in accordance with the specific oversubscription criteria.

11 UK Service Personnel and Crown Servants

11.1 For UK Service Personnel and other Crown Servants, where possible, places may be allocated in advance of the pupils return to the UK provided the MOD, FCO or GCHQ have provided a letter declaring a return date and residency placement. Places may be offered and reserved up to one term in advance of the place being required. North Somerset operates 6 terms per year. Term dates can be found at www.n-somerset.gov.uk/school-term-dates.

12 Fair access

12.1 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 Fair Access Protocol is available at www.n-somerset.gov.uk/fair-access-protocol

13 General Information and Definitions

13.1 Who can apply

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

- they are resident in the UK
- they hold full British Citizen Passports
- they are from countries whose passports have been endorsed to show that they have the [right to abode](#) in this country

Applications for children who do not meet one of the above will not be accepted until the child is in this country.

13.2 Parent

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

13.3 Home address

13.3.1 A child's home address is considered to be the place where the child permanently and ordinarily resides for the majority of the time as at the closing date and time. This would normally be the same address as a person who has parental responsibility for the child and is their main carer.

- 13.3.2 An address used for childcare arrangements cannot be used as the home address. The address of a child that is different from his/her parents where the move to this address is expressly linked to obtaining a school place will not be accepted.
- 13.3.3 Where parents do not live together, and the child spends equal amounts of time with both parents, the home will be considered to be that of the parent who made the application to be the child's home.
- 13.3.4 More than one address will not be accepted as the child's home address. If necessary, the terms of a residency order may clarify the home address. If parents share parental responsibility for the child, and both parents submit an application form, both parents will be asked to determine which application should be considered and which application should be withdrawn.
- 13.3.5 If parents are unable to reach an agreement, a Specific Issues Order or a residency order will be requested to be seen for clarification on which address should be used. In the absence of any Specific Issues or residency order, the home address will be considered to be that of the parent with the primary day to day care and control of the child. In reaching this decision, evidence may be requested from both parents. Examples of evidence would be the address of the parent who receives Child Benefit and/or the address which is registered with a medical GP. Parents are urged to reach agreement but where they do not, the home address will be determined for them.
- 13.3.6 If a child is temporarily living away from his/her parents in a different Council area, the Council where the child ordinarily lives will continue to be the home Council.
- 13.3.7 Whilst the place of residence of the child for the first round of allocations would normally be his/her physical place of residence as at Closing Date and time for applications, it should be noted that in certain circumstances and acting in the interests of the child, an alternative place of residence may be used*, for example where a child is temporarily living away from his/her parent's home and the new temporary place of residence is the home where the child is likely to be living whilst attending school.

*If necessary this would be determined by North Somerset Council.

13.4 Change of Address

- 13.4.1 Parents must inform North Somerset Council if they change address as soon as possible or any offer of a place may be withdrawn. If a change of address will occur after the closing time and date (and before the start of term 1), and independent confirmation is submitted by the closing time and date, it will be considered in the first round of allocations.
- 13.4.2 Examples of independent confirmation of a change of address are:
- a solicitor's letter confirming the exchange of contracts with a completion date,
 - a tenancy agreement signed by both parties,
 - a utility bill dated within three months prior to submission.

- 13.4.3 An address change due to a move to live with other family members or friends will not be considered until the move has taken place and you have given us suitable proof of residency. Proof that a move from the previous address has taken place may also be required, for example proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice. We reserve the right to seek more documentary evidence to support any claim of residence, which could include contacting the estate agent, solicitor, landlord or relevant professional. We may carry out home visits without prior notice to verify a child's home address.
- 13.4.4 If the child is from a family of a Crown Servant or of UK Service Personnel, a letter from the MOD, FCO or GCHQ declaring a return date and residency area.
- 13.4.5 Applicants may also be required to provide proof that they have left the previous property, for example by supplying a final account utility bill.
- 13.4.6 If a new address is not accepted for a round of allocations, where none of the parental preferences can be offered, the alternative school offered will be based on the new address (providing details and independent confirmation is received before the round of allocation has been finalised).
- 13.4.7 Where a change of address is from one Local Authority to another, the Local Authority of the new address, will then normally be the home Local Authority. The new home Local Authority will then process the application and notify the parents of the outcome.

13.5 Documentary evidence

- 13.5.1 The Admissions Authority reserves the right to require documentary evidence of the genuineness of a family address and if this is not produced, reserves the right to make its own enquiries, including unannounced home visits.
- 13.5.2 The child's normal permanent home address where he or she lives with his or her parents or legal guardians will be used to decide where the child lives. If parents or guardians plan to move documentary evidence will be required.
- 13.5.3 Examples of evidence that may be acceptable to determine a child's address are:
1. A solicitor's letter confirming exchange of contracts and a completion date for a property which is being purchased or a property which is being sold.
 2. A copy of a signed rental agreement or a solicitor's letter if moving to a Council or rented property and proof of your sale or Notice to Quit on your current/previous property.
 3. A copy of a council tax bill or utility bill such as water, gas or electricity in your name for your newly owned or rented property together with proof of your sale or Notice to Quit on your current/previous property.
 4. If you are moving in with a relative a letter from them will be required confirming the date you will be moving in together with a copy utility bill showing their name and address. A solicitor's letter will also be required confirming that completion of contracts has taken place on your sale or Notice to Quit on your current/previous property. Applicants must also provide documentation showing the applicants name and new address.

13.6 Supporting documents

- 13.6.1 Any letters/supporting documents should also be submitted to the Admissions Authority.
- 13.6.2 Whilst it is not the responsibility of other offices/schools, the Admissions Authority will use discretion and may accept applications/documents received by other Councils, Schools or other Council offices that are passed to the School Admissions Team. They will be accepted as on time if North Somerset Council feels they were submitted by the closing time and date.

13.7 Withdrawal of an offer

- 13.7.1 The Admissions Authority reserves the right to withdraw an offer of a school place in certain limited circumstances.
- 13.7.2 Examples include:
1. Where a parent has given fraudulent or intentionally misleading information such as a false address, which effectively denied a place to a child with a stronger claim.
 2. Where a parent has not responded to an offer within the deadline set or to any subsequent reminder to reply within a further 7 days.
 3. Where the offer was made as a result of an administrative error.
 4. If children do not commence attendance at school at the date arranged for their child to commence and the school is not given a satisfactory reason for the absence.
- 13.7.3 If a child or parent(s) move address but the parents do not inform the Admissions Authority, this may be deemed to be intentionally misleading and any place offered may be withdrawn if it has denied another child a place.
- 13.7.4 Where before offers are made, an application is deemed to be fraudulent or intentionally misleading the application will be considered on the basis of the correct information. It is the parent's responsibility to inform North Somerset Council and the Admissions Authority if their contact details change after making an application.

13.8 Children in care

- 13.8.1 Children in Care' are children who are (a) in the care of a local Council or (b) being provided with accommodation by a local Council in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
- 13.8.2 For Children previously in Care:
- this includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders)
 - child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order
 - in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians)

- 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.

Siblings

- 13.8.3 To be considered as a sibling a child must be living at the same address for the majority of the time (at least 50% of the time), as a full, half, step or adoptive sibling.
- 13.8.4 Full and adoptive siblings are defined as children who have the same biological or adoptive parents.
- 13.8.5 Half siblings are defined as children who share only one biological or adoptive parent.
- 13.8.6 Step siblings are defined as children who are not necessarily related biologically (including foster children) but are living in the same household for the majority of the time at the address the Admissions Authority considers to be the address of the child for whom the application is made.
- 13.8.7 It is the responsibility of parents to ensure that they declare on their application if they have a child (or have been allocated a place for a child) at their preferred school(s) or to inform the Admissions Authority if a child obtains a place after they have applied.
- 13.8.8 A sibling must be attending (or is expected by the Admissions Authority to be attending) the school at the time of admission. A child attending a nursery/pre-school part of a school does not count as a sibling attending the school at the time of admission.

13.9 Distances

- 13.9.1 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). Unless stated otherwise, where the direct line distances are equal, the ranking of applications will be determined by drawing lots.

13.9.2 The main entrance marker for Winterstoke Hundred Academy is the main entrance of the site situated on (in Locking).

13.10 Admissions of children outside their normal chronological age group (delayed or accelerated entry)

- 13.10.1 Admissions of children outside their normal chronological age group (delayed or accelerated entry): Applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group that is not the chronological age year group, will be considered.
- 13.10.2 The admissions authority for the school will make the final decision. Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. This will include taking account:
- the parent's views;
 - information about the child's academic, social and emotional development;
 - where relevant, their medical history and the views of a medical professional;
 - whether they have previously been educated out of their normal age group;
 - whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

- 13.10.3 The admissions authority must also take into account the views of the head teacher.
- 13.10.4 Parents will need to write to the school to request that their child starts a year later or earlier than their chronological age. Parents will need to give reasons for the request and details of the child's particular needs. Any reports or evidence to support your request should also be enclosed.
- 13.10.5 For Year 7 intake applications, it is advised that an on time application is submitted for the correct chronological year group. If the delay/accelerated request is agreed, the on time application can be withdrawn and a new application should be made the following year. If the request is not agreed, and the child stays in their chronological age group, the on time application can still be processed. If a request is not agreed and the child does not have an on time application then a late application would need to be submitted.
- 13.10.6 Where the admission authority agrees to a parent's request for their child to be admitted out of their normal age group the parent must apply according to the timescales of the agreed admission cohort.
- 13.10.7 The application will be processed as part of the main admissions round (including applying the oversubscription criteria where applicable), unless the parental request is made too late for this to be possible. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied and been refused. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

13.11 Appeals

- 13.11.1 All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Details of how to appeal are included in the outcome email or letter.

13.12 Alteration

- 13.12.1 It should be noted that this policy is subject to alteration to reflect any changes in legislation, case law, Council policy or to ensure legal compliance.

Contact Details:

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	<p>Address: School Admissions Team People and Communities North Somerset Council Town Hall Walliscote Grove Road Weston-super-Mare BS23 1UJ</p> <p>Email: admissions@n-somerset.gov.uk</p> <p>Website: www.n-somerset.gov.uk/admissions</p>