

**Admission Arrangements for Transferring to Year 7 in September 2023 or joining a year group during the 2023/24 academic year**

Stanchester Academy is committed to working to provide a high quality, inclusive education for the local community that we serve.

**1. Introduction**

Stanchester is an Academy school for girls and boys aged 11 to 16 of all abilities and aptitudes. Its Admissions Authority is its Governing Body. This means that Governors, through their Admissions Panel, decide who should attend the Academy, whether starting the school year at the beginning of Year 7 or joining any year groups during the academic year. We aim to meet parental preferences whenever possible.

Governors liaise with the Local Authority, which co-ordinates admission arrangements for all young people in Somerset. Therefore, this document should be read in conjunction with Somerset's published co-ordinated Admissions Scheme for September 2023 which is available from the Somerset Local Authority. **(See contact details at the end of this document.)**

**2. The Published Admission number**

Stanchester Academy has an admission number of 174 for entry in year 7 in 2023. The academy will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Governing Body will offer places at the academy to all those who have applied.

**1. Applying for a school place**

An application form must be completed as follows:

**For students wishing to enter Stanchester at the start of year 7** applications must be submitted to the home LA. If this is Somerset applications can be made on-line at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions). Paper applications are available to download from the Somerset County Council website at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions), or upon request by telephoning Somerset Direct on 0300 123 2224.

Applications must be received by 23:59 hours on 31 October 2022, otherwise the application will be recorded as late. Late applications will be considered after those received on time. Please see the Somerset LA co-ordinated scheme for full details.

Outcomes for on time applications will be sent out by email (for on line applicants) or second class post on 1 March 2023 (or next working day if this falls on a weekend or bank holiday).

**For students wishing to join any year group during the academic year** applications must be submitted directly to the school using the in-year application form which can be obtained on the school website or by request to the school office.

The Governors' Admissions Committee will consider batches of applications on a weekly basis with a 4pm deadline every Friday (term time only) for receipt of applications. If more

applications are received than there are places available, the over-subscription criteria will be applied

A decision will be notified in writing to the applicant within ten school days. If a school place is offered it will be held open for 28 school working days and parents will need to confirm acceptance within this time

Proof of address may be required to be submitted with the application. This will be either the formal 'exchange of contracts' letter from the solicitor for a house purchase, a recent utility bill or the signing of a minimum of a six month tenancy agreement. **The Governing body reserve the right to seek further documentary evidence to support a claim of residence.**

Where there are more applications than places available within a particular year group, applications will be considered against the published oversubscription criteria and allocated up to the admission number/ limit.

Places will not be allocated more than six school weeks or half a term in advance of being required. The only exceptions are children of UK service personnel and other crown servants (including diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).

### **3. Oversubscription criteria**

When Stanchester Academy is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after Children, that is children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a residence or special guardianship order.
2. Children who attend one of our feeder schools (please see section 9 for a list of feeder schools).
3. Children with an older sibling attending Stanchester Academy on 31 October 2022, and who live at the same address.
4. Children living in the designated catchment area.
5. Children of staff who have been employed at Stanchester Academy for one year previous to 31 October 2022 or children of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. All other children.

#### **Tie Breaker**

If in categories 1-6 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. 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.

Random allocation by drawing lots supervised by someone independent of the school, will be used as a tie-break in categories 1-6 above to decide who has highest priority for

admission if the distance between a child's home and the school is equidistant in any two or more cases.

However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

### **Important Notes**

A 'looked after' child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who 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 (see the definition in Section 22 (1) of the Children Act 1989). Adoption is defined under the terms of the Adoption and Children Act 2002.

### **Right of Appeal**

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. Information on the timetable for the appeals process is published on our website by 28 February each year.

## **4. Waiting lists**

Stanchester Academy will operate a waiting list for the entry year group until the end of the first term after the beginning of the school year. This will be maintained by the Governing Body and any child refused a place will automatically be placed on the waiting list. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **5. Delayed or accelerated entry**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the Governing Body will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Head Teacher and any supporting evidence provided by the parent. If a request is refused, the child will still be considered for admission to their normal age group.

The parent is required to make an on-time application for the child's normal age group (if relevant) but can submit a request for admission out of the normal age group at the same time. The LA will ensure the parent is aware of whether the request for admission out of age group has been agreed before National Offer Day and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.

If a request for delayed admission is agreed, the school place application may be withdrawn before a place is offered and a new school place application will need to be made as part of the normal admissions round the following year.

If a request for a child to transfer school a year early is agreed, the school place application will be processed and an outcome will be sent on the National Offer Day.

If a request for delayed admission is refused, the school place application will be processed and an outcome will be sent on the National Offer Day

If a request for a child to transfer school a year early is refused, the school place application will not be processed and a new school place application will need to be made as part of the normal admissions round the following year.

There is no right of appeal against the decision not to allow your child to be admitted outside of their normal age group.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

For further information and important things, you should consider please visit;  
<http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/starting-or-transferring-school-early-or-late/>

## **6. Children from Outside the UK**

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

The Governing Body will process applications for children who are citizens of the European Economic Area (EEA) and for UK citizens living abroad. If proof of the Somerset address is not available, the application will be considered on the current address. The only exceptions are children of UK service personnel and other crown servants (including Diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).

The Governing Body will not allocate a place to any non EEA citizen moving into Somerset from outside the UK prior to their arrival in the country. In such cases the Governing Body will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition. Applicants who are citizens of countries from outside the EEA should first check that their visas will not be invalidated by taking up a maintained school or academy place before applying. If in doubt, parents should contact the Home Office.

## **7. Withdrawal of places**

The Governing Body will consider withdrawing the offer of a place at the Academy if;

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading.
- The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.
- A child has not started at the school within 21 days of an agreed in-year admission start date.

## **8. Glossary and Definitions**

### **Feeder Schools**

For the purposes of Admissions our feeder schools are defined as the following:

- Castle Primary School, Stoke sub Hamdon, Somerset
- Martock Primary School, Martock, Somerset
- South Petherton Junior School, South Petherton, Somerset
- Norton sub Hamdon Primary School, Norton sub Hamdon, Somerset
- Ilchester Primary School, Ilchester, Somerset
- West Chinnock Primary School, Crewkerne, Somerset
- All Saints Primary School, Montacute, Somerset
- Ash C of E Primary School, Ash, Somerset
- St Margarets Primary School, Tintinhull, Somerset

### **Siblings**

For the purposes of Admissions, a sibling is defined as children living at the same permanent address as a half or full brother or sister, an adoptive brother or sister, or children of the same household.

Please see the information on shared residency arrangements which will apply if necessary in order to determine the sibling's permanent home address.

### **Catchment Map**

The governors prioritise some school places on the basis of living within a designated catchment area. Details of the catchment boundaries can be found at [www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/check-catchment=school1/](http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/check-catchment=school1/). Alternatively, a map can be provided by contacting the school office.

### **Parent**

Natural parents, whether they are married or not, any person who although not a natural parent, has parental responsibility for a child or young person. Any person who although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).

### **Home Address**

The home address is important as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends

the majority of their time with the parents or carers. Documentary evidence of home ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless the house move can be confirmed through the 'exchange of contracts' or the signing of a minimum of a six month tenancy agreement from a letting agency. Please note private letting agreements may not be accepted as proof of residence. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required e.g. proof of the exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice. The Governing Body reserve the right to seek further documentary evidence to support a claim of residence which could include contacting the estate agent, solicitor, landlord or relevant professional. **A representative of the Governing Body may carry out a home visit/s without prior notice to verify a pupil's home address.** An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

Where shared residence arrangements are in place and it is necessary to determine the home address, each parent may be required to write to the Governing Body and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Governing Body may ask for additional information including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered.

### **Children of UK Service Personnel**

The Admissions Authority endeavour to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting in the area and crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address.)

Usually, an in year place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel with a confirmed posting in the area and crown servants returning from overseas to live in the area. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address. The Admissions Authority will process the application on that address. If a home address is not available at this stage the Admissions Authority will accept a unit postal address or quartering area address.

If the parent/carer is moving to the area as a result of leaving the armed forces, then no special consideration will be given to the application under the grounds of the application being made by a service family.



**10. Contact information:**

**Stanchester Academy**

Stoke sub Hamdon

Somerset

TA14 6UG

[www.stanchester-academy.co.uk](http://www.stanchester-academy.co.uk)

Telephone: 01935 823200

**Somerset Local Authority**

Admissions & Entitlements Team

County Hall

Taunton TA1 4DY

[www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions)

Telephone: 0300 123 2224