



Transferring School

from a Middle, Junior or Primary School



**Secondary Admissions in September 2019
- A Guide for Parents**

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This booklet provides help and advice for parents whose children are transferring school in September 2019. If you have difficulty understanding this information, or you require help with the application form, please contact Somerset Direct on 0300 123 2224. Further assistance with translation or interpretation can be provided on request.



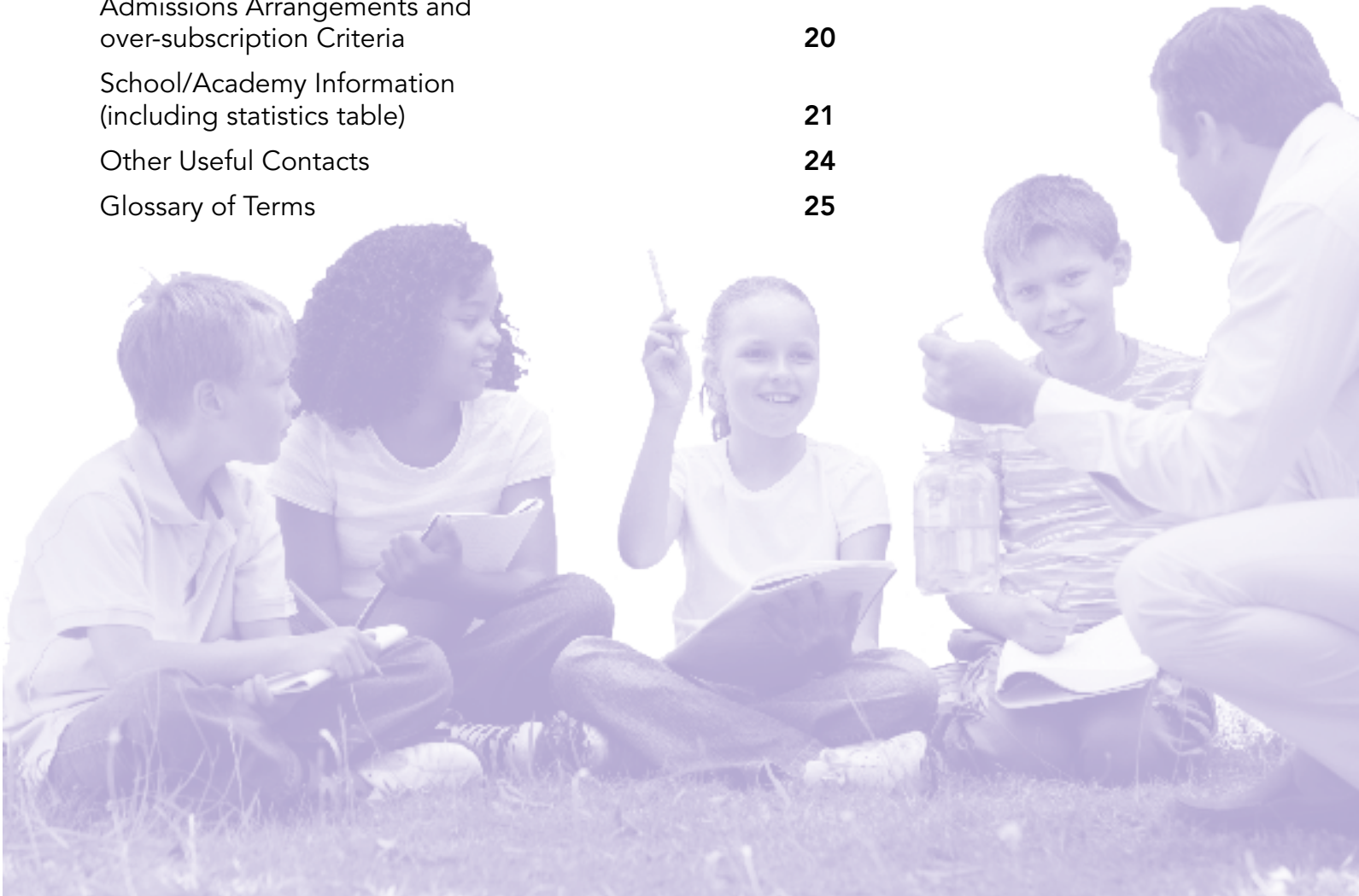
To request this document in an alternative format, please contact us.



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Welcome

Welcome to the 2019 edition of the Secondary Admissions –

A guide for Parents which is designed to assist parents/carers whose child/children are due to transfer from a primary to secondary school or from a middle to upper school in September 2019. It will give you all the information and advice that you need on how and when to apply for your child's school place, help you through the application process, and tell you how school places will be allocated.

Our vision is for Somerset to be the most forward looking area for education and learning in England, and the best place for children and young people to grow up and reach their potential. Somerset should be a place where families thrive, and all children learn and develop well from their earliest years. This way they will have made excellent foundations for learning, and be ready to succeed at school. They will be well equipped to get the most out of their time at school, and go on to achieve in life, irrespective of their background. In Somerset we have the same expectations for each and every child and young person: to make good progress in learning, to achieve well, and to have the best opportunities for an independent economic and social life as they become young adults.

Central to our ambition is the desire to create the conditions for pupils to experience the best learning and teaching, and where pupils' social, moral and intellectual development and confidence can flourish. We want every child in Somerset to achieve well above expectations no matter what their social background. We want every young person to benefit from a broad range of pathways to further learning and employment, for their own benefit and for the success of the whole community. We want to ensure that the needs of vulnerable children and families are met early so they can deal with the challenges and difficulties in their lives and not need statutory intervention. Every child in every family should have the same opportunity to flourish, to stay safe and well, and to succeed in the education system.

We hope you find this booklet informative and helpful, and would welcome any feedback from you.

Frances Nicholson

Frances Nicholson
Cabinet Member – Children and Families

How to contact us:

You can contact the Admissions and Entitlements Team. The number is **0300 123 2224**.

Phone lines are open between 8.00 am and 6.00 pm from Monday to Friday and all calls are charged at local rates.

You can also e-mail: childrens@somerset.gov.uk

**REMEMBER THE
DEADLINE DATE
31st OCTOBER
2018**

Support Services
for Education



The Admissions & Entitlements Team are part of Support Services for Education, committed to improving the outcomes for all children and young people by working in partnership with others.

Secondary Admissions – The Important Dates

Closing date for school place applications.

31st October 2018

Closing date for exceptional circumstance applications and all supplementary information.

3rd December 2018

Secondary Admission outcome e-mails will be sent to those who applied on-line. Outcome letters will be sent out by second class post.

1st March 2019

Closing date for receipt of appeal applications from parents who were notified of their outcome on 1st March 2018.

29th March 2019



When can my child transfer school?

Children are due to transfer to secondary school at the end of Year 6 of a primary/junior school and to transfer to an upper school at the end of Year 8 of a middle school.

Who can make an application?

Parents/carers are responsible for making a school place application for any children within their care due to transfer to a secondary/upper school in September 2019. A legal definition of parent/carer is included in the glossary at the back of this booklet.

Where shared care arrangements are in place and parents/carers of the child submit two separate applications for different schools, the Local Authority (LA) will only accept one application, which will be the application made by the parent/carer that lives at the same permanent home address as the child. Where there are exceptional grounds such as ongoing court proceedings, these applications will be considered on a case by case basis.

Where it is necessary to establish the child's permanent home address, parents/carers will be asked to write to the LA stating the number of days each week the child spends with them. The LA may also ask for evidence of which parent/carer was in receipt of child benefit at the point of application. If the parent/carer is not in receipt of child benefit, the LA will ask for proof of the child's home address as held by the doctor's surgery at the point of application. If the child's home address cannot be verified, the LA may request further information.

Please be aware, if you are applying for a school place for your child and your child does not live with you permanently then information will also be sent to your child's permanent home address.

Important points to consider before making your application

How important is my address?

The home address is very important, as school places are allocated on the basis of the permanent home address of each child. A child's permanent home address is considered to be where the child spends the majority of their time with parents or carers.

Where the child spends equal time with both parents, the Admission Authority 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.



Documentary evidence of home ownership or suitable rental agreement may be required, together with proof of permanent residence at the property concerned. Places cannot be allocated on the basis of an intended future address, unless the house move can be confirmed through the formal 'exchange of contracts' or the signing of a minimum of a six month formal 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 other family members or friends will not be considered until the move has taken place and other 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 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 LA 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 LA 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.

Proof of address for Voluntary Controlled (VC) and Community Schools will not be required for traveller families where the address is confirmed by the Traveller Education Service. A foster carer will not be required to supply proof of address for a child placed with them by an LA.

For admission allocation purposes, in most cases the address that will be taken into consideration is the address at which the child is resident at the closing date or an address at which the child will be resident before the start of the new academic year in September 2019, providing the change of address is notified and evidence provided before the exceptional circumstance deadline of 3rd December 2018. However, own Admission Authority school's arrangements may vary (please [CLICK HERE](#) to see links to the criteria on Page 20).

It is very important that you notify the LA of an intended change of address in these circumstances as this will determine the catchment or nearest school for the child concerned.

The LA will consider withdrawing the offer of a place at a Community or Voluntary Controlled (VC) school if an address used to support an application is subsequently found to be fraudulent or misleading.

Can I choose any school?

Parents have a legal right to express a preference for any school(s) they would like their child(ren) to attend. In Somerset you can choose up to 3 preferences in ranked order.

How can I find out more about my local schools before I apply?

The best way to find out more about schools is to visit them. Contact the school(s) direct for further information.

You can also:

- Visit the school website.
- Attend the open day/evenings.
- Look at the schools performance tables at www.gov.uk/school-performance-tables.
- Obtain a copy of the school's most recent OFSTED (The Office for Standards in Education) inspection report. These are available from the school or can be viewed at your local library or on the internet at the following website: www.ofsted.gov.uk.
- View the published GCSE examination results for secondary/upper schools for the summer of 2018. This can be found on the Department for Education website www.education.gov.uk.
- Visit www.somersetchoices.org.uk.

Do I have to state my catchment school as one of my preferences?

If you would like your child to be considered for your catchment school, you will need to include it as one of your preferences. However, this does not guarantee a place at this school. You can find your catchment school on our website www.somerset.gov.uk/admissions or by contacting Somerset Direct on **0300 123 2224**.

Some schools and academies that are their own Admission Authority do not prioritise children living in the catchment area of the school in their over-subscription criteria. If you think you live in the catchment area of a school or academy but the school or academy does not include catchment area in their over-subscription criteria ([CLICK HERE](#) for links to the criteria on Page 20), it is recommended that one of the preferences expressed is for the nearest school to your home address. However, please note this does not guarantee your child a place at this school. Please contact us if you are not sure which school is nearest.

Writhlington School (Bath & North East Somerset)

A special arrangement exists for children living in Holcombe, Hemington, Coleford and Kilmersdon. The catchment school is Writhlington School which is in Bath and North East Somerset. Please contact Bath and North East Somerset Local Authority to obtain the school's over-subscription criteria – [CLICK HERE](#) or see page 24 for contact details.



Important

If your catchment school is not stated as one of your preferences and becomes over-subscribed, we cannot guarantee your child a place at that school.



My child is in the last year of a middle school. Can I apply for a secondary school?

We are unable to consider requests for places into a secondary school as part of the transferring to upper school process.

This is because a secondary school already has established year groups running from Year 7 to Year 11 and therefore this would be an in year admission.

If you wish to request a year 9 place at a secondary school for your child for September 2019, you will need to make an in-year application ([CLICK HERE](#) or see page 18 for further details).

Does my child's current school influence their next school place?

Priority is given in the LA over-subscription criteria for out of catchment children who are transferring to an upper school and are attending the middle school within that school's catchment area.

Some schools, where the Governing Body is the Admissions Authority, prioritise specific named feeder schools as part of their over-subscription criteria. Please check the over-subscription criteria for the schools you wish to apply for.

What is a Supplementary Information Form (SIF)?

Where additional information to support your school place application is required, you may need to fill out a Supplementary Information Form (SIF). For example, a SIF will need to be completed by your church representative if you are applying for a school place under religious grounds.

SIF's can be obtained from the particular school website or for VC schools from the LA website www.somerset.gov.uk/admissions.

What do I need to do if I want to apply for a Church school?

Confirmation of church attendance or any involvement with the work and worship of the church must be confirmed on a SIF and returned by the published deadline. For VC schools, this can be found on www.somerset.gov.uk/admissions.

For own Admission Authority church schools, please see the individual school website for a definition of religious criteria and where to obtain a SIF (see glossary for definitions of different school types).

For VC schools the SIF states that The Diocese of Bath and Wells recommends to the clergy that the child or a parent has attended actual worship and that attendance at toddler groups or other activities that are held at the church does NOT meet the requirements.

Do I follow the same application procedure if my child has an Education, Health and Care plan?

If you are applying for a mainstream school, you must still complete and return the application form and be sure to indicate Special Educational Needs in the appropriate section on your application form. If you wish to apply for a Special School, you will need to contact the SEND (Special Educational Needs & Disabilities) Team direct. There would also have been an opportunity to discuss your views on your child's next placement at their last Annual Review meeting.

If a child has an Education, Health and Care plan which names a particular school, then the Admission Authority for that school has a duty to admit the child. Where possible, the Admissions Authority will take these admissions into account before the published offer day and will include these admissions within the published admission number.

The LA has a duty to make suitable provision for children who have Special Educational Needs and to make appropriate education available in mainstream or specialist schools. Wherever possible, the LA will try to place children with Special Educational Needs in mainstream schools. The needs of the majority of children can be met from the resources available to the schools, including advice from the area support services.

For information, advice and support on Special Educational Needs and disability, please visit Somerset SENDIAS website www.somersetsend.org.uk. You may also find it helpful to visit www.somersetchoices.org.uk.



My child does not have an Education, Health and Care plan but has special needs, will this be taken into account?

In Somerset, Community and VC schools give priority to children who do not have an Education, Health and Care plan but whose needs can be verified by a multi-agency professional team, where it is recognised that a particular school is required to meet their specific needs. ([CLICK HERE](#) to see links to over-subscription criteria on page 20). Evidence to support this application must be received by the Admissions and Entitlements Team on or before 3rd December 2018. An on-time application form must previously have been submitted for the child concerned. For further information regarding these arrangements please call Somerset Direct on **0300 123 2224**.

For Academies, Free schools, Voluntary Aided and Foundation schools, you will need to check the individual over-subscription criteria to see if this applies.

If I have special reasons for wanting a place at a particular school, will these be taken into account?

If a Community or VC school is over-subscribed, the LA will allocate places by applying the LA over-subscription criteria which does not take into account individual reasons (for example, medical conditions or social reasons etc.)

For academies or schools which are their own Admission Authorities, you will need to check the individual over-subscription criteria for each school ([CLICK HERE](#) to see links to all over-subscription criteria on page 20).

Do I need to consider travel arrangements when choosing a school for my child?

Yes, unless your child qualifies for free school travel assistance it is the parents/carers responsibility to get your child to school.

We will provide free school travel assistance to children who attend their designated transport area or nearest school and also live more than the statutory walking distance of 3 miles for children aged eight years old and over from that school.

It is your responsibility to check which school(s) is your nearest and/or designated transport area school.

[CLICK HERE](#) or see page 19 for further information.

What is an All-Through School?

An all-through school covers Reception through to the end of Year 11 i.e. primary and secondary phase combined.

Parents who have children on roll at an all through school do not need to make a separate secondary school application for the same school. However, if your child is not currently on roll at an all-through school and you would like to apply for the secondary phase, you will need to make an application by the published deadline.

Can I apply for a Local Authority maintained school outside of Somerset?

Yes. If you live in Somerset please apply on-line and list the names of any schools you wish to apply for on the application form and ensure it is received by Somerset LA by 31st October 2018.

Please note that the published Admission Arrangements for another county may be different from those in Somerset. You must ensure that you fully understand the published Admission Arrangements and over-subscription criteria applying to the school concerned before you make your application and to find out if you need to complete a SIF.

What if I do not need a place at a Local Authority School or an Academy?

If you are making alternative arrangements for your child's education such as an independent school or home education please inform us of this in writing as soon as possible so that we can update your child's record. For information regarding home education, please visit our website www.somerset.gov.uk/admissions.

Please note, if you are considering a place at an Independent school then you must make your application directly to the school concerned. For further information please contact the Independent Schools Council ([CLICK HERE](#) or see page 24 for contact details).



Can I apply for a year 10 place in September at a University Technical College (UTC) or a Studio school for my child?

If you have a child due to move into Year 10 you can choose to apply for a place at a studio school or a UTC for your child. University Technical Colleges (UTCs) are set up by universities and businesses and specialise in one or two technical subjects. At GCSE they offer a similar curriculum to a typical secondary school, including the basics of English and Maths, as well as their specialist subject.

Studio schools are similar to UTCs in that they have employer involvement in the curriculum and focus on developing the skills needed for employment, involving personal coaching and work experience, alongside a similar curriculum to a typical secondary school.

There are no studio schools or UTCs in Somerset but please see a list below of those that can be found in neighbouring authorities. For further information please visit the individual school website or if you would like to apply for any of these schools please contact the School Admissions Team or check the school website in order to find out whether you need to make an application through Somerset LA or directly to the school.

| School Name | Address |
|---|---|
| Bristol Technology and Engineering Academy | New Road, Stoke Gifford, Bristol, BS34 8SF |
| Digitech Studio School | Tower Road North, Warmley, Bristol, BS30 8XQ |
| South Devon UTC | Kingsteignton Road, Newton Abbott, TQ12 2QA |
| SGS Berkeley Green UTC | Gloucestershire Science and Technology Park, Berkeley, GL13 9FB |
| Atrium Studio School | Balland Lane, Ashburton, Devon, TQ13 7EW |
| Dorset Studio School | Kingston Maurward, Dorchester, DT2 8PX |
| Mendip Studio School | Knobsbury Lane, Writhlington, Radstock, BA3 3NQ |
| Bath Studio School | Frome Road, Bath, BA2 5RF |
| IKB Studio School, Keynsham | Chandag Road, Keynsham, Bristol, BS31 1PH |
| North Somerset Enterprise and Technology College | Weston College Academy, Beaufighter Road, Weston-Super-Mare, BS24 8EE |

How do I apply for a school?

If you are applying online, please choose the No UID (Unique Identification Number) option on the on-line form, as Somerset do not use these.

Complete the online application form at www.somerset.gov.uk/admissions stating your preferred schools in ranked order. This will remain active until 23:59 on the published closing date, 31st October 2018.

If you do not have access to the internet, then you may apply using the application form, which can be obtained by calling Somerset Direct on **0300 123 2224**. This will need to be received by the published closing date, 31st October 2018.

If you choose to make a paper application, you will not receive e-mail notification of your school place application on National Offer Day. Instead, a letter will be posted 2nd class to your home address on this date. Outcomes will NOT be given out over the phone.

Ensure you have completed any necessary SIF(s) that are required. Please ensure you have fully completed your application form and if you have applied online ensure that it has been submitted properly and you have received a confirmation e-mail. You will need to re-submit your online form if you view or make any changes at a later date.

If you have not made a school place application for your child and the deadline is approaching, we will try to contact you by text message or letter to remind you to make an application by the deadline

Supporting information in respect of on-time applications will be accepted up to 3rd December 2018 under the following circumstances;

- moves into or across Somerset where evidence of a property move is required (evidence of exchange of contracts or proof of tenancy/rental agreement for a minimum 6 months will be necessary).
- If relevant in the school's over-subscription criteria; where a parent carer considers their child(ren) to have Special Educational Needs or other specific needs, but the child(ren) does not have an EHC plan naming a particular school.

If an application is made to Somerset LA in error, we will attempt to pass this on to the correct LA or contact the applicant direct. However, please note that it remains the responsibility of the applicant to apply to the correct home LA.



Important

Any change of preference submitted online or by paper application on or before the published deadline date will over-ride any previous applications.

School Place Application Check List

1

Visit www.somerset.gov.uk/admissions for information on how to apply for a school place.

2

Research the schools that you are considering applying for (e.g. view the school(s) websites, contact the school for a visit, look at the school prospectus, attend open days/evenings, visit the OFSTED website, view the GCSE results on the DfE website).

3

Think about how your child will get to school.

4

Express a preference of 3 schools in preferred, ranked order.

5

Strongly consider stating your catchment and/or nearest school as one of your preferences.

6

Make sure you fully complete the question regarding siblings if relevant (if not, your application may not be considered under this criterion).

7

Ensure you have completed the appropriate SIF for each school you have applied for and returned to the correct address (if not, your application may not be considered under the appropriate criterion).

8

Ensure your application is received by the closing date of 31st October 2018.

**REMEMBER THE
DEADLINE DATE
31st OCTOBER
2018**

How will places be allocated?

The Published Admission Number (PAN)

Every school has a legal Published Admission Number (PAN) applicable to the year of entry, which indicates the maximum number of places available in the year group concerned.

The PAN is set to maximise parental preference within the resources and accommodation available.

If there are less applications than the PAN (i.e. places available), every child will be allocated a place. However if a school receives more applications than the PAN (in other words is over-subscribed) the published over-subscription criteria will be applied to determine which children should be offered the available places.

Places will be allocated using the 'Equal Preference with Ranking' method. This requires the Admissions Authority to consider all preferences received for a particular school (1st, 2nd and 3rd) equally and where the school is over-subscribed apply the over-subscription criteria. Where more than one of your preferences can be met the LA will offer you a place at your highest ranked preference.

What will happen if a school does not have enough places for every child who applies?

Unfortunately, at some schools, there will not be enough places for all the children whose parents would like them to go there. When all places have been allocated up to the PAN, the Admission Authority may refuse any further requests.



What should I do if my child has not been offered a place at one or more of my preferred schools?

It may not be possible for the Admission Authority to offer your child a place at your highest preference school, however you may still be offered a place at your second or third preference school. On some occasions it may not be possible for an Admissions Authority to offer your child a place at any of your preferred schools. If this is the case, the LA would normally offer the catchment school if there are places available. If this is not the case the LA would try to offer a place at the nearest alternative school with places available within statutory walking distance of the child's home address (3 miles for children aged 8 years and over).

Making an Appeal.

If you are not offered one or more of your preferences you will be advised of your legal right to appeal for a place at your preferred school(s). Information regarding the appeal process will be sent to you with your outcome letter or email, detailing your options.

Please note that your appeal will not affect any offer you have already received in respect of another school, unless you are successful at your appeal.

Places becoming available.

For every over-subscribed school a ranked waiting list will be held in order of over-subscription criteria by the Admissions Authority until at least the end of the Autumn term.

For VC & C schools, make a written request to the LA in order for your child to remain on the waiting list after this time. For own admission authority schools you will need to check the individual school or academies admission arrangements on their website.

If places subsequently become available within the PAN they will be re-allocated to the highest ranked child on the waiting list. The waiting list will include all applications refused whether they were on-time or late and will be ranked according to the school's over-subscription criteria.

What if I miss the deadline or want to change my preference(s) after the closing date?

You can apply on-line at: www.somerset.gov.uk/admissions.

Any applications received after 31st October 2018 will be considered as a late application.

For applications received between 1st November 2018 and 22nd March 2019, we will aim to send outcomes on 3rd May 2019. After this date, applications will be processed in strict date order of receipt.

If a change of preference is received and can be offered, the previous school place offer will automatically be withdrawn. It is not possible to withdraw a late application with a change of preference once the closing date has been passed.

General Information

Can my child transfer school earlier or later?

If you feel there are exceptional reasons why your child should be kept back a year (delayed admission) or transfer school a year early you may request this.

This is an important decision and a number of factors need to be taken into consideration. Therefore, please ensure you carefully [read this important information](#) first.

You must still make an on-time school place application but may apply for your child's admission to be delayed or for them to transfer school a year early at the same time. [Please click here for an application form](#).

If it is agreed that your child's admission can be delayed or they can transfer a year early this will only apply specifically to that school. Therefore we recommend that you request delayed admission or to transfer a year early at all your preferred schools, not just your first preference school. We would also recommend that you include your catchment school as one of your preferences. This does not guarantee a place but does provide a priority in most cases.

Your school place application will be considered against the Published Admission Number for each school and the over-subscription criteria will be applied should the school have more applicants than there are places available. Should we be unable to offer a place at any of your preferences there is no guarantee that delayed admission or to transfer school a year early would be agreed at an alternative school.

Decisions will be made on a case by case basis by the admission authority of each school. The Head teacher of each school will be consulted as part of this process. The admissions authority must clearly set out the reasons for the decision in writing.

As long as you have made an on-time school place application we will ensure you receive an outcome to your request before the secondary national offer date.

If your request for delayed entry is agreed, your school place application will be withdrawn before a place is offered and you will then need to make a new school place application for the following year.

If your request for early admission is agreed, your school place application will be processed and you will receive an outcome on the National Offer Day.

If your request is refused, there is no right of appeal against the decision not to allow your child to be admitted outside of their normal age group.

If your child has had delayed admission or a request to transfer school early agreed, you may be unable to apply on-line as the system will not recognise your child's date of birth. Please contact us for advice in these circumstances.



Siblings

Priority is given in the published LA Admission Arrangements for siblings where there is an existing sibling link at the time of admission. **However, no guarantee is given that siblings can attend the same school when the school is over-subscribed.**

For academies or schools which are their own Admission Authorities, you will need to check the individual over-subscription criteria for each school. Please [CLICK HERE](#) for the links to the criteria on page 20 of this booklet.

If children of multiple births (twins and triplets) are tied for the final place, these siblings will usually be admitted over PAN (sibling definition applies).

How long will my child's place remain available?

Your child's place will remain available for 20 school days from the first day of the Autumn term.

Children in care or previously in care and now adopted

The Admissions Authority has a duty to give the highest priority within the over-subscription criteria to children in Local Authority Care (Looked After Children) or those children who were previously looked after and are now formally adopted or subject to a residence/child arrangement order or special guardianship order. You may be required to submit a copy of the adoption order, residence/child arrangement order or special guardianship order and a letter from the LA that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

Free school meals

For information on free school meals, please visit our website: <http://www.somerset.gov.uk/education-learning-and-schools/school-life/free-school-meals/>

Where can I get help and support?

The Somerset Choice Advice Service is a free impartial service to help families with school admissions and appeals. For more information please visit their website www.somersetsend.org.uk/choice-advice/.

In Year Admissions

Applications for children of school age moving to an existing year group in another school outside of the starting or transferring school process are called In Year Admissions.

Applications must be made directly to the preferred school(s) using an application form that can be obtained directly from the school or from the LA. Decisions will be taken by the Admissions Authority who must also inform parents of their right to appeal against the refusal of a place.

If your child is refused a place at a VC or C school, they will be placed on a waiting list until the end of the academic year. If your child is refused a place at an own admission authority school, you will need to contact the school or check the admission arrangements on their website to find out if they keep a waiting list. All waiting lists must be held in order of over-subscription criteria and re-ranked every time a child is added to or leaves the waiting list.

For information on availability of school places, please contact Somerset Direct on 0300 123 2224.

In Year Admissions - Children of UK Service Personnel.

Somerset LA endeavour to ensure that Admission Arrangements in their area 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 required. An exception is made for children of UK service personnel with a confirmed posting to the area and crown servants returning from overseas to live in the area. A place can be made available up to a year in advance of being required providing the appropriate documentation is provided as proof of posting (an official Government letter e.g. MOD, FCO or GCHQ declaring a relocation date and intended posting).

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 to 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 posting, the Admissions Authority will process the application. If proof of a home address is not available at this stage Somerset LA will use a unit postal address or quartering area address to process the application.

If the parent/carer is moving to the area without a posting or 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.



School Travel Assistance

How will I find out if I am entitled to free school travel assistance?

If you applied for your child's school place using a paper application form, this information will be included in your outcome letter. If you applied for your child's school place online, you will receive a second email within 10 working days of your school place outcome email, if your child is entitled to travel assistance. If you do not receive a second email this means your child has been assessed as not entitled to free school travel assistance.

Travel assistance entitlement is only assessed to the designated transport area or nearest school over the statutory 2/3 mile walking distance. If you wish for your child's travel assistance entitlement to be assessed under low income grounds, you will need to make a separate application. This can be done at www.somerset.gov.uk/schooltransport

If you are not entitled to free school travel assistance but would like the decision reviewed, you will need to contact the Roads and Transport team on 0300 123 2224 in the first instance.

School travel assistance entitlement to schools who have changed their catchment area

Transport areas for schools match the catchment area for that school as at September 2012. If an Admission Authority has changed the catchment area for their school, there is no automatic change to the transport area. Transport areas are set by the Local Authority and can only be changed following a full public consultation.

Accepting an offer of school transport assistance

You will be sent a medical needs form with the outcome letter or email offering travel assistance for your child. You must return this within 21 days to accept the offer of travel assistance and to inform us of any medical needs your child may have. If you do not accept the offer of travel assistance, a place will not be reserved for your child.

Can I apply for a payseat?

We also provide transport for paying passengers, if we have room on our vehicles.

You can apply on-line at www.somerset.gov.uk/schooltransport. You will be notified of the outcome before the start of the academic year but it is recommended that you have alternative travel arrangements in place in case there is not a seat available.

Full information on all home to school travel assistance provision, including low income transport, faith transport and exceptional transport, is available at www.somerset.gov.uk/schooltransport.

Admission arrangements and over-subscription criteria

For the criteria used to allocate places at schools and academies please choose the area you are interested in from the list below and then choose the school or academy to see their admission arrangements.

- [Mendip](#)
- [Sedgemoor](#)
- [South Somerset](#)
- [Taunton Deane](#)
- [West Somerset](#)

For Voluntary Aided (VA) and Foundation (F) schools the Governing Body is the Admissions Authority and for Free Schools (FS) and Academies (A), the Academy Trust are the Admissions Authority. For VC and C schools the LA is the admission authority. To find out which type a school is, please refer to the table in pages 22-23. All admission decisions will be made in accordance with the published Admission Arrangements for the school or academy in question. Parents are encouraged to familiarise themselves with the criteria relevant to the schools they are considering as preferences and relate this to their own circumstances, in the event that these schools might become over-subscribed.



Abbreviations

- A - Academy
 - C - Community School
 - F - Foundation School
 - FS - Free School
 - VA - Voluntary Aided School
 - VC - Voluntary Controlled School
 - PAN - Published Admission Number
- For full explanation see Glossary of Terms on Page 25.

School/Academy Information & Statistics

This section includes a full list of all secondary and upper schools in Somerset. For your information, the age ranges are;

Secondary Schools: Age 11 – 16/18 years

Upper Schools: Age 13 – 16/18 years

The following table shows:

- contact details
- type of school and age range
- the PAN for 2019
- the PAN for 2018
- the number of 1st preferences received in 2018
- the total number allocated in 2018
- the number of on-time appeals heard in 2018 and the number successful.

Allocation Summaries for September 2018.

A summary of how the places were allocated at schools for September 2018 can be found on our website www.somerset.gov.uk/allocationsummaries or by contacting the school/academy direct.



| | Type of School & Age Range | PAN for Sept 2019 | PAN for Sept 2018 | Total On-time 1st Preferences received | Total Places Allocated (as at Outcome Day) | Appeals Heard/ Successful |
|--|-------------------------------|---|--|--|--|------------------------------|
| ANSFORD ACADEMY Castle Cary BA7 7JJ Tel: (01963) 350895 | A 11 - 16 | 120 | 120 | 114 | 119 | 0 |
| BRIDGWATER - THE ROBERT BLAKE SCIENCE COLLEGE Hamp Avenue TA6 6AW Tel: (01278) 456243 | F 11 - 16 | 194 | 166 | 148 | 166 | 0 |
| BRIDGWATER - CHILTON TRINITY Chilton Street TA6 3JA Tel: (01278) 425222 | F 11 - 16 | 200 | 200 | 170 | 199 | 0 |
| BRIDGWATER – HAYGROVE Durlleigh Road TA6 7HW Tel: (01278) 455531 | A 11 - 16 | 214 | 214 | 260 | 214 | 11 / 2 |
| THE BRIDGWATER COLLEGE ACADEMY Parkway Bridgwater TA6 4QY Tel: (01278) 422841 | A 4 - 16 | 175 | 175 | 81 | 92 | 0 |
| BRUTON - SEXEY'S Cole Road Bruton BA10 0DF Tel: (01749) 813393 | A 11 - 18 | 81 (56 boarding, 25 day pupils, 55 6th form) | 81 (56 boarding, 25 day pupils, 55 sixth form) | 97 (day applications) | 101 | 0 |
| BRYMORE SCHOOL Cannington Bridgwater TA5 2NB Tel: (01278) 652369 Boarding/Day | A 11 - 17 | 70 (30 boarding, 40 outboarders, 10 for 6th form) | 70 (30 boarding, 40 out- boarders) | 74 (outboarders) | 40 | 9 / 1 |
| BURNHAM-ON-SEA - THE KING ALFRED Burnham Road Highbridge TA9 3EE Tel: (01278) 784881 | A* 11 - 18 | 250 (10 for 6th form) | 250 | 217 | 224 | 0 |
| CHARD - HOLYROOD ACADEMY Zembard Lane Chard TA20 1JL Upper Site Tel: (01460) 260100 Lower Site Tel: (01460) 260126 | A 11 - 18 | 232 (20 for 6th form) | 232 | 208 | 217 | 0 |
| GLASTONBURY - ST DUNSTAN'S SCHOOL Wells Road BA6 9BY Tel: (01458) 832943 | A 11 - 16 | 132 | 132 | 50 | 50 | 0 |
| LANGPORT - HUISH EPISCOPI ACADEMY Wincanton Road Langport TA10 9SS Tel: (01458) 250501 | A 11 - 18 | 268 (20 for 6th form) | 268 | 252 | 258 | 0 |
| SHEPTON MALLET – WHITSTONE Charlton Road Shepton Mallet BA4 5PF Tel: (01749) 345555 | A 11 - 16 | 125 | 163 | 89 | 93 | 0 |
| STANCHESTER ACADEMY Stoke-sub-Hamdon TA14 6UG Tel: (01935) 823200 | A 11 - 16 | 120 | 120 | 121 | 123 | 0 |
| STREET – CRISPIN SCHOOL ACADEMY Church Road BA16 OAD Tel: (01458) 442714 | A 11 - 16 | 224 | 224 | 184 | 184 | 0 |

* Academy from October 2018

| | Type of School & Age Range | PAN for Sept 2019 | PAN for Sept 2018 | Total On-time 1st Preferences received | Total Places Allocated (as at Outcome Day) | Appeals Heard/ Successful |
|---|-------------------------------|------------------------------------|----------------------|--|--|------------------------------|
| TAUNTON - BISHOP FOX'S Bishop Fox Drive Taunton TA1 3HQ Tel: (01823) 289211 | A 11 - 16 | 195 | 183 | 204 | 195 | 14 / 2 |
| TAUNTON - THE CASTLE Wellington Road TA1 5AU Tel: (01823) 274073 | A 11 - 16 | 240 | 240 | 266 | 240 | 10 / 1 |
| TAUNTON – HEATHFIELD COMMUNITY SCHOOL School Road, Monkton Heathfield, Taunton, TA2 8PD Tel: (01823) 412396 | C 11 - 18 | 270 (15 for 6th form) | 225 | 299 | 265 | 15 / 2 |
| THE TAUNTON ACADEMY Cheddon Road TA2 7QP Tel: Taunton (01823) 348200 | A 11 - 16 | 220 | 220 | 102 | 163 | 0 |
| WELLINGTON - COURT FIELDS COMMUNITY Mantle Street TA21 8SW www.courtfields.somerset.sch.uk | A 11 - 16 | 172 | 172 | 142 | 156 | 0 |
| WELLS - THE BLUE Kennion Road BA5 2NR Tel: (01749) 678799 | A 11 - 18 | 270 (30 for 6th form) | 270 | 228 | 235 | 0 |
| WINCANTON - KING ARTHUR'S COMMUNITY West Hill BA9 9BX Tel: (01963) 32368 | C 11 - 16 | 136 | 136 | 62 | 66 | 0 |
| WIVELISCOMBE KINGSMEAD Wiveliscombe TA4 2NE Tel: (01984) 623483 | A 11 - 16 | 195 | 160 | 198 | 182 | 13 / 4 |
| YEOVIL - BUCKLER'S MEAD ACADEMY St John's Road BA21 4N Tel: (01935) 424454 | A 11 - 16 | 204 | 204 | 145 | 147 | 0 |
| YEOVIL - PRESTON SCHOOL ACADEMY A Business & Enterprise Academy Monks Dale BA21 3JD | A 11 - 16 | 210 | 203 | 169 | 176 | 0 |
| YEOVIL - WESTFIELD ACADEMY Stiby Road BA21 3EP Tel: (01935) 423747 | A 11 - 16 | 204 | 204 | 191 | 197 | 0 |
| CHEDDAR - THE KINGS OF WESSEX ACADEMY Station Road BS27 3AQ Tel: (01934) 742608 | A 13 - 18 | 270 (15 for 6th form) | 270 | 266 | 272 | 0 |
| CREWKERNE – WADHAM C of E Mount Pleasant, Crewkerne TA18 7NT Tel: (01460) 270123 | VC 13 - 18 | 230 (15 for 6th form) | 230 | 129 | 128 | 0 |
| FROME COMMUNITY COLLEGE Bath Road Frome BA11 2HQ Tel: (01373) 465353 | C 13 - 18 | 366 (25 for 6th form) | 366 | 219 | 220 | 0 |
| MINEHEAD - WEST SOMERSET COLLEGE Birchham Road, Minehead, TA24 6AY Tel: (01643) 706061 | A 13 - 18 | 356 (20 for 6th form) | 356 | 132 | 132 | 0 |

Other useful contacts

Other Local Authorities

Bath & North East Somerset

Admissions & Transport Unit
Tel: 01225 394312
E-mail: admissions_transport@bathnes.gov.uk
Website: www.bathnes.gov.uk

Devon

School Admissions Team
Tel: 0345 155 1019
E-mail: admissions@devon.gov.uk
Website: www.devon.gov.uk/admissions

North Somerset

Admissions Team.
Tel: 01275 884078 or 01275 884014
E-mail: admissions@n-somerset.gov.uk
Website: www.n-somerset.gov.uk/my-services/schools-learning/admissions/

Dorset

School Admissions Team
Tel: 01305 221060
E-mail: admissions@dorsetcc.gov.uk
Website: www.dorsetforyou.gov.uk/school-admissions

Wiltshire Council

School Admissions Team
Tel: 01225 713010
E-mail: admissions@wiltshire.gov.uk
Website: www.wiltshire.gov.uk

Independent schools in Somerset.

There are also a number of non LA maintained, fee paying schools in the county. The following organisation will be pleased to provide you with a list of schools in the South West area:

Independent Schools Council

First Floor,
27 Queen Anne's Gate,
London,
SW1H 9BU
Telephone Switchboard: +44 (0)20 7766 7070
Website: www.isc.co.uk

Glossary of Terms:

Academy (A): Independently managed, all-ability schools. Set up by sponsors from business, faith or voluntary groups in partnership with the Department for Education (DfE) and the LA. Together they fund the land and buildings, with the government covering the running costs.

Admissions Arrangements: The overall procedure, practices and over-subscription criteria used in deciding the allocation of school places including any means used to determine whether a school place is to be offered.

Admissions Authority: The body responsible for admissions to a school. For all C and VC schools, the LA is the Admissions Authority. For all VA and F schools, the Governing Body is the admissions authority and for Academies and Free Schools it is the Academy Trust.

Catchment Area: A geographical area from which children may be afforded priority for admission to a school. A catchment area is part of a school's Admission Arrangements and must therefore be consulted upon, determined and published in the same way as other Admission Arrangements. Catchments can be viewed using this link: <http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/check-catchment-schools/>.

Catchment School: The school designated to your home address.

Community School (C): Provided and maintained by the LA.

C of E: Church of England.

Child Looked After - 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.

DfE: Department for Education – the Central Government Department responsible for Education in England and Wales.

Education, Health and Care plan: A legal document issued by the LA specifying the needs, resources and provision required to support the child and can include a named school that is suitable for providing education for that child.

Foundation School (F): Maintained by the LA.

Free School (FS): Free Schools are non-profit making, independent, state-funded schools.

Home address: This is the child's permanent address at which they live with a person who has parental responsibility as the main carer (as set down by law).

Home Authority: The local authority area in which you live.

Infant Class Size Legislation: The School Standards and Framework Act 1998 placed a duty on local authorities (LAs) and schools to limit the size of infant classes for five-, six-, and seven-year-olds taught by one teacher to 30 or fewer pupils.

ISC: Independent Schools Council. Provides information on Independent Schools.

LA: Local Authority. Somerset County Council is the LA for Somerset.

OFSTED: Office for Standards in Education – the school inspection service for Central Government. Reports of inspections are available from the website www.ofsted.gov.uk.

On-line application: An application made via the Somerset County Council LA website.

Other Local Authority: An authority other than your home authority.

Over-subscribed: A school is over-subscribed where more applications are submitted than there are places available within the PAN.

Over-subscription Criteria: The Admissions Authority for the school will apply the published over-subscription criteria to decide priority for places.

PAN: Published Admission Number – this is the maximum number of places an Admissions Authority can normally allocate in the intake year group. The PAN is reviewed annually by the Admissions Authority.

Parent or parent/carer: 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).

Preference: The school(s) you would prefer your child(ren) to attend.

RC: Roman Catholic.

Sibling: For the purposes of admissions, Somerset LA defines a sibling as a child living permanently at the same address as a half or full brother or sister, an adoptive brother or sister or children of the same household.

Statutory Walking Distance: The national standard used to measure entitlement to travel assistance to school and the availability of an alternative school, measured along the shortest available walking route.

Supplementary Information Forms (SIF): A document that may be required to support your application for a preferred school(s) under a specific criterion of the over-subscription criteria.

Transport Area: Area within which a family must live in order to be considered for travel assistance.

Under-subscribed: A school is under-subscribed if there are fewer applications received than places available within the PAN.

VA school: Voluntary Aided School – these are Roman Catholic or Church of England schools, provided by the Church and maintained by the LA.

VC school: Voluntary Controlled School – these are mainly Church schools (Church of England).

CLICK HERE
for School Calendar

To access the 2019/20 school calendar
click this button

Admissions & Entitlements Team

PPC402C, County Hall, Taunton, Somerset TA1 4DY

Tel: Somerset Direct on 0300 123 2224

schooladmissions@somerset.gov.uk

www.somerset.gov.uk/admissions

Support Services
for Education



Support Services for Education (SSE) is a traded unit within Somerset County Council offering a wide variety of support services for all education providers including; Schools, Academies, Early Years Providers, Childcare settings and Local Authorities. We have extensive experience of providing high quality services to educational settings and our expertise provides the support they need to enable them to focus on delivering educational excellence to all children and young people.

Here at SSE we have no financial shareholders and operate a not for profit business model, any surplus that we generate is reinvested to improve outcomes for children and young people. This ensures that we deliver great value services that are continually improving.

For more information on any of our services please contact us -

Tel: 01823 348266 Email: SSE@somerset.gov.uk

www.supportservicesforeducation.co.uk

To request this document in an alternative format, please contact us.

WWW.SOMERSET.GOV.UK

