



# QUANTOCK

## EDUCATION TRUST

# Admissions Policy

## 2023-2024

**LINKS:**

DATE: October 2022

POSTHOLDER RESPONSIBLE: CEO

TRUSTEES/GOVERNORS COMMITTEE: Finance, Operations & Audit

AUDIENCE: Parents, Staff, Local Authority

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## Contents

1. Introduction & Aims.....	3
2. Legislation and statutory requirements .....	3
3. Definitions .....	3
4. How to apply .....	4
5. In year admissions.....	4
6. Requests for admission outside the normal age group .....	5
7. Allocation of places.....	6
7.1 Admission numbers.....	6
7.2 Oversubscription criteria .....	6
7.3 Tie break .....	8
7.4 Siblings.....	8
7.5 Parent or parent/carer .....	8
7.6 Home Address.....	8
7.7 Children below compulsory school age .....	9
7.8 Challenging behaviour .....	9
7.9 Fair Access Protocol .....	9
8. Appeals .....	10
9. Children of UK Service Personnel.....	10
10. Monitoring arrangements.....	11
11. Useful Contact Details .....	11

## 1. Introduction & Aims

The Quantock Education Trust (QET) is a caring, inclusive and ambitious family of schools working in partnership to provide the highest quality of education which values each child and focuses on developing character and academic potential. Each individual school fosters a culture of high expectation and standards across all areas. The Trust welcomes admission applications on behalf of any child.

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

*Due to the boarding nature of Sexey's School, please refer to the school policy (available on the [school website](#)) for information on Admissions.*

The 'day to day' management of school admissions is delegated to an Admissions Committee established within each school. If parents have specific requirements or need further help, they should contact the school or visit the school's website which provides a lot of useful information.

This policy aims to:

- Explain how to apply for a place at one of the schools in the Quantock Education Trust
- Set out the arrangements for allocating places to the students who apply
- Explain how to appeal against a decision not to offer your child a place

## 2. Legislation and statutory requirements

This policy is based on the following statutory guidance from the Department for Education (DfE):  
[School Admissions Code](#)  
[School Admissions Appeals Code](#)

We are required by our funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

## 3. Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at a school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

## 4. How to apply

The Board of Trustees is the Admissions Authority for the Trust is responsible for agreeing admission numbers for each of its schools for each of the years of admission. The published admission number (PAN) for each school is set out in this policy (see Section 7.1). The Board of Trustees delegates to the Admissions Committee established in each school, the responsibility for operating the school waiting list and making decisions regarding in year admissions.

The Local Authority (LA) is responsible for coordinating all school place applications for children starting school in reception or transferring schools at 11+ throughout Somerset via the LA's coordinated admission scheme.

The Trust will adhere to the Somerset coordinated scheme which can be found at <https://www.somerset.gov.uk/education-and-families/>. The Trust also adheres to the local in-year Fair Access Protocol which can also be located at this website address.

Applications must be submitted to the Local Authority. Applications can be made online at <https://www.somerset.gov.uk/education-and-families/>. Paper applications are available to download from this website or upon request by telephoning 0300 123 2224. Details of deadlines for the receipt of secondary and primary applications can be found on the Local Authority website. When the deadline is missed the application will be recorded as late. Late applications will be considered after those received on time. Outcomes for on time applications will be sent out by email (for online applications) or second class post (or next working day if this falls on a weekend or Bank Holiday).

For applications in the normal admissions round parents should use the application form provided by the home local authority (regardless of which local authority the schools are in). Parents can use this form to express their preference for a minimum of 3 state-funded schools, in rank order.

Parents will receive an offer for a school place directly from their local authority.

Please note, children already attending a nursery will not transfer automatically into reception in the main school. A separate application must be made for a place in reception.

## 5. In year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names a school will be admitted to that school.

Likewise, if there are spaces available in the year group they are applying for, the child will always be offered a place, unless admitting the child would prejudice the efficient provision of education or use of resources, in line with the Schools Admission Code guidance - see para 2.28.

If there are no spaces available at the time of the application, the child's name will be added to a waiting list for the relevant year group at the school. When a space becomes available it will be filled by one of the students on the waiting list in accordance with the oversubscription criteria listed in section 7.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the Local Authority's School Admissions Team at [inyearadmissions@somerset.gov.uk](mailto:inyearadmissions@somerset.gov.uk)

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

## 6. Requests for admission outside the normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is summer born or 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 Admissions Authority 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 headteacher 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.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' 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
- Headteachers' views

Requests for admission out of the normal year group will be considered alongside other applications made at the same time including the schools' oversubscription criteria. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

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 be admitted to 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 parent must decide whether to accept the offer of a school place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

If a request for a child to be admitted to 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.

## 7. Allocation of places

### 7.1 Admission numbers

Our schools have the following published admission numbers (PAN) for entry in:

Haygrove School – entry for Year 7: PAN for 2023 is 214

Stogursey C of E Primary School – entry for Reception: PAN for 2023 is 12

Spaxton C of E Primary School – entry for Reception: PAN for 2023 is 12

Sexey's School – entry for Year 7: 65 day students and 40 boarding students

### 7.2 Oversubscription criteria

All children whose statement of special education needs (SEN) or education, health and care (EHC) plan names a school, will be admitted before any other places are allocated. This applies to all our Trust schools.

If the school is not oversubscribed, all applicants will be offered a place.

Each school has its own set of oversubscription criteria. In the event that any school receives more applications than the number of places available, places will be given to those children who meet the school's criteria.

#### Spaxton:

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan (EHCP) 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 – Children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order.

2. Children living in the catchment area, with a sibling at the school at the time of admission, and who live at the same address. (See Appendix A for definition of 'sibling').
3. Children living in the catchment area.
4. Children living outside the catchment area, with a sibling at the school at the time of admission, and who live at the same address.
5. Children living outside the catchment area but who live closest to the school.

Stogursey;

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan (EHCP) 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 –Children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order.
2. Children with an Education Health and Care Plan (EHCP), identified with a sensory, physical or medical disability (High Needs Pupils), where a multi-agency professional team has identified the schools as the nearest suitable school (please see important note)
3. Children living in the catchment area, with a sibling at the school at the time of admission, and who live at the same address.
4. Children living in the catchment area.
5. Children living outside the catchment area, with a sibling at the school at the time of admission, and who live at the same address.
6. Children living outside the catchment area but who live closest to the school.

Haygrove;

When the school 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 -Children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a residence/child arrangement or special guardianship order. Previously Looked After Children -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
2. Children, identified with a sensory, physical or medical disability (High Needs Pupils), where a multi-agency professional team has identified the schools as the nearest suitable school
3. Children living in the catchment area, with a sibling at the school at the time of admission, and who live at the same address.
4. Children living in the catchment area.
5. Children living outside the catchment area, with a sibling at the school at the time of admission, and who live at the same address.
6. Children of all staff employed with a permanent contract at Haygrove School (Children of staff at the school either where the member of staff has been employed by the school for two or more years or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage).
7. Children outside the catchment area, but nearest the school.

Please access the relevant school website for more information.

- Haygrove: <https://www.haygroveschool.co.uk/parents/school-admissions.htm>
- Stogursey: [http://www.stogurseyprimaryschool.co.uk/web/admissions\\_information/497900](http://www.stogurseyprimaryschool.co.uk/web/admissions_information/497900)

- Spaxton: <http://www.spaxton-school.co.uk/website/admissions/210983>
- Sexey's: <https://www.sexey.somerset.sch.uk/wp-content/uploads/2022/03/Sexeys-Admission-Policy-2023-2024.doc>

Highest priority must be given to looked after children and all previously looked after children who apply for a place at the school (see section 3).

### 7.3 Tie break

If a tie-break is necessary to determine which child is admitted in any of the categories of the over-subscription criteria, 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 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 as permitted by infant class size rules.

### 7.4 Siblings

For the purposes of Admissions, a sibling is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister or children of the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school

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

### 7.5 Parent or parent/carer

This includes all people who have parental responsibility for a child who fall under the definition of 'parent' as set out in Section 576 of the Education Act 1996.

### 7.6 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 person(s) who have care of the child.

Documentary evidence of 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 house moves have been confirmed through the exchange of contracts or the signing of a minimum six-month formal lease 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 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 Local Governance Committee reserves the right to seek further documentary evidence to support your claim to residence which could include contacting the estate agent, solicitor landlord or relevant professional. A representative of the Local Governance Committee may carry out a home visit/s without prior notice to verify a pupil's home address.



Please note that the Local Governance Committee is unable to allocate a place to anyone moving into the country from abroad prior to their arrival in the county. We would then require proof of residency as stated above. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats).

It should also be noted that 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 Local Governance Committee and inform them of the number of days each week the child spends with them. The Local Governance Committee 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 Local Governance Committee will ask for proof of the child's home address as held by the GP surgery at the point of application. If the child's home address cannot be verified the Local Governance Committee reserve the right to request **further documentary evidence to support any claim of permanent home address.**

You must notify The Admissions & Entitlements Team, County Hall, and Taunton of any change of address during the admissions procedure.

## 7.7 Children below compulsory school age

A child reaches compulsory school age on the prescribed day following their 5th birthday (or on their 5th birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their 4th birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

## 7.8 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

## 7.9 Fair Access Protocol

We participate in Somerset County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## 8. Appeals

All applicants for admission will need to complete an official application form for each child, and their application for admission will be dated from the receipt of this form. Completion and acceptance of this form does not, in itself, guarantee admission.

If applications exceed the number of places available, the individual School Governor's Admissions Panel will draw up a reserve list in order that steps to fill unexpected vacancies can be quickly addressed. Parents of children who have not been offered a place have the right to appeal against any decision not to admit their child to this school.

This appeal should, as a first step, be submitted in writing via the appeal form on the Local Authority website. Appeals are heard by an independent Appeals Panel Committee from the Local Authority. The procedures will be followed in accordance with the School Standards Framework Act 1998 as amended by the Education Act 2002. Parents may attend the hearing of their appeal and may be accompanied by a friend. They will be notified of the arrangements for the hearing and their rights for the appeal meeting by the Clerk to the Local Authority.

For more information regarding appeals, including the admissions appeals timetable, please visit <https://www.somerset.gov.uk/education-and-families/appeal-a-school-admissions-decision/>.

## 9. Children of UK Service Personnel

The Local Governance Committee 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 to 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 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 Local Governance Committee will process the application. If a home address is not available at this stage the Local Governance Committee 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.

For further information, please refer to the DfE explanatory note on Admission of Children of Crown Servants;

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/461481/Admission\\_of\\_children\\_of\\_crown\\_servants.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461481/Admission_of_children_of_crown_servants.pdf)

## 10. Monitoring arrangements

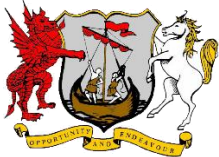

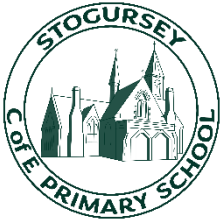
The Chair of the Board of Trustees and Trustees will establish a system for monitoring the application of the Admissions policy in each School and ensuring that it is being correctly applied. There will be an annual review of the implementation of this policy by the Board of Trustees to consider whether changes need to be made to the process or procedure whenever changes to admissions arrangements are proposed.


## 11. Useful Contact Details

School Admissions Team  
Somerset County Council  
County Hall  
The Crescent  
Taunton  
Somerset  
TA1 4DY

Website: <https://www.somerset.gov.uk/education-and-families/#starting-school>

Email: [schooladmissions@somerset.gov.uk](mailto:schooladmissions@somerset.gov.uk)

	School	Published Application Number (PAN)	Website
	Haygrove School	214	<a href="http://www.haygroveschool.co.uk">www.haygroveschool.co.uk</a>
	Spaxton C of E Primary School	12	<a href="http://www.spaxton-school.co.uk">http://www.spaxton-school.co.uk</a>
	Stogursey C of E Primary School	12	<a href="http://www.stogurseyprimaryschool.co.uk">http://www.stogurseyprimaryschool.co.uk</a>

	Sexey's School	65 day students and 40 boarding students	<a href="https://www.sexey.somerset.sch.uk/">https://www.sexey.somerset.sch.uk/</a>
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