

School Admission Arrangements for Secondary schools and Sixth Forms within the Lighthouse Schools Partnership 2020-21

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1. Introduction

The Lighthouse Schools Partnership is an inclusive family of schools that works together in partnership to deliver exciting and effective learning for children and young people. It values excellence and collaborative working within an environment that promotes care, respect and responsibility. It sets high standards in all aspects of school life. Admission applications are welcomed on behalf of any child.

The Lighthouse Schools Partnership has developed and published these Admission 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. The arrangements comply with the requirements of the 2014 [School Admissions Code](#) and the 2012 [School Admission Appeals Code](#) issued, issued under Section 84 of the School Standards and Framework Act 1998. Any concern regarding statutory compliance, fairness or equality of local policy/practice, should be directed to the Lighthouse Schools Partnership via any of its schools. If the matter cannot be resolved locally, a complaint may be raised with the Office of the Schools Adjudicator (see Part 7 for contact details). Every admission application received will be administered in a fair and equitable way, in strict accordance with published policy and practice.

Admissions to Year 7 in our schools are delivered as part of the relevant Local Authority Co-ordinated Schemes. The details of these schemes are set out in their arrangements and policies documents. For Backwell and Gordano Schools these are managed by North Somerset Council <http://www.n-somerset.gov.uk/my-services/schools-learning/admissions/arrangements-policies-consultations/schoolpublications/> and for Chew Valley School these are managed by Bath & North East Somerset Council <http://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools> .

The 'day to day' management of school admissions is delegated to an Admissions Committee established within each school setting. If you would like to discuss your specific requirements or need further help with any aspect of the admissions process, please contact the individual school. It is recommended that you also visit the school websites which provide a lot of useful information about the Lighthouse Schools Partnership, its community and education curriculum.

Lighthouse Schools Partnership as a Multi-Academy Trust is the Admissions Authority.

2. Oversubscription criteria and published admissions number

Where a school is named in a child's Statement of Special Educational Needs or Education, Health and Care Plan, the Admission Authority for the school is legally

required to admit the child to the school. Such children will therefore be allocated places at the named school before the oversubscription criteria is applied.

If a school receives more applications than the admission number, the oversubscription criteria will be used to determine who will be allocated places. All applications will be ranked in accordance with the criteria given in order of priority.

School	Age range	Year of intake	Admissions number
Backwell	11-18	Year 7	270
Chew Valley	11-18	Year 7	210
Gordano	11-18	Year 7	336

Backwell

1. Looked-after children at the time of application and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.
2. Children with a brother or sister who will be attending the school (including in the Sixth Form).
3. Children of Backwell School staff employed on a permanent contract by the school for at least two years at the time of application, or where the member of Backwell School staff has been recruited to fill a post for which there is a demonstrable skill shortage. This does not include staff who work on the school site for other employers.
4. Children living in Backwell School's First Geographical Area.
5. Children not in the above categories.

A map of the [First Geographical Area](#) is provided at the end of this policy.

Chew Valley

1. Looked-after children at the time of application and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.
2. Children from within the First Geographical Area with a brother or sister who will be attending the school (including in the Sixth Form) on the admission date.
3. Children living within Chew Valley School's First Geographical Area.
4. Children living outside the First Geographical Area with a brother or sister who will be attending the school (including in the Sixth Form) on the admission date.
5. Children of Chew Valley School staff employed on a permanent contract by the school for at least two years at the time of application, or where the member of

Chew Valley School staff has been recruited to fill a post for which there is a demonstrable skill shortage. This does not include staff who work on the school site for other employers.

6. Children not in the above categories.

A map of the [First Geographical Area](#) is provided at the end of this policy.

Gordano

1. Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.
2. Children who reside within the First Geographical Area who have a sibling on roll at the school at the time of application who will still be on roll at the time of admission and who lives at the same home address.
3. Children who reside within the First Geographical Area or with a confirmed move to a home address within First Geographical Area which can be evidenced at the time of application.
4. Children not satisfying a higher criterion

A map of the [First Geographical Area](#) is provided at the end of this policy.

Starting at a Secondary school

The following information should be read in conjunction with the 2020-21 Coordinated Admission Scheme published by the Local Authority in the area which the child lives (the home Local Authority).

The scheme can be viewed on the North Somerset Council's website at www.n-somerset.gov.uk/schoolpublications and on Bath & NE Somerset's site at <http://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools/>.

3.1 Applying

North Somerset and Bath & North East Somerset residents seeking school places should apply on the appropriate North Somerset or Bath & North East Somerset application form. Residents outside North Somerset or Bath & North East Somerset

seeking places at North Somerset or Bath & North East Somerset schools, should apply for places on their home Local Authority's application form.

For North Somerset children the application form is available for submission using the online system on the North Somerset Council website or in a paper form. Applicants are strongly advised to read the parent guide for this intake which is available on North Somerset Council's web site. See [contact details](#) section for details.

For Bath & North East Somerset children the application form is available for submission using the online system on the Bath & North East Somerset Council website or in a paper form. Applicants are strongly advised to read the parent guide for this intake which is available on Bath & North East Somerset Council's web site. See [contact details](#) section for details.

3.2 Deadline

Applications must be received by 31 October 2019, otherwise the application will be recorded as late. Late applications will not be considered in the first round of allocations and an outcome will not be sent on the National Offer Day. Please see the relevant authority's co-ordinated admissions scheme for this intake for full details.

Applying for Sixth Form

Sixth Form	Age range	Year of intake	Admissions number
Backwell	11-18	Year 12	50
Chew Valley	11-18	Year 12	24
Gordano	11-18	Year 12	24

The Published Admissions Number indicates the number of places that can be offered for new entry to the Sixth Form for students joining externally who pass the minimum Sixth Form academic entrance requirements. A place will be available for students already on roll at the school in year 11 and who wish to move from Year 11 to Year 12, providing they meet the same entrance requirements.

If there are more external applications received than places available, the oversubscription criteria set out in [section 2.2](#) of these admission arrangements will be applied. The Admission Authority will sort the applications into ranked order and identify a priority for the offer of places up to the Published Admissions Number, subject to examination results.

It should also be noted that there may be a limit on the number of places available on any particular course. An application may be refused if it prejudices the provision of efficient education or efficient use of resources.

4.1 Timetable

Date	Action
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During November 2019	A Sixth Form Open Evening will be held and this will be advertised in the local press and on the school website. A Prospectus, course handbooks and the 'Sixth Form' Application Form will be made available at the schools Sixth Form Open Evening.
To arrive by 16:30 on 12 December 2019	Completed application forms must be submitted directly to the school Sixth Form Office Manager.
27 March 2020	Decision letters will be issued to external applicants. At this stage, offers will be provisional, subject to achieving GCSE Sixth Form entrance requirements.
End of August	Confirmation of offers to external applicants will be notified following the outcome of examination results, on the Year 12 Registration Day at the end of August.
Until 31 December 2020	A waiting list of those students refused admission to Year 12 will be maintained.

4.2 Application form

Applications for Sixth Form (Years 12 and 13) will only be accepted if they are made using the 'Sixth Form' Application Form which is available to download from the Academy website or as a paper copy upon request to the Sixth Form Office. The Application Form will also be made available at the Sixth Form open evening.

4.3 Academic entrance requirements

The entry criteria below are indicative and the school do not guarantee that they will run these courses in 2020. The most up to date course list and entry criteria will be published in the Sixth Form Admissions Prospectuses in Autumn 2019.

Backwell

Entry criteria for level 3 courses

These are the GCSE qualifications required for entry to Level 3 courses (A Levels, Cambridge Technicals or Level 3 BTEC) in the Sixth Form in 2019.

- A minimum of five GCSEs at grade 4 - 9 including English Language. Students who do not meet this minimum standard will still be considered in the light of the suitability of their option choices.
- Qualifications equivalent to GCSE will be considered in the light of proposed subject choice.
- At least grade 4, preferably 5 or 6, at GCSE in the subjects which you wish to study at A Level.
- Where the subject was not available at GCSE, any comparable subjects are taken into account.

Additional GCSE requirements for specific A Level subjects:

Subject	Normal GCSE requirement
Applied Science	44 in Sciences and 4 in Mathematics
Biology	66 in two sciences (Double Science or Biology and one other science), plus 5 in Mathematics
Business Studies	4 in Mathematics
Chemistry	66 in two sciences (Double Science or Chemistry and one other science), plus 6 in Mathematics
Computer Science	6 in Mathematics
Economics	5 in Mathematics and 5 in English Language
English Language and English Literature	5 in the corresponding GCSE course
Further Mathematics	8 in Mathematics
Geography	5 in Geography
History	5 in History
Mathematics	6 in Mathematics
Modern Languages	6 in the corresponding GCSE course
Physical Education	66 in Double Science (or 6 in Biology plus another Science)
Physics	6 in two sciences (Double Science or Physics and one other science), plus 6 in Mathematics
Psychology	5 in Mathematics and 5 in English Language
Religious Studies: Philosophy & Ethics	5 in English Language
Sociology	5 in English Language

Chew Valley

For Level 3 Vocational Programmes:

For all Level 3 Vocational Subjects a minimum of 5 GCSEs at Grade 4 or above is required. If students are offered places on Level 3 vocational courses without obtaining English and Maths at Grade 4, they will be required to retake English and Maths GCSEs during their time in Sixth Form.

For A Level courses (Level 3):

A minimum of 5 GCSEs (not equivalents) at Grade 4 or above is required. If English and Maths GCSE grade 4 or above has not been achieved, students would be required to retake this exam(s) during their time in Sixth Form.

Additional GCSE requirements for specific A Level subjects:

Subject	Normal GCSE requirement
Art	Grade 5 or above in GCSE Art
Applied Science	44 in Sciences and 4 in Mathematics
Biology	66 in two sciences (Double Science or Biology and one other science)
Chemistry	66 in two sciences (Double Science or Chemistry and one other science), plus 6 in Mathematics

Computer Science	6 in Mathematics
Engineering	55 in two sciences plus 5 in Mathematics GCSEs
English Language and English Literature	5 in the corresponding GCSE courses
Food Science	5 in Science
Further Mathematics	8 in Mathematics and recommendation from GCSE teacher
Geography	5 in Geography
History	5 in History
Mathematics	7 in Mathematics (pupils with a 6 may be considered with the recommendation of their GCSE teacher)
Media Studies	4 in English
Modern Languages	6 in the corresponding GCSE course
Music	Grade 4 in instrument plus a 5 in GCSE music
Photography	Grade 5 or above in GCSE Art
Physical Education	55 in Science and 6 in GCSE PE
Physics	6 in two sciences (Double Science or Physics and one other science), plus 7 in Mathematics
Psychology	55 in Science
Religious Studies: Philosophy & Ethics	5 in English Language
Textiles	Grade 5 or above in GCSE Art or GCSE Textiles

Gordano

For Level 3 Vocational Programmes:

For all Level 3 Vocational Subjects a minimum of 5 GCSEs at Grade 4 or above is required. If students are offered places on Level 3 vocational courses without obtaining English and Maths at Grade 4, they will be required to retake English and Maths GCSEs during their time in Sixth Form.

For A Level courses (Level 3):

A minimum of 5 GCSEs (not equivalents) at Grade 4 or above is required. If English and Maths GCSE grade 4 or above has not been achieved, students would be required to retake this exam(s) during their time in Sixth Form.

Additional GCSE requirements for specific A Level subjects:

Subject	Entry Criteria
Art	Grade 5 or above in GCSE Art

Biology	<p>Students must achieve two Grade 6s in GCSE Combined Science or a minimum of two Grade 6s including Biology in GCSE Tripe Science results.</p> <p>A grade 6 in English and Maths is also desirable, due to the high level of Maths and written content.</p>
Business	Grade 5 in English or Maths GCSE
Chemistry	<p>Students must achieve two Grade 6s in GCSE Combined Science or a minimum of two Grade 6s including Chemistry in GCSE Tripe Science results.</p> <p>A grade 6 in English and Maths is also desirable, due to the high level of Maths and written content.</p>
Design & Technology	Minimum grade 4 GCSE in either Electronics, Resistant Materials, Product Design or Graphic Products
Drama and Theatre Studies	Minimum grade 5 in GCSE Drama
Dance	Minimum grade 5 in Dance
Economics	Minimum of Grade 5 in Maths GCSE
English Language	Grade 5 in Lit or Language GCSE
English Literature	Grade 5 at GCSE in English Literature (most 5 in English Language GCSE also)
French	Minimum grade 6 in GCSE French (most will have achieved 7)
Geography	5 in GCSE Geography or a Grade 5 in English Lit or Lang if Geography not taken.
German	Minimum grade 6 in GCSE German (most will have achieved 7)
Government and Politics	Grade 5 in GCSE English or 5 in History if taken
History	Grade 5 at GCSE History or a Grade 5 in English Lit or Language if History not taken
Maths	Grade 7 in GCSE Maths
Further Maths	Grade 8 in GCSE Maths
Media Studies	Grade 4 in English Literature and English Language
Music	Grade 6 in GCSE Music OR grade 5 instrumental/vocal qualification
Philosophy and Ethics	Grade 5 in RE GCSE (full course) or Grade 5 in GCSE English Language or Literature if RE not taken
Physical Education	If GCSE PE has been studied, students must achieve a minimum of grade 5 in the Theory section. If GCSE PE has not been studied, grade 5 in double Science is essential

Physics	Students must achieve two Grade 6s in GCSE Combined Science or a minimum of two Grade 6s including Physics in GCSE Triple Science results. A grade 6 in English and Maths is also desirable, due to the high level of Maths and written content.
Psychology	Grade 5 in English and Maths (most will have a 6 grade in Science)
Sociology	Grade 5 GCSE in English Language/Literature
Spanish	Minimum grade 6 in GCSE Spanish (most will have achieved 7)
Textiles	Grade 4 GCSE or above in either a D&T subject or Art (preferably Textiles)

4.4 Late applications

External applications for places in the Sixth Form, received later than 4.30pm on 12 December 2019 will not be processed until all 'on time' applications have been administered and provisional decisions notified on 27 March 2020. Late applications will be administered on a first come first served basis, at which time there may no longer be places available.

4.5 Minimum entrance requirements

The minimum academic entrance requirements for admission to the Sixth Form are clearly published on the Academy website annually from November 2019. These apply equally for internal and external applicants and evidence of examination results must be provided before the offer of any provisional place will be confirmed.

In year school transfer applications

The following applications will be treated as in-year admissions during 2020/21:

- applications for admission to Year 7 which are received after 1 September 2020
- all other applications for admission to Years 8 to 11.

5.1 Applications

Applications will not normally be considered in advance of the date the place is required, this will be approximately 35 days for those moving house, and 21 days for those not moving house. However, applications for admission in September 2020 can be made from 1 June 2020.

5.2 Outcome

Any offers must be responded to within 21 days of the date of the letter. Any request for an extension beyond the required reply date will be considered by on an individual basis.

5.3 Alternative places

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

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

5.4 Waiting list

Where there are more children than places available, a waiting list will operate for each year group. If parents would like their child's name to be added to the waiting list they must request it, as no child is added automatically.

The waiting list will be maintained on a two term basis. If applicants wish to remain on the waiting list they must request this for the start of terms 1, 3 or 5. Any applicants that have not requested to be kept on the waiting list will not be considered for any vacancies that may arise. Term dates can be found on school websites.

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

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

Priority will not be given on the basis of the date an application was added to the list. All applications must be ranked in line with the admission authority's [oversubscription criteria](#) and any allocations will be made using this. Each child added to a waiting list will require the list to be ranked again in line with the published oversubscription criteria. Waiting list positions can go up as well as down as additional applicants are added to or removed from the waiting list and ranked in accordance with the specific oversubscription criteria.

5.5 UK Service Personnel and Crown Servants

For UK Service Personnel and other Crown Servants, where possible, places may be allocated in advance of the pupils return to the UK provided the MOD, FCO or GCHQ have provided a letter declaring a return date and residency placement. Places may be offered and reserved up to one term in advance of the place being required.

The schools operate 6 terms per year and term dates can be found on the school websites.

5.6 Fair access

Each Local Authority **must** have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that - outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, the Local Authority **must** ensure that no school - including those with available places – is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. The protocol **must** include how the Local Authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.

The Fair Access Protocol is available at www.n-somerset.gov.uk/fair-access-protocol and http://www.bathnes.gov.uk/sites/default/files/fair_access_protocol_2017.pdf .

General Information

6.1 Who can apply

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

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

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

6.2 Parent

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

6.3 Home address or change of address

The process for establishing home address differs between North Somerset and Bath & North East Somerset Councils. The councils' approaches are set out in Appendix 1. North Somerset methodology will be used for Backwell and Gordano Schools and Bath & North East Somerset methodology for Chew Valley School.

6.5 Documentary evidence

The Admissions Authority reserves the right to require documentary evidence of the genuineness of a family address and if this is not produced, reserves the right to make its own enquiries.

The child's normal permanent home address where he or she lives with his or her parents or legal guardians will be used to decide where the child lives. If parents or guardians plan to move documentary evidence will be required.

Examples of evidence that may be acceptable to determine a child's address are:

- i. A solicitor's letter confirming exchange of contracts and a completion date for a property which is being purchased or a property which is being sold.
- ii. A copy of a signed rental agreement or a solicitor's letter if moving to a Council or rented property and proof of your sale or Notice to Quit on your current/previous property.
- iii. A copy of a council tax bill or utility bill such as water, gas or electricity in your name for your newly owned or rented property together with proof of your sale or Notice to Quit on your current/previous property.
- iv. If you are moving in with a relative a letter from them will be required confirming the date you will be moving in together with a copy utility bill showing their name and address. A solicitor's letter will also be required confirming that completion of contracts has taken place on your sale or Notice to Quit on your current/previous property.

6.6 Supporting documents

Any letters/supporting documents should also be submitted to the [Admissions Authority](#).

Whilst it is not the responsibility of other offices/schools, the Admissions Authority will use discretion and may accept applications/documents received by other Councils, Schools or other Council offices that are passed to the School Admissions Team. They will be accepted as on time if North Somerset Council or Bath & North East Somerset Council feel they may have been submitted by the closing time and date.

6.7 Withdrawal of an offer

The Admissions Authority reserves the right to withdraw an offer of a school place in certain limited circumstances. Examples include:

- i. Where a parent has given fraudulent or intentionally misleading information such as a false address, which effectively denied a place to a child with a stronger claim.
- ii. Where a parent has not responded to an offer within the deadline set or to any subsequent reminder to reply within a further 7 days.
- iii. Where the offer was made as a result of an administrative error.

- iv. If children do not commence attendance at school at the date arranged for their child to commence and the school is not given a satisfactory reason for the absence.

If a child or parent(s) move address but the parents do not inform the Admissions Authority, this may be deemed to be intentionally misleading and any place offered may be withdrawn if it has denied another child a place.

Where before offers are made, an application is deemed to be fraudulent or intentionally misleading the application will be considered on the basis of the correct information. It is the parent's responsibility to inform the relevant Council and the Admissions Authority if their contact details change after making an application.

6.8 Children in care

Children in Care are defined as follows:

Children in Care' are children who are (a) in the care of a local Council or (b) being provided with accommodation by a local Council in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

For Children previously in Care:

- this includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders)
- child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order
- in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).

6.9 Brothers and sisters

To be considered as a brother or sister a child must be living at the same address for the majority of the time (at least 50% of the time), as a full, half, step or adoptive brother/sister.

Full and adoptive brothers/sisters are defined as children who have the same biological or adoptive parents.

Half brothers/sisters are defined as children who share only one biological or adoptive parent.

Step brothers/sisters are defined as children who are not necessarily related biologically (including foster children) but are living in the same household for the majority of the time at the address the Admissions Authority considers to be the address of the child for whom the application is made.

It is the responsibility of parents to ensure that they declare on their application if they

have a child (or have been allocated a place for a child) at their preferred school(s) or to inform the Admissions Authority if a child obtains a place after they have applied.

A brother or sister must be attending (or is expected by the Admissions Authority to be attending) the school at the time of admission.

6.10 Distances

A direct line distance is where distances are measured in a straight line between the address point of the child's home and the main entrance marker for the school. Unless stated otherwise, where the direct line distances are equal, the ranking of applications will be determined by drawing lots.

For Backwell and Gordano Schools distances will be calculated using North Somerset Council computerised system(s). If it is not possible to measure a distance on North Somerset Council computerised system(s), North Somerset Council will use alternative methods. A direct line distance is where distances are measured in a straight line between the address point of the child's home and the main entrance marker for the school as recorded on North Somerset Council computerised system(s).

For Chew Valley School distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system.

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

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

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

Applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group that is not the chronological age year group, will be considered. The admissions authority for the school will make the final decision. In addition, parents of summer born children (born on or between 1 April and 31 August) can request to admit their child into the Reception year, one year after they would normally enter the school. The admissions authority for the school will make the final decision.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. This will include taking account:

- the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;

- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The admissions authority must also take into account the views of the head teacher.

Parents will need to write to the school to request that their child starts a year later or earlier than their chronological age. Parents will need to give reasons for the request and details of the child's particular needs. Any reports or evidence to support your request should also be enclosed.

Where the admission authority agrees to a parent's request for their child to be admitted out of their normal age group the parent must apply according to the timescales of the agreed admission cohort. The application will be processed as part of the main admissions round (including applying the oversubscription criteria where applicable), unless the parental request is made too late for this to be possible. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied and been refused. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

6.13 Appeals

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.

6.14 Statement of Special Educational Needs or Education, Health and Care Plan

Applicants in receipt of a Statement of Educational Needs or Education, Health and Care Plan should contact their SEN Officer to apply for schools.

6.15 Alteration

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

7. Contact details

	<p>Address: Backwell School Station Road Backwell Bristol BS48 3BX</p> <p>Telephone: 01275 463371 Email: mailbox@backwellschool.net Website: www.backwellschool.net</p>
	<p>Address: Chew Valley School Chew Magna Bristol BS40 8QB</p> <p>Telephone: 01275 332272 Email: enquiries@chewvalleyschool.co.uk Website: http://www.chewvalleyschool.co.uk</p>
	<p>Address: Gordano School St Mary's Road Portishead North Somerset BS20 7QR</p> <p>Telephone: 01275 842606 Email: mailbox@gordanoschool.org.uk Website: www.gordanoschool.org.uk</p>
	<p>Address: School Admissions Team People and Communities North Somerset Council Town Hall Walliscote Grove Road Weston-super-Mare BS23 1UJ</p> <p>Tel No: 01275 884078 / 884014 Email: admissions@n-somerset.gov.uk Website: www.n-somerset.gov.uk/admissions</p>

Bath & North East Somerset Council

Address: Admissions and Transport
Bath & North East Somerset Council
Lewis House
Manvers Street
Bath
BA1 1JG

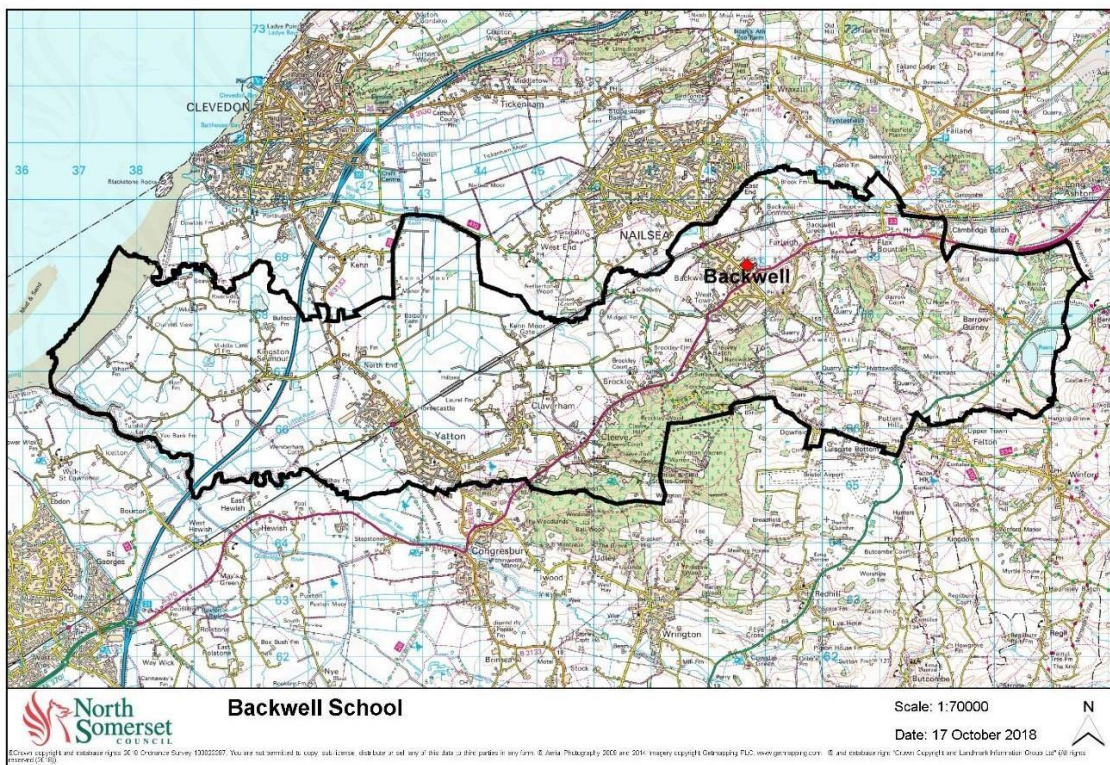
Tel No: 01225 394312

Email: admissions_transport@bathnes.gov.uk

Website: www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools/

8. First Geographical Areas (FGA's)

A First Geographical Area is an area of priority for a school. Living in this area does not guarantee a child a place at the school but they may receive priority over children who live outside the First Geographical Area.



Chew Valley School Catchment Area

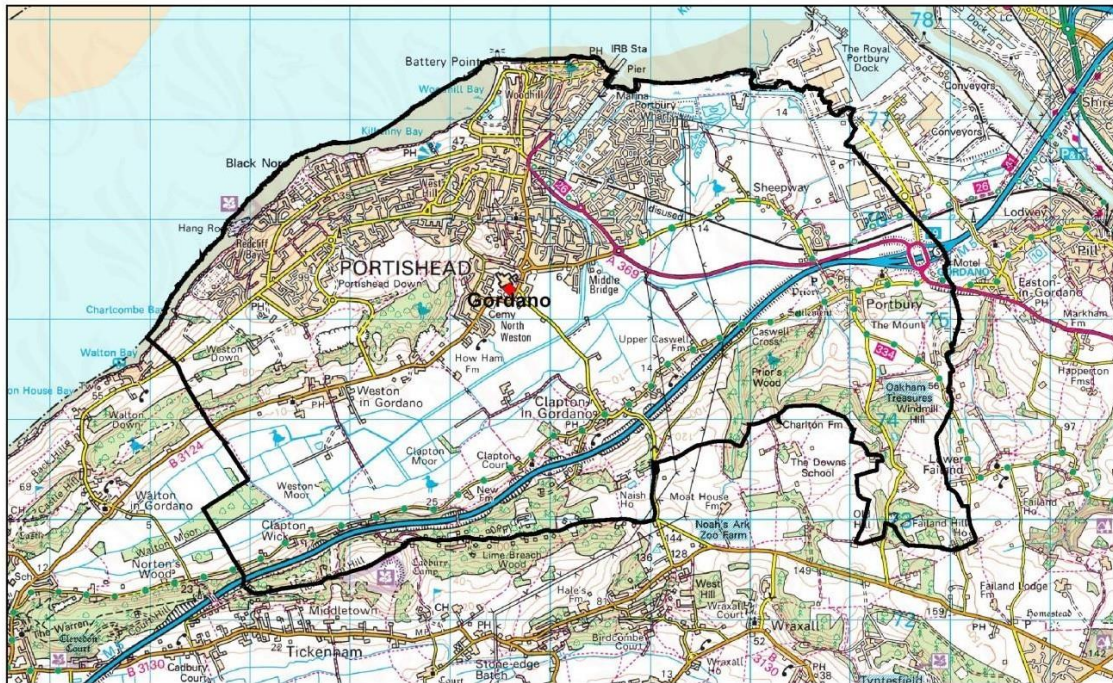
Date : 02/01/2019
Scale:

Bath & North East
Somerset Council



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Appendix 1 – Council approaches to establishing home address and change of address

North Somerset

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

An address used for childcare arrangements cannot be used as the home address. The address of a child that is different from his/her parents where the move to this address is expressly linked to obtaining a school place will not be accepted.

Where parents do not live together, and the child spends equal amounts of time with both parents, the home will be considered to be that of the parent who made the application to be the child's home.

More than one address will not be accepted as the child's home address. If necessary, the terms of a residency order may clarify the home address.

If parents share parental responsibility for the child, and both parents submit an application form, both parents will be asked to determine which application should be considered and which application should be withdrawn. If parents are unable to reach an agreement, a Specific Issues Order or a residency order will be requested to be seen for clarification on which address should be used.

In the absence of any Specific Issues or residency order, the home address will be considered to be that of the parent with the primary day to day care and control of the child. In reaching this decision, evidence may be requested from both parents. Examples of evidence would be the address of the parent who receives Child Benefit and/or the address which is registered with a medical GP. Parents are urged to reach agreement but where they do not, the home address will be determined for them.

If a child is temporarily living away from his/her parents in a different Council area, the Council where the child ordinarily lives will continue to be the home Council.

Whilst the place of residence of the child for the first round of allocations would normally be his/her physical place of residence as at Closing Date and time for applications, it should be noted that in certain circumstances and acting in the interests of the child, an alternative place of residence may be used*, for example where a child is temporarily living away from his/her parent's home and the new temporary place of residence is the home where the child is likely to be living whilst attending school.

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

Change of Address

Parents must inform the relevant Council if they change address as soon as possible or any offer of a place may be withdrawn. If a change of address will occur after the closing time and date (and before the start of term 1), and independent confirmation is submitted by the closing time and date, it will be considered in the first round of allocations.

Examples of independent confirmation of a change of address are:

- a solicitor's letter confirming the exchange of contracts with a completion date,
- a tenancy agreement signed by both parties,
- a utility bill dated within three months prior to submission.

If the child is from a family of a Crown Servant or of UK Service Personnel, a letter from the MOD, FCO or GCHQ declaring a return date and residency area.

Applicants may also be required to provide proof that they have left the previous property, for example by supplying a final account utility bill.

If a new address is not accepted for a round of allocations, where none of the parental preferences can be offered, the alternative school offered will be based on the new address (providing details and independent confirmation is received before the round of allocation has been finalised).

Where a change of address is from one Local Authority to another, the Local Authority of the new address, will then normally be the home Local Authority. The new home Local Authority will then process the application and notify the parents of the outcome.

Bath & North East Somerset

Who should apply for a school place?

Applications should be made by the person who has parental responsibility as the main carer as defined in the Children Act 1989. Parents are asked to confirm this on the application form. Where parents share parental responsibility for a child but live separately if two applications are received from the child's parents the LA will ask them to determine which application it should consider and which application should be withdrawn. This is because the LA will offer only one school place to a child at any one time. If the parents cannot agree they should resolve the issue through the court system. For example, to obtain a 'Specific Issues Order' which specifies which parent has responsibility to make decisions on school preferences.

However, in the absence of any Order the application received from the parent who receives Child Benefit for the child will be the only one considered. Parents may be asked to provide supporting documentation confirming receipt of Child Benefit. Where

the parent/carers are not entitled to 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. Bath & North East Somerset Council cannot become involved in disputes between parents/carers.

Use your child's permanent home address

You must apply using your child's permanent home address as at 31 October 2018. The child's normal permanent home address where he or she lives with his or her parents or legal guardians will be used to decide where the child lives. Bath & North East Somerset Council cannot accept an address of a business, relative, friend, childminder or a temporary address.

In fairness to all parents, the Council reserves the right to require documentary evidence of the genuineness of a family address and if this is not produced the Council reserves the right to make its own enquiries with, for example, the Council Tax Office.

Temporary addresses cannot be used to obtain school places. If parents or guardians plan to move documentary evidence will be required and in order for any address changes to be taken into account in the first round of allocations made on **1 March 2019** the appropriate documentary evidence must be submitted by midnight on the closing date and time of **31 October 2018**. However, if details of a change of address that will occur after the closing date (and before the start of term 1) is received with the appropriate documentary evidence by **14 November 2018** i.e. before the LA has sent details of applications to other councils, it will be considered in the first round of applications. Examples of evidence that may be acceptable to determine a child's address are:-

- A solicitor's letter confirming exchange of contracts and completion date for a property which is being purchased or a property which is being sold.
- A copy of a signed rental agreement or a solicitor's letter if moving to a council or rented property and proof of your sale or Notice to Quit on your current/previous property.
- A copy of a council tax bill or utility bill such as water, gas or electricity in your name for your newly owned or rented property together with proof of your sale or Notice to Quit on your current/previous property.
- A child benefit book.
- If you are moving in with a relative a letter from them will be required confirming the date you will be moving in together with a copy utility bill showing their name and address. A solicitor's letter will also be required confirming that completion of contracts has taken place on your sale or Notice to Quit on your current/previous property.
- In the case of children of UK Service Personnel with a confirmed posting to the area or Crown Servants returning from overseas, an official letter declaring the

relocation date and a Unit postal address or quartering area address should be provided.

A random sample of 10% of all applications received each year will be checked to confirm addresses using for example the electoral roll, council tax offices and if appropriate the school currently attended before allocations are made. A copy of a recent utility bill may also be requested. In certain additional cases proof of residency will also be determined by using the above methods. Once proof is obtained to the LA's satisfaction that the parent is resident at the address given it will be accepted that the child is also resident at the same address.