

This form will enable the School Admissions Team at North Somerset Council to help schools fulfil their statutory school admission duties as an own admissions authority school.

**School Name:**

### In Year applications

In Year applications are all applications received where the applicant wishes to change the child's school. Applications for starting in September 2021 will be considered from 1 June 2021 and the applications process will continue until 31 August 2022.

<b>Would you like the School Admissions Team to:</b>		<b>Yes</b>	<b>No</b>
1	<b>Process In Year applications on your behalf?</b> This includes: <ul style="list-style-type: none"> <li>Receiving applications</li> <li>Checks on the application on eligibility to education within the UK, claims of EHCPs, children in care and previously in care, fraudulent addresses, catchment areas, feeder links and free reason text</li> <li>Calculating direct line distances</li> <li>Ranking of applications where multiple applications are to be considered</li> <li>Considering whether the child meets the Fair Access Protocol criteria</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	<b>Decide whether to offer or refuse a place?</b> If your governing body/admissions committee wish to make their own decisions, it is a statutory requirement that they must notify the School Admissions Team of the application and the result in writing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	<b>Send an outcome letter/e-mail to parents and chase if no response is received?</b> Any letter will give the applicant 14 days to respond and will include any details regarding the appeals process, if necessary. If no response, a reminder will be sent giving the applicant a further 7 days to respond.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	<b>Maintain the waiting lists all year round?</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	<b>Prepare and present any appeals lodged by the applicant? *</b> This includes: <ul style="list-style-type: none"> <li>creating all legal paperwork</li> <li>gathering evidence about the school</li> <li>gathering evidence about the application</li> <li>visiting the school</li> <li>presenting the school's case to the appeals panel</li> </ul> Schools will still be required to: <ul style="list-style-type: none"> <li>provide a supporting letter and school information form for the legal papers</li> <li>attend the appeal hearing (if necessary)</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Bulk applications

Bulk applications are all applications received for your school's year of intake. This includes applications for starting school in reception, transferring to junior school or secondary school, whichever is relevant. The application process starts from 12 September 2021 and continues through to 31 August 2022.

<b>Would you like the School Admissions Team to:</b>		<b>Yes</b>	<b>No</b>
	<b>Process the initial checks to applications on your behalf?</b> This includes: <ul style="list-style-type: none"> <li>Checks for eligibility to education within the UK, claims of EHCPs, children in care and previously in care, fraudulent addresses, catchment areas, feeder links and free reason text</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> <li>Calculating direct line distances</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Rank applications in accordance with the school's oversubscription criteria?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintain waiting lists, including ranking the applications in accordance with the school's oversubscription criteria, up to 31 August 2022? It is a statutory requirement that waiting lists are held until at least 31 December 2022.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prepare and present any appeals lodged by the applicant?*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
This includes: <ul style="list-style-type: none"> <li>creating all legal paperwork</li> <li>gathering evidence about the school</li> <li>gathering evidence about the application</li> <li>visiting the school</li> <li>presenting the school's case to the appeals panel</li> </ul> Schools will still be required to: <ul style="list-style-type: none"> <li>provide a supporting letter and school information form for the legal papers</li> <li>attend the appeal hearing (if necessary)</li> </ul>		

## Admission Arrangements for 2023-24

Would you like the School Admissions Team to:	Yes	No
Draft the admission arrangements policy behalf of your school?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coordinate the consultation on behalf of your school admission arrangements? This includes: <ul style="list-style-type: none"> <li>ensuring that all stages of the process are met within statutory deadlines</li> <li>sending the consultation to all consultees within the defined relevant area</li> <li>sending the determined admissions arrangements to all consultees</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**\*Please note that appeal preparation and presentation does not include arranging the appeal hearing and the panel. If you wish to delegate this to North Somerset Council you will also need to purchase the Independent School Appeals (NS) traded service provided by Democratic Services.**

<http://www.supportservicesforeducation.co.uk/Services/4060>

By selecting 'No' to any of the above tasks, you are agreeing that any tasks will be completed by the school in full and in accordance with the School Admissions Code and the relevant coordinated admissions scheme.

<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>

By signing this document, the school agree that the governing body/academy trust have delegated the responsibility of undertaking certain tasks in the admissions process to North Somerset Council, however the legal responsibility continues to remain with the governing body/academy trust.

<b>Signature</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>
<b>Name</b>	<input type="text"/>	<b>Title</b>	<input type="text"/>

Please return this form to [schooladmissions.officer@n-somerset.gov.uk](mailto:schooladmissions.officer@n-somerset.gov.uk).