



# Court Fields School

A C H I E V E | B E L O N G | P A R T I C I P A T E

## School Admission Arrangements for 2019/20 Academic Year

### Part 1 - General Information

#### **1.1 About our School**

Court Fields School converted to an academy in January 2014, sponsored by The Castle Partnership Trust. Court Fields is a medium sized secondary school in a beautiful, semi-rural setting. Our GCSE outcomes are in line with national standards. In our Class of 2017, 33% of students achieved an A\*/A or equivalent grade. At Court Fields every child is an individual with potential that we believe we can unlock so that students leave us confident learners and well qualified for their next steps in education, training and employment.

Our clear goals are that every student achieves, belongs and participates in the full life of our school – this is at the heart of everything we do at Court Fields. Our students are very proud of their school and are always keen to welcome prospective parents and visitors into their classrooms to experience the high quality teaching and learning that we offer. We have a strong ethos of respect, courtesy and integrity. We set high standards for ourselves and our students and actively promote resilience, independence and responsibility.

We have a rich and diverse menu of extra-curricular and outdoor educational opportunities which develop and build students' social and emotional skills. Our extensive enrichment programme offers students additional educational experiences which inspire and motivate students to succeed. Our vertical tutoring and House systems ensure that every child has a strong sense of belonging and a commitment to participating.

The Governing Body is the Admissions Authority and is responsible for all admission decisions. For this purpose, the governors operate an Admissions Committee consisting of at least three governors.

Somerset Local Authority (LA) is responsible for coordinating all normal entry school place applications for maintained schools across Somerset. Therefore, these admission arrangements should be read in conjunction with the LA's published coordinated admissions scheme which is available at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions) or by contacting the Admissions and Entitlement Team at Somerset County Council.

## 1.2 Contact Details

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Somerset  
TA21 8SW

**Telephone:** 01823 664201

**Fax:** 01823 660812

**E-Mail:** office@courtfields.somerset.sch.uk

**Website:** www.courtfields.net

## 1.3 The Published Admission Number (PAN)

Court Fields School has an admission number of 172 for entry in-year 7

The school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Governing Body will offer places at the school to all those who have applied.

## 1.4 Relevant Documents

**(Please refer to this information before applying for a school place)**

School Admission arrangements must comply with The School Admissions Code and School Admission Appeals Code published by The Department for Education [www.education.gov.uk](http://www.education.gov.uk).

Important documents published by Local Authorities are also relevant to some areas of school admissions procedure. Applicants are strongly advised to contact their 'home' Local Authority (the Local Authority area in which your child lives) or access the Local Authority website and ensure that they read and understand this information before proceeding with an application for a school place. Related documents of particular importance are:

- The Local Authority Coordinated Admissions Scheme (this applies to starting and transferring school for the first time)
- The Local Authority Secondary Admissions Guide
- The Local Authority Fair Access Protocol
- The Local Authority School Transport policy
- Free School Meal Entitlement.

## **Part 2 - Over Subscription Criteria**

When Court Fields 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:

### **2.3 Over Subscription Criteria**

- 1. Looked After Children and previously Looked After Children.** A Looked After Child is a child who is in the care of a Local Authority. Previously Looked After Children are children who were looked after but ceased to be so when they were adopted or became subject to a child arrangements order or special guardianship order. (See important notes)
- 2. Children living in the designated catchment area with a sibling attending Court Fields School at the time of application** (see sections 6.6 and 6.14).
- 3. Children of staff employed at Court Fields School.** (Children of staff at the school either where the member of staff has been employed at 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.)
- 4. Children living in the designated catchment area** (see section 6.14).
- 5. Children living outside the designated catchment area with a sibling attending Court Fields School at the time of application** (see sections 6.6 and 6.14).
- 6. Children not satisfying a higher criterion.**

#### **Important Notes**

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

For Children Previously Looked After: this includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted. Adoption is defined under the terms of the Adoption and Children Act 2002(see section 46 adoption orders).

### **2.4 Tie Breaker:**

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

measured in a straight line by a Geographical information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home.

Random allocation by drawing lots supervised by someone independent of the school, will be used as a tie-break in categories 1-6 above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

### **Part 3 – Transferring School to Year 7 for the First Time**

Applications must be submitted to the home LA. If this is Somerset applications can be made on-line at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions). Paper applications are available to download from the Somerset County Council website at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions), or upon request by telephoning Somerset Direct on 0300 123 2224. Any supporting information must be received by the closing date for applications.

Applications must be received by 23:59 hours on 31 October 2018, otherwise the application will be recorded as late. Late applications will be considered after those received on time. Please see the Somerset LA co-ordinated scheme for full details.

Outcomes for on time applications will be sent out by email (for on line applicants) or second class post on 1 March 2019 (or next working day if this falls on a weekend or bank holiday).

### **Part 4 - Admission to Any Year Group During the 2019/20 Academic Year (In-year Admission)**

In-year applications must be submitted directly to the school using the in-year application form which can be obtained on the school website or by request to the school office.

The Governors' Admissions Committee will consider batches of applications on a weekly basis with a 4pm deadline every Friday (term time only) for receipt of applications. If more applications are received than there are places available, the over-subscription criteria will be applied.

A decision will be notified in writing to the applicant within ten school days. Parents/carers must accept the offer of a place within ten school days.

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

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

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

### **Part 5 - Appeals Procedure**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Details of how to appeal are included in the outcome email or letter.

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

### **Part 6 – Important Information**

#### **6.1 Waiting Lists**

The governors operate waiting lists for year groups 7 - 11. Where a child is formally refused admission to any year group, parents may request that his/her child's name is placed on the appropriate waiting list. Waiting lists will be maintained for six months from the date of the application. A further in-year application would need to be made in order for a pupil to remain on the waiting list.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

#### **6.2 Admission of children outside their 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 gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the Governing Body will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the 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.

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

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

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

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

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

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

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

For further information and important points to consider please visit:

<http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/starting-or-transferring-school-early-or-late/>

#### **6.4 Children from Overseas**

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

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

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

#### **6.6 Siblings**

For the purpose of school admission, the governors' definition of a sibling is 'a child living at the same address as a half or full brother or sister, an adoptive brother or sister, a step-brother or sister, or children of the same household at the time of application'. For applications to transfer from primary to secondary school, siblings must be on roll at Court Fields School between 1 September 2018 and 31 August 2019. For applications at any other time (in-year admissions) siblings must be attending Court Fields School at the time of application.

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

#### **6.8 Parent**

A 'parent' in education law includes natural parents, whether they are married or not and a person other than the natural parent(s) who has parental responsibility or care of a child or young person. Having 'care' of a child or young person means that person who looks after the child and with whom the child lives, irrespective of what their relationship is with the child.

## 6.9 Home Address

The school will not accept more than one address as the child's home address. The terms of a residency order may clarify the home address.

Where necessary to determine which address to recognise and in the absence of a residency order, the school will consider the home address to be with the parent with whom the child resides for most of the time. In reaching this decision, evidence will be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered by the school in reaching a decision on the home address for admissions purposes.

This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, the school will determine the home address.

Where we ask for evidence of the address from which a child would attend school, this would usually be the exchange of contracts from a solicitor for a house purchase or a signed copy of a minimum of a six-month formal tenancy agreement from a letting agency. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required e.g. proof of the house sale, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord. The Governing Body reserve the right to seek further documentary evidence to support a claim of residence. A representative of the Governing Body may carry out a home visit/s without prior notice to verify a pupil's home address. We recognise that some families may be unable to provide this, for example, where a house move is a very short notice or where a family is escaping domestic violence. If you cannot provide this evidence, please contact us. We do not intend to penalise families where there is a genuine reason why the usual evidence cannot be provided.

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



### **6.11 Children with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP)**

Children with Statements of Special Educational Needs or an Education, Health and Care Plan (EHCP) are admitted to school in accordance with a separate process administered by the Local Authority (LA) in whose area the child lives. The governors must always admit a child whose Statement or EHC plan names Court Fields School.

### **6.12 Withdrawing an Allocated Place**

For in-year admissions the governors will require parents to confirm within 10 school days (of the date of the offer letter) their acceptance of any place offered and to have made arrangements for their child to start attending Court Fields School. The governors reserve the right to withdraw the offer of a place if these conditions are not met and to reallocate the place to the highest ranked child/young person on a waiting list, or to a new applicant where no waiting list exists. The governors may also withdraw the offer of a school place if the child/young person's home address is subsequently found to be fraudulent.

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

The Admissions Authority endeavor 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 admissions authority will process the application on that address. If proof of a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address. An offer of service family accommodation from the housing department is not sufficient to be accepted as proof of address, the signed tenancy agreement would be required.

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)

#### **6.14 Catchment Map**

The governors prioritise some school places on the basis of living within a designated catchment area. Details of the catchment boundaries can be found at [www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/check-catchment-school1/](http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/check-catchment-school1/). Alternatively, a map indicating the catchment boundary can be provided by contacting the school office (see Section 1.2 Contact details). For applications to transfer from primary to secondary school, children must be living in the designated catchment area on the application closing date (31 October 2018). For applications at any other time (in-year admissions) children must be living in the designated catchment area at the time of application.

#### **6.15 Fair Access Protocol**

All LAs are legally required to operate a Fair Access Protocol across their area – all schools are required to co-operate with that protocol. This ensures that children who are vulnerable or unable to access an appropriate school place under the standard admission arrangements for the area have an admissions safety net.

We participate in Somerset’s Fair Access Protocol.

#### **6.16 Transport**

All parents should consider how their child will get to school for the whole of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always being available. Supported transport will be provided by the LA for those Somerset-resident children attending this school if it is either the designated transport area school or the nearest school to the home address. The home address must be further than a walking distance of three miles (for children aged 8 years old and over) from the school. Please note that our admissions direct line measurement policy does not apply to Somerset’s school transport decisions.

### **6.17 Extended Schooling**

Further information on extended schooling beyond the normal school day is available from the school office and our website.

### **6.18 Home-School Agreement**

Admission to any school is not conditional on signing a home-school agreement. However, we will offer this to all parents after children have been admitted as we consider agreements to be a positive way of promoting greater involvement between parents in their child's education.

### **6.19 Documentary Evidence**

Once a place has been offered to a child, evidence of the child's identity may be requested – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at that school. The school may also request evidence that a child's address is genuine or that the person who made an application for admission was legally permitted to do so.

### **6.20 School Fees and Charges**

There is no charge for applying for a place here, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school office and can be viewed on our website.