

# **Buckler's Mead Academy**



## **ADMISSION ARRANGEMENTS FOR SEPTEMBER 2018 & 2018/19 ACADEMIC YEAR**

Document Title:	Admission Arrangements for Sept 2018
Author:	Sara Gorrod
Document Reference:	N/A
Date Produced:	Spring Term 2017
Recommended by (Advisory Group / Committee / SLT):	Headteacher
Date Adopted:	N/A
Date published on website (if applicable):	Spring Term 2017
Signed By:	..... Chair of Directors
Review Frequency:	Annually
Review Date:	Spring Term 2018
<b><i>Please note: The version of this document contained within the 'Policy Documents' Folder on BMStaff (T:\Admin\Policies and Procedures) is the only version that is maintained.</i></b>	

# **Buckler's Mead Academy**

## **Arrangements for admission to Year 7 in September 2018 or joining a year group during the 2018/19 academic year (in-year)**

### **1. Introduction**

Buckler's Mead is an Academy school for girls and boys aged 11 to 16 of all abilities and aptitudes.

The Board of Directors is the Admissions Authority. This means that Directors, through their Admissions Panel, decide who should attend the Academy, whether starting the school year at the beginning of Year 7 or joining any year groups during the academic year.

Somerset Local Authority is responsible for the co-ordination of all September 2018 transferring school applications and so these admission arrangements should be read in conjunction with the Local Authority's published 2017 co-ordinated admissions scheme. A copy is available at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions) or upon request to the school office.

Buckler's Mead Academy does not operate a defined catchment area.

The Published Admission Number (PAN) for year 7 and the admission limit for all other year groups is **204**.

### **2. The Application process**

**For transfer to Year 7 in September 2018:** Applicants must complete the Common Application Form available from the Local Authority, the school office, or the website. This must be received by the Local Authority by **31 October 2017**. Applications received after this deadline will be considered late and will not be processed until all on time applications have been considered. Places within Year 7 may no longer be available by that time.

The Buckler's Mead Academy Board of Directors will consider all applications for places at the academy and notify Somerset Local Authority of their decisions.

**For admission to a year group during the academic year:** Applicants must complete the Directors' In-year admission application form which is available to download from the academy website or from the school office, or Somerset Local Authority. Completed application forms may be submitted to the school office at any time during the academic year. The Directors will consider applications in the order they are received, as soon as reasonably possible after receipt and notify applicants of their decision in writing, normally to be sent out by second class post within 10 school days of the decision. Where a school place is offered it will be held open for **14** school days and applicants will need to confirm acceptance within this time.

Twins or multiple births children of the same family and living at the same address will all be admitted regardless of the Admission Number if it would otherwise cause the siblings to be split.

All places will be allocated strictly in accordance with the national Equal Preference with Ranking method.

### **3. Oversubscription Criteria**

If more applications are received than there are places available within any year group, the following oversubscription criteria will be applied. Every application will be assessed and ranked against these criteria and places will be allocated in strict order up to the PAN or admission limit.

Looked After Children – Children who are in the care of a Local Authority or have previously been and are now formally adopted

Children with an older sibling at the school at the time of the application closing date, and who live at the same address.

Children transferring from partner primary schools (Milford Juniors, Birchfield Primary and St Michaels' Academy)

Children of staff who have been employed at Buckler's Mead Academy for at least two years prior to application

Children not satisfying a higher criterion

### **4. Tie breaker**

In the event that the Published Admission Number or admission limit is reached part way through any criterion, places will be allocated to students living nearest to the Academy according to a straight line measurement calculated using a Geographical Information Service (GIS) method of calculation. Where two distances are equal and it is therefore not possible to differentiate between them, priority will be determined by independent drawing of lots.

### **5. Important dates**

For students applying to transfer from Year 6 to Year 7, the following dates apply for admission in September 2018:

- Closing date for applications - 31 October 2017
- Appeals timetable to be published on Buckler's Mead Academy website – 28 February 2018 (part of Admissions Policy)
- Application decision letters posted to applicants - 1 March 2018 or next working day if this falls on a weekend.
- New intake starts at the Academy in September 2018 (date to be advised on the academy website)

### **6. The Appeals Process**

All applicants who are refused admission to the academy will be notified in their decision letter of the reasons for refusal. Information explaining how to appeal against the Directors decision will be provided with each decision letter.

### **7. Waiting Lists**

If a child is refused admission to Year 7 in September 2018, his/her name will be held on a waiting list until the end of the first term in the new academic year. The waiting list will be held in ranked order according to the oversubscription criteria and if a place becomes available within the Published Admission Number (PAN) this will be offered for the

highest ranked child at that time. Buckler's Mead Academy does not hold waiting lists for any other year group. Children who are the subject of a direction by a Local Authority to admit or who are allocated to the school in accordance with the In-year Fair Access Protocols, will take precedence over those children on a waiting list.

#### **8. Special Educational Needs**

Children with a Statement of Special Educational Needs are subject to a separate admissions process. Where the statement names Buckler's Mead Academy, students will be allocated places within the Published Admission Number **before** any other applications are considered or the Oversubscription Criteria is applied.

#### **9. Retained or Accelerated admissions**

Application for a year group other than the student's chronological age will be considered by the Board of Directors on a case by case basis. It should be made clear as part of the school place application that a retained or accelerated setting is being requested and any supporting information **must** be supplied on the appropriate Supplementary Information Form which can be obtained from the academy website or from the academy office.

#### **10. Children from Overseas**

The Governing Body will only allocate a place to anyone moving into the country from abroad if they have documentary evidence of a home address and copies of the passport and/or visa if required. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

#### **11. Withdrawal of places**

The Governing Body will consider withdrawing the offer of a place if;

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading.
- The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.
- A child has not started at the school within 21 days of an agreed in-year admission start date.

#### **12. Issues relating to shared residency arrangements**

Legislation and guidance states that only one offer per child is made by the Local Authority. Therefore where separated parents issue separate applications for their child the Local Authority can only offer one place. In this situation the Governing Body requires parents to resolve matters between themselves. If an agreement cannot be reached parents may wish to seek legal advice. The Governing Body will not become involved in private disputes. The Governing Body does recognise that there may be situations where parents cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the Governing Body to take a decision. Where this is the case the Governing Body will try to establish where the child spends the majority of their time and prioritise the application made by the parent living at this address.

Each parent will 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. When the Governing Body has received all the necessary information from both parents a decision will be reached based on the evidence provided.

### **13. Children of UK Service Personnel**

The Admissions Authority 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 and other Crown servants where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address.)

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 and other Crown servants. 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 address, the admissions authority will process the application on that address. If a home address is not available at this stage the admissions authority 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.

### **14. Definitions and Glossary**

#### **Children who are in the care of a Local Authority or have previously been and are now formally adopted**

For the purposes of Admissions this means a 'looked after' child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989). Adoption is defined under the terms of the Adoption and Children Act 2002 which did not come into force until 31 December 2005 and therefore only children adopted after this date qualify as previously looked after children.

#### **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.

#### **Parent**

Natural parents, whether they are married or not, any person who although not a natural parent, has parental responsibility for a child or young person. Any person who although not a natural parent, has care of a child or young person (having care of a child or young person) means that a person with whom the child lives and who looks after the child,

irrespective of what their relationship is with the child is considered to be a parent in education law).

### **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 formal lease agreement. 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.

### **Distance Measurements**

For the purpose of measuring home to school distance, all calculations will be measured using a straight line measurement from the address point of the home to the address point of the school using a Geographical Information System (GIS) method. (Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail). In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

## **Contact Details**

### **Buckler's Mead Academy**

1 St Johns Road  
YEOVIL  
Somerset  
BA21 4NH  
Telephone: 01935 424454

### **Somerset Local Authority**

Admissions & Entitlements Team  
County Hall  
TAUNTON  
Somerset  
TA1 4DY  
[www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions)  
Telephone: 0845 456 4038

# Acceleration Application Form

Please complete this form if you would like your child to be accelerated (educated in a year group ahead of his or her chronological age).

The view of the Department for Education (DfE) is that it is preferential to teach children in their chronological age group and that this should only be deviated from in extreme circumstances. A request for retention will be discussed with the relevant professionals and the Head Teacher and will be ultimately considered by the Governing Body. It is only granted in exceptional circumstances.

Child's Full Name			
Date of Birth			
Current Year Group		Chronological Year Group	
Home Address			
Child's Current School			

Have you already discussed this with your child's current Headteacher or pre-school?

Yes	
No	

Does your child have a Statement of Special Educational Needs?

Yes	
No	



Would you like to receive a copy of the completed form with your outcome letter?

Yes	
No	

Please use the next page to explain your reasons for this request. You may attach any medical information or psychological reports obtained independently or any other information you feel is relevant that you would like us to consider. Please ensure that any supporting evidence is clearly marked with your child's name.

If necessary your child's current school, pre-school or other professionals will be contacted for their views prior to a decision letter being sent to you.

Please return this form to:

Accelerations and Retentions  
Buckler's Mead Academy  
1 St. John's Rd  
YEOVIL  
BA21 4NH

# Reasons for Acceleration

I understand that in signing this form I am requesting that my child is accelerated and that if the acceleration is agreed my child will need to remain in education until the statutory school leaving age.

Signed.....Date.....

Please Print Name.....Relationship to child.....

# Retention Application Form

Please complete this form if you would like your child to be retained (educated in a year group behind his or her chronological age).

The view of the Department for Education (DfE) is that it is preferential to teach children in their chronological age group and that this should only be deviated from in extreme circumstances. A request for retention will be discussed with the relevant professionals and the Head Teacher and will be ultimately considered by the Governing Body. It is only granted in exceptional circumstances.

<b>Child's Full Name</b>			
<b>Date of Birth</b>			
<b>Current Year Group</b>		<b>Chronological Year Group</b>	
<b>Home Address</b>			
<b>Child's Current School</b>			

Have you already discussed this with your child's current Headteacher or pre-school?

Yes	
No	

Does your child have a Statement of Special Educational Needs?

Yes	
No	

Would you like to receive a copy of the completed form with your outcome letter?

Yes	
No	

Please use the next page to explain your reasons for this request. You may attach any medical information or psychological reports obtained independently or any other information you feel is relevant that you would like us to consider. Please ensure that any supporting evidence is clearly marked with your child's name.

If necessary your child's current school, pre-school or other professionals will be contacted for their views prior to a decision letter being sent to you.

**Please return this form to:**

Accelerations and Retentions  
Buckler's Mead Academy  
1 St. John's Rd  
YEOVIL  
BA21 4NH

**Reasons for Retention**

I understand that in signing this form I am requesting that my child is retained.

Signed..... Date.....

Please Print Name..... Relationship to child.....