

A Secondary School for your Child

in Bath & North East Somerset
2024/2025



Family Information

Live Well B&NES is a web-based resource offering a wide range of information, signposting and resources for families and parents carers of children with additional needs.

Live Well B&NES Children & Families – parenting support and information, including Ofsted registered childcare and family activities

Live Well B&NES SEND Local Offer (Rainbow Resource) – information, signposting and support for families with a child (from birth – 25 years old) with special educational needs and/or a disability

Find out more:

<https://livewell.bathnes.gov.uk>

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Bath & North East Somerset
Information, support and signposting

Live Well B&NES
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Explore our community directories livewell.bathnes.gov.uk

	Family information, including Ofsted registered childcare
	Supporting adults to live independent lives
	Supporting children and young people aged 0-25 with additional needs (Rainbow Resource: our SEND Local Offer)

Register your organisation, group or service, for free, on Live Well B&NES

Special Educational
Needs and Disability
Information, Advice
and Support.

send ias bathnes

Parents/Carers – do you have concerns about your child’s education?

Can we help you to work with schools to help your child?

Sendias Bathnes (the new name for the SEND Partnership Service) offers confidential, impartial information, advice and support to children and young people (up to 25 years) with SEND and their parent carers.

Your child does not need an assessment or diagnosis of need, or an EHC plan for you to speak to one of our trained advisers.

For further information about how Sendias Bathnes can help your child, or to become a volunteer with the Service, please contact:

Sendias Bathnes Advice line: 01225 394382

Text: 07530 263401

Email: sendias@bathnes.gov.uk

Website: www.sendiasbathnes.org.uk

Dear Parent

I hope that this booklet gives you most of the information you will need regarding transfer to secondary school. It provides information about schools in the area and how to apply for a place for your child. In addition, individual schools produce their own brochures which will give you further information. They will also welcome your queries and many of them arrange open evenings for prospective parents and pupils. You will find these details on page 58 in this booklet.

Although more than 90% of local families are usually successful in gaining a place at their first preference school, there is a growing pressure on school places and so we have expanded the application process to allow you to express 5 preferences. Naming 5 schools does not reduce your chances of getting your first preference but reduces the chance of you being offered a school which you haven't requested and could be some distance away.

Transfer to secondary education is an important step and we want to make it as straightforward as possible for you and your child. This will help us meet our commitment to work in partnership with parents and schools to provide high quality education for all children in Bath and North East Somerset.

Yours sincerely

Christopher Wilford

Director of Education

August 2023

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About the information in this booklet

The information contained throughout this booklet refers to policies for Bath & North East Somerset LA only. This document can be made available in a range of Languages, Large Print, on tape, electronic and accessible formats. Please contact the Admissions & Transport Team on telephone number 01225 394312 for further information.

Deciding on a school preference for my child

What do I need to do to apply for a school place for my child?

1. Decide which schools you would like to consider making an application for your child to attend.
2. Read the information about those schools in this booklet. You may also want to read other information about those schools from their Ofsted reports etc. You can read this information online at the Ofsted website www.ofsted.gov.uk or the school may be able to give you a summary of the report.
3. Visit the schools you prefer and ask any questions about things you may wish to know.
4. Check the admissions criteria in the booklet for each school you prefer. You need to check to see if you are likely to gain a place. This is very important as some schools decide their own admissions criteria.
5. When you have all the information you want, decide the order in which to place the schools you prefer. Please consider your preferences carefully as after the closing date any changes made will be dealt with as a late application and your original application will be withdrawn. Your child would then not be considered for a school place in the first round of allocations made in March. You do not have to express a preference for more than one school, but you are recommended to do so as this will increase your chances of being offered a place at one of the schools you prefer. Stating up to five preferences will in no way reduce the chance of being offered your 1st preference school.
6. Make your application and submit it by the closing date.

This information is given in far more detail in the booklet. Please take time to read it as it will help you to make your application.

The information contained throughout this booklet refers to policies for

Bath & North East Somerset LA only.

Every effort has been made to ensure the accuracy of the information in this booklet. Some details may have changed since publication.

BE ON TIME APPLY ONLINE

From 12 September 2023 you can apply online for: -

- A Y7 place in a Secondary school for September 2024

If you are a resident of Bath and North East Somerset and wish to apply for a place for your child in any school within this authority or any other authority, you can do so by applying online as follows.

Visit the following web site to make your application online

[Admissions to Schools](#)

The closing date for Year 7 & Year 10 applications is: -

- **31 October 2023**

Why apply online?

Some benefits of applying online are: -

- It's quick and easy to use
- You can apply from home 24 hours a day, seven days a week
- There is no risk that your application will be lost in the post
- You will receive email confirmation that your application has been received
- You can change your application up to the published closing date
- You can log into the online system (with your password) on the published offer date to view the result of your application and you can accept your place online

For further information contact Admissions & Transport

on 01225 394312 or email admissions_transport@bathnes.gov.uk

Admissions & Transport, Lewis House, Manvers Street, Bath BA1 1JG

Remember to apply by the closing date of 31 October 2023

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Some Useful Names & Addresses

Bath & North East Somerset Council Children's Services Department

- **Christopher Wilford**
Director of Education

Email: Christopher_wilford@bathnes.gov.uk

- **Admissions & Transport**

Tel: 01225 394312

Email: admissions_transport@bathnes.gov.uk

- **Sendias Bathnes**

Tel: 01225 394382

Text: 07530 263401

- **Attendance & Welfare Support Service**

Tel: 01225 394241

- **Children's Services Finance Section**

Tel: 01225 394317

- **Education Psychology Service**

Tel: 01225 394901

- **Special Educational Needs Section**

Tel: 01225 394306

The above can be contacted at:

Bath & North East Somerset Council,

Lewis House,

Manvers Street

Bath

BA1 1JG

- **Bristol School Admissions**

Tel: 0117 9037694

Email: [Via Online Contact Form](#)

- **North Somerset School Admissions Team**

Tel: 01275 884078

Email: admissions@n-somerset.gov.uk

- **Somerset Direct**

Tel: 0300 1232224

Email: schooladmissions@somerset.gov.uk

- **South Gloucestershire**

Children & Young People Information Service

Tel: 01454 868008

Email: admissionsandtransport@southglos.gov.uk

- **Wiltshire School Admissions**

Tel: 01225 713010

Email: admissions@wiltshire.gov.uk

- **Black Families Education Support Group**

South Vaults,
Green Park Station,

Bath, BA1 1JB

Tel: 01225 787924

Email: manager@educationequals.org.uk

- **Department for Education**

Piccadilly Gate,

Store Street,

Manchester, M1 2WD

Tel: 0370 000 2288

- **Local Government & Social Care Ombudsman**

53-55 Butts Road,

Coventry, CV1 3BH

Tel: 0300 061 0614

- **Director of Education, (Church of England)**

Diocese of Bath & Wells,

Diocesan Education Office,

Flourish House,

Cathedral Park

Wells BA5 2UG

Tel: 01749 670777

- **Education Director / Advisor (Catholic)**

Diocese of Clifton Schools Commission

Alexander House,

160 Pennywell Road,

Bristol BS5 0TX

Tel: 0117 902 5599

If you have any difficulty in understanding any aspect of this booklet, please telephone the Admissions & Transport Team on 01225 394312 who will do their best to help.

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Do's & Don'ts of applying for a school place and an explanation of equal preferences

DO

- ✓ Complete a common application form online at [Admissions to Schools](#) or a paper form and submit by **31 October 2023**. If applying online **do** make a note of your log in details and password as you will need this any time you use the online facility.
- ✓ Express a preference for **5** schools. This means you are increasing your chances of being offered a place at a school you like. All preferences are considered equally* (*** see further notes below about equal preferences**)
- ✓ Put the school names down on your application in the order you like them.
- ✓ Consider how you will get your child to school.
- ✓ Consider the admissions criteria that will be applied if the school is oversubscribed. This booklet provides details of the admissions criteria for schools and academies in this area.
- ✓ Consider naming your local school as **one** of your preferences. If you do not express a preference for your local school, you will not be considered for a place. This could lead to you receiving an offer of a place some distance from your home address and transport arrangements could prove difficult.
- ✓ Attend school open evenings/open mornings and look at copies of the school prospectus for further information to help you decide which schools you want to apply for.
- ✓ Mention sibling links. If you expect to have more than one child on roll at a school, name the youngest sibling as opposed to the eldest. Read the definition of a sibling in the booklet.
- ✓ Check whether any school you are interested in asks you to complete a supplementary information form (SIF). This is generally a requirement of Voluntary Aided Schools and Academies. Details can be found in their full admission policies, which are available to view on the school's web page.
- ✓ Return SIFs **direct to the individual Voluntary Aided School or Academy** by the requested date which may be different from the closing date but remember that you must still complete a common application form as well. If you only complete a SIF, you have **not** made an application for a school place.
- ✓ Use the address where you are living as of **31 October 2023** and tell us if you know your address is going to change **before 31 August 2024**. (**For more details about address changes and documentary evidence see page 30**).
- ✓ Tell us if your circumstances change.
- ✓ Do fill out all parts of the application form carefully and read any explanatory notes.
- ✓ Be honest. You need to make sure the information you give us is accurate. We may withdraw the offer of a school place where the application was fraudulent or intentionally misleading.

DON'T

- ✗ Miss the deadline for submitting your application form. If you miss the deadline your preferences will not be considered until places have been offered to all children for whom we received an application by the submission date of **31 October 2023**.
- ✗ Assume that you do not need to apply for your local 'area' school. Although the Local Authority will provide you with details of the school(s) that serve your home address you must still complete an application form. Even if you have spoken to your local school to inform them that you wish to be considered for a place, this does not constitute an application and is not part of the application process.

- ✗ Assume that you do not need to apply for the school where you already have other children in attendance – you **must** complete an application form.
- ✗ Assume that just because your child attends a particular junior or primary school that this automatically leads onto a secondary school place. You will need to apply for a place regardless.
- ✗ Name the same school five times: this will be considered as one preference. Naming **only** one school does **not** increase your chance of being offered a place at that school.
- ✗ Assume you will be entitled to free transport.
- ✗ Name a school if you don't want a place there.
- ✗ Assume that automatic priority is given to siblings. Often priority is to **local siblings only**. You will need to check the individual admissions criteria for the school or academy to see how siblings are considered. This booklet provides details of the oversubscription criteria for schools and academies in this area.
- ✗ Assume that if one child in the family is offered a place that other children in the family (either older or younger) will also be able to gain a place at the same school.
- ✗ Assume that the Local Authority or a school know that you want your child to attend a particular school without you making an application to be considered for a place.

An explanation about equal preferences

Every year we receive lots of questions from parents who want to know what equal preference means and how it works in practice if they put more than one school name down on their application form. Hopefully the following explanation will help in your understanding.

We recommend you name 5 school preferences on your application as this means that your child can be considered for a place at each of the schools you name.

We publish an admission number for each school. After the closing date we will then know how many preferences have been received for all the schools and academies in our area. At this stage we know whether the individual schools are either under or over their admission number with the preferences that have been received for them.

If the school is undersubscribed, then any of the children whose parents expressed a preference for the school would initially qualify for a place. However, the preferences could be a combination of 1st, 2nd, 3rd, 4th, or 5th preferences.

If the school is oversubscribed, then the admissions criteria must be applied to all the preferences that have been made and the children are initially listed or ranked against the admissions criteria. When ranking the children, all 1st, 2nd, 3rd, 4th, or 5th preferences are considered equal. In this way the Local Authority will initially see that some children fall within the admission number for more than one of the schools that were named as preferences on the application. A child can only be offered one school place so in these cases we look at the order you named the schools on your application form and of the schools you are initially qualifying for we keep the highest preference school as the offer.

This includes the higher preference between a boarding or day place if both have been applied for.

Therefore, it is important to list the schools in your priority order. The other lower preference school place that your child initially qualified for is then released for another child and the Local Authority continue to use the ranked list to establish who next qualifies for the place if the school is oversubscribed.

It must be acknowledged that the Local Authority cannot always meet parental preferences even if more than one school has been named on the application form. However, by naming more than one preference you are maximising your chances of being offered a place at a

school you like, and it does not decrease your chance of qualifying for a place at your 1st preference school.

If you decide to **only** name one school as a preference you can only be considered for a place at that school and this action will **not** increase your chance of being offered a place.

Where parental preference of a school or schools cannot be met then the Local Authority has to offer an alternative school place if you live in its area. The school place offered may not necessarily be close to your home address. It will be the nearest school **with** a place available.

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Useful dates for your diary

Date	Key Dates for Parents	What the Council is doing
12 September 2023	Online admissions application will be available to complete	
Beginning of September		Council starts to receive applications
September/October	Schools hold open days and evenings	
Midnight 31 October 2023	Closing date for all applications	
By 10 November 2023	Documentary evidence must have been provided by those families moving address	
Starting 13 November 2023		LA sends a report of applications received to other authorities
On 01 December 2023		LA sends a report of applications received to all schools
By 05 January 2024		All schools send a list of pupils' rankings to the LA
By 02 February 2024		B&NES LA informs other LA's of the initial outcome of applications made by their residents for schools in B&NES, and other LA's will give the outcome of B&NES residents being offered places at schools in their area
By 23 February 2024		All schools informed by the LA of final offers up to the admission number and of refusals for oversubscribed schools

Date	Key Dates for Parents	What the Council is doing
1 March 2024	Parents who made an online application by the closing date can login to their account to view and respond to the offer made. Parents who made a paper application will receive a letter sent out by 2 nd class post	
15 March 2024	Deadline for parents to respond to offer	
02 April 2024	Deadline for on-time appeals written submission to be lodged	
02 April 2024	Deadline for late applications	LA informs schools of acceptances by parents
16 March to 17 April 2024		LA exchanges info with schools and other LA's on late applications, on-time applications still seeking a place and places not accepted
From 07 May 2024	Parents will start to hear about re-allocated places, once completed	Places which become available are re-allocated to children still seeking a place
From June onwards	Appeals are heard	
Up to and including 31 August 2024	Admissions will continue with further rounds of allocations until the process ends	

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1 Explanation of terms used in this booklet

Admission Criteria (Oversubscription Criteria)

These describe the way in which the Admission Authority gives priority to children when it allocates places at individual schools. This booklet provides details of the admissions criteria for year 7 and sixth form admissions.

Academy Schools & Studio Schools

In these schools the Academy Trust is responsible for admissions and set their own criteria. The criteria for all Academy Schools within Bath and North East Somerset are outlined in this booklet.

Area of First or Prime Responsibility

These are the geographical areas (catchment) drawn around each school. If you live within this area, you are more likely to be offered a place at the school.

Denominational Schools

The denominational schools in Bath and North East Somerset are run either by the Church of England or the Catholic Church or Academy Trust. The Governors in Voluntary Aided (VA) schools or the Academy Trust are responsible for admissions and set their own criteria. The oversubscription criteria for all these schools are outlined in this booklet.

Direct Line Distance*

** Unless otherwise stated in individual schools' admissions policy these definitions apply.*

Distance will be measured in a straight line from the address point of the child's home address to the address point of the school as defined by the Local Land and Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system with those living closer to the school receiving the higher priority.

The Greater Bath Consortium (GBC)

The GBC is an area of prime responsibility which serves the City of Bath and surrounding parishes. See the map in this booklet for further details.

Home Address

This is the child's permanent address where he or she generally resides with their parents. Temporary addresses may not be used to obtain school places.

Looked after Children (see also *Previously looked After Children*)

As defined in Section 22 of the 1989 Children Act. These children however are often referred to as children in care. In relation to school admissions legislation a 'Looked after child' is a child in public care at the time of the application to a school. * Documentation will need to be provided to Bath & North East Somerset Council as proof of care status.

Multiple Births

If a school is oversubscribed and a child from a multiple birth has qualified for the last available place within the admission number but the other child(ren) from that multiple birth have not qualified for a place. Please refer to Admission Arrangements for the school as to how these will be considered.

National Curriculum Year Groups

Year	Group	Age of Pupil
Y7	Keystage 3	11-12 years
Y8		12-13 years
Y9		13-14 years
Y10	Keystage 4	14-15 years
Y11		15-16 years
Y12	Post 16	16-17 years
Y13		17-18 years

Oversubscribed Schools

These are schools where the number of applications is more than the admission number, which is the minimum number the school must admit.

Parent

This includes all those people who have parental responsibility for a child as set out in the Children Act 1989.

Planned Admission Number (PAN)

The PAN is the number of children which a school is required to admit in each year group. All schools must offer places up to the PAN and, once that is reached, any further admissions would normally be by appeal to an Independent Appeals Panel. The PAN for each school can be found in Appendix 2.

Previously Looked After Children (PLAC) & Internationally Adopted Previously Looked After Children (IAPLAC)*

Previously Looked after children (PLAC) are children who were looked after but ceased to be so because they were adopted or became subject to a Child Arrangement order or special guardianship order **as well as** Internationally Adopted Previously Looked after children (IAPLAC), those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted * Documentation will need to be provided to Bath & North East Somerset Council as proof of care status.

Internationally Adopted Previously Looked After Children (IAPLAC)*

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society and ceased to be in state care as a result of being

adopted. * Documentation will need to be provided to Bath & North East Somerset Council as proof of care status.

Siblings*

** Unless otherwise stated in individual schools' admissions criteria these definitions apply.*

A sibling refers to children who are:

- brother or sister or half brother or sister.
- adopted brother or sister.
- stepbrother or sister:
- the child of the parent/carer's partner, and in every case the child should be living in the same family unit at the same address.

Special Schools and Special Units

There are three special schools and two secondary schools with a Resource Base within the area, for children who have particular special education needs. Admission to these schools is restricted to children with an Education, Health and Care plan (EHCP) and a separate leaflet is available on this. If you have an enquiry about admission to special schools, please telephone 01225 394306.

Undersubscribed Schools

These are schools where the number of applications is less than the admission number.

Voluntary Aided Schools (VA)

In a VA school the church, through the school governors, has a greater say in the running of the school, and is responsible for admissions to the school. Please refer to the booklet for details of VA Schools Oversubscription Criteria.

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2 How do I know which school will suit my child?

When you decide upon your preferred schools you can make up to **5** preferences. We would **strongly** advise you to use all 5 preferences when completing your application. You are not **disadvantaged** by doing this as all your preferences are given equal consideration and we only consider other preferences if the highest preference school that you have named cannot be offered.

When deciding on your preferences, Appendix 1 of the Secondary School Booklet will show you the schools which have either been over or undersubscribed over the past 3 years. It is worth reading this to help you decide on the schools you select.

If you name 5 schools which are usually oversubscribed and do not qualify for a place you may be offered a school which is further from your home address. This is because legally the Council must give priority, when considering applications, to those parents who have named the school as a preference. Rather than select 5 popular schools you may therefore wish to consider naming an **undersubscribed** school or one where places have previously been allocated to pupils living further away than your home address as one of your preferences which will improve your chance of being allocated a place at a local school. (see table under Appendix 1)

You can exercise a preference when deciding on a school for your child, **a preference that is limited only by the number of places available at any school**. To help you make your decision, it is important you obtain as much information as possible about the schools you are considering.

You should, where able to, visit local schools and obtain as much information as possible. All schools publish a school prospectus in which you will find an outline of: -

- the school's aims and objectives
- details of the curriculum offered
- National Curriculum Assessment results at the age 14
- attendance figures
- out of school activities
- details of policies such as behaviour and discipline.

Governing Bodies also publish a report to Parents each year and this summarises the school's achievements.

The Office for Standards in Education (OFSTED) now inspects all schools. Reports are available as is a copy of the school's action plan for development that is written after the inspection report is published. These reports can be seen on the Ofsted website or in the schools themselves.

Research has consistently shown that a number of factors are good indicators in helping you decide whether or not a school will suit your child. You may wish to consider these when you visit schools before making your decision. Some of the more important factors are: -

- the school places importance on working with parents
- there is a welcoming atmosphere
- staff have high expectations of the children and there is an emphasis on each child's achievements
- the school supports children particularly where there are additional needs
- a wide range of out of school activities is available for all ages and abilities

- other parents are involved in the work of the school and speak highly of it
- the school is well led by the headteacher and governors
- there is a plan showing how the school hopes to develop over the next few years
- the children's work is displayed with care
- governors are fully involved in the life of the school and parents have easy access to them
- the school makes good use of the LA and its support services.

This list is by no means complete and you will be able to judge a great deal from the atmosphere of the school during your visit if this has been possible. All children and all schools are different, and it is helpful if you can visit a number of schools before deciding which school is most likely to meet your child's needs.

You will have heard much about 'parental choice', and it is important for you to consider: -

- **the admissions criteria** -
are you likely to get a place in your preferred school?
- **transport** -
if your preferred school is not the closest to your home, will you be able to organise transport?

This booklet will help you make these important decisions.

Summary

You have the right to express a preference for the school(s) you prefer but do not have a guaranteed choice as we may not be able to meet your preference. We will do all we can to offer your child a place in the school you prefer but remember that some schools become full, and ***we can only offer places up to the school's Published Admission Number (PAN).***

See also page 11 for an explanation about equal preferences.

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Appendix 1

Academic Year 2023/24. Details of on-time applications for Secondary Schools. Number of preferences received, and places offered on 01 March. If a school was oversubscribed and refusals were made, the category and distance of the last place offered if applicable.

School	1 st – 5 th prefs	Admission Number 2023/24	Places offered and where applicable Refusals for 2023/24	Places offered and where applicable Refusals for 2022/23	Places offered and where applicable Refusals for 2021/22
Beechen Cliff	354	*177 (162)	177 Offers Category E BA2 (1.784 miles) Category F (4.786 miles) 18 Refusals	172 Offers Category E BA2 (1.515 miles) Category F (3.418 miles) 42 Refusals	**173 Offers Category E BA1 (2.570 miles) Category E BA2 (1.399 miles) Category F (4.126 miles) 32 Refusals
Broadlands	201	180	79 Offers	96 Offers	87 Offers
Chew Valley	324	210	210 Offers Category 6 4.605 miles 3 Refusals	210 Offers Category 6 3.831 miles 39 Refusals	210 Offers Category 6 4.445 miles 10 Refusals
Hayesfield Girls'	473	224	224 Offers Category 5a (1.559 miles) Category 5b (3.868 miles) 83 Refusals	**225 Offers Category 5a (1.444 miles) Category 5b (4.228 miles) 81 Refusals	224 Offers Category 5 (1.336 miles) Category 6 (5.158 miles) 109 Refusals
Norton Hill	456	*308 (247)	295 Offers	306 Offers	247 Offers Category F 0.904 miles 126 Refusals
Oldfield	715	*224 (200)	224 Offers Category 4 4.978 miles 73 Refusals	224 Offers Category 4 4.687 miles 74 Refusals	200 Offers Category 4 4.507 miles 65 Refusals
Ralph Allen	684	*240 (210)	240 Offers Category F 2.481 miles 82 Refusals	240 Offers Category F 2.524 miles 113 Refusals	240 Offers Category F 2.546 miles 115 Refusals
St. Gregory's Catholic College	500	*174 (160)	174 Offers Category 9 (random allocation) 40 Refusals	160 Offers Category 9 (random allocation) 62 Refusals	160 Offers Category 9 (random allocation) 70 Refusals
St. Mark's	176	120	77 Offers	49 Offers	72 Offers
Somervale	334	*180 (141)	175 Offers	180 Offers	142 Offers Category F 3.347 miles 12 Refusals
Wellsway	435	230	230 Offers Category F 3.819 miles 4 Refusals	230 Offers Category F 1.178 miles 51 Refusals	230 Offers Category F 2.479 miles 30 Refusals
Writhlington	211	245	149 Offers	135 Offers	200 Offers

*These schools worked to this higher admission number rather than their published admission number shown in brackets

**The admission number has been breached by 1 to allow for a child from a multiple birth to be offered a place.

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3 How Secondary Schools are organised in Bath & North East Somerset

There currently is 1 Voluntary Aided Denominational school and 11 Academy schools within Bath and North East Somerset with a first admission at Year 7. There are three special schools catering for children of secondary age range. In addition, there are 2 Academies in Bath & North East Somerset with a first admission at Year 10.

Secondary Education

Children normally transfer from primary to secondary school at the beginning of the school year following their 11th birthday. This means that children born on or between **1 September 2012 and 31 August 2013** are due to transfer to secondary school in **September 2024**. Occasionally requests are made for children to transfer outside these age ranges which would be considered by the appropriate admission authority. All schools are comprehensive and provide for the 11-18 age range apart from Broadlands Academy which caters for the 11-16 age range. Some schools have established sixth form links with other schools and colleges to widen the range of sixth form courses available. Details are available from individual schools.

Co-Educational Non-Denomination Schools

Eight schools in the LA are co-educational and non-denominational. These are Oldfield and Ralph Allen in Bath, Broadlands Academy and Wellsway in Keynsham, Chew Valley in Chew Magna, Norton Hill and Somervale in Midsomer Norton and Writhlington in Radstock. Their oversubscription criteria are listed in this booklet.

Academy Schools

There are 11 Academy schools within the area which admit pupils at Year 7. These are Beechen Cliff School, Broadlands Academy, Chew Valley School, Hayesfield Girls' School, Norton Hill School, Oldfield School, Ralph Allen School, Somervale School, St Mark's School, Wellsway School and Writhlington School. In these schools the Academy Trust is responsible for admissions and set their own criteria. The oversubscription criteria for all Academy Schools within Bath and North East Somerset are listed in this booklet.

IKB Studio School and Somerset Studio School in Bath & North East Somerset have a first admission at Year 10. Details of their admissions criteria are available on their web sites.

Denominational Schools

Within the LA there is one Catholic secondary school, located within the GBC. This is St. Gregory's Catholic College. The denominational school in Bath and North East Somerset is run by the Catholic Diocese and the Governors in a Voluntary Aided (VA) school are responsible for admissions and set their own criteria. The oversubscription criteria for all schools are listed in this booklet.

Single Sex Schools

There are two single sex schools within the area. These are Beechen Cliff for boys and Hayesfield for girls. Both are located within the GBC. Their oversubscription criteria are listed in this booklet.

Special Schools and Special Units

The Special Schools for secondary age children are Fosse Way in Midsomer Norton and Three Ways and Aspire Academy in Bath. In addition, Oldfield School and St Mark's School have a special resource base. Admission to these establishments is restricted to children with an Education, Health and Care plan and a separate leaflet is available on this. If you have an enquiry about admission to special schools or special units, please telephone 01225 394306.

Accessible Schools

Bath & North East Somerset Council is aware that some of our older schools, are not easily accessible for physically disabled children or adults. Where possible, we work to make schools more accessible and aim to have at least one secondary school fully accessible in each area. A number of more modern and new schools provide fully accessible facilities.

For secondary phase pupils, there are fully accessible schools in each of the three urban areas, Bath, Keynsham and Midsomer Norton.

Parents are still free to express a preference for a non-designated school for their disabled child, but only 'reasonable' adjustments can be made to accommodate them at these schools. This will not include major building alterations or additions but could include limited adaptations such as fitting an essential handrail or small ramp. Parents are encouraged to visit schools, where able to, and discuss their child's needs with the Head Teacher to ensure the accommodation is suitable.

The following secondary schools are all fully accessible

Keynsham & Saltford	Broadlands Academy
South East Bath	Ralph Allen School
Midsomer Norton	Norton Hill School

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4 How do I apply for a school place?

Don't be late! If your application is late, it may affect your chances of getting a place at one of your preferred schools. The closing date for all applications is 31 October 2023.

In order that your child can be considered for entry to school for the school year 2024/25 you must complete and submit the common application form by **31 October 2023**. Completed common application forms for residents of Bath & North East Somerset must be returned directly to Bath & North East Somerset Admissions and Transport Team.

Parents/carers who do not live in Bath & North East Somerset but who wish to apply for a place at a secondary school in Bath & North East Somerset must complete the common application form available from the local authority in which they live. If an application form is received from a parent/carer living in England but outside the administrative area of Bath & North East Somerset, the form will be returned to the parent/carer.

Should any parent/carer include on their application form a preference for a fee-paying independent school, the independent school preference will be disregarded and the remaining preferences for schools will be given a higher ranking than that shown on the original application form.

All parents/carers must complete the common application form.

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 ([see who has parental responsibility](#)). 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 at the time of the closing date 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.

Completing the common application form

Parents/carers of children resident in Bath & North East Somerset have two options for completing the common application form:

- [Apply Online](#): You may apply using your mobile/tablet/handheld device
- Print and complete the application form available to download at [Admissions to Schools](#) and return it to the address indicated on the form or by email to admissions_transport@bathnes.gov.uk Please be aware that a paper application form received by post will only be acknowledged if you have provided a stamped addressed envelope or card.

Applying online

You will need to have an email account set up before registering to make your application online. You will be asked to complete security details, such as email and password and then you'll receive a code to access the portal to make your application. Once you have completed and submitted an online application form you will receive an email to confirm your application has been received.

Online applications: You may change the details on your application up until the closing date, though it is very important to remember to re-submit each time you view or make changes to your application. If you do not re-submit your application after making changes it will not be submitted on-time and your application will be treated as late.

Completing and returning a paper application form

Completed common application forms for residents of Bath & North East Somerset must be returned directly to Bath & North East Somerset Admissions and Transport Team. Applications for a place will be considered only if parents/carers have submitted the completed common application form by the closing date of **31 October 2023**. Any change in preference received before the closing time and date will supersede all previous applications which will be withdrawn.

Change of school preferences or school preference order

After the closing date of **31 October 2023** parents/carers may make a **change of school preference or change of school preference order, but they do so on the understanding that their previous application will be withdrawn, and their child will not be considered for a school place in the first round of allocations even if the original application was received before the closing date.** The change of preference or school preference order will be considered as a completely new late application.

Please note: Each LA owns and hold records for the children resident in their LA at the start of the applications process and as such it is only the original LA that can amend any details relating to the child's application. Another LA cannot make any changes to a different LA's records but should be advised of any changes by the LA which owns the original record. Any changes received and accepted by this LA, as the home LA, which involve schools within another LA area will be passed to that LA as soon as possible.

Supplementary Information Forms (SIF's)

All parents/carers must complete the common application form. However, individual admission authorities for academies and voluntary aided schools may wish to use supplementary information forms (SIF's) to collect additional information in order to apply their oversubscription criteria. Parents/carers will need to contact the individual schools for information.

Admission for children with an Education, Health and Care Plan (EHCP)

If your child has an EHCP and you have moved or are moving into the area you should contact your current named officer who will provide advice to you about the necessary procedures to be followed. Children due to transfer to secondary education in September 2024 living in Bath and North East Somerset will be issued with details of how to make an application which should be submitted by the closing date of **31 October 2023**. The applications for children with an EHCP are dealt with through the SEN Code of practice and their placement is determined through the statutory assessment process or an annual review of their plan. All schools are consulted before being named on a pupil's plan and schools

have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a school is named on a plan this will take priority over the Oversubscription Criteria although wherever possible the place will be offered within the Admission Number for the school. Please note that for children with an EHCP the oversubscription criteria listed under Section 10 of this booklet do not apply.

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5 Who has parental responsibility?

*Definitions taken from [Gov.UK](https://www.gov.uk)

A mother automatically has [parental responsibility](#) for her child from birth.

A father usually has parental responsibility if he's either:

- married to the child's mother
- listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in)

You can [apply for parental responsibility](#) if you do not automatically have it.

Births registered in England and Wales

If the parents of a child are married when the child is born, or if they've jointly adopted a child, both have parental responsibility.

They both keep parental responsibility if they later divorce.

Unmarried parents

An unmarried father can get parental responsibility for his child in 1 of 3 ways:

- jointly registering the birth of the child with the mother (from 1 December 2003)
- getting a parental responsibility agreement with the mother
- getting a parental responsibility order from a court

Births registered in Scotland

A father has parental responsibility if he's married to the mother when the child is conceived or marries her at any point afterwards.

An unmarried father has parental responsibility if he's named on the child's birth certificate (from 4 May 2006).

Births registered in Northern Ireland

A father has parental responsibility if he's married to the mother at the time of the child's birth.

If a father marries the mother after the child's birth, he has parental responsibility if he lives in Northern Ireland at the time of the marriage.

An unmarried father has parental responsibility if he's named, or becomes named, on the child's birth certificate (from 15 April 2002).

Births registered outside the UK

If a child is born overseas and comes to live in the UK, parental responsibility depends on the UK country they're now living in.

Same-sex parents

Civil partners

Same-sex partners will both have parental responsibility if they were civil partners at the time of the treatment, e.g., donor insemination or fertility treatment.

Non-civil partners

For same-sex partners who are not civil partners, the 2nd parent can get parental responsibility by either:

- [applying for parental responsibility](#) if a parental agreement was made
- becoming a civil partner of the other parent and making a parental responsibility agreement or jointly registering the birth

All parents (including adoptive parents) have a legal duty to financially support their child, whether they have parental responsibility or not.

Parental responsibility would also apply to a child's guardian (appointed under a will), any person granted a Residence Order for the child, or the Local Authority if a Care Order is in force in respect of the child.

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6 What else do I need to consider when completing my application?

Find out which schools serve your area

Some schools serve Areas of Prime Responsibility (APR) also known as area/catchment schools. Where an APR exists, the area indicates to parents/carers the schools which normally serve the home address. Most schools in Bath & North East Somerset Council give priority to those children who live within the APR of the school, though there is no guarantee that places will be offered to all those living within the APR. A map at the front of the booklet shows the location of each school and a section along with details of the APR where appropriate. If you are unsure which schools serve your area, please contact the Admissions & Transport Team.

We strongly recommend that you indicate a preference for a school that normally serves your home address (your APR school). This will increase your chances of getting a place at a local school, in the event that your highest-ranking preference cannot be met (if, for example, your highest ranking school is over-subscribed from applicants living within that school's APR or living closer than you and/or any higher priority applications).

Local sibling links – younger brothers and sisters

Many parents/carers express a preference for younger brothers and sisters to attend the same school. Please check the oversubscription criteria for allocating places as some schools give priority to local siblings. You should be aware that a local sibling is not the same as a sibling. Children are normally defined as local siblings if:

- they live within the APR.

And

- they are full or half brother or sister; or
- they are adoptive brother or sister; or
- they are children of the same household.

And

- the older sibling is already in attendance at the preferred school and will be in attendance in **September 2024** (please refer to the school's oversubscription criteria)

Please note that the offer of a place at any school does not guarantee an offer of a place for a sibling at a later date. Different admission authorities will vary in the priority that they give to siblings. You will need to consult the relevant admission authority for further advice, i.e., where an admission authority serves an Area of Prime Responsibility, only children who live within the Area of Prime Responsibility may be afforded priority of admission under the local sibling criterion.

You should note that your child will not be considered under the local sibling criterion if you do not meet the criteria above. To be defined as a 'local sibling' a child must live in the APR for the school. It is therefore important that you consider stating a preference for your local/nearest school, particularly if you have younger children who you would like to attend the same school in later years. Please refer to the full admission arrangements for the school.

Consider how you will get your child to school

It is your responsibility as a parent/carer to get your child to school. You must think very carefully about the distance from home to school and about how your child will travel to school.

Most children are not eligible for free transport to school. You may wish to contact your local school and ask for details of their school travel plan. The plan identifies various measures the school has put into place to help reduce the number of car journeys made to and from school. Alternative travel options and schemes include road safety workshops, and cycle training. The range of transport options available in Bath & North East Somerset can be found on the council's website at [School Transport](#)

Some schools receive more applications than there are places. While we will do our best, there is no guarantee that we will be able to offer you a place at your preferred school even if you meet the admission criteria.

Use your child's permanent home address

You must apply using your child's permanent home address as of **31 October 2023**. 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 2024** the appropriate documentary evidence must be submitted by midnight on the closing date and time of **31 October 2023**. 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 **10 November 2023** i.e., before the LA has sent details of applications to other councils, it will be considered in the first round of applications. **In all cases, it is the parent or carer's responsibility to confirm with the LA that they have received the documentary evidence by the deadline.** 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.
- 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.

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.

Things to consider in advance of a house move

Parents/carers considering a house move in advance of submitting an admission application will very often want to research the local schools that serve their new address. Parents/carers of more than one child may want to reassure themselves that their younger child will have a good chance of obtaining an offer of a school place at the same school as their elder sibling. In these circumstances, parents/carers are advised to consider the following:

- the schools closest to your new home address/which schools serve your new local area
- the admission arrangements for your preferred school(s) for the relevant year of admission
- the consequences of moving home on the outcome of your admission application for younger children, the distance from your new home to your preferred school(s) and how you will get your child to school

Please be aware that sometimes a house move can mean that families with more than one child no longer qualify for admission to their preferred school(s) under the local sibling criterion. This can cause disappointment for families who want their children to attend the same school. While there can be no guarantee about the outcome of admission applications, parents/carers are advised to read the full admission policies for a school and understand the information contained in the admission booklet.

Tell us if your circumstances change

If your circumstances change during the application process or if you know in advance that your circumstances are going to change, for example you are planning to move home before your child starts school, it is important that you tell us.

Be honest – we may ask for documentary evidence

Ensure the information you give us is accurate. In fairness to all parents/carers, Bath & North East Somerset Council reserves the right to require documentary evidence in support of the application and to make its own enquiries. Examples of evidence which may be requested include a birth certificate, a copy of a court order, a solicitor's letter confirming exchange of contracts (and completion date on a new property), a rental agreement, a letter from an employer, a utility bill or evidence of child's residency. Please be aware that Bath & North East Somerset Council may withdraw an offer of a place where an application is fraudulent or intentionally misleading.

If false information is provided on an application form before an offer of a school place is made, then the application will be void. Parents could submit a further application if they so wished. If this application is received after the closing date it will then be regarded as a late application. If it is found that a sibling currently at the school was offered a place based on false information, then for any further application received the LA will discount the sibling connection.

What if I change my mind before the closing date?

Any change in preference received before the closing date will supersede all previous applications. Previous applications will be withdrawn.

Please remember if you submit your application online and make changes to or view your application you will need to ensure you re-submit your application.

Applications or changes of preference received after the closing date are **'late applications'** and will not normally be considered for the initial allocation of places.

What happens if my application is late?

If your application is late, it will affect your chance of getting a place at one of the schools you have stated as a preference for your child. On time applicants will be allocated a school place before late applicants. Only in exceptional circumstances will Bath & North East Somerset Council consider that there are extenuating reasons as to why the application could not have been submitted by the closing date and for allowing the application to be treated as if it had arrived on time. This will only apply to late applications received before **10 November 2023**.

Examples of extenuating circumstances might include a close family bereavement or a serious illness for which documentary evidence would be required.

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7 Travel assistance to school – what you need to know

Sustainable modes of Travel to School.

Bath & North East Somerset Council is fully committed to promoting walking, cycling and, for longer distances, greater use of buses for the school journey.

When you are thinking about schools you would like your child to attend, please consider the following:

- Children who walk to school are fitter, have better developed social skills, are more familiar with their surroundings, have better road sense and arrive at school more relaxed and ready to learn.
- Walking, cycling, or using public transport offers children greater independence and flexibility - which is especially important at a time of change in the nature of the school day, with greater numbers of pupils staying for extra study, extracurricular activities, and sport.
- Walking, cycling, or using the bus reduces congestion on the roads.
- Consider the cost of driving your child to school.

Where walking, cycling or public transport are not feasible, car sharing may be an option. This can save time and money and helps cut traffic congestion and air pollution as well as being sociable for children. Car sharing can also reduce the costs for children whose families do not own a car.

Parents who are interested in learning more about their children's School Travel Plan, or in helping to implement the actions within it, should contact their child's school.

Will I be offered free travel assistance to school?

The policies that apply to school admissions and transport to school operate separately. If a pupil is offered a place in a preferred school this does not in any way guarantee that assistance with travel will be available. If transport to school is an issue for you when applying for a school, you are strongly advised to take this into consideration before stating your preference.

There can be a number of reasons why a child may qualify for home to school transport. The home address which determines entitlement to transport is the place where the child is normally resident with his or her parent(s). Entitlement differs between primary and secondary aged pupils and Post 16 pupils. Please refer to the sections below for further information.

It is your responsibility as a parent/carer to get your child to school. You must think very carefully about the distance from home to school and about how your child will travel to school. Most children are not eligible for free travel assistance to school.

How do I check if my child is eligible for free travel assistance to school?

The LA will provide free transport between home and school if:

- the school attended is the nearest appropriate one (APR, area/catchment school), as designated by the LA, and
- the distance between home and that school, when measured by the nearest available walking route is **three miles** or more for children aged eight years and above. These distances are referred to as "statutory walking distances".

- the LA will also provide transport if the school attended is the closest school to your home address and closer than the designated school (APR, area/catchment school) and the statutory walking distance given above are met.

Children starting in Year 7 are currently automatically assessed for school transport by the local authority. This may be changing in the future as Bath & North East Somerset is considering moving towards self-assessment for school transport. If and when this takes place, further details would be available on the [School Transport](#) website.

Note: Assistance with travel, if agreed, is provided only at the beginning and end of the normal school day and from the home address.

If you do not apply for your nearest appropriate school as your highest-ranking preference your child may not be given free travel assistance to any school. You must then accept full responsibility for the cost and arrangements of your child's travel to and from school for the duration of their secondary phase education.

Additional Transport for Low Income Families

Transport will be provided for children of secondary age between the age of 11 and 16 who live between two and six miles from one of their closest 3 schools and are in receipt of or entitled to Benefit Based free school meals or their maximum level of working tax credit (with no reduction due to income). The distance is measured in the same way as the statutory walking distance. This is not automatically assessed, and parent/carers must make an application.

Transport on Medical Grounds

In exceptional circumstances home to school transport may be provided on medical grounds, to enable pupils to attend their designated area school even though they may live within the statutory walking distance from the school. The Health Authority or your General Practitioner will need to supply details of the child's medical needs.

Will I be offered travel assistance to a faith school?

From September 2014 the Council agreed a phased withdrawal of subsidised home to school transport services for new starters attending denominational schools from September 2014 who would not qualify under other home to school policy subsets, (e.g., as a low-income family) save in the case of children with siblings currently at the school. This option would not affect students who attended the school before then, only new pupils joining after September 2014.

Further information regarding the entitlement and charges for denominational transport can be found on the council's website at [School Transport](#) Please note that there will likely be an inflationary increase each year.

Parents/carers considering admission to a faith-based secondary school are advised to consider the journey involved and how their child will travel to school.

Fare Paying Passenger Transport Scheme

If your child is not entitled to transport under the above policies, he/she may be able to take up a spare seat on a hired vehicle only (this does not include public bus services), if one is available, on payment of the termly charge determined by the LA. However, it must be emphasised that before making your application, it is of vital importance that you understand that seats either may not be available at all if the fare paying passenger transport scheme ceases or once offered can be withdrawn at short notice (normally one month) if:

- a child entitled to free transport requires a seat on the vehicle
- it becomes possible to reduce the size of the vehicle provided for passengers entitled to free transport
- the vehicle is no longer required for passengers entitled to free transport and the service is withdrawn altogether

Behaviour on Transport

Children travelling on LA transport are expected to conform to the accepted code of behaviour which applies in the school. Any breach will be dealt with by the school.

Summary

Remember that you may only qualify for free transport if your child is attending the nearest appropriate school.

Application process for assistance with travel to school

The details of school transport policies are available at [School Transport](#) This includes information on how to apply, how applications are considered and how to appeal if an application is refused. Application forms for school transport can be submitted from this site.

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8 What happens to my application?

Co-ordinated admissions

All local authorities must have a co-ordinated admission scheme which allows details of applications to be shared with other admission authorities, as appropriate, to ensure that parents/carers receive an offer of a single place on the offer date.

Considering your preferences

Once we receive your completed application by **31 October 2023**, we will consider all your preferences against the relevant admissions criteria, and we will try to offer you a place at one of your preferred schools.

Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude, to enable decisions to be made on preferences received, conform to the timing requirements of the admissions scheme.

In the case of admission to academies and voluntary aided schools in Bath & North East Somerset all applications will be considered with reference to their own oversubscription criteria including any supplementary data where necessary. Ranked lists of potential offers will then be returned to Bath & North East Somerset Council including the reason why each applicant qualified for a place, by **05 January 2024**. The list will also include those pupils, for whom a place cannot be offered, in rank order, explaining the reasons for refusal against the oversubscription criteria, and in the order in which additional offers will be made should places become available.

Schools **will not** be notified of the preference order of an application until final offers have been made and schools receive the outcomes on **23 February 2024**.

Applications for all schools will be considered under an 'equal preference' system. This means that all your preferences will initially be considered equally against the oversubscription criteria regardless of the priority order that you put them in. This does not mean that we disregard your preferences; it means that if you are unsuccessful in gaining a place at your first preference school, your other preferences will not be treated any less favourably just because you placed them as a lower preference.

Receiving your offer

Online applicants will be able to view the outcome of their application for a school place on **1 March 2024** by logging onto the online system using their password. If you applied using the paper application form and opted to receive the outcome via email, this will initially be sent to your email account. If you have not opted to receive the outcome via email you will be notified of the offer of a school place by letter to be posted 2nd class on **1 March 2024**. Bath & North East Somerset Council is unable to inform parents/carers of the offer by telephone.

Bath & North East Somerset Council will make the single offer of a place for Year 7 to parents/carers resident within its area. Places will be allocated against the published oversubscription criteria without reference to the applicant's order of preference. Where a child qualifies for a place at more than one school, the final offer will be the highest ranked school with a place available.

In the case of parents/carers resident in Bath & North East Somerset being refused a place at all of their preferred school(s), an alternative school place will be offered to their child at the nearest school to the home address with a place available and they will be informed of the options available at that stage including their right of appeal.

Parents/carers must respond to the offer directly to Bath & North East Somerset Council by **15 March 2024**.

Late applications

Applications received after the closing date are 'late applications' and will not normally be considered for the initial allocation of places. However, Bath & North East Somerset will consider the circumstances of a late application before deciding whether to consider it along with the on-time applications.

For over-subscribed schools, if places become available following the initial allocation of places for a school, the same criteria will be applied to 'late applications', formal appeals and for children whose parents/carers have just opted to be on the waiting list. Where a place can be offered at a preferred school for a child as either a late change of preference, from the waiting list or appeal, **any place previously offered at a lower preference school will be withdrawn**.

In the case of under-subscribed schools all late applications received since the closing date and up until the **02 April 2024** will be considered together in the second round of allocations. If the school is, then oversubscribed all late applications will be considered under the admissions criteria. If the school is still undersubscribed all applicants will be offered places and any further late applicants dealt with on a first come, first served basis.

Details of late applications, on time applicants still seeking a place at their preferred schools and of places not accepted following the initial allocations will be exchanged with academies, voluntary aided schools, and other local authorities as far as possible by **17 April 2024** to enable a second round of allocations for all schools to take place **from 07 May** until the end of **May 2024**.

The co-ordinated admissions process will continue to be operated, with application data being exchanged with academies, VA schools and other local authorities as appropriate, for all applications received up to **31 August 2024**.

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9 I've been offered a school place, what next?

Once you receive your offer of a school place on **1 March 2024** you must respond to the offer directly to Bath & North East Somerset Council by **15 March 2024**. Note: If you applied online, you will be able to view the outcome of your application online via the parent portal.

All offers are accompanied with details explaining the next stage of the process. Your options are as follows:

- accept the place offered
- ask Bath & North East Somerset Council to consider your child for a place at an alternative preferred school(s)
- opt to put your child's name on a waiting list but not formally appeal (this applies **only** if you have been refused a place)
- appeal against the Admission Authority's decision to refuse a place at your original preferred school(s). Your child's name will also be added to the waiting list for the school(s) concerned.

Where a response from you has not been received by **15 March 2024**, we will contact you to advise you of the need to respond within one week and point out that the place may be withdrawn if you do not. Where a place has been withdrawn this will be confirmed in writing.

Withdrawing offers

Once the offer of a place has been made, the Admission Authority may withdraw the offer, but only in very limited circumstances, for example:

- where the application was fraudulent or intentionally misleading; or
- where a parent/carer has not responded to the offer within the time requested; or
- where it is possible to offer a higher named preference
- where the offer was made because of an administrative error

Waiting lists

The waiting list comprises those children refused a place whose parents/carers have lodged a formal appeal or have just asked to go on a waiting list.

A waiting list will be maintained for any vacancies which occur until at least the end of Term 2 (**December 2024**) and then discarded. It is for each admission authority to determine whether they will maintain waiting lists after the autumn term. Priority order on the waiting list will be determined by the oversubscription criteria, not by the date of joining the waiting list.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol must take precedence over those on a waiting list.

Where a place becomes available and the LA or the admission authority, after using all advised contact details is unable to contact a successful applicant for a place within 10 school days, the available place will be offered to the next child to qualify for a place. Where an applicant decides to place their child(ren)'s name on a waiting list, it is for the applicant to keep Bath & North East Somerset Council and the school informed of updated contact and address details.

Can I appeal if my child has been refused a place at my preferred school?

If a place is not offered at the parent's/carer's preferred school, there is the right of appeal to an independent appeal panel. When offers of places are made on **1 March 2024**, if it has not been possible to offer your child one of the schools named as a preference, you will automatically be sent details of how to appeal. Pending your appeal, your child will be offered a school place at a lower named preference if possible or at the nearest school with a place available.

Further information concerning how to appeal will be explained in the decision letter and it will give the reasons for the refusal by the school's admission authority. Details of the appeal arrangements for academy and voluntary aided schools can be obtained directly from the schools concerned.

Please note that if you wish to appeal for one of these schools, your appeal should be returned to the address on the appeals form. As already mentioned, details concerning how to appeal will be explained in the decision letter, but you will have at least 20 school days from the date of notification that your application was unsuccessful to prepare and lodge your written appeal.

Appeals must be made in writing and include:

- name, address, and date of birth of your child
- name of the preferred school
- reasons for preference
- grounds for the appeal.

The appeals panel will pay attention to circumstances which support your application for the school together with the Admission Authority's reasons for refusal. The appeals panel is not bound by the Admission Authority's published criteria and has the power to exceed the school's Admissions Number. The panel's decision is binding for you, the school, and the schools Admission Authority.

Can I have a second appeal for the same school?

If an appeal is unsuccessful there is no automatic right to a further appeal. However, if there are significant and material changes in the circumstances of the parent/carer, child, or school since the time of the original appeal, these will be considered. A significant and material change in circumstances might include:

- where a change of address has occurred since the original appeal which means the home address is significantly closer to the preferred school or is now in the Area of Prime Responsibility for the preferred school
- where a sibling link has been created at the preferred school which was not there at the time of the original appeal
- where new evidence is provided and is supported by a letter from a doctor, psychologist, social worker, or health visitor which could not have been introduced at the time of the original appeal hearing

Any requests for a further appeal should be made in writing to the relevant admissions authority for the school.

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10 In-Year admissions

Applications during the school year 2024/25 (In-Year admissions)

If you move into the local area during the school year 2024/25 or are already resident in Bath & North East Somerset and wish to move your child to another school, you will need to complete the In-Year application form. The forms can be used to apply to any school within the Bath & North East Somerset Council area and is available at [In Year Admissions](#). Alternatively, you may contact individual schools or the Admissions & Transport team for an application form.

For In-Year admissions, completed application forms should be returned direct to the admissions authority named as the 1st preference school. On receipt of an In-Year application, all schools **must** notify Bath & North East Somerset Council of both the application and its outcome.

Academies and Voluntary Aided schools are their own admissions authorities. Own admission authority schools may also require parents/carers to complete a supplementary information form (SIF) to enable the school to collect additional information to apply their over-subscription criteria.

In-Year applications for Bath & North East Somerset secondary schools can be made for any year group. You can make separate applications for more than one school. Your application will be considered against the admission criteria. For In-Year Admission Arrangements for each school please refer to the individual admission policies, also available on the school's web page.

Offers of a school place (In-Year admissions)

Where a parent/carer has been offered a place for their child, they will be expected to take up the offered place within 28 school days otherwise the offer of a place may be withdrawn.

Fair access for children admitted outside the normal admissions round

Bath & North East Somerset Council has a Fair Access Protocol which provides for children admitted to school outside the normal admissions round. The protocol exists to ensure that access to education is secured quickly for children who do not have a school place and that all schools take their fair share of vulnerable children or those who are hard to place. The protocol will be used to place children during the school year and not at the beginning of the school year as part of the main admission round. Most children will be admitted to school under normal admission procedures.

The protocol applies to the following groups of children:

- children either subject to a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan or a Child Protection Plan within 12 months at the point of being referred to the Protocol.
- children living in a refuge or in other Relevant Accommodation at the point of being referred to the Protocol.
- children from the criminal justice system.
- children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education.
- children with special educational needs (but without an Education, Health and Care plan), disabilities or medical conditions.
- children who are carers.

- children who are homeless.
- children in formal kinship care arrangements.
- children of, or who are, Gypsies, Roma, Travellers, refugees, and asylum seekers.
- children who have been refused a school place on the grounds of their challenging behaviour and referred to the Protocol in accordance with paragraph 3.10 of the Admissions Code.
- children for whom a place has not been sought due to exceptional circumstances.
- children who have been out of education for four or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted; and
- previously looked after children for whom the local authority has been unable to promptly secure a school place.

Full details of the Fair Access Protocol are available on the council's website under 'Apply to move into an existing school year group' at [Admissions to Schools](#)

Please be aware that there is no guarantee that a place will be offered at a school of your preference, and you still have the right of appeal regardless of your child's circumstances (except in very limited circumstances, for example if your child has been twice excluded from school).

Admission of refugee children

- The normal admission process is applied to admission applications received from all parents/carers, including parents/carers of refugee children.
- The council will need to be satisfied those applicants have a right to education in the UK.
- The council will seek appropriate verification in advance of processing applications for admission to school
- Where parents/carers are unhappy with the allocated school, there is a right to an independent appeal

Early/late transfer of children

It is Bath & North East Somerset Council policy that children should move from one year group to another with their chronological age group, including children with special educational needs and those with English as an additional language.

Exceptionally, a child may be educated with a peer group one year younger or one year older than their chronological age group. This needs careful thought. Once placed in a younger age group it is difficult, if not impossible, for a child to return to their chronological age group successfully. Equally, once accelerated it is very difficult for a child to return to their age group without feeling demoralised. If it is agreed that it is in the child's interest to be educated with a younger or older peer group, you will be required to sign a form to confirm that you understand and accept the implications of late/early transfer. If you are seeking early/late admission to a Bath & North East Somerset school you should please read the [delayed and accelerated admissions policy](#) which is available on our web page before submitting the request for consideration to the appropriate admission authority.

A child without an Education, Health and Care Plan may be educated with a peer group one year younger if there is an identified educational need and particular conditions are met. Further details are available from the school concerned and the Special Educational Needs Section.

Additional Information

Parents of **children of existing primary and secondary school age** moving into the LA or wishing to change their child's school for any other reason can apply for places within this LA at any time. Please see the information given under In-Year admissions which explains how to apply and how your application will be processed.

Below is a list of points which schools must not do:

Admission authorities **must not** use supplementary application or information forms that ask:

- a) for any personal details about parents and families, such as maiden names, criminal convictions, marital, or financial status (including marriage certificates).
- b) the first language of parents or the child.
- c) for details about parents' or children's disabilities, special educational needs, or medical conditions.
- d) parents to agree to support the ethos of the school in a practical way.
- e) both parents to sign the form or for the child to complete the form.

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11 Areas of Prime and First Responsibility for Secondary Schools

Although the LA tries to offer a place to all children living within an Area of Prime Responsibility (APR) also known as area/catchment schools, this cannot be guaranteed because it depends upon the number of children who apply for a place in a particular year. If it is not possible to offer a place, an alternative school will be offered including transport if the pupil is eligible (See [Travel Assistance to School](#)).

When you are issued with details of how to make your application for a Year 7 place you will be advised which school(s) serve the address at which your child lives. You may express a preference for any school including those situated outside of Bath and North East Somerset, but you will need to think about the transport implications of this when deciding. You should consider naming your area or local school as one of your 5 preferences to try and ensure you are offered a place at a school within a reasonable distance from home. It should be noted that in the Greater Bath Consortium (GBC) area transport is provided to the nearest appropriate school (excluding St. Gregory's Catholic College) to the home address, providing the pupil is eligible (See [Travel Assistance to School](#)).

The GBC area is an area of prime responsibility served jointly by the schools listed below. A map of the GBC area is provided in this booklet. All schools currently provide for 11-18 age range.

Beechen Cliff Boys School
Hayesfield Girls' School
Oldfield School
Ralph Allen School
St Gregory's Catholic College
St Mark's School

If you live within one of the aforementioned areas, you may be given higher priority under the admission criteria than other children who live either inside or outside the GBC.

St. Mark's School has first responsibility for the following areas which fall outside the City of Bath boundary: Bathampton, Batheaston, Bathford (North), Charlcombe, Kelston, North Stoke, St. Catherine and that part of Swainswick outside the City of Bath.

IKB Studio School and Somerset Studio School serve a wider community and cater for the 14-18 age range.

Other areas in Bath & North East Somerset are served by the following schools with each school having a single Area of Prime Responsibility (APR). All schools cater for the 11-18 age range apart from Broadlands School which cater for the 11- 16 age range:

Broadlands Academy, Keynsham
Chew Valley School, Chew Magna
Norton Hill School, Midsomer Norton
Somervale School, Midsomer Norton
Wellsway School, Keynsham
Writhlington School, Radstock

Broadlands Academy serves part of Keynsham (to the West of the River Chew) and those parts of Whitchurch in Bath and North East Somerset.

Chew Valley School serves Bishop Sutton, Cameley, Chew Magna, Chew Stoke, Compton Martin, Dundry, East Harptree, the Felton part of Wrington parish, Hinton Blewett, Norton Hawkfield, Norton Malreward, Nempnett Thrubwell, Pensford, Stanton Drew, Ubley, West Harptree and Winford.

Norton Hill School serves part of Midsomer Norton (to the South East of the old Railway Line), Clutton, Farmborough, Farrington Gurney, Hallatrow and High Littleton.

Somervale School serves part of Midsomer Norton (to the North West of the old Railway Line), Paulton and Welton.

Wellsway School serves part of Keynsham (to the East of the River Chew), Chelwood Village, Compton Dando, Corston, Marksbury, Newton St Loe, Priston and Saltford.

Writhlington School serves Camerton, Clandown, Coleford, Dunkerton, Faulkland, Haydon, Hemington, Holcombe, Kilmersdon, Peasedown St. John, Radstock, Shoscombe, Timsbury, Tunley, Wellow and Writhlington.

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12 Admissions criteria for secondary schools

When schools are oversubscribed the admission authority for the school must apply criteria for determining which children receive priority for admission. For Academy schools, these criteria are determined by the Academy Trust and in the case of Voluntary Aided schools; these criteria are determined by the Governors.

Please note: all admission authorities are required to publish details of their admission arrangements 18 months in advance of the school year before the arrangements are to apply. For admission in **September 2024** this means that parents/carers were able to read and access the **full arrangements** from **15 March 2023** onwards which are available on [Admission Arrangements 2024-2025](#)

The oversubscription criteria will be applied by the appropriate admission authority to all applications received by the published closing date of **31 October 2023** apart from those received for children with an Education, Health and Care Plan. The oversubscription criteria will be listed under each secondary school on the following pages **but please refer to the full admission arrangements for each school for further information. These are available on the school's website.**

Applications for children with an EHCP are dealt with through the SEN Code of practice and their placement is determined through the statutory assessment process or an annual review of their plan. If a school is named in a plan this will take priority over the Oversubscription Criteria although wherever possible the place will be offered within the Admission Number for the school.

The criteria will also be applied to late applications received after the closing date, if any places become available. These applications will be considered **together** with any applicants who have lodged a formal appeal or asked to remain on the waiting list. Late applications are not considered until all applications received on time have been dealt with.

In year transfer applications should be submitted to the school

***From 01 September 2021**, the admission criteria for Looked After Children and Previously Looked After Children also includes those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. Please refer to the page 18 for further information.

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Beechen Cliff

Status	Academy	Age Range	11 - 18	PAN	162
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Year 7 - Day Places

Priority A - Looked after Children - Looked after Children - 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, in England. A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order. (see additional notes).

Priority B - Where the applicant has a brother or sister, half-brother or half-sister, or step brother or step sister, or a child living for the majority of his/her time (more than 2.5 school days per week) at the same address and currently attending Beechen Cliff School and who will be in attendance at the time of application to the school.

Priority C - Children of staff at Beechen Cliff school, in either or both of the following circumstances,

a) where the member of staff has been employed by the school for two or more years at the time at which the application is made, and/or

b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Priority D - Beechen Cliff will admit up to 12 applicants into Year 7 who have aptitude in sports. Forms are available on the Admissions page of the School's website. The closing date for applications is Saturday 30 September 2023. Pupils will be invited to attend a Sports Evening on Monday 9th October 2023 and parents will be informed of the result of the test before the closing date for applications, which is 31st October. Details of the test are set out in the full Policy.

Priority E - Within the Bath City boundary after the allocation of places under Priorities A to D, 80% of the remaining places will be allocated. For admission in September 2024, 35% of the remaining places will be allocated to applicants living North of the River Avon and 45% of the remaining places to applicants living South of the River Avon. If there is an under subscription in either the North or South of the River, then any places unfilled by those living on one side of the river will be transferred to the other. If there are any places remaining due to under-subscription after allocation within Priority E, surplus places would be allocated to Priority F.

Priority F - 20% of remaining places will be allocated to boys living beyond the Bath City boundary.

To be considered under Priority D. Applications for entry based on sporting aptitude must be made via a separate supplementary Information Form which can be found on the school website. This must be returned to the school on the date indicated on this form. Evidence of this aptitude will be provided via an annual assessment event to which all those who have applied for a place under this priority will be invited.

Beechen Cliff Boarding

Year 7 - Boarding Pupils

There is a different procedure for the admission to school for children with Educational Health Care Plans: The Home LA is responsible for issuing the Plan and consulting parents and the Governing Body of Beechen Cliff School, before the school is named in the Plan. If the school is named, the child will be admitted subject to suitability to boarding.

These criteria apply for Year 7 boarding places. Up to 7 places may be taken by boarders in Year 7, subject to availability.

Priority A - Looked after Children - Looked after Children - 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, in England. A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order. (see additional notes).

Priority B - Where the pupil satisfies the school that they have a significant degree of boarding need as defined in the School policy. Within this category, priority is given to the children of members of HM Forces who are entitled to a Ministry of Defence subsidy for boarding places. Please refer to Appendix 2 in the full policy available on the school's website for further details.

Priority C - Where the applicant has a brother or sister, half-brother or half-sister, or step brother or step sister, or a child living for the majority of his/her time (more than 2.5 school days per week) at the same address and currently attending Beechen Cliff School and who will be in attendance at the time of application to the school.

Priority D - Children of staff at Beechen Cliff school, in either or both of the following circumstances,

a) where the member of staff has been employed by the school for two or more years at the time at which the application is made, and/or

b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Priority E - Within the Bath City boundary after the allocation of places under Priorities A to D, 80% of the remaining places will be allocated. For admission in September 2023, 35% of the remaining place will be allocated to applicants living North of the River Avon and 45% of the remaining places to applicants living South of the River Avon. If there is an under subscription in either the North or South of the River, then any places unfilled by those living on one side of the river will be transferred to the other. If there are any places remaining due to under-subscription after allocation within Priority E, surplus places would be allocated to Priority F.

Priority F - After the allocation of places under Priorities A to D, 20% of remaining places will be allocated to boys living beyond the Bath City boundary'.

Broadlands Academy

Status	Academy	Age Range	11 - 16	PAN	180
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Priority 1 - Looked after children and previously looked after children. (*see additional notes).

Priority 2 - Children in receipt of the mobility component of the Disability Living Allowance in respect of a physical disability and resident in the Area of Prime Responsibility.

Priority 3 - Children resident in the Area of Prime Responsibility with an older sibling who will still be on roll at the Academy at the time of admission.

Priority 4 – Children resident in the Area of Prime Responsibility.

Priority 5 - Children with an older sibling who will still be on roll at the Academy at the time of admission.

Priority 6 – Distance – children resident closest to the Academy.

Chew Valley School

Status	Academy	Age Range	11 - 18	PAN	210
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Priority 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 arrangement order or special guardianship order) immediately following having been in Care. (*see additional notes).

Priority 2 - Children from within the Area of Prime Responsibility with a brother or sister who will be attending the school (including in the Sixth Form) on the admission date.

Priority 3 - Children living within Chew Valley School's Area of Prime Responsibility.

Priority 4 - Children living outside the Area of Prime Responsibility with a brother or sister who will be attending the school (including in the Sixth Form) on the admission date.

Priority 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.

Priority 6 - Children not in the above categories.

Hayesfield Girls' School

Status	Academy	Age Range	11 - 18	PAN	224
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Priority 1 - Looked after Children - Looked after Children - 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, in England. A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order. (see additional notes).

Priority 2 - Priority will next be given to the siblings of students attending the School at the time the application is received.

Priority 3 - Priority will next be given to the children of staff who have a contract of employment with the School in either or both of the following circumstances:

(a) Where the member of staff has been employed by the School for at least two years at the time at which the application to the School is made

(b) Where the member of staff has been recruited to fill a skill-shortage area.

Priority 4 - Up to 10 places will then be allocated to children who demonstrate an aptitude for sport and up to 10 places will be allocated to children who demonstrate an aptitude for music. Forms are available on the Admissions page of the School's website. The closing date for applications is Friday 22nd September 2023. Tests will be held during the week beginning Monday 9th October 2023 and parents will be informed of the result of the test before the closing date for applications, which is 31st October. Details of the test are set out in the full Policy.

Children who have not secured one of the top 10 places available in each of the aptitude tests and/or who do not fall within priorities 1, 2 or 3 above will be considered according to priority 5 below

Priority 5 - Places will then be allocated to the inner and outer catchment areas as follows:

(a) 80% of remaining places will be allocated to children living within the Bath City Boundary.

(b) 20% of remaining places will be allocated to children living beyond the Bath City Boundary.

The catchment areas are shown in the Notes section of the full Policy. Girls living on the boundary of the inner catchment area will be considered to live in the inner catchment area.

Norton Hill School

Status	Academy	Age Range	11 - 18	PAN	280
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Priority A - Looked after Children - Looked after Children - 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, in England. A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order. (see additional notes).

Priority B - Children in receipt of the mobility component of the Disability Living Allowance in respect of a physical disability and whose home address is within the Area of Prime Responsibility (APR) for either Norton Hill School or Somervale School.

Priority C - Children whose home address is within the Area of Prime Responsibility (APR) and whose older sibling will be attending the school on the admission date.

Priority D - Children whose home address is within the APR.

Priority E - Children whose home address is outside the APR and whose older sibling will be attending the school on the admission date.

Priority F - Children whose home address is outside the APR

Oldfield School

Status	Academy	Age Range	11 - 18	PAN	200
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Priority 1 - Children in Public Care (looked after children, previously looked after children and internationally adopted previously looked after children. Previously looked after children (PLAC) are children who were looked after but ceased to be so because they were adopted or became subject to a Child arrangement order or special guardianship order). Internationally adopted previously looked children (IAPLAC) are children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Priority 2 - Children whose sibling will be attending the school on the admission date or have left the school within two years of the admission date.

Priority 3 - Children of members of staff employed by the school in either or both of the following circumstances:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Priority 4 - Those children who live nearest to the school, as measured in a direct line between the home address and preferred school. All calculations will be measured using a straight-line measurement from the address point of the home to the address point of the school as defined by the Local Land and Property Gazetteer (LLPG) using a (GIS) method.

Ralph Allen School

Status	Academy	Age Range	11 - 18	PAN	210
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Priority A - Looked after children and previously looked after children. Previously looked after children are children who immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order). (*see additional notes)

Priority B - Children in receipt of the mobility component of the Disability Living Allowance in respect of a physical disability and who live within the Greater Bath Consortium (GBC).

Priority C - Children whose older sibling will be attending the school on the admission date.

Priority D - Ralph Allen will admit up to 5 students who have aptitude in sports. Evidence of aptitude and for further information see full policy.

Priority E - Children of staff at the school, in either or both of the following circumstances:

a) where the member of staff has been employed at Ralph Allen School for two or more years at the time at which the application for admission to the school is made, and/or

b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Priority F - Children who are resident in the Greater Bath Consortium.

Priority G - Those children who live nearest to the school, as measured in a direct line between the home address and preferred school. This rule would still be applied strictly to both children living within Bath and North East Somerset and those from neighbouring authorities.

Somervale Secondary School

Status	Academy	Age Range	11 - 18	PAN	141
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Priority A - Looked after Children - Looked after Children - 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, in England. A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order. (see additional notes).

Priority B - Children in receipt of the mobility component of the Disability Living Allowance in respect of a physical disability and whose home address is within the Area of Prime Responsibility (APR) for either Norton Hill School or Somervale School.

Priority C - Children whose home address is within the Area of Prime Responsibility (APR) whose older sibling will be attending the school on the admission date.

Priority D - Children whose home address is within the APR.

Priority E - Children whose home address is outside the APR and whose older sibling will be attending the school on the admission date.

Priority F - Children whose home address is outside the APR

St. Gregory's Catholic College

Status	VA	Age Range	11 - 18	PAN	160
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Priority 1 - Catholic looked after and previously looked after children. (*see additional notes)

Priority 2 – Catholic children who are resident in the school's designated parish(es).

Priority 3 – Other Catholic children.

Priority 4 – Other looked after and previously looked after children. (*see additional notes)

Priority 5 – Children who are a Catechumen

Priority 6 – Children with a parent who has been a member of St Gregory's school staff for two or more years at the time of application, or who was recruited to fill a vacant post for which there is a demonstrable skills shortage. This does not include staff who work on the school site for other employers.

Priority 7 – Children who can demonstrate an aptitude in the performing arts i.e., Music, Dance, Drama (up to a maximum of 16 places).

Priority 8 – Children of other Christian denominations whose membership is evidenced by a minister of religion.

Priority 9 – Children of other faiths whose membership is evidenced by a religious leader.

Priority 10 – All other children

Within each of the categories listed above, priority will be determined in the following order:

- i) children attending a named Catholic partner primary school at the time of application (for those who failed to get into a partner primary school, see full policy). The partner schools are:
St. John's Catholic, Bath; St. Mary's Catholic, Bath; Our Lady of Lourdes, Kingswood, St Benedict's, Midsomer Norton, St Paul's Catholic, Yate, St Joseph and St Teresa's, Wells; St. Patrick's, Corsham. St Mary's, Chippenham.
- ii) children who will have a brother or sister at the school at the time of enrolment. The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed above those without a brother or sister attending the school, within the category in which the application is made after children in (i) above. (see full policy)

Please see full policy for information regarding each of the categories, the designated area, Supplementary Information Form and certificates that need to be submitted to the school. Random allocation i.e., the drawing of lots will be used to determine the order of the ranking if categories are oversubscribed.

St Mark's School, Bath

Status	Academy	Age Range	11 - 18	PAN	120
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Priority 1 - Looked after Children - Looked after Children - 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, in England. A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order. (see additional notes).

Priority 2 - Children with a sibling attending the school at the time of application and still be on roll at the time of admission

Priority 3 - Children living within the parish of St Saviour's, Larkhall, and Swainswick who are themselves, or whose parent(s) are practicing members of the Church of England or another Christian group

Priority 4 - Children living within the parish of St Saviour's, Larkhall and Swainswick

Priority 5 - Children living in the parishes of Bathampton, Bathford, Batheaston, Charlcombe, Kelston, North Stoke and St Catherine who are themselves or whose parent(s) are practicing members of the Church of England or another Christian group

Priority 6 - Children living in the parishes of Bathampton, Bathford, Batheaston, Charlcombe, Kelston, North Stoke and St Catherine at the time of application

Priority 7 - Children living within the GBC who themselves, or whose parent(s) are practicing members of the Church of England or another Christian group

Priority 8 - Children living within the GBC

Priority 9 - Children living in the Parish of Wick who are themselves, or whose parent(s)/carer(s) are practicing members of the Church of England or another Christian group.

Priority 10 - Children living in the Parish of Wick

Priority 11 - Children who are themselves, or whose parent(s)/carer(s) are practicing members of the Church of England or another Christian group

The SIF applies for criterion 3, 5, 7, 9 or 11 and is available on the school website and must be completed and returned directly to the school.

Please see full policy for information regarding the home address, Parish area, the Supplementary Information Form and details regarding the certificate and forms that need to be submitted directly to the school by the closing date.

Wellsway

Status	Academy	Age Range	11 - 18	PAN	230
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Priority A – Children in Public Care (Looked After Children) or a child who was previously looked after but immediately after being looked after became subject to an adoption, a child arrangement order or special guardianship order). (*see additional notes)

Priority B - Children from within the Area of Prime Responsibility [APR] whose older sibling will be attending the school in Year 8 – Year 11 on the admission date.

Priority C - Children of staff where that member of staff has been employed for two or more years at the time at which the application for admission to the school is made and/or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Priority D - Children living within the APR.

Priority E - Children living outside the APR whose older sibling will be attending the school in Year 8 – Year 11 on the admission date.

Priority F - Children living outside of the APR.

Please see full policy for information regarding the staff category and the Supplementary Information Form that needs to be submitted directly to the school by the closing date.

Writhlington Secondary School

Status	Academy	Age Range	11 - 18	PAN	245
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Priority A - Looked after Children - Looked after Children - 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, in England. A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order. (see additional notes).

Priority B - Children in receipt of the mobility component of the Disability Living Allowance in respect of a physical disability and whose home address is within the Area of Prime Responsibility (APR) for Writhlington School.

Priority C - Children whose home address is within the Area of Prime Responsibility (APR) and whose older sibling will be attending the school on the admission date.

Priority D - Children whose home address is within the APR.

Priority E - Children whose home address is outside the APR whose older sibling will be attending the school on the admission date.

Priority F - Children whose home address is outside the APR

Please see full policy for information regarding the designated area, the Supplementary Information Form and details any forms that need to be submitted directly to the school by the closing date.

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Sixth Form Admissions

The sixth form oversubscription criteria for each school listed below are available to view via [Admission Arrangements 2024-2025](#)

Beechen Cliff School Mixed Sixth Form 16-19

Chew Valley

Hayesfield Mixed Sixth Form 16-19

Midsomer Norton Sixth Form

Oldfield

Ralph Allen

St Gregory's Catholic College Sixth Form (In partnership with St Mark's School, Bath)

St. Mark's Sixth Form (In partnership with St. Gregory's Catholic College, Bath)

Wellsway

Writhlington

Schools with a First Admission at Year 10

The IKB Studio School & The Somerset Studio School

Year 10 and 12 admissions for 2024/25 will not be part of the Local Authority's co-ordinated arrangements. Therefore, parents, guardians and carers need to apply directly to these schools.

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Appendix 2

List of schools and Admission Numbers for the 2024/2025 Academic Year

Beechen Cliff		
Alexandra Park, Bath, BA2 4RE	Status	Academy
	Age Range	11 - 18
	Admission Number	162
Telephone: 01225 480466	Head Teacher – Mr Tim Markall	
Email: headmaster@beechencliff.org.uk		
Website: www.beechencliff.org.uk		

Broadlands		
St. Francis Road, Keynsham, Bristol, BS31 2DY	Status	Academy
	Age Range	11 - 16
	Admission Number	180
Telephone: 0117 9864791	Head Teacher – Miss Louise Hamilton	
Email: contactus@broadlandsacademy.org		
Website: www.broadlandsacademy.org		

Chew Valley		
Chew Lane, Chew Magna, Bristol, BS40 8QB	Status	Academy
	Age Range	11 - 18
	Admission Number	210
Telephone: 01275 332272	Head Teacher – Mr Gareth Beynon	
Email: enquiries@chewvalleyschool.co.uk		
Website: www.chewvalleyschool.co.uk		

Hayesfield Girls'		
Upper Oldfield Park, Bath, BA2 3LA	Status	Academy
	Age Range	11 - 18
	Admission Number	224
Telephone: 01225 426151	Head Teacher – Mr Philip White	
Email: information@hayesfield.com		
Website: www.hayesfield.com		

Norton Hill		
Charlton Road, Midsomer Norton, Bath, BA3 4AD	Status	Academy
	Age Range	11 - 18
	Admission Number	280
Telephone: 01761 412557	Head Teacher – Mr Gordon Green	
Email: enquiries@nortonhillschool.com		
Website: www.nortonhillschool.com		

Oldfield		
Kelston Road, Bath, BA1 9AB	Status	Academy
	Age Range	11 - 18
	Admission Number	200
Telephone: 01225 423582	Head Teacher – Mr Andrew Greenhough	
Email: enquiries@oldfieldschool.com		
Website: www.oldfieldschool.com		

Ralph Allen

Claverton Down Road, Combe Down, Bath, BA2 7AD	Status	Academy
	Age Range	11 - 18
	Admission Number	210
Telephone: 01225 832936	Head Teacher – Mr Nathan Jenkins	
Email: RAS-reception@palladianacademytrust.com		
Website: www.ralphallschool.com		

St. Gregory's Catholic College

Combe Hay Lane, Odd Down, Bath, BA2 8PA	Status	Voluntary Aided
	Age Range	11 - 18
	Admission Number	160
Telephone: 01225 832873	Head Teacher – Mrs Melissa George	
Email: stgregorys_sec@bathnes.gov.uk		
Website: www.st-gregorys.org.uk		

St. Mark's

Baytree Road, Bath, BA1 6ND	Status	Academy
	Age Range	11 - 18
	Admission Number	120
Telephone: 01225 312661	Head Teacher – Mr Barnaby Ash	
Email: info@st-marks.org.uk		
Website: www.st-marks.org.uk		

Somervale

Redfield Road, Midsomer Norton, Bath, BA3 2HG	Status	Academy
	Age Range	11 - 18
	Admission Number	141
Telephone: 01761 414276	Head Teacher – Ms Joanna Postlethwaite	
Email: enquiries@somervaleschool.com		
Website: www.somervaleschool.com		

Wellsway

Chandag Road, Keynsham, Bristol, BS31 1PH	Status	Academy
	Age Range	11 - 18
	Admission Number	230
Telephone: 0117 9864751/2/3	Head Teacher – Mr Rob Pearsall	
Email: enquiries@wellswayschool.com		
Website: www.wellswayschool.com		

Writhlington

Knobsbury Lane, Writhlington, Radstock, Bath, BA3 3NQ	Status	Academy
	Age Range	11 - 18
	Admission Number	245
Telephone: 01761 433581	Head Teacher – Mr Keith Howard	
Email: headsec@wsbe.org.uk		
Website: www.writhlington.org.uk		

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Appendix 3

Details of Schools with a first admission at Year 10 and Admission Numbers for the 2024/2025 Academic Year

Somerset Studio School*		
Knobsbury Lane, Writhlington, Radstock, Bath, BA3 3NQ	Status	Academy
	Age Range	14 - 18
	Admission Number	45
Telephone: 01761 438557	Head Teacher – Mr Bruce Hain	
Email: enquiries@mendipstudioschool.org.uk		
Website: www.somersetstudioschool.com/		

IKB Studio School		
68 Bath Road, Keynsham, Bristol, BS31 1SP	Status	Academy
	Age Range	14 - 18
	Admission Number	60
Telephone: 0117 9161025	Head Teacher – Mr Pete Headeach	
Email: enquiries@ikbacademy.org.uk		
Website: www.ikbacademy.org.uk		

Appendix 4

Mainstream schools with Special Resource Bases for Secondary Age children

Oldfield School		
For pupils Autistic Spectrum Condition	Age Range	11 - 16

St Mark's		
For pupils with Moderate Learning difficulties	Age Range	11 - 16

NB Please note that, if possible, all pupils admitted to a Resource Base are allocated within the admission number for the school.

Appendix 5

Special Schools for Secondary Age Children

Aspire Academy		
Frome Road, Odd Down, Bath, BA2 5RF	Status	Academy
	Age Range	4 - 19
Telephone: 01225 832212	Head Teacher – Ms Helen McDicken	
Email: enquiries@aspireacademy.org.uk		
Website: www.aspireacademy.org.uk		
For pupils with Social, Emotional and Mental Health difficulties and Autistic Spectrum Condition and Complex Needs		

Fosse Way School		
Longfellow Road, Midsomer Norton, Bath, BA3 4BL	Status	Academy
	Age Range	3 - 19
Telephone: 01761 412198	Head Teacher – Ms Fiona Skinner	
Email: office@fossewayschool.com		
Website: www.fossewayschool.co.uk		
For Pupils with complex learning difficulties		

Three Ways School		
180 Frome Road, Odd Down, Bath, BA2 5RF	Status	Academy
	Age Range	2 - 19
Telephone: 01225 838 070	Head Teacher – Ms Jo Stoaling	
Email: enquiries@threeways.co.uk		
Website: www.threeways.co.uk		
For pupils with complex learning difficulties		

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Appendix 6

Open days/evenings for Secondary Transfer 2024/2025

School	Date	Time
Beechen Cliff School	Tuesday 12 September 2023	6.00pm – 8.00pm
	Thursday 21 September 2023	9.00am – 12.00pm
	<u>Sixth Form Open Events</u>	
	Saturday 14 October 2023	Please check school website for times and further details
Please check school website for further details www.beechencliff.org.uk		
Broadlands Academy	Wednesday 27 September 2023	5.30pm – 7.30pm
	Tuesday 03 October 2023 to Thursday 05 October 2023	9.00am – 12.00pm by appointment only
Please check school website for further details www.broadlandsacademy.org		
Chew Valley School	Thursday 28 September 2023	6.00pm, 6.45pm & 7.30pm
	Tuesday 03 October 2023 to Thursday 05 October 2023	9.15am
	<u>Sixth Form Open Events</u>	
	Tuesday 09 November 2023	Check school website for further details
The school operate a booking system for their Open Mornings & Evenings. Please check school website for further details www.chewvalleyschool.co.uk		
Hayesfield Girls' School	Tuesday 12 September 2023	5.45pm - 8.30pm – Upper Oldfield Park Campus
	Friday 15 September 2023	9.15am – 12.00pm – Brougham Hayes Campus
	Thursday 05 October 2023	1.15pm – 4.15pm – Brougham Hayes Campus
	<u>Sixth Form Open Events</u>	
	Wednesday 08 November 2023	5.45pm – 8.30pm
	Tuesday 14 November 2023	1.30pm – 3.00pm
Please check school website for further details www.hayesfield.com		

School	Date	Time
Norton Hill School	Thursday 21 September 2023	4.45pm – 8.00pm
	Monday 25 September 2023 to Thursday 19 October 2023	9.00am - School tours by appointment only and can be booked via an online form on the school website.
Please check school website for further details www.nortonhillschool.com		
Oldfield School	Wednesday 20 September 2023	6.00pm
	Tuesday 26 September 2023	9.00am – 10.30am
<u>Sixth Form Open Events</u> For details, check school website.		
Please check school website for further details via www.oldfieldschool.com		
Ralph Allen School	Thursday 21 September 2023	5.30pm – 8.00pm
	Tuesday 26 September 2023	9.00am – 10.30am
<u>Sixth Form Open Events</u> Thursday 9 November 2023 5.30pm – 8.00pm		
Please check school website for further details via www.ralphallenschool.com		
St. Gregory's Catholic College	Thursday 28 September 2023	6.00pm – 8.30pm
	Tuesday 26 September 2023	9.15am – 10.45am
Wednesday 27 September 2023 9.15am – 10.45am <u>Sixth Form Open Events</u> Tuesday 3 October 2023 6.00pm – 8.00pm		
Please check the school website for further details via www.st-gregorys.org.uk/		

School	Date	Time
St. Mark's School	Tuesday 19 September 2023	6.00pm – 8.30pm – Presentation at 6.30pm
	Friday 29 September 2023 <u>Sixth Form Open Events</u> Please see information above for St Gregory's.	9.00am – 11.00am
Please check school website for further details via www.st-marks.org.uk/admissions/		
Somervale School	Thursday 28 September 2023	6.00pm – 8.30pm
	Please check school website for further details via www.somervaleschool.com	
Wellsway School	Thursday 21 September 2023	6.00pm – 8.00pm
	Tuesday 26 September 2023	9.05am – 10.45am
	<u>Sixth Form Open Events</u>	
	Thursday 05 October 2023	6.00pm – 8.00pm
	Wednesday 18 October 2023	9.05am – 10.45am
Please check school website for further details via www.wellswayschool.com		
Writhlington School	Wednesday 27 September 2023	6.00pm Open Day tours by appointment and can be booked via the school.
	Please check school website for further details via www.writhlington.org.uk	

Open days/evenings for Studio Schools (Year 10 and Year 12 Students) 2024/2025

School	Date	Time
The IKB Studio School	Please check school website for dates and times	
Somerset Studio School	Please check school website for dates and times	

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A Secondary School for your Child

In Bath and North East Somerset
2024/2025