



The Levels Academy Trust

Raising Aspirations, Realising Potential TOGETHER

Admissions Policy 2016-2017

The Levels Academy comprises four schools, namely:

Hambridge Primary School

Huish Episcopi Primary School

Middlezoy Primary School

Othery Village School

This policy has been reviewed to cover each of the above schools.

The schools that form the The Levels Academy Trust and as such the governing body of each school are the admissions authority.

All applications for admission, and any supplementary information forms, must be submitted to your home local authority by the closing date 15th January 2016, and will be considered under the Equal Preference with ranking system of allocation. The LA will forward all applications to the Academy Trust schools and the governing bodies will rank them against the oversubscription criteria set out below. This list will then be returned to the LA under the co-ordinated admissions scheme and they will make a single offer of a place on 16th April 2016.

The following four schools form part of the ACADEMY TRUST, and as such each of the governing bodies form part of the Academies admission authority.

- Middlezoy Primary, Church Road, Middlezoy TA7 0NX.
office@middlezoy.somerset.sch.uk Tel: 01823698465. Admission Number for reception 2016 intake: 15
- Othery Primary, Othery TA7 0PX. office@otheryvillage.somerset.sch.uk Tel: 01823698464. Admission number for reception 2016 intake: 15
- Huish Episcopi Primary, North Street, Langport TA10 9RW.
office@huishepiscopi-pri.somerset.sch.uk Tel: 01458250673. Admission number for reception 2016 intake: 25

Signed by: _____

Date: _____

26-11-15

- Hambridge Primary, Langport. TA10 0AZ. office@hambridge.somerset.sch.uk
Tel: 01460281370. Admission number for reception 2016 intake: 20

THE APPLICATION PROCESS

Cyclical admissions

For admissions to one of the above Academy Trust schools for a reception year place in September 2016 applications need to be made to the local authority in which the child lives. Application forms can be obtained from one of the Academy Trust school offices, by request to the Local Authority or can be down loaded from the Local Authority web site.

Applicants can express a preference for up to 3 schools. In the event of over-subscription at the September point of entry, applications will be ranked against each school using the Academy Trusts over-subscription criteria and will be offered their highest accepted preference. The over subscription criteria for the Trust is laid out below.

For September 2016 admission to one of the Trust schools, applications and any supplementary information forms, must be submitted to your home Local Authority by midnight on the 15th January 2016.

If a child has been offered a place at one of the lower preference schools they will be added to the waiting list of the higher preference schools.

Parents/carers have the right to appeal for a place at a higher preference school. Information on how to appeal is detailed under the heading of appeals.

In-Year admissions

For all admissions to one of the Academy Trust schools except cyclical admissions as stated above applications will be made directly to the Academy Trust school where a place is required.

Admission application forms will be available from the applicable Academy Trust school.

Decisions for in year places will be made within 5 school days. Applications made during the school holidays will not be considered until the schools are back in session.

Signed by: _____ Date: _____

In the event of over-subscription applications will be ranked against the following over-subscription criteria set for the Academy Trust.

If an application is not successful the child will be added to the waiting list which is ranked according to the over-subscription criteria set out below.

Parent/Carers will be notified by first class post of the decision and the reasons for that decision.

Oversubscription criteria

In line with the schools admission Code the method used for allocating places will be Equal Preference with Ranking. (For a full description see below).

The Academy Trust schools will be required to admit a child with a statement of Special Education Needs (SEN) or EHC if the statement/EHC names one of the Academy Trust schools before the following criteria is applied.

1. Looked after Children (children in care of a local authority) and previously looked after children but ceased to be so because they were adopted, subject to a residence order or special guardianship order.
2. Children without a Statement of Special Education Needs whose school placement has been identified by a multi-agency professional team. (see important note 1)
3. Children living in the catchment area of one of the trust schools that a place has been applied for and with an older sibling at the school at the time of admission, and who lives at the same address.
4. Children living in the catchment area of one of the trust schools, that a place has been applied for and who lives at the same address..
5. Children living outside the catchment area of the trust school that they have applied for but with an older sibling at the time of admission.
6. Children living outside the catchment area of the trust school that they have applied for, but nearest to the school by straight line measurement.

Important Notes:

- 1) Will provide priority for admission of non-statemented pupils to one of the Trust schools, provided that the appropriate multi professional teams identify that school as the one the child must attend.
- 2) In the event of the admission number being reached within the over subscription criteria the following will apply:
 - For all children whose home is in the catchment area: priority will be given to those who have a longer (straight line measurement using the computerised Geographical Information System (GIS). journey to an alternative school.

Signed by: _____ Date: _____

- For children whose home is outside the catchment area: priority will be given to those living nearest their Trust school (straight line measurement using the computerised Geographical Information System (GIS)).

3) A copy of the Academy Trust schools catchment area is available to view at the applicable school office and can also be made available upon request from the Local Authority.

GLOSSARY OF TERMS

Siblings

For the purpose of admissions, a sibling is defined as a child living at the same address as a half-brother or sister, an adoptive brother or sister or children of the same household.

Multiple birth applications (for example Twins)

In the case of multiple birth applications, the published admission number will be increased at the point of allocation to ensure multiple birth siblings can be allocated places at the same school. (Sibling definition applies)

Parent or Parent/Carer

Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or a young person (having a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).

Home Address

The home address is important as the school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with the person(s) who care for the child.

Documentary evidence of the ownership or rental agreement may be required, together with proof of actual permanent residence to the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. The Admission authority reserves the right to seek further documentary evidence to support your claim to residency.

Please note that the Admissions authority is unable to allocate a place to anyone moving into the county from abroad prior to their arrival in the country. We would

Signed by: _____ Date: _____

then require proof of residency as stated above. The only exceptions are children of Service personnel and other crown servants (including Diplomats).

It should also be noted that an address used for child care arrangements cannot be used as a home address for the purpose of applying for a school place. A Fraudulent claim to an address may lead to the withdrawal of the offer place.

You must notify the Trust school or the Schools Admission team at County Hall Taunton of any change of address during the admissions procedure. The Trust school must be informed if there is any change of address during an in-year admission application.

Distance Measuring

For the purpose of measuring home to the applied Trust school distance, all calculations will be straight- line measurements from the address point of the home to the address point of the trust school being applied for, using the LA's GIS mapping system.

Equal Preference with Ranking allocation method

All applications for a place in one of the Trust schools will be ranked against the published over-subscription criteria for the school concerned and where schools are oversubscribed, places will be allocated up to the published admission number in strict priority order for that school.

Waiting List

Where an application has been refused, the child will be put on a waiting list. This will be kept on order of over-subscription criteria by the Trust school governing body, and will be maintained until the end of the academic year to which the application applies.

In year admissions

All requests for school places should be made to the school office of the trust school which a place is required.

All in-year applications will be considered against the same over-subscription criteria as for new intakes.

Statutory School Age

Children may start school in the September following their fourth birthday however, legally: a child must be receiving full time education at the start of the term following their fifth birthday.

Deferred Entry

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Where a trust school offers places in reception classes before the child is of compulsory school age the parents of that child will be offered the option of deferring their child's entry until later in the school year if they are summer born. Where a parent chooses to defer entry, their child will always join their chronological year group.

Phased/Staggered Entry

The Academy Trust offer full-time school places but with the agreement of parents operate a Phased or Staggered Entry in the first instance to help children settle smoothly into school. All children should start school within the first ten days of term, but may attend on a part time basis until the autumn half term. Each school will determine the nature of the settling in period depending on the number and make-up of the cohort. Parents should discuss their individual child's needs as part of the school's induction process.

School Transport

School transport provision will be organised by Transporting Somerset.

Subsidised school transport may be awarded to pupils providing a school place has been secured for whom transport is required.

Any pupil attending one of the Trust schools and is in the catchment of that school and is living more than three miles away (two miles if under eight years of age). The first two miles will follow the shortest available walking route that is safe to walk for a child accompanied as necessary, the remaining distance will follow the shortest available driven route to school. The method of measurement will be by the use of GIS mapping software.

Children of UK service personnel or crown agents

Applications can be considered in advance of moving into an area, if accompanied by an official government letter which declares a relocation date and a unit postal address or quartering area address. The application will still be measured against the over subscription criteria.

Appeals

Every child who has not been offered a place will be sent details of how to lodge an appeal and the timetable of appeals.

The Trust appeals time table will be published on each of the Trust schools web site by the 28 February each year.

The deadline for lodging appeals is 20 school days from the date of notification. Appeals hearings will be heard within 30 school days of the appeal being lodged. Additional evidence must be submitted within 10 school days of lodging an appeal.

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Appellants will be given at least 10 school days' notice of the appeal hearing arrangements. Appellants will not be able to submit any new evidence relating to their appeal on the day of the hearing. Decision letters will be sent by first class post within 5 school days of the hearing.

Appellants do not have the right to a second appeal for admission in the same academic year or if they have been offered a place in another year group.

Appellants may wish to complain to the Local Government Ombudsmen in relation to an appeal decision. Information about the arrangements for making a complaint will be included with the decision letter when sent to the appellant.

If the Trust is unable to offer a place at one of the Trust schools the parents have a legal right to appeal to an independent Appeal panel. This must be done within 30 days of receiving a refusal of a place at the Trust school applied for. Appeals will be heard within 30 days of submission of an appeal application form.

Signed by: _____ Date: _____

