



Approved by LGC - 10/01/23

6. Children of all staff employed with a permanent contract at Haygrove School (Children of staff at the school either where the member of staff has been employed by the school for two or more years or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage).
 7. Children outside the catchment area, but nearest the school.
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1. A "Looked After Child" means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was " a previously Looked After Child" means a child who after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, a Residence Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989.
 2. Previously looked after children are children who were looked after, but ceased to be so

the time of application. The parents will need to decide whether to accept one place at the school or to keep the children together by accepting another school (Consideration will not guarantee entry).

If in categories 1-7 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured in a straight line by a Geographical information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home. Page 5 of 8 Random allocation by drawing lots supervised by someone independent of the school, will be used as a tie-break in categories 1-7 above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

All applicants for admission will need to complete an official application form for each child, and their application for admission will be dated from the receipt of this form. Completion and acceptance of this form does not, in itself, guarantee admission.

If applications exceed the number of places available, the individual School Governor's Admissions Panel will draw up a reserve list in order that steps to fill unexpected vacancies can be quickly addressed. Parents of children who have not been offered a place have the right to appeal against any decision not to admit their child to this school.

This appeal should, as a first step, be submitted in writing via the appeal form on the Local Authority website. Appeals are heard by an independent Appeals Panel Committee from the Local Authority. The procedures will be followed in accordance with the School Standards Framework Act 1998 as amended by the Education Act 2002. Parents may attend the hearing of their appeal and may be accompanied by a friend. They will be notified of the arrangements for the hearing and their rights for the appeal meeting by the Clerk to the Local Authority.

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is summer born or where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the Admissions Authority will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent. If a request is refused, the child will still be considered for admission to their normal age group.

The parent is required to make an on-time application for the child's normal age group (if relevant) but can submit a request for admission out of the normal age group at the same time. The LA will ensure the parent is aware of whether the request for admission out of age group has been agreed before National Offer Day and the reason for any refusal.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

Parents' views

waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Applications for in-year admissions should be sent to the Local Authority's School Admissions Team at inyearadmissions@somerset.gov.uk

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

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

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

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

