



Midsomer Norton Schools Partnership

Issued: February 2025
Review: Term 1 annually
LST: AWI

School Admission Arrangements for Bath and North East Somerset based schools within the Midsomer Norton Schools Partnership 2026-27

Secondary School Admissions Policy

School	Age Range	Year of intake	Admission number
Beechen Cliff Secondary	11-18	Year 7	162
Hayesfield Girls' School	11-18	Year 7	224
Norton Hill Secondary	11-18	Year 7	280
Somervale Secondary	11-18	Year 7	141
Somerset Studio School	14-19	Year 10	45
St Mark's Secondary School	11-18	Year 7	120
Writhlington Secondary	11-18	Year 7	245

Sixth Form Provision	Age Range	Year of intake	Admission number (external applicants)	Capacity
Beechen Cliff Sixth Form	16-19	Year 12	50	400
Hayesfield Mixed Sixth Form	16-19	Year 12	50	320
MSN Sixth Form	16-19	Year 12	50	455
Somerset Studio School	16-19	Year 12	20	160
St Mark's Sixth Form	16-19	Year 12	20	
Writhlington Sixth Form	16-19	Year 12	30	350

Boarding Provision	Age Range	Year of intake	Admission number
Beechen Cliff Secondary (Boarding)	11-18	Year 7 – 13	35

1. Introduction

The Midsomer Norton Schools Partnership (Trust) is a Multi Academy Trust with schools across the age range providing education to children and young people from Reception to Sixth Form. It is a not-for-profit charity with the key aim of 'advancing education for public benefit'. The Trust includes both non-denominational and Church of England schools.

The Trust has developed and published these Admission Arrangements to help explain the admission application process clearly and comprehensively, so that parents and children are suitably informed when choosing and applying for a preferred school. The arrangements comply with the requirements of the [School Admissions Code](#) and the [School Admission Appeals Code](#), issued under Section 84 of the [School Standards and Framework Act 1998](#). Any concern regarding statutory compliance, fairness or equality of local policy/practice, should be directed to the Trust via any of its schools. If the matter cannot be resolved locally, a complaint may be raised with the Education Funding Agency. Every admission application received will be administered in a fair and equitable way, in strict accordance with published policy and complies with our funding agreement and articles of association.

In accordance with our schools' academy status, the Board of Trustees is the Admissions Authority. The 'day to day' management of school admissions is delegated to the Local Governing Body Committee established within each school setting. If you would like to discuss your specific requirements or need further help with any aspect of the admissions process, please contact the individual school office.

2. Applying for a place in Year 7

All schools within the Trust are part of the Local Authority Co-ordinated Admissions Scheme. The Bath and North East Somerset co-ordinated scheme can be viewed on the Council's website at <https://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools>.

Bath and North East Somerset residents seeking school places should apply using Bath and North East Somerset application form/online system. Residents outside Bath and North East Somerset should apply for places on their home Local Authorities' application form.

2.1 Multiple birth applications.

Applications for twins, triplets or other multiple births will be considered as individual applications. In the event of the school being oversubscribed the authority will breach the admission number to allow these children to be offered places where either:

- 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.
- A child from a multiple birth has had a place named at that school as part of their Education, Health and Care Plan (EHC) during the normal admissions round but the other child(ren) from that multiple birth have not qualified for a place.

2.2 Application deadlines:

Year 7 applications must be received by midnight on **31st October** directly to your home local authority. You should express your preference for up to 5 state-funded schools, in rank order.

Any applications received after the above deadlines will not be administered until all on time applications have been processed, at which point there may no longer be a place available at the school.

You will receive an offer for a school place directly from your local authority.

2.3 Late applications

Any late applicants should complete their home LA's common application form and return it to their home LA as soon as possible. In line with agreed co-ordinated admission procedures the school will be informed of any late applications received.

3. Educational Health and Care Plan (EHCP)

The Special Educational Needs Code of Practice requires the Admission Authority to admit any children with an Educational Health and Care Plan (EHCP) naming the school. Children with an Educational Health and Care Plan will be dealt with through the SEND Code of Practice and their placement is determined through the statutory assessment process or an annual review of their EHCP. All schools are consulted before being named on a pupil's Educational Health and Care Plan and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a school is named on a Educational Health and Care Plan this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school. Parents/Carers who wish to transfer their child from a setting named in the Education Health and Care Plan must seek approval to do so via the Local Authority that issued the plan before applying for an In-Year transfer.

4. Home Address & Families moving into the area including applications from outside of the UK

The child's normal permanent home address where he or she lives with his or her parents or legal guardians for more than 2.5 school days per week will be used to decide where the child lives. Temporary addresses cannot be used to obtain school places. If parents or carers plan to move, documentary evidence will be required and in order for address changes to be taken into account in the first round of allocations made on 01 March (Secondary) the appropriate documentary evidence should be sent to the Local Authority and received by the closing date of 31 October (Secondary). 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 11 November (Secondary) i.e. before the Local Authority has sent details of applications to other councils, it will be considered in the first round of applications. **In all cases, it is the responsibility of the applicant to make sure the Local Authority has received the documentary evidence.**

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.
- Child benefit paperwork if in receipt.
- 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 or Crown Servants returning from overseas, with a confirmed posting to the area an official letter declaring the relocation date and a Unit postal address or quartering area address should be provided.
- In the case of overseas children evidence of right of abode and conditions of immigration should be provided*

The Admissions Authority reserves the right to investigate home addresses and may ask applicants to supply further evidence of the home address. This may include Council Tax, Electoral Roll, Utility Bills, GP registration, and Child Benefit records. An application or place allocated on the basis of fraudulent information may be withdrawn.

**Parents who are not UK or Irish nationals should check they, and their children, have a right to reside in the UK before applying for a school place in England. The following DfE process guidance will be followed by the school and Local authority in the case of applications from overseas -*

<https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children> .

5. Allocation of Places

5.1 Each Secondary school has an **agreed admission** number for entry into Year 12 and Year 7 as per the grid on page 1.

5.2 Secondary Schools applying **selective or partially selective criteria** ie. sporting aptitude have details set out in their school specific eligibility criteria contained in this document.

5.3 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place. In the event of oversubscription (more applications received than places available) each school will refer to their specific oversubscription criteria in order until all places are filled.

All schools will set the highest priority to looked after children and all previously looked after children who apply for a place at the school.

Looked after children:

Children who, at the time of making an application to a school, are:

- *In the care of a local authority, or*
- *Being provided with accommodation by a local authority in exercise of its social services functions*

Previously looked after children:

Children who were looked after, but ceased to be so because they:

- *Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or*
- *Became subject to a child arrangements order, or*
- *Became subject to a special guardianship order*

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

Where a policy refers to permanent staff it is expected that the member of staff has been employed by the school for two or more years at the time at which the application is made.

The admission application ranking exercise may indicate that the Admission Number/limit is reached part way through a specific criterion. In these circumstances, the ranked order for applications satisfying this 'cut off' criterion and any lower

placed criterion will be determined by calculating the straight-line distance between each child's home and the main entrance to the school. This will determine the priority order for these applications.

In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system. The GIS system used within this LA would not be able to calculate a staircase measurement in the case of multi-level dwellings. If the distance between two children's homes and the school is exactly the same then a random allocation would be used for any such cases.

5.4 Applying a tie breaker

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie breaker to decide between applicants. This process will be independently verified.

5.5 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans naming the school.

5.6 Fair Access Protocol

We participate in the Bath & North East Somerset Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible. Bath and North East Somerset Local Authority Fair Access Protocol can be found [HERE](#)

6. Admission of children outside their normal age group

Parents are entitled to request a place for their child outside of their normal age group. The Schools LGB Committee will consider applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group either side of their chronological age group. The reasons for the request must be fully explained and included with the application form.

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
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 5. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

7. In Year Admissions (i.e. all applications for existing year groups)

All In-Year applications must be made directly to the school using the in-year application form available to download from the Trust or School website or available from the school website/office. If no form is submitted the Local Governing Body/Trust will not be able to process the application. As is the case in the normal admissions round, all children whose EHC plans name

the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the school specific oversubscription criteria listed. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent for the attention of the Admissions Officer at the School where they are applying for a space. Parents will be notified of the outcome within 10 school days of an in-year application and confirm in writing within 15 school days.

If a place is offered, the applicant will be asked to confirm acceptance in writing within ten school days of receipt, following which the place will remain available for 28 school days from the date of the decision letter. If the child concerned is not attending school after this time frame, the Admissions Committee will write to the original applicant with a view to withdrawing the offer.

8. Right of Appeal

Parents who are unsuccessful in their application for a place at the school have the right to appeal to an Independent Appeal Panel. Further information concerning how to appeal will be explained in the decision letter or found on the Local Authority website <https://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools/admissions-appeals>

The Independent Appeal Panel's decision is legally binding for all parties concerned. Appeals should be submitted in writing within 20 school days from the date of notification that their application was unsuccessful.

Where there is concern that the appeal process has not been properly administered in accordance with the [School Admission Appeals Code](#), a complaint may be raised with the Education and Skills Funding Agency for further consideration.

9. Waiting List

Parents/Carers who make a formal appeal will have their child's name kept on a waiting list for any places which may become available at their preferred school. They may also ask for their child to remain on the waiting list without making a formal appeal. Any places which do become available will be reallocated using the specific school Admissions Criteria, taking into account those parents who have asked to remain on the waiting list or who have lodged a formal appeal together with any late applications received. However, children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant. Where a response to an offer has not been received within 10 school days a final attempt will be made giving 5 school days to make contact. If no response is received the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place

10. Multiple Applications

Where parents share parental responsibility for a child but live separately, if two applications are received from the child's parents the LA/Local Governing Body/Trust will ask them to determine which application it should consider, and which application should be withdrawn. This is because the LA/Local Governing Body/Trust will offer only one school place to a child at any one time. If 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 will be the only one considered. Parents may be asked to provide supporting documentation confirming receipt of child benefit. Where the parents/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. The Trust or Bath & North East Somerset Council cannot become involved in disputes between parents/carers.

11. The Local Authority

The Local Authority's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from the local Education Department, and should be returned by the date stipulated on that form. The authority will notify parents of the decision as soon as all the applications have been

considered. Details of the scheme are available on their website www.bathnes.gov.uk or by contacting them directly on the details as below:

Team/Service: Admissions & Transport
Telephone: 01225 394312
Email: admissions_transport@bathnes.gov.uk
Postal Address: Admissions & Transport
Bath & North East Somerset Council
Lewis House
Manvers Street
Bath
BA1 1JG



Beechen Cliff Admissions Policy

Introduction

Beechen Cliff School is a member of the Midsomer Norton Schools Partnership Trust, the responsibility for admissions falls to the Governors. The purpose of the code is to ensure that all school places are allocated and offered in an open and fair way. In drawing up the admissions arrangements, the school ensures that the practices and criteria used to decide the allocation of school places are fair, clear and objective. It is the aim of the school to provide an equality of opportunity for boys from across the city of Bath, with some places for boys beyond the city, to have access to the only single sex boys school.

Boarding Places Beechen Cliff School is principally a day school but has a small number of boarding places available for all years.

Categories of Admission: In Years 7 to 11 only boys are admitted to the School. In the Sixth Form both boys and girls are admitted.

- **Year 7 - Day Places** The School has a published admission number (PAN) of 162 for Year 7 day pupils. If the School decides that it is able to admit Year 7 day pupils above its PAN, it will notify the local authority in good time to allow the local authority to deliver its coordination responsibilities effectively.
- **Year 7 - Boarding Places** In addition to the Year 7 day pupils, a PAN of 7 places will be allocated to boarders in Year 7, subject to availability and the additional requirements in Appendix 2. A shortfall in boarding places taken by Year 7 pupils will not make additional day places available.
- **Other years - Day and Boarding Places:** Places are occasionally available in other year groups where a pupil/student has withdrawn from the School, but there is no guarantee that such places will be available in any particular year.

Oversubscription Criteria - Years 7 to 11 Day pupils

The number of intended admissions for the year commencing 1 September will be 162 day places. Pupils with an Education Health Care Plan which names the school will be admitted which will reduce the number of available places under the school's published admission number. Where applications for admission exceed the number of places available, all applications will be considered equally. The following criteria will be applied on the closing date for applications, in the order set out below:

1. Looked after children
 - a. 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.

or

 - b. 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, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.
2. Where the applicant has a brother or sister, half-brother or half-sister, 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.
3. 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.
4. Beechen Cliff will admit up to 12 applicants into Year 7 who have aptitude in sports. Evidence of this aptitude will be provided via an annual assessment event to which all those who have applied for a place under Priority D will be invited. Applications for entry into Year 7 based on sporting aptitude must be made via a separate form which can be found in Appendix 5 or on the school website. This must be returned to the school on the date indicated on this form. Applicants should indicate on the LA CAF that an application to the school has been made under this priority alongside a second 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.

To be considered under the above priorities parents/carers must have named the school as a preference. If an applicant qualifies for more than one school they will be offered their **highest preference as stated on their application form**. This includes the higher preference between a boarding and day place if both applied for.

Contact Details

Beechen Cliff School
Kipling Avenue
Bath
BA2 4RE

Headteacher: Tim Markall
School website: <https://www.beechencliff.org.uk/>
Email: headteacher@beechencliff.org.uk
Telephone: 01225 480466

Oversubscription Criteria: Boarding Pupils – Year 7

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

Where applications for admission exceed the number of places available, all applications will be considered equally and the following criteria will be applied at the closing date for applications, **Midnight, 31 October**, in the order set out below, to decide which children to admit.

- 1) Looked After Children
 - a) 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.
or
 - b) 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, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.
- 2) 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 for further details.
- 3) Where the applicant has a brother or sister, half-brother or half-sister, 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.
- 4) Children of staff at Beechen Cliff school, in either or both of the following circumstances,
 - a) 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) b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 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.

To be considered under the above criteria parents/carers must have named the school as a preference. Under the above criteria all preferences are considered equally. If a pupil qualifies for more than one school they will be offered their **highest preference as stated on their application form**. This includes the higher preference between a boarding and day place if both applied for.

There is a different procedure for the admission to school for children with Educational Health Care Plans: it is administered by the Local Authority (LA) in whose area the family lives. The 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.

WAITING LIST - BOARDING PLACES

Applicants who are unsuccessful in obtaining a boarding place will be maintained on a waiting list, if parents request it, after the allocation of places has been made and confirmed. The allocation of places from the waiting list follows the procedure set out in Appendix 2.

Admission Criteria: Day Students – Sixth Form

Beechen Cliff Sixth Form is co-educational and highly successful. Our vision is to enable our students to achieve their aspirations and become well-rounded, confident and compassionate individuals who go on to live fulfilled lives and make a positive contribution to society.

All students who join the Sixth Form will have access to a wide variety of A Level courses and our Future Horizons programme of careers and higher education guidance. This includes UCAS, Oxbridge and Medicine applications support and non-university destinations advice and guidance. Some students will be invited to join the elite sports programme. All students will also have access to the school's extensive Super and Extra Curricular programmes.

Minimum entry requirements are needed to obtain a place. Up to four A Level subjects and, for some, additional Level 3 qualifications, will be studied for the two years. If required, students will have to retake English and Mathematics GCSE.

Prospective students will be given the opportunity to visit the school and attend a meeting at which their options will be discussed. The application deadline is in **December** - the date is published on the school website.

Students will be contacted in writing confirming an offer of a place, subject to gaining the agreed qualifications, within six weeks of the arranged meeting date. Once students have accepted a place, it is secure and the School is committed to the student.

The intended admission number is 200, of these at least 50 will be offered to external students.

Minimum Entry Requirements:

- The minimum entry requirement onto the A Level programme is 5 GCSEs at Grade 6 including at least a Grade 4 in English Literature or Language and Mathematics. Students will also have to obtain at least a Grade 6 in the subject (or related subjects) of the chosen A Level subject, with individual subject details given in the Sixth Form Prospectus.
- The elite sports programme requires students to be enrolled in a training programme with Bath Rugby or another elite professional sports body and requires students to have passed five GCSEs or equivalent, including at least a Grade 4 in English Literature or Language and Mathematics

Oversubscription Criteria:

Pupils in Year 11 at Beechen Cliff will have the right to transfer automatically to the school's Sixth Form provided they

1. complete the application process, naming Beechen Cliff as their first choice;
2. meet the Sixth Form's minimum entry requirements

In the event of the courses being oversubscribed, the following criteria would be applied to determine admission.

Any students with an Education Health and Care Plan will be admitted, subject to meeting entry requirements. Other external students **meeting the entry criteria** will be admitted in the following order:

- 1) Looked after children
 - a) A 'looked after child' is a child who is either in the care of a Local Authority, or is being provided with accommodation by a Local Authority in the exercise of their social services functions, in England.
Or
 - b) 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, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.
- 2) Year 11 students from other Bath Hub partnership schools.
- 3) Year 11 students from all other schools.

WAITING LIST

Applicants who are unsuccessful in obtaining a place will be maintained on a waiting list–The Governing Body does not consider it in the best interests of students for them to commence their Sixth Form studies later than a month after the beginning of the Autumn Term.

Admission Criteria: Sixth Form – Boarding

Students who meet the minimum entry requirements for the Sixth Form can apply for a place in the Boarding House (please see the Boarding section of the school website for more information on fees and eligibility).

Year 11 pupils who board at Beechen Cliff will have the right to transfer automatically to the school's Sixth Form and take up a boarding place provided they:

1. complete the application process
2. meet the Sixth Form's minimum entry requirements
3. are not deemed unsuitable for boarding (see Appendix 2 for details)

Where applications for admission exceed the number of places available, all applications will be considered equally and the following criteria will be applied at the closing date for applications, **Midnight, 31 December** in the order set out below, to decide which students to admit.

- 1) Looked After Children
 - a) 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.
 - b) Or
 - c) 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, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

Pursuant of their responsibilities under the Children Act 1989, the Governors will not admit pupils who cannot satisfy them that they are suitable for boarding whether or not they are looked after by a local authority or were previously looked after by a local authority.

- 2) Where the pupil who satisfies the School that they have a significant degree of boarding need as defined in the appendix 2. 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.
- 3) Those boys who require a place as part of the Elite Sports Programme, as advised by our sports partners.
- 4) Boys from other schools who have met the criteria. Those with the highest point score in GCSEs will first be offered places.

NOTE

In February all applicants will receive notification of provisional places or their place on the waiting list for the Boarding House. Final confirmation of places will take place in August following the confirmed results at GCSE.

Prospective students should have regard to the Sixth Form prospectus to ascertain the particular subject requirements.

How to make an Application - see attached flow chart (Appendix 4)

Applications for Day Places at Year 7

Applications for admission as a day pupil must be made on the Common Application Form (CAF) of the Local Authority. The School requires a supplementary Sporting Aptitude Form if the admission is sought on the basis of Sporting ability. This form is available from the School website or by contacting the School directly. Completed Sporting Aptitude forms must be returned **to the School by 30th September**.

Applications for Boarding Places at Year 7

Applications for a boarding place from **residents in England** must be made on the Common Application Form (CAF) of the home Local Authority and **submitted to them as instructed**. These forms are usually made available automatically to the parents of Year 6 pupils in the Local Authority primary schools. Parents/carers of children attending an independent school or who live outside England, or in areas where the normal age of transfer to secondary schools is not Year 7, should request a CAF from the Local Authority.

The School also requires a Boarding Application Form to be completed. This form is available from the School website or by contacting the School directly. Completed forms must be returned **to the School**, by the date specified.

Applications for Main School Places, other than at Year 7

Applications for a place must be made directly to the School. For Day Places application is made on the School Application Form. For Boarding Places application is made on the Boarding Application Form. These forms are available from the School website or by contacting the School directly. Completed forms must be returned **to the School**, who will respond to the applicant's parents/carers directly. In accordance with the Schools Admission Code 2021, the School will advise the local authority of each application received and the outcome of that application at the end of each term.

It should be noted that pupils are not normally admitted to Year 11.

Joint Day and Boarding Applications for the Main School

Applicants may make separate applications for both a boarding and a day place using the forms identified above. But for Year 7 places they must rank the two applications on the Local Authority CAF Form.

As boarding and day place applications are considered separately, the outcome of the higher ranked option cannot be jeopardised by the outcome of the lower. However, parents should not apply for a boarding place for their son unless they are prepared to take up and pay for the boarding place if it is offered to them. It should be remembered that the allocation of a boarding place at the School will mean that no other place can be offered at any state school as part of the co-ordinated admissions arrangements for Year 7 places.

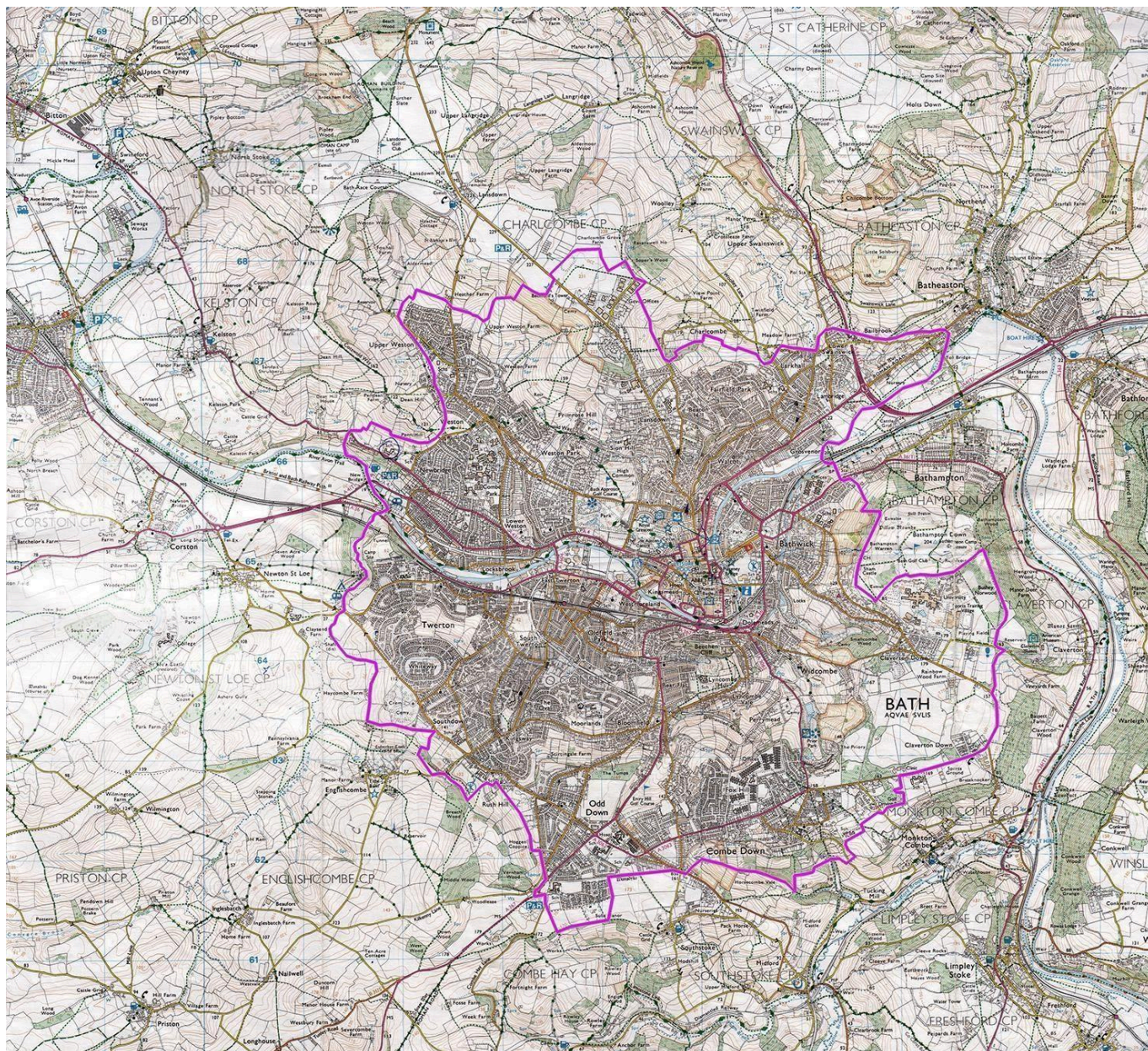
Applications for Main School Boarding Places from Outside England

For Year 7 admission all applications must be made via the Local Authority for co-ordinated admissions. If not a Year 7 admission and where a boarding applicant is resident in Scotland, Wales, Northern Ireland, the Channel Islands, the Isle of Man or overseas, the application must be made directly to the School using the Boarding Application Form only.

Appendices

- Appendix 1: CITY OF BATH MAP indicating the city boundary
- Appendix 2: Additional requirements for admission as a Boarder - Main School
- Appendix 3: Transfer between Boarder and Day pupil status
- Appendix 4: Flowchart for application process (Year 7 - 11 and Sixth Form)

Appendix 1: Bath City Boundary map



Contains OS data © Crown copyright and database right 2018 Ordnance Survey (100025252).

The boundary is indicated by the pink line on the map above.

Appendix 2: Additional requirements for admission as a Boarder

Boarding provision is subject to the School Boarding Agreement and a fee is payable by parents. Parents who are entitled to claim Working Tax Credit are able to claim the boarding fee against the childcare element of their tax credits.

Pursuant of their duty to safeguard and promote the welfare of all boarders under section 87 of the Children Act 1989, the School will not admit any child to the School as a boarder unless the School is satisfied that he/she is **suitable to board**. Applicants for boarding places are assessed to determine their suitability for boarding. The assessment includes the following:

- An interview
- A reference from the applicant's present school and/or a previous school (where the candidate is not currently at school or has recently changed school)
- Consideration of any other information that the parent/carer of the applicant may wish to provide to support the applicant's application or which may be provided at the request of the parent/carer by another person
- Information provided by a Local Authority (or equivalent authority outside England and Wales), where relevant

In determining whether or not an applicant is suitable to board, the School has regard to the following questions:

- Does the applicant wish to board?
- Does the applicant have experience of staying away from his parents/carers whether or not he/she is currently a boarder?
- Does the applicant show evidence of self-reliance and independence?
- Does the applicant show evidence of understanding and relishing the challenges of a communal life?
- Does the applicant show understanding of the responsibilities of a member of a boarding community?
- Is there any medical or psychological reason why boarding would not be appropriate, or any need that could not be met by reasonable adjustment to the boarding accommodation, routine and practice?

The School will inform the parents of applicants whether or not their son is considered suitable for boarding as soon as possible after the process has been completed. Candidates who are considered suitable for boarding are then allocated places according to the published oversubscription criteria.

Significant degree of Boarding Need

In the Admission Criteria for one of the priority categories in the event of oversubscription is that an applicant has a significant degree of boarding need. To determine this, the School will have reference to the following. In each case, it is the responsibility of parents/carers to provide the information required to enable the School to make a determination. In particular, the names and contact details of an appropriately qualified person from whom the School may seek corroborating evidence must be given. The School may consider that a candidate has a significant degree of boarding need if:

EITHER

The candidate satisfies at least ONE of the following criteria in that:

		Appropriate person to provide corroboration
1	His main parent/carer is, or will be at the date of admission, a member of HM Armed Forces liable for deployment overseas (whether or not eligible for receipt of the Continuing Education Allowance) or frequent changes of posting within the UK	Commanding Officer or other authorised Service Office
2	His main parent/carer is, or will be at the date of admission, serving with or for the Foreign and Commonwealth Office or other UK Government Department on terms which may include either deployment overseas or frequent changes of posting within the UK	Line Manager or Head of Department/Service
3	His parent/carer is, or will be at the date of admission, serving with or for an international organisations or other international body of which the United Kingdom is a member	Line Manager or Head of Department/Service
4	His main parent/carer is, or will be at the date of admission, employed by a UK based company which requires the parent to travel overseas or be resident overseas for a period of more than one month per year.	Line Manager or Head of Department/Service
5	He is the subject of a voluntary agreement between the School and a Local Authority or Charitable Trust to provide a boarding place for reasons of boarding need.	LA Lead Professional or Trust Officer
6	His home is in a remote rural location and appropriate education is not available within a reasonable daily travelling distance	Current Headteacher or LA Officer
7	His home is in a remote rural location and he/she lacks social interaction with children or the same age/or gender	Headteacher or LA Officer
8	He is a member of an elite sporting academy supported by the Governing Body of a recognised sport and requires a boarding place to participate in that school's	Officer authorised by the sport governing body and School

	programme	
--	-----------	--

OR

The candidate satisfies at least TWO of the following criteria in that:

		Appropriate person to provide corroboration
1	He is in the care of a grandparent or other person, whether or not a relative, other than his/her natural parent, step parent or adoptive parent	Teacher, Medical Practitioner, social worker or other professional person who knows the family
2	His main or only carer has been the victim of a serious crime or reasonably fears that he/she may become a victim of a serious crime	Police Family Liaison Officer or social worker
3	His main or only carer has been diagnosed with a medical or psychological condition which is life threatening or which seriously impairs the carer's ability to care for the applicant	Medical Practitioner or social worker
4	His main or only carer also has the main responsibility for the care of another member of the applicant's close family or household who has been diagnosed with a serious medical or psychological condition and the care of whom seriously impairs the carer's ability to care for the applicant	Medical Practitioner or social worker
5	His home circumstances prevent social interaction with children of the same age and/or gender	Teacher, Medical Practitioner, social worker or other professional person who knows the family
6	He has a particular gift or talent which can be developed at Beechen Cliff School but not in his/her home area	Teacher, sports coach or similar person who knows the applicant and his/her circumstances
7	He is homeless	Teacher, Medical Practitioner, social worker or other professional person who knows the family
8	His main or only carer is a lone parent/carer.	Teacher, Medical Practitioner, social worker or other professional person who knows the family

Waiting lists for boarding (Years 7-11)

A waiting list is maintained for Boarding. Any places that become available are allocated to those waiting as follows:

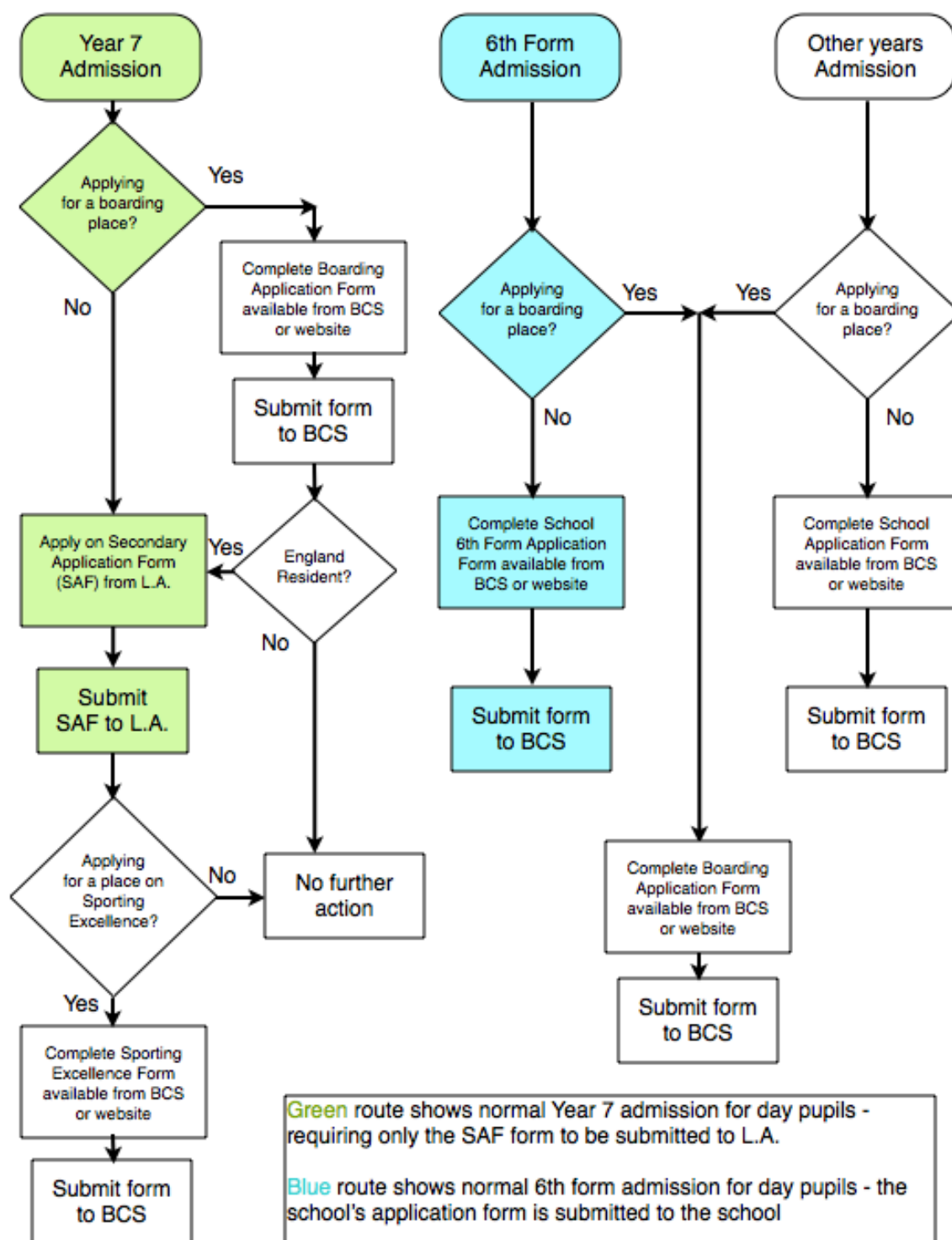
- Unsuccessful applicants who applied by the stated closing date are maintained on a waiting list together with any late applicants.
- If further vacancies arise after the offer date, all applicants who applied, whether within the deadline or late, are considered, and offers will be made in accordance with the oversubscription criteria at the time the vacancy occurs. Thus, an applicant's place on the waiting list can alter if other applicants with a higher priority under the School Admissions Criteria come onto the waiting list.
- Waiting lists are maintained for one year from the September of the year in which admission was originally sought. Applicants judged to be unsuitable for boarding will not be kept on a waiting list for boarding places. They may, however, reapply and be reassessed for any subsequent year of entry.

Appendix 3: Transfer from Boarder to Day pupil status or vice versa

The following procedures and conditions apply to those wishing to change from Boarder to Day pupil status or vice versa.

Those admitted as boarders may apply to transfer to day pupil status should a vacancy occur after they have joined the school. Boarders seeking to transfer status do not have any priority for day places and must follow the admissions process for day pupils.

Those admitted as day pupils may transfer to take up a vacant boarding place provided that they are judged to be suitable to board and there are places available. Those transferring from day pupil status have Priority C for boarding places, after Looked After Children and those with boarding need.



Appendix 5



BEECHEN CLIFF

SPORTING APTITUDE FORM

Year 7 entry only

Pupil's Surname (in block letters)

2022

First Names

Date of birth

School Attending

Full Names of Parent/Carer:
(please indicate: Mr/Mrs/Ms/Miss)

Address & Postcode

Telephone Number

Relevant Medical Information

Parent/Carer signature

Please Print Name

Pupils will be invited to a Sports Evening in which baseline testing will take place. Baseline testing is a generic set of tests that are non-specific to any one particular sport.

The completed form should be returned to Miss M Garland, Admissions Administrator, Beechen Cliff School, Kipling Avenue, Bath BA2 4RE or email: mgarland@beechencliff.org.uk before 1st October. Parking is limited on the school site. If parking in the local area please be aware of parking restrictions.

Please note: Applications received after this date may not be included.

Hayesfield Girls' School

Hayesfield Girls' School is a state-funded single sex girls academy based in the City of Bath, which provides an inspirational environment in which girls flourish. Here, all girls experience a strong sense of belonging, enjoy freedom from stereotyping and grow limitless aspirations. The wealth of opportunities available, both in and out of the classroom, ensure that all Hayesfield girls develop the self-confidence, resilience and moral courage needed when achieving ambitions.

Categories of Admission: In Years 7 to 11 only girls are admitted to the School. In the Sixth Form both boys and girls are admitted.

When the School is oversubscribed, after the admission of students with an Education, Health and Care Plan naming the School (which will reduce the number of available places accordingly), priority for admission will be given to those children who meet the criteria set out below, in priority order:

- 1) Looked after children
 - a) 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.
or
 - b) 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, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.
- 2) Priority will next be given to the siblings of students attending the School at the time the application is received.
- 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:
 - 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
 - Where the member of staff has been recruited to fill a skill-shortage area
- 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 22nd September. Tests will be held during the first week of October and parents will be informed of the result of the test before the closing date for applications. Details of the test are set out at the end of this 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 paragraphs 1, 2 or 3 above will be considered according to paragraph 5 below.
- 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 this Policy. Girls living on the boundary of the inner catchment area will be considered to live in the inner catchment area.

Notes

Map Showing the City of Bath Boundary. Please note that a high resolution version of this map can be viewed on the School's [website](#). The City of Bath Boundary (red line) is used to denote the inner and outer catchment areas within this policy.

Sporting and Musical Aptitude: Students who wish to apply for a place based on their sporting and/or musical aptitude must complete the [online application](#) form and be available to sit the following tests:

- **Sporting Aptitude:** A fitness assessment lasting approximately 1 hour. This test, which is not a test of sporting ability, will involve a series of tests of the following components of fitness: agility, balance, cardiovascular endurance, flexibility, muscular endurance, speed, strength and reaction time. The 10 students scoring highest will be successful in their application for Sporting Aptitude.
- **Musical Aptitude:** an aural test lasting approximately 20 minutes. The test will involve listening to, and answering, a series of questions on pitch, rhythm and meter. This test will examine the candidate's capacity to perceive, evaluate and describe music. The 10 students scoring highest will be successful in their application for Musical Aptitude.

CONTACT DETAILS:

Hayesfield Girls' School
Brougham Hayes Campus
 including The Nucleus
 Brougham Hayes
 Bath
 BA2 3QX

Upper Oldfield Park Campus
 including The West Wing
 Upper Oldfield Park
 Bath
 BA2 3LA

Headteacher: Philip White
 School website: <http://www.hayesfield.com>
 Email: information@hayesfield.com
 Telephone: 01225 426151

Hayesfield Mixed Sixth Form

Hayesfield Mixed Sixth Form provides an inspirational environment, enabling students to flourish and achieve their personal ambitions. Students are active, caring and tolerant citizens who participate fully in the school and wider community. Our outstanding tutorial system provides support and encouragement to all students enabling them to be their very best, opening doors to future opportunities, whether an Oxbridge application or a high quality apprenticeship scheme. Our extensive choice of courses allows our students to access an aspirational curriculum, including bespoke provision, with an international outlook, developing their knowledge and preparing them for higher education and employment in the 21st century.

Admission Numbers

The Sixth Form has a total capacity of 360 places (full time equivalent). We will admit 180 students in Year 12 each year. Our external published admissions number is 50

Minimum Study Programme

All students will be expected to enrol on a programme of study with a minimum of 640 planned hours per year unless there are significant and medically-documented reasons for a reduced timetable. Those students who have not achieved at least a GCSE grade 4 in both English and Maths will be required to study these GCSEs alongside their other subjects.

Minimum Entry Requirements

Please see our website and Sixth Form Prospectus for minimum entry criteria for individual subjects. There are four pathways that students follow at Hayesfield Sixth Form:

Pathways	GCSE Entry Requirements incl. English & Maths	Types of Courses available
Bespoke	6 or more GCSE grades at grade 7 and above	4 or 5 A levels
Aspire	6 or more GCSE grades at grade 6 or above	3 A levels + EPQ/ Core
Inspire	7 or more GCSE grades (or equivalent) at grade 5 or above	2 A Levels & 1 vocational courses
Explore	7 or more GCSE grades (or equivalent) at grade 4 or above	3 courses including 1 A level

Applying for Places

The closing date for applications is 14th December. Applicants should apply via the online portal available on the Sixth Form tab on the website. Applicants will be contacted during January with dates for interview. Conditional offers will be made based on achieving the general entry requirements for their chosen pathway and the specific subjects they wish to study.

Pupils in Year 11 at Hayesfield Girls School will have the right to transfer automatically to the school's Sixth Form provided they

1. complete the application process, naming Hayesfield Girls School as their first choice;
2. meet the Sixth Form's minimum entry requirements

In the event of the courses being oversubscribed, the following criteria would be applied to determine admission.

Any students with an Education Health and Care Plan naming the college will be admitted providing they are able to meet the specific entry criteria for the courses we have on offer. Other students will be admitted in the following order.

1. Looked after children
 - a. 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.
- Or
- b. 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, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.
2. Students whose parents are staff employed by the school to work at the school.
3. Year 11 students from other Bath Hub schools (Beechen Cliff and St Mark's who have met the specific entry criteria).
4. Year 11 student from all other schools.

CONTACT DETAILS:

Brougham Hayes Campus
including The Nucleus
Brougham Hayes
Bath
BA2 3QX

Upper Oldfield Park Campus
including The West Wing
Upper Oldfield Park
Bath
BA2 3LA

Headteacher: Philip White
School website: <http://www.hayesfield.com>
Email: information@hayesfield.com
Telephone: 01225 426151



Midsomer Norton Sixth Form

- Applications are welcomed from students currently at Norton Hill, Somervale and Writhlington as well as from students who wish to transfer from other institutions.
- All applicants, whether internal or external will be treated equally
- We will accommodate all students who apply by the end of November application deadline who meet the admissions criteria (below)
- Late applicants will be accepted provided they meet the criteria (below) and places are available on the courses they wish to join.
- All students will be interviewed after application in order to confirm that their option choices are suitable. Admission Requirements To take A Level courses you will need to achieve six 9-5 grades at GCSE or equivalent. To take BTEC/ Applied courses and the Extended Project you will need to achieve five 9-4 grades or equivalent at GCSE.
- In addition we will establish from the Head of Year 11 (internal or external) that the applicant is suited to further study in a school environment.
- Entry into Year 13 is not automatic. Students will need to achieve a pass in the end of year exam for a subject to automatically continue it into Year 13.

Admissions Criteria

Candidates for external places who meet the required qualifications will be admitted using the following criteria:

- 1) Looked after child
 - a) 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.
 - or
 - b) 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, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.
- 2) Siblings of pupils within Year 7-13 of either school who will be in attendance on the 1st September of that academic year.
- 3) Pupils whose home address is within the area of prime responsibility (APR)* of Norton Hill, Somervale and Writhlington.
- 4) Pupils whose home address is outside the APR

In the event of the school being oversubscribed in any of the above criteria, places will be offered to those whose home address is nearest the school as measured in a direct line distance from the home to the school. For admission purposes, the Admission Authority will consider the home address to be: The address at which the child concerned is living, at the time of application, for more than 2.5 school days per week, with the person(s) who has legal responsibility for this child. This address should be clearly stated on the application form.

Where the child will be moving to a new home address and the parent wishes this to be taken into account, one of the following documents, depending on the circumstances of the case, must be made available at the time of application.

- A legal 'exchange of contract' which confirms the purchase of the property.
- A copy of a formal tenancy agreement (minimum six month term) signed and dated by the applicant and the Landlord for the property.

CONTACT DETAILS:

MSN Sixth Form
Charlton Road
Midsomer Norton
BA3 4AD
Telephone: 01761 402280

Director of Sixth Form: Karen Ward
School website: <https://www.msnsixth.com/>
Email: sixthformadmin@msnsixth.com
Telephone: 01761 402280



Norton Hill Secondary School

When schools are oversubscribed the LA has to apply criteria to decide which children shall be admitted to the school. These are as follows:

Priority A –

- 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.

or

- 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, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

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 whose older sibling will be attending the school on the admission date.

Priority F - Children whose home address is outside the APR

To be considered under the above criteria parents/carers must have named the school as a preference. Under all the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

If under all the above criteria any single category resulted in oversubscription, priority would be given to those children whose home address is 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.

The following documents are held in school and are available for inspection by parents:

1. All statutory orders relating to National Curriculum subjects, and administrative memoranda relating to the parts of the 1988 Education Act which refer to the curriculum
2. Curriculum overviews currently used by teachers in the school
3. All syllabuses followed whether for public examinations or otherwise
4. The locally agreed syllabus for Religious Education
5. The School Policies on:
 - i Collective Worship
 - ii Special Educational Needs & Disability (SEND)
 - iii Sex Education
 - iv Behaviour
 - v Disability Arrangements
 - vi Child Protection & Safeguarding
 - vii Exclusions
6. Policies are also available to view on our website: www.nortonhillschool.com
7. The leaflet issued by the LEA referring to transfer and admissions
8. The Complaints Procedure
9. The full OFSTED Report on the Inspection of Norton Hill. The summary is available free of charge.
10. The map showing the area of APR

CONTACT DETAILS:

Norton Hill Secondary School
Charlton Road
Midsomer Norton
BA3 4AD

Headteacher: Gordon Green
School website: <https://www.nortonhillschool.com/>
Email: enquiries@nortonhillschool.com
Telephone: 01761 412557



Somervale Secondary School

When schools are oversubscribed the LA has to apply criteria to decide which children shall be admitted to the school. These are as follows:

Priority A –

- 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.

or

- 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, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

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 whose older sibling will be attending the school on the admission date.

Priority F - Children whose home address is outside the APR

To be considered under the above criteria parents/carers must have named the school as a preference. Under all the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

If under all the above criteria any single category resulted in oversubscription, priority would be given to those children whose home address is 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.

The following documents are held in school and are available for inspection by parents:

1. All statutory orders relating to National Curriculum subjects, and administrative memoranda relating to the parts of the 1988 Education Act which refer to the curriculum
2. Curriculum overviews currently used by teachers in the school
3. All syllabuses followed whether for public examinations or otherwise
4. The locally agreed syllabus for Religious Education
5. The School Policies on:
 - i Collective Worship
 - ii Special Educational Needs & Disability (SEND)
 - iii Sex Education
 - iv Behaviour
 - v Disability Arrangements
 - vi Child Protection & Safeguarding
 - vii Exclusions
6. Policies are also available to view on our website: www.somervaleschool.com
7. The leaflet issued by the LEA referring to transfer and admissions
8. The Complaints Procedure
9. The full OFSTED Report on the Inspection of Somervale School. The summary is available free of charge.
10. The map showing the area of APR

CONTACT DETAILS:

Somervale Secondary School
Redfield Road
Midsomer Norton
Radstock
BA3 2JD

Headteacher: Joanna Postlethwaite
School website: <https://www.somervaleschool.com/>
Email: enquiries@somervaleschool.com
Telephone: 01761 414276

Somerset Studio School

Somerset Studio School has an atypical start point - this means that all admissions are classed as 'in-year' and applications are submitted directly to the school and not to the LA. The school operates for Years 10 to 13 (or Y14).

When schools are oversubscribed the LA has to apply criteria to decide which children shall be admitted to the school. These are as follows:

- **Priority A** - Looked after children A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who, at the time of application, 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 (section 22 (1) of the Children Act 1989 applies).
- **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 Somerset Studio 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 whose older sibling will be attending the school on the admission date.
- **Priority F** - Children whose home address is outside the APR

Post 16

Entry to Somerset Studio School is by application to the Head of Post 16. Applications from external candidates are very welcome. Students applying to Somerset Studio School from other schools are invited to meet the Head of Post 16 to discuss their option choices and references are requested from their previous school. The references enable us to assess the students' predicted GCSE grades. In considering applications, our aim is to accept students on courses which they can be expected to have a good chance of success. Students are asked to make provisional course choices. This is not a final commitment and they will be able to reconsider their options after GCSE results are published and in light of the school timetable.

The admissions number for Somerset Studio School Post 16 is 100 students (20 of these are allocated for external candidates).

Specified Entry Requirements

Students are usually expected to have gained a minimum of 5 GCSEs at Grade 4. In Engineering, a grade 5 in GCSE mathematics is advised. Each subject details its own entry requirements. Specific subject entry requirements and further information are available on the school website and in the Somerset Studio School Post 16 booklet.

The following documents are held in school and are available for inspection by parents:

- 1) All statutory orders relating to National Curriculum subjects, and administrative memoranda relating to the parts of the 1988 Education Act which refer to the curriculum
- 2) Curriculum overviews currently used by teachers in the school
- 3) All syllabuses followed whether for public examinations or otherwise
- 4) The locally agreed syllabus for Religious Education
- 5) The School Policies on:
 - i) Collective Worship
 - ii) Special Educational Needs & Disability (SEND)
 - iii) Sex & Relationships Education
 - iv) Behaviour
 - v) Disability Arrangements
 - vi) Child Protection & Safeguarding
 - vii) Exclusions
- 6) Policies are also available to view on our website: www.Somersetstudioschool.com
- 7) The leaflet issued by the LEA referring to transfer and admissions
- 8) The Complaints Procedure
- 9) The full OFSTED Report on the Inspection of Somerset Studio School. The summary is available free of charge.
- 10) The map showing the area of APR.

CONTACT DETAILS:

Somerset Studio School
Knobsbury Lane
Radstock
BA3 3NQ
Telephone: 01761 438557

Headteacher: Bruce Hain
School website: <https://www.somersetstudioschool.com/>
Email: enquiries@somersetstudioschool.com
Telephone: 01761 438557



St Mark's Secondary School

Overview:

St Mark's School promotes self-worth in students to inspire them to live well, achieve their goals and be a force for good both in school and the world beyond. Matthew 5:16 tells us to 'Let your light shine' which reminds us to have Aspiration, Resilience and to value the importance of Community. We work hard to be the best version of ourselves.

Our young people are able to quickly establish themselves and develop their true identities in a setting where the staff know every child and value their contributions in the school and wider community. This helps ensure that our students develop a strong sense of belief in themselves and encourages them to be masters of their own destiny. Our committed team of staff inspire our students through a curriculum that is rigorous, challenging and motivating so that our students find joy in learning, and learn to value the commitment they need to thrive and reach their full potential.

The Governing Body is the Admissions Authority and is responsible for admission decisions in connection with the school. 'Day to day' admission decisions are delegated to an Admissions Committee of at least three governors. The governors welcome applications from all parents and children from the local community including the neighbouring regions, from the Greater Bath Consortium (GBC) and generally from families beyond this area. When administering the admission arrangements the school will follow, unless otherwise stated, the definitions, procedures and timescale included within these admission arrangements.

Over Subscription Criteria

2.1 Where there are more applications than there are places available within the required year group, the governors will consider all applications received against the oversubscription criteria set out below. This will enable the governors to rank children according to priority and identify those children who should be allocated a place within the Published Admission Number or admission limit and those who should be refused. Where there are fewer applications than places available within the Published Admission Number or admission limit set for the required year group, places will normally be provided for every child.

- **Priority A –**
 - 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.
- Or
- 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, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.
- **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 Greater Bath Consortium (GBC).
- **Priority C** - Children whose home address is within the GBC whose older sibling will be attending the school on the admission date.
- **Priority D** - Children whose home address is within the GBC.
- **Priority E** - Children whose home address is outside the GBC whose older sibling will be attending the school on the admission date.
- **Priority F** - Children whose home address is outside the GBC

Important Information - GBC map

- The governors prioritise places according to the [Greater Bath Consortium \(GBC\)](#). 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.

Contact details

St Mark's School
Bay Tree Road
Larkhall
Bath
BA1 6ND

Headteacher: Clare England
School website: www.st-marks.org.uk
Email: info@st-marks.org.uk
Tel: 01225 312661



Orchard Lodge based at St Mark's Secondary School

Rationale

- All children & young people that attend Orchard Lodge have moderate learning needs and an EHCP. An Education, Health and Care plan(EHCP) identifies educational, health and social needs and sets out the additional support needed to meet those needs. All plans contain strengths and areas of development and long and short term outcomes for individuals.
- Placement at Orchard Lodge should always arise from a process that identifies the base as an appropriate and positive choice, which best meets the needs of the pupil.

Procedure

- Parents/Carers are encouraged to make a visit. You may arrange this by contacting the school office or SEND Hub Team.
- If requested, key staff from Orchard Lodge may attend an Annual Review or carry out an observation at the young person's existing school.
- Consultation paperwork including the Educational Healthcare Plan is received by the base from the pupil's host authority requesting consideration of the pupil for admission.
- If a place is available and everyone agrees on the suitability of the referral, the host local authority & B&NES Council is informed.
- If it is decided that the school cannot meet the child's needs the Authority is advised the reason for this decision.
- A transition programme, appropriate to the individual child, will be drawn up to support transfer. This may include:
- Visits by key staff between schools
- Additional visits/part-time placement to support move by child

All pupils joining the school will have a School Entry Plan meeting. This ensures that a personalised transition is arranged to best meet the needs of each individual as well as sharing information and ensuring best practice

Bay Tree Lodge based at St Mark's Secondary School



Rationale

- All children & young people that attend Bay Tree Lodge have Autism Spectrum Disorder needs and an EHCP. An Education, Health and Care plan(EHCP) identifies educational, health and social needs and sets out the additional support needed to meet those needs. All plans contain strengths and areas of development and long and short term outcomes for individuals.
- Placement at Bay Tree Lodge should always arise from a process that identifies the base as an appropriate and positive choice, which best meets the needs of the pupil.

Procedure

- Parents/Carers are encouraged to make a visit. You may arrange this by contacting the school office or SEND Hub Team.
- If requested, key staff from Bay Tree Lodge may attend an Annual Review or carry out an observation at the young person's existing school.
- Consultation paperwork including the Educational Healthcare Plan is received by the base from the pupil's host authority requesting consideration of the pupil for admission.
- If a place is available and everyone agrees on the suitability of the referral, the host local authority & B&NES Council is informed.
- If it is decided that the school cannot meet the child's needs the Authority is advised the reason for this decision.
- A transition programme, appropriate to the individual child, will be drawn up to support transfer. This may include:
- Visits by key staff between schools
- Additional visits/part-time placement to support move by child

All pupils joining the school will have a School Entry Plan meeting. This ensures that a personalised transition is arranged to best meet the needs of each individual as well as sharing information and ensuring best practice



St Mark's Sixth Form

Introduction

St. Mark's opened a sixth form to Year 12 students in September 2013 providing some places to Year 12 students from outside of St Mark's.

Students enrolled in Year 11 at St. Mark's will not need to complete the Application Form. Instead, students will express a preference for a place in the sixth form and providing they meet the published examination entrance requirements will automatically be allocated a place.

For Year 11 students wishing to transfer to the Sixth Form from other educational establishments, an Application Form must be completed and submitted by the published deadline to the school. Parents and/or students may complete this application form.

A Published Admission Number (PAN) applies to the entry of students from other educational establishments (external applications). This represents the maximum number of students who will normally be admitted providing they meet the published examination entrance requirements, and the PAN is 20.

If there are more external applications than places available within the PAN, then every application received on time will be considered and ranked against the oversubscription criteria below. In the first instance, the 20 highest ranked students will provisionally be allocated places. Students who have been formally refused will have their names entered on a waiting list which will be maintained until 31st December and students will be re ranked.

Under the terms of the Trust Deed entered into by the Roman Catholic Diocese of Clifton and the Church of England Diocese of Bath and Wells, all Year 11 students at St. Mark's Church of England School, Bath, and St. Gregory's Catholic College, Bath, have equal access to the sixth form provision (i.e. post-16 courses and facilities at St. Gregory's and/or St. Mark's) established by both schools in a collaboration arrangement, provided they meet the published examination entrance requirements for the courses.

Oversubscription Criteria

1. Students in the care of the Local Authority, or who have been previously and are now formally adopted and who have met the Sixth Form published examination entrance requirement for the courses by the time of admission.
2. Students who are practising members of the Anglican faith and who have met the published examination entrance requirements by the time of admission. A Supplementary Information Form will be required to be submitted with the application to demonstrate practise of the Anglican faith.
3. Students who are practising members of other Christian organisations and who have passed the published examination entrance requirements by the time of admission. A Supplementary Information Form will need to be completed to demonstrate religious practice.
4. Other students who have met the published examination entrance requirements by the time of admission.

Additional Admissions

On occasion, it may be possible to exceed the PAN and admit additional students from other educational establishments, providing there is a demonstrable demand for the academic courses on offer and there is no other establishment within a reasonable distance providing the same course. Examination requirements for entry must be attained in these circumstances.

Entrance Examination Requirements

Level 3 two-year AS/A Level courses: students will be expected to have achieved 5 or more A*-C or equivalent passes at GCSE and have achieved the entrance grade for their chosen subjects specified in the course. Please note that the entrance grade requirements may vary from subject to subject. Students must meet entry level requirements for at least four AS subjects.

Level 2 one -year GCSE or equivalent courses: students will be expected to have achieved a good range of GCSE grades from A*-G or equivalent. Entry to the sixth form will require students to meet the entry requirements for enough courses to constitute a full-time course of study.



Writhlington Secondary School

When schools are oversubscribed the LA has to apply criteria to decide which children shall be admitted to the school. These are as follows:

Priority A –

- 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.
or
- 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, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.

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) 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

To be considered under the above criteria parents/carers must have named the school as a preference. Under all the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

If under all the above criteria any single category resulted in oversubscription, priority would be given to those children whose home address is 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.

The following documents are held in school and are available for inspection by parents:

1. All statutory orders relating to National Curriculum subjects, and administrative memoranda relating to the parts of the 1988 Education Act which refer to the curriculum
2. Curriculum overviews currently used by teachers in the school
3. All syllabuses followed whether for public examinations or otherwise
4. The locally agreed syllabus for Religious Education
5. The Trust Policies on:
 - i) Collective Worship
 - ii) Special Educational Needs & Disability (SEND)
 - iii) Sex Education
 - iv) Behaviour
 - v) Disability Arrangements
 - vi) Child Protection & Safeguarding
 - vii) Exclusions
6. Trust policies are also available to view on our website: www.writhlington.org.uk
7. The leaflet issued by the LEA referring to transfer and admissions
8. The Complaints Procedure
9. The full OFSTED Report on the Inspection of Writhlington School. The summary is available free of charge.
10. The map showing the area of APR

CONTACT DETAILS:

Writhlington Secondary School
Knobsbury Lane
Radstock
BA3 3NQ

Headteacher: Keith Howard
School website: <https://www.writhlington.org.uk/>
Email: nmarshall@writhlington.org.uk
Telephone: 01761 438557



Writhlington Sixth Form

Entry to Writhlington Sixth Form is by application to the Head of Sixth Form. Applications from external candidates are very welcome. Students applying to Writhlington School Sixth Form from other schools are invited to meet the Head of Sixth Form to discuss their option choices and references are requested from their previous school. The references enable us to assess the students' predicted GCSE grades. In considering applications, our aim is to accept students on to courses which they can be expected to have a good chance of success. Students are asked to make provisional course choices. This is not a final commitment and they will be able to reconsider their options after GCSE results are published and in light of the school timetable.

The deadline for all applications for September is 6th December, although late applications will always be considered. Students who apply before the deadline will be given priority if a class becomes oversubscribed. The school currently caters for GCE A level and BTEC students between the ages of 16 to 19. We only enrol full time students. All students are expected to study three advanced level courses and/or BTECs. The admissions number for Writhlington School's Sixth Form is 200 students.

The Sixth Form has a code of conduct that students are expected to sign when they join and all students are expected to follow our programme of study which includes tutor time, work experience, as well as all of their lessons.

Specified Entry Requirements

A level GCE and applied GCE:

Students are usually expected to have gained a minimum of 5 GCSEs at Grade 4 for BTECs and 5 for A Levels. Each subject details its own entry requirements. Specific subject entry requirements and further information are available on the school website and in the Sixth Form curriculum booklet.

CONTACT DETAILS:

Writhlington Sixth Form
Knobsbury Lane
Radstock
BA3 3NQ

Director of Sixth Form: Karen Ward
School website: <https://www.msnsixth.com/>
Email: nmarshall@writhlington.org.uk
Telephone: 01761 438557

Appendix A	Glossary and Definitions
Admission Authority	The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, this body is the local authority unless it has agreed to delegate responsibility to the governing body. For foundation or voluntary aided schools, this body is the governing body of the school. For academies, this body is the Academy Trust
Admission Arrangements	The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.
Published Admission Number (PAN)	The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's Admission Arrangements.
Admission Limit	A non statutory limit applying to year groups other than the year(s) of entry which indicates the number of places to be offered, usually determined according to the level of resource available.
Common Application Form (CAF)	The form parents complete, listing their preferred choices of schools, and then submit to local authorities when applying for a school place for their child as part of the local coordination scheme, during the normal admissions round. Parents must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow parents to express a higher number of preferences if they wish.
Composite prospectus	The prospectus that a local authority is required to publish by 12 th September in the offer year. This prospectus must include detailed admission arrangements of all maintained schools in the area (including admission numbers and catchment areas).
Coordinated Scheme	All local authorities are required to coordinate the normal admissions round for primary and secondary schools in their area. Schools can take in-year applications directly from parents, provided they notify their local authority of each application and its outcome. Each local authority must produce and publish a Coordinated Admissions Scheme.
Home Local Authority	A child's home local authority is the local authority in whose area the child resides.
In-year admission application	A school admission application submitted in connection with a place required at any time during the academic year. In most cases and where the local authority has chosen not to coordinate in-year applications, the application form will be submitted directly to the school concerned.
Maintaining Local Authority	The area in which a school is located is referred to as the maintaining local authority
National Offer Day	The day each year on which local authorities are required to send the offer of a school place to all parents of secondary age pupils in their area. For primary pupils, offers are sent out on or about 16th April and secondary on or about 1st March. The specific date will be published in the home local authority Composite Prospectus.
Offer Year	The school year immediately preceding the school year in which pupils are to be admitted to schools under the Admission Arrangements in question. This is the school year in which the offers of school places are communicated.
Oversubscription Criteria	This refers to the published criteria that an Admission Authority applies when a school has more applications than places available in order to decide which school has more applications than places available in order to decide which children will be allocated a place.
Reception Class	Defined by Section 142 of the SSFA 1998 as a class in which education is provided which is suitable for children aged five and any children who are under or over five years old whom it is expedient to educate with pupils of that age.
Relevant Age Group	The age group to which children are normally admitted. Each relevant age group must have admission arrangements, including an admission number. Some schools (for example schools with sixth form which admit children into the sixth form) may have more than one relevant age group.
School Year	The period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July, as defined by Section 579 of the Education Act 1996.
The 'normal admissions round'	The period during which parents are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus on 12 th September, with the deadlines for parental applications of 15th January for primary places and 31st October for secondary places , and subsequent offers made to parents on National Offer Day.