Admission Arrangements
For the 2018/19 Academic Year

These arrangements apply for the transfer to Year 7 at the Academy in September 2017 or to join any year group during the 2018/19 academic year.

Part 1 – General Information

1.1 About our School

The Taunton Academy is an inclusive academy, whose Governing Body (GB) constitute the Admissions Authority responsible for all admission decisions taken in connection with the academy. ‘Day to day’ admission decisions are delegated to the Headteacher.

We are forward thinking and constantly strive to improve our educational offering, in order to enrich the students’ experience and best serve and support our local and wider community. These values are central to our school and are reflected throughout these admission arrangements. For more information about our academy, please have a look on the website and/or contact the office.

The Governing Body undertakes a review of the published admission arrangements annually. Whenever alterations are proposed, a public consultation will be conducted according to the requirements of the School Admissions Code issued by the Department for Education and in place at that time.

Admission Arrangements are published annually on the academy website by 15th March in the year preceding admission. Please contact the academy office if you would like to discuss these admission arrangements or your particular circumstances in more detail:

1.2 Contact details

The Taunton Academy
Cheddon Road
Taunton
Somerset
TA2 7QP
Telephone: 01823 348200
E-mail: reception@thetauntonacademy.com
Website: www.thetauntonacademy.com
1.3 Relevant Documents: Please read this information before applying for a school place
Every Local Authority produces documents that are relevant to some areas of school admissions procedure. Prospective applicants are strongly advised to contact their ‘home’ Local Authority (the area in which the child lives), or access this Local Authority’s website and ensure that they read and understand the application process set out in the authority’s Coordinated Admissions Scheme, before proceeding with an application for a school place. For families resident in Somerset, the following documents produced by this Local Authority may be of particular importance to applicants:

- The Local Authority Coordinated Admissions Scheme
- The Composite Prospectus ‘Transferring School-Secondary guide for Parents’ (this sets out detailed information about how to apply for a child to transfer to Year 7 for the first time at the start of September)
- The Local Authority School Transport policy
- Free School Meal Entitlement
- The Local Authority Fair Access Protocol (this applies only for applications made in connection with a place required during the academic year).

Local Authority (Somerset County Council) website: www.somerset.gov.uk

1.4 The Published Admission Numbers (PAN) and Admission limits
A statutory PAN applies to all year groups, indicating the minimum number of places that will be offered if sufficient applications are received. The Headteacher will consider all applications for Year 7 in accordance with these admission arrangements and places will be offered until the PAN is reached in each case, at which point the Headteacher will consider whether the resources available at the time will enable additional places to be made available. If not, in liaison with the Governing Body the decision will be to refuse all applications that would lead to admission of a student above the relevant PAN.

A non-statutory admission limit applies to every other year group. These may be adjusted from time to time according to the level of resource available at the academy and the preferred year group/tutor group organisation.

| The Published Admission Number for Year 7 is | 220 |
| The admission limit applying to years 8 – 11 is | 180 |

Part 2 – Over Subscription Criteria

2.1 Where there are more applications than there are places available within the requested year group, the Headteacher in liaison with the Governing Body will apply the following oversubscription criteria for every application received. This will identify those children for whom a place must be offered within the Published Admission Number applying to years 7 and 11, or those who may be offered a place within the admission limit applying at the same time for any other year group. Applications will be considered for refusal where a place within these limits cannot be provided.
2.2 Before applying the oversubscription criteria, a place must always be allocated for any child with an Education Health Care Plan or Statement of Special Educational Needs that names The Taunton Academy as the educational setting that the child must attend (The Special Educational Needs Code requires the Admission Authority to admit any children with a Statement of Special Educational Needs naming the school, before the consideration of any other applications).

2.3 **The Over Subscription Criteria (refer to Part 7 of this document for terms and definitions)**

1. A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, or Child Arrangements Order. A looked after child is a child who is (a) in the care of the 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.

2. Children eligible, at the time of application, to receive free meals. Parents will be required to produce proof of this and complete a form available from Reception.

3. Children of staff employed at The Taunton Academy for a minimum period of two years at the time of application or children of a new appointee where there is a demonstrable skills shortage for the vacant post.

4. Children living in the designated catchment area with an older sibling attending The Taunton Academy at the time of application, who will still be on roll at the time of admission.

5. Allocation up to 15% (rounded up) of the Published Admission Number or admission limit, for children living within the school catchment area who themselves or whose parent(s) can satisfactorily demonstrate regular attendance and involvement with a Church which subscribes to the Trinitarian theology recognised within the Church of England.

6. Children living within the designated catchment area at the time of application.

7. Allocation up to 15% (rounded up) of the Published Admission Number or admission limit, for children living outside the school catchment area who themselves or whose parent(s) can satisfactorily demonstrate regular attendance and involvement with a Church which subscribes to the Trinitarian theology recognised within the Church of England.

8. Children living outside the designated catchment area at the time of application.

9. Children not satisfying a higher criterion.

2.4 **Applying a distance Measurement and Tie Breaker:**

Where the Published Admission Number is reached part way through any criterion, a straight-line measurement between home and the academy will be calculated for every child satisfying the criterion. The distance will be measured using a Geographic Information System method to calculate on the electronic map, the distance ‘between front door of the child’s permanent home and the main entrance gate of the
academy’. Places will be offered for those children living nearest to the academy until all available places have been allocated.

Random allocation will be used as a tie-break to decide who has the highest priority for admission if the distance between two or more children’s homes and the academy are exactly the same. This process will involve the ‘drawing of lots’, which will be supervised by a person independent of the Admissions Authority.

**Part 3 – Transferring to Year 7 in September 2018**

3.1 Applications for a child to transfer to Year 7 for the first time at the start of the September term, are coordinated by the ‘home’ local authority (the Local Authority area in which the child lives) in conjunction with other local authorities and school admission authorities as may be necessary.

3.2 Before applying for a school place, applicants should refer to the 2018 ‘Coordinated Admissions Scheme’ published by the home Local Authority. Applicants whose child currently lives in Somerset, or is moving home to live in Somerset, should also refer to the Somerset Local Authority’s ‘Transferring School – secondary admissions guide for parents’. This explains the application process in detail. These documents are available on local authority websites, or upon request to the authority concerned.

3.3 A suitable application form (referred to as ‘the Common Application Form’) is available from the local authority in which area the child lives. This must be completed and submitted directly to this authority, to arrive no later than 23.59 hours on 31 October 2017.

3.4 The home Local Authority will forward applications directly to the Local Authority in which area the preferred school is located. The Taunton Academy will be sent all application forms that indicate a preference for the academy and these will be considered according to the information supplied by the applicant. Where necessary, the committee will apply the oversubscription criteria in order to determine a priority for admission. Applications submitted before the 31 October 2017 deadline will be administered and available places provisionally allocated, before the consideration of any later application.

3.5 The Headteacher, in liaison with the Governing Body, will notify Somerset Local Authority of their provisional application decisions in accordance with the timetable set out in this authority’s published Coordinated Admissions Scheme. Offer and refusal decisions will be notified to applicants by letter and email, to be sent out by the home Local Authority on behalf of the Taunton Academy on 1 March 2018.
Part 4 – Admission to any year group during the 2018/19 academic year (in-year admission)

4.1 Applications for a place during the academic year, may be submitted at any time, but will not be administered more than six calendar weeks in advance of a place being required (except in particular circumstances applying for Crown Servant or Service family children – see section 7.4). Applicants must complete The Taunton Academy In-Year application form and return this directly to the academy. This is available to download from the academy website, or a copy can be provided upon request.

4.2 The Headteacher will consider applications during term time only and strictly in the order that they are received. Applications that arrive during a school holiday will be held and processed when the academy resumes. If the headteacher receives more than one application on the same day for the same year group, they may need to apply the published oversubscription criteria in order to determine a priority for admission where insufficient places exist within the PAN or admission limit applying at that time.

4.3 The non-statutory admission limits (applying to years 8 – 11) indicate the number of places available in the year group at a particular time. The Governing Body is permitted to adjust these limits whenever deemed necessary, in order to reflect the level of resource available to support the year group concerned. If the Headteacher determines that the admission of a further child would impact on the efficient delivery of education or the efficient use of resources, the application would be refused.

4.4 Applicants will receive a written decision by first class letter post within 10 school days of receipt of the In-Year application form or receipt of any later information where this is submitted to support an application and is deemed necessary in order to determine the admission decision. If an application is refused, the decision letter will set out the reasons for refusal and explain how to appeal against the Admission Authority’s decision.

4.5 Any offer of a place during the academic year, will remain open for six calendar weeks from the date of the decision letter. If the child concerned is not on roll and attending before this deadline, the Headteacher will consider withdrawing the offer of a place and, where appropriate, reallocating this to another child.

4.6 Subject to the information provided in support of an application and the circumstances of the academy, the Headteacher, in liaison with the Governing Body, may decide to refer a refused application to the Local Authority in order that the authority’s Fair Access Protocol can be applied. This would normally be where a child is deemed to require a higher level of support than can be provided at the academy. This will enable the Local Authority to engage with a family, where considered appropriate to do so and to provide suitable support or an alternative educational placement as soon as possible.
Part 6 – Appeals Procedure

6.1 When an application for a school place is refused, the legal right to appeal against the decision will be offered to the applicant, except where the decision to refuse admission is for a year group other than the chronological age and a place could be made available in the chronological age year group.

6.2 An appeal timetable is published annually and is included at the bottom of this document. This sets out the timeframe for the various stages in the appeal process and includes statutory dates by which appeals must be heard.

6.3 An appeal form relating to an in-year application decision may be submitted directly to The Taunton Academy at any time following the issue of the refusal decision letter.

6.4 The appeal form is available to download from http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/refused-a-place-at-your-preferred-school/ or the Academy website or can be requested from Reception. This form must be used for all appeals in connection with decisions issued by or on behalf of the Headteacher and Governing Body.

6.5 The Admissions Committee does not administer appeal hearings during school holidays. Appeal forms received when the academy is closed will not be processed until the academy resumes.

Part 7 – Important Information and Definitions

7.1 Waiting Lists
The Admissions Authority operates a waiting list for any year group that is oversubscribed and this is maintained throughout the academic year. Where a child is formally refused admission to any year group, parents may request that their child’s name is entered onto the appropriate list. Names are held strictly in ranked order according to the published oversubscription criteria and every time a child’s name is added, the waiting list is re-ranked. If a place becomes available within the Published Admission Number or appropriate admission limit, or resources enable an additional place to be made available, this will be offered for the highest ranked child at that time. Waiting lists shut down and names are removed at the end of each academic year.

7.2 Applications for children to enter a year group other than chronological age
Parents may request a place for their child in a year group other than his/her chronological age year group. The Headteacher will consider requests on a ‘case by case’ basis according to the information submitted by way of support. This should clearly demonstrate the particular needs of the child. For example that; he/she required some specific additional support while at school or conversely that there are overwhelming reasons for a gifted and talented child to be taught above his/her age range. Where a request is not supported for the preferred year group, but a place is offered in the chronological year group, there will be no right of appeal against the Headteacher’s decision. If the request is refused and an alternative place is not
offered in the chronological age year group, then the applicant will have the legal right to appeal against the decision to refuse admission.

Placements secured in year groups other than chronological age will be reviewed on a termly basis and, where appropriate, a decision taken in conjunction with the child’s parents, teaching staff and other professionals as to whether the arrangement should continue or the child be moved to his/her chronological age year group.

7.3 Multiple birth applications (for example twins)
In the case of multiple birth applications, the Published Admission Number or admission limit will be exceeded to ensure that multiple birth siblings can be allocated places at the same school.

7.4 Children from Overseas
The Headteacher will process admission applications for children from overseas who have European Economic Area (EEA) citizenship or are United Kingdom citizens living abroad, or who hold an appropriate Home Office Visa at the time of application. All overseas applications will be considered according to the home address at which the child concerned is living in the majority of his/her time the point of application, unless proof of the child’s future UK address is provided with the application. The only exceptions are children of UK Service personnel and other Crown Servants (including Diplomats) returning to the UK with a confirmed future posting within the area.

7.5 Siblings
For the purpose of admission to The Taunton Academy, the definition of a sibling is ‘a child living at the same address as a half or full brother or sister, an adoptive brother or sister, or children of the same household at the time of application and remaining so at the time of admission’.

7.6 Parent
The Admissions Authority has adopted the definition of a ‘parent’ as specified in education law. This includes; natural parents, whether they are married or not and a person other than the natural parent(s) who has parental responsibility or care of a child or young person. Having ‘care’ of a child or young person means that person who looks after the child and with whom the child lives, irrespective of what their relationship is with the child.

7.7 Home Address
The Admission Authority’s definition of a child’s home address is considered to be where the child spends the majority of his/her time with the person(s) who legally have care of the child. Documentary evidence of house ownership or a minimum six-month rental agreement may be required, together with proof of actual permanent residence of the property concerned. Places will not be allocated on the basis of a future house move unless this can be confirmed through the exchange of contract or the signing of a formal lease agreement in place at the time of application and no more than six weeks ahead of the place being required. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place.
7.8 **Distance Measurements**
For the purpose of measuring home to college distance: Calculations will be based on a straight-line measurement between the main gate of The Taunton Academy and the front door of the child’s permanent home, using a Geographical Information System (GIS) method. In the case of multi-level dwellings such as a block of flats, a distance will be calculated between the main gate of the academy and the main entrance to the building and this distance will apply equally for all children residing in this building.

7.9 **Children with an Educational and Care Plan or Statement of Special Educational Needs**
A child with an Educational Health Care Plan or Statement of Special Educational Needs is admitted in accordance with a separate process administered by the Local Authority (LA) in whose area the family lives. The Admissions Authority must always admit a child whose Plan or Statement names The Taunton Academy.

7.10 **Withdrawing an allocated place**
The Admissions Committee will consider withdrawing a place that has been formally offered for a child of he/she is not on roll and attending the college within six calendar weeks of the date of the offer letter. The committee may also withdraw the offer of a school place if the child’s home address is subsequently found to be fraudulent and where this address was a factor in reaching the admission decision. No place will be withdrawn without written communication with the original applicant and the opportunity provided to explain the family circumstances.

7.11 **Allocation of Faith based places**
The total number of places that can be allocated under criteria 5 and 7 will not exceed 15% of the Admission Number.

7.12 **Supplementary Information Forms (SIFS)**
The governors define regular church attendance as ‘at least once per month for a minimum period of twelve months prior to application’. Applicants must complete the governors Supplementary Information Form and ensure that the vicar, priest, minister, pastor or warden of their church also completes the relevant sections. The completed Supplementary Information Form must be submitted in conjunction with the school place application form to be received by the school office before the relevant published application deadline.

7.13 **Catchment map**
The Taunton Academy has a designated catchment area that is used to prioritise the offer of school places in the event of oversubscription. Details can be requested from the Local Authority.
School Admissions Appeals
Provisional Timetable

**Applies for appeals lodged between 1st – 30th March 2018**

School Admission appeals are administered in accordance with the requirements of the School Admission Appeals Code issued by the Department for Education.

If you have applied for a place at the Academy and your child has been refused admission, you have the legal right to appeal against that decision. An appeal form can be downloaded from the Academy website or requested from Reception. The following timetable will apply:

<table>
<thead>
<tr>
<th>1. Appeals lodged in connection with Transferring from Year 6 to Year 7 in September 2018</th>
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<tbody>
<tr>
<td>Admission decision notified by the Local Authority on 1 or 2 March 2018</td>
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<tr>
<th>2. Appeals lodged after the 2018 Transferring School appeal deadline</th>
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<tbody>
<tr>
<td>It may be possible for appeals lodged after 30 March 2018 to take place at the same time as those lodged before this appeal deadline, but only where there remains sufficient time to make the appropriate arrangements. Otherwise (late) appeals will be heard within 30 school days of receipt of the appeal form.</td>
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<tr>
<th>3. Appeals lodged in connection with applications for places required in any year group during the academic year (In-Year admission)</th>
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<tbody>
<tr>
<td>An appeal may be lodged at any time following an in-year admission decision, but not beyond the academic year in question. An appeal hearing will be scheduled to take place within 30 school days of receipt of the appeal form.</td>
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</table>

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<tr>
<th>4. Administrative timetable applicable to all appeal hearings</th>
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<tbody>
<tr>
<td>Identification and appointment of independent clerk and appeal panel members</td>
</tr>
<tr>
<td>Appellant(s) will be notified of the date and time for his/her appeal hearing and provided with the names of the independent appeal panel members</td>
</tr>
<tr>
<td>The clerk will provide the appellant(s) and independent appeal panel with all the information submitted in connection with the appeal, including a statement prepared by the Admissions Authority to explain the reasons for refusal</td>
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<tr>
<td>Further (new) information relevant to the appeal may be submitted to the clerk for distribution to all parties. No later information will be accepted unless agreed by the Chairman</td>
</tr>
<tr>
<td>The appeal panel decision is binding and will be notified to the appellant(s) in writing</td>
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