



**ANSFORD ACADEMY**

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# **Admission Arrangements Code of Practice**

**For Admission to Year 7 in September 2025 and In-  
Year Admissions from September 2025**

<b>Status:</b>	<b>Statutory</b>
<b>Approved:</b>	<b>February 2024</b>
<b>Renewal Period:</b>	<b>Yearly</b>
<b>Next Review:</b>	<b>February 2025</b>

# **Ansford Academy Admission Arrangements for Transferring to Year 7 in September 2025 or joining a year group during the 2025-26 academic year**

## **1. Introduction**

The Governing Body is the Admissions Authority for Ansford Academy.

The Governors admission arrangements and practices comply fully with the requirements of the School Admissions Code and School Admissions Appeals Code.

Admission decisions are taken by an Admissions Committee which comprises of at least three governors.

Ansford Academy operates a designated catchment area.

The Academy caters for students aged 11 -16.

Governors liaise with the Local Authority, which is required to co-ordinate admission arrangements for all young people in Somerset. Therefore, this document should be read in conjunction with the Somerset Local Authority published Co-ordinated Admissions Scheme for September 2022 which is available from Somerset County Council. (See contact details at end of this document).

## **2. Published Admission Number**

The Academy has an admission number of 120 for entry in Year 7 in 2025.

The academy will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) are received, the Governing Body will offer places at the academy to all those who have applied.

## **3. The Application Process**

### **(a) Applications to transfer to Year 7 in September 2025**

Applications must be submitted to the home LA. If this is Somerset applications can be made on-line at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions). Paper applications are available to download from the Somerset County Council website at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions), or upon request by telephoning Somerset Direct on 0300 123 2224. Any supporting information must be received by the closing date for applications using the appropriate Supplementary Information Form (SIF) where relevant.

Applications must be received by midnight on 31 October 2024, otherwise the application will be recorded as late. Late applications will be considered after those received on time. Please see the Somerset LA co-ordinated scheme for full details.

Outcomes for on time applications will be sent out by email (for on line applicants) or second class post on 1 March 2025 (or next working day if this falls on a weekend or bank holiday).

#### **(b) Applications to join any year group during the 2024-2025 academic year (in-year)**

In year applications must be submitted directly to the school using the in-year application form which can be obtained on the school website or by request to the school office.

Applications for a place will be considered by The Governors' Admissions Committee and applicants will receive a response within **10 school days** (term time only). Applications submitted during the holidays will not be considered until the academy is back in session. If more applications are received than there are places available, the over-subscription criteria will be applied

A decision will be notified in writing to the applicant within ten school days.

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

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

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

#### **4. Over Subscription Criteria**

When the Academy is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming Ansford Academy, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked After Children: Children who are in the care of a Local Authority or have been previously and are now formally adopted or subject to a residence/child arrangement or special guardianship order. Children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. See important note 1
2. Children living within the designated Ansford Academy catchment area (see section 5) who will have sibling(s) attending the academy at the time of admission, who lives at the same home address (see section 14)
3. Children living within the designated Ansford Academy catchment area (see section 5)
4. Children who attend one of the Academy's partner primary phase schools in Year 6 by the application closing date (see section 6.0)

5. Children living outside the designated Ansford Academy catchment area who will have sibling(s) attending the academy at the time of admission (see section 14)
6. Children of permanent staff who have been either:
  - a) Employed at the Academy for at least 2 years before the date of the application
  - b) Recruited to fill a vacant post for which there is a demonstrable skill shortage
7. Children outside the catchment area, but nearest the school by straight line measurement

### **Important Note 1**

A “Looked After Child” means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was “a previously Looked After Child” means a child who after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, a Residence Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989 as well as those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Relevant evidence will be required to be submitted.

### **Tie Break**

If in categories 1-7 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured in a straight line by a Geographical information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home.

Random allocation by drawing lots supervised by someone independent of the school, will be used as a tie-break in categories 1-7 above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

## **5. Catchment Map**

A copy of the Ansford Academy designated catchment map can be viewed by arrangements with the school office, or viewed electronically on the Somerset Local Authority website:

<https://www.somerset.gov.uk/education-and-families/school-catchment/>

## **6. Feeder Primary Schools**

The feeder Primary Schools referred to in criterion 4.0 are:

- Castle Cary Primary School
- Ditchheat Primary School
- Evercreech CofE Primary School
- Keinton Mandeville Primary School
- Lovington CofE Primary School
- North Cadbury CofE Primary School
- Countess Gytha Primary School

## **7. Right of Appeal**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Details concerning how to appeal will be explained in the decision letter. Information on the timetable for the appeals process is available on the school website by 28 February each year.

## **8. Waiting Lists**

Waiting lists will be maintained for every oversubscribed year group during the 2024-25 academic year. These will be maintained by the Governing Body and any child refused a place will automatically be placed on the waiting list until the end of the academic year for which the place has been requested

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **9. Withdrawing Places**

The Governing Body reserves the right to withdraw the offer of a place if:

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading;
- The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.

## **10. Admission of Children Outside their Normal Age Group**

Admissions outside Chronological Age Applications for a child to be placed outside of their normal chronological year group will only be considered under exceptional circumstances. Admission outside of the normal year group will also only be considered through the agreement of the Head Teacher, in conjunction with other professionals, where they have identified exceptional medical, physical, social or/and educational reasons for this recommendation.

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

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

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

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a Year 8 child for a Year 7 place will be considered alongside applications for Year 7.

If a request for delayed admission is agreed, the school place application may be withdrawn before a place is offered and a new school place application will need to be made as part of the normal admissions round the following year.

If a request for a child to transfer school a year early is agreed, the school place application will be processed and an outcome will be sent on the National Offer Day.

If a request for delayed admission is refused, the school place application will be processed and an outcome will be sent on the National Offer Day.

If a request for a child to transfer school a year early is refused, the school place application will not be processed and a new school place application will need to be made as part of the normal admissions round the following year.

There is no right of appeal against the decision not to allow your child to be admitted outside of their normal age group.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

For further information and important things you should consider, please visit:

<http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/starting-or-transferring-school-early-or-late/>

## 11. Children from Outside the UK

The Admission Authority will treat applications for children coming from overseas in accordance with Home Office rules for Foreign nationals.

This is the most recent guidance which takes account of the post-Brexit immigration system. <https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children>

## 12. Children of UK Service Personnel

The Admissions Authority endeavour to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In-year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and Crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided as proof of posting (an official government letter e.g. MOD, FCO or GCHQ declaring a relocation date and intended posting).

Usually, an in-year place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel with a confirmed posting to the area and Crown servants returning

from overseas to live in the area.

This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting, the admissions authority will process the application. If a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

### **13. Glossary and Definitions**

#### **Siblings**

For the purposes of Admissions, a sibling is defined as 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 who, in any of these cases, will be living with them at the same address at the date of their entry to the school/academy

Please see the information on shared residency arrangements which will apply if necessary in order to determine the sibling's permanent home address.

#### **Parent**

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

#### **Home Address**

The home address is important as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child. Documentary evidence of ownership or suitable rental agreement may be required, together with proof of actual permanent residence at the property concerned.

Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a minimum six month formal lease agreement from a letting agency.

Please note private letting agreements may not be accepted as proof of residence.

An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required e.g. proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice.

The Governing Body reserve the right to seek further documentary evidence to support any claim of residence which could include contacting the estate agent, solicitor landlord or relevant professional. A representative of the Governing Body may carry out a home visit/s

without prior notice to verify a pupil's home address.

An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place.

A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

Where shared residence arrangements are in place and it is necessary to determine the home address, each parent may be required to write to the Governing Body and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Governing Body may ask for additional information including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered.

#### **14. Contact Information**

Ansford Academy  
Maggs Lane  
Castle Cary  
Somerset  
BA7 7JJ

Telephone number: 01963 350 895  
E-Mail Address: [admissions@ansford.net](mailto:admissions@ansford.net)

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