



**Huish Episcopi Academy**

The best in everyone™

Part of United Learning

# **Admissions Arrangements 2024-2025**

# Huish Episcopi Academy Admissions Arrangements 2024-25

Admission Arrangements for transfer to Years 7 and 12 in September 2024 or joining a year group during 2024/25 academic year.

## 1.0 Introduction

At Huish we strive to enable all our students to develop their potential to the full. We have high expectations of them and work hard to provide the support and opportunities they need in order to grow into confident and mature young people. Our Academy is a safe and caring environment in which students are helped to develop individual responsibility and consideration for others, as they prepare for the challenges of adult life. To this end we have a very clear focus upon learning and upon academic achievement, which hold the key to future success and fulfilment. Huish Episcopi is part of the United Learning Trust.

These admission arrangements have been carefully developed to ensure that parents and students have all the necessary information required to apply for a place at either Huish Episcopi Academy or Huish Episcopi Sixth Form.

- The Academy's School Improvement Board (SIB) is the Admissions Authority and all admission decisions are taken by an Admissions Committee consisting of at least three Governors (the Principal should also be in attendance at all committee meetings), but not including Governors who are members of staff.
- Somerset Local Authority (LA) is responsible for co-ordinating all September school place applications for maintained schools across Somerset. Therefore, Huish Episcopi Academy's admission arrangements should be read in conjunction with the LA's published coordinated admissions scheme which is available at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions), or upon request to the Academy office.
- The academic school calendar and the times of the day are published on the Academy website and in the Academy prospectus.

## 2.0 The Admissions Committee of the SIB

The admissions committee should meet annually and as required to fulfil their key functions which are to:

- Review the school's **admissions policy**, including the admissions criteria, in accordance with United Learning's Admissions Guidance.
- Ensure that the timetable for the review of the policy provides adequate time for the statutory requirement to inform the local authority of any changes.
- Recommend to United Learning for approval any changes to the admissions policy /PAN.
- Ensure that **consultation** is undertaken when any qualifying changes are proposed or to ensure the academy fulfils its statutory duty to consult every 7 years.
- **Consider applications for Admission** to the academy and decide on the admission of pupils in accordance with the determined admissions policy and oversubscription criteria. In the normal admissions round, the home local authority will coordinate decisions and communicate these to parents: the Admissions Committee would not communicate with parents directly. However different arrangements may apply for in-year admissions depending on the service offered by the local authority / bought into by the school.

- Ensure that arrangements are in place for parents to appeal against the Committee's decision not to offer a place in accordance with procedures approved by the SIB.
- Monitor arrangements for the admission of pupils and any associated appeals process and inform the SIB (and United Learning) of any appropriate issues.

A draft terms of reference for an Admissions Committee can be found at Annex B.

### **3.0 The Published Admission Number (PAN)**

Governors have agreed the following Published Admission Numbers and admission limits;

- PAN for year 7 is **268**. All applicants will be admitted if 268 or fewer apply.
- PAN for admission from other schools to the Sixth Form in Year 12 is **20**
- Admissions limits for in-year admissions into Year 8 – 11 and Year 13 are dependent on a number of organisational factors and are individual to each year group. The limits will be set in July for September and published on our website. Admission limits will be reviewed annually.

These limits reflect the size of the Academy's buildings and availability of resources. The Admissions Committee will normally admit up to these numbers and refuse any other applications, although Governors reserve the right to admit above limits, providing there would be no detrimental effect on the learning of students.

### **4.0 The Application Process**

#### **(a) Applications to transfer to Huish Episcopi Academy at the start of Year 7**

A standard Common Application Form (CAF) will be available from your home Local Authority or from the Academy office by the end of September. Completed application forms must be submitted electronically or on paper directly to your home Local Authority and must be received by 23.59 hours on 31 October 2023 (see contact details).

Late applications will not be processed until all on time applications have been allocated places. Timescales for late applications will be given on the Local Authority website.

Somerset Local Authority will forward all September applications to the Academy SIB for decisions. If there are more applications than places available, the Governors will rank them against the published Oversubscription Criteria set out below. The Governors' decisions will be notified to Somerset Local Authority for the final co-ordination after which decision letters will be sent out by the applicant's home Local Authority on 1 March or next working day by email or second class post.

If the student does not attend the Academy within 20 school days of the term starting the place will be withdrawn.

#### **(b) Applications to transfer from another school to Huish Episcopi Sixth Form at the start of Year 12**

Huish Episcopi Sixth Form application forms must be completed and submitted to the Academy office or Huish Episcopi Sixth Form Reception no later than midday on 5 January (see contact details).

Application forms for students to start Year 12 which are delivered or postmarked after this deadline will be recorded as late and cannot be administered until all on time applications have been considered.

There will be no interview conducted for admission purposes, however students will be invited to attend a meeting to discuss the application and choice of courses.

Provisional decision letters will be sent to applicants by email or second class post on the 4 May or within 4 weeks of the application discussion, whichever is the latter. Applicants will receive confirmation of final allocated places by email or second class post sent out by 1 September, following the Admission Committee's assessment of examination results against published entry requirements, which are fully detailed in the Huish Episcopi Sixth Form Prospectus.

Applicants will need to confirm their request for a place on results day either in person at the Huish Episcopi Sixth Form Reception or by email to [huishsixth@hea.ac.uk](mailto:huishsixth@hea.ac.uk). Places which haven't been confirmed within 5 days of results day may be withdrawn.

**(c) Applications to join any year group during the 2024/25 academic year (in-year)**

Applications for a place during the academic year must be made directly to the Academy office by completing the in-year application form. This is available to download from the Academy website or can be collected from the Academy office. Completed application forms may be submitted to the Academy office at any time during the academic year. Proof of address needs to be submitted with the application form.

Applications will be considered by the Governors' Admissions Committee and applicants will receive a response within **10 school days**. If a place is offered it will be held open for 10 school days, during which time applicants will need to confirm acceptance of the offer. An agreed start date must be within 6 weeks from the date of the offer letter. If the student does not attend the Academy within 10 school days of the agreed start date the place will be withdrawn.

Applications submitted during holidays will not be considered until the Academy is back in session.

Applications cannot be made more than a term in advance of the requested start date.

**5.0 Oversubscription Criteria**

Following the admission of any children whose Education, Health and Care Plan (EHCP) names Huish Episcopi Academy, Governors will consider all other applications.

If the number of applications for admission exceeds the Published Admission Number (PAN), or admission limit for the year group concerned, the Governors will apply the following Oversubscription Criteria to every application received and rank children/students in priority order, admitting up to the PAN or admission limit and refusing all other applications. Places will be allocated strictly in accordance with the national 'Equal Ranking with Preference' allocation method.

**a) Applications for Huish Episcopi Academy**

- 1) Looked after Children (children in the care of a Local Authority) and children who were previously looked after, including those who have been in state care outside of England but

ceased to be so because they were adopted, subject to a child arrangement order or special guardianship order.

- 2) Children without an Education, Health and Care Plan (EHCP) whose school placement has been identified by a multi-agency professional team. Details of which agencies and professionals will need to be submitted with the application form along with a summary of needs which have been identified as being met by Huish Episcopi Academy.
- 3) Children living in the designated Academy catchment area (please see Appendix 1 for a map of the Academy's catchment area), with a sibling on roll at the Academy at the time of application.
- 4) Children living in the designated Academy catchment area
- 5) Children who attend one of the Academy's partner primary phase schools (members of the Huish Community Learning Partnership):
  - Charlton Mackrell C of E VC Primary School
  - King Ina C of E Academy
  - Long Sutton C of E VA Primary School
  - High Ham C of E VC Primary School
  - The Federation of Middlezoy and Othery Village Schools
  - Huish Episcopi Primary School
  - Curry Rivel C of E VC Primary School
  - Curry Mallet C of E VC Primary School
  - Hambridge Community Primary School
  - Kingsbury Episcopi Primary School
  - Stoke St Gregory Primary School
- 6) Children living outside the designated Academy catchment area, with a sibling on roll at the Academy at the time of application.
- 7) Children of staff who have been either;
  - a) employed at the Academy for at least 2 years before the date of application
  - b) recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 8) Children who are eligible for the Pupil Premium as of the application closing date. Applicants will need to complete the Supplementary Information Form (SIF) in order to demonstrate their eligibility for the Pupil Premium. The SIF will need to be completed with evidence attached and submitted with the application form
- 9) Children who are eligible for the Service Premium as of the application closing date. Applicants will need to complete the Supplementary Information Form (SIF) in order to demonstrate their eligibility for the Service Premium. The SIF will need to be completed with evidence attached and submitted with the application form
- 10) Children not satisfying a higher criterion.

**b) Applications for Huish Episcopi Sixth Form**

- 1) Looked after Children (children in the care of a Local Authority) and children who were previously looked after but ceased to be so because they were adopted, subject to a child arrangements order or special guardianship order.
- 2) Children without an Education, Health and Care Plan (EHCP) whose school placement has been identified by a multi-agency professional team. Details of which agencies and professionals will need to be submitted with the application form along with a summary of needs which have been identified as being met by Huish Episcopi Academy.
- 3) Children living in the designated Academy catchment area (please see Appendix 1 for a map of the Academy's catchment area), with a sibling on roll at the Academy at the time of application.
- 4) Children living in the designated Academy catchment area
- 5) Children living outside the designated Academy catchment area, with a sibling on roll at the Academy at the time of application.
- 6) Children of staff who have been either;
  - a) employed at the Academy for at least 2 years before the date of application
  - b) recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 7) Children not satisfying a higher criterion.

### **Tie Breaker**

A tie breaker will be applied where the Admission Number is reached part way through any oversubscription criterion and there is a need to decide which children meeting this criterion are to be allocated places and which are to be refused. A straight line measurement will be calculated between the 'Address Point' of the home and the 'Address Point' of the Academy for each child falling within the criterion. Places will be allocated to those children living nearest to the Academy according to a Geographic Information System (GIS) measurement (see definitions). Where two straight line distances are exactly equal and it is therefore not possible to differentiate between them, priority will be determined by independent drawing of lots.

### **Pupil Premium and Service Premium**

Applicants will need to complete the Supplementary Information Form (SIF) in order to demonstrate their eligibility for criterion 8 or 9. The SIF will need to be completed with evidence attached and submitted at the same time as the school place application.

## **6.0 The appeal process**

Parents or students aged 16 and above whose application for a place is turned down have the legal right to appeal against this decision. Details concerning how to appeal will be explained in the decision letter.

The Huish Episcopi Academy appeals timetable for cyclical admissions will be published on the Academy website by 28 February each year.

- The deadline for lodging appeals is 20 school days from the date of notification. In-year Appeals hearings will be heard within 30 school days of the appeal being lodged and on-

time cyclical appeals will be heard within 40 days of the deadline for appeals to be submitted. Additional evidence must be submitted within 10 school days of lodging an appeal. Appellants will be given at least 10 school days' notice of the appeal hearing arrangements. Decision letters will be sent by first class post within 5 school days of the hearing.

- For applications to Huish Episcopi Sixth Form the appeals will not be heard before confirmation of the exam results on which the offer of a place depends. The appeals procedure for Huish Episcopi Sixth Form is the same as for the Academy.
- Appellants do not have the right to a second appeal for admission in the same academic year or if they have been offered a place in another year group at the Academy.

## **7.0 Waiting lists**

A waiting list will be held for each year group. Any child/student whose application is not successful will have their name added to the waiting list in ranked order according to the published oversubscription criteria. Parents/students can request to be removed from the waiting list.

Waiting lists will be maintained until the end of the academic year to which the application applies.

## **8.0 Children of UK Service Personnel**

Applications can be considered in advance of moving into the area, if accompanied by an official government letter which declares a relocation date and a unit postal address or "quartermaster area" address. The Academy Governors endeavour to ensure that their admission arrangements support the School Admissions Code commitment to removing disadvantage for service children. For in-year applications for children of UK service personnel and other Crown servants a place can be made available up to six months in advance of being required providing the appropriate documentation is provided (an official government letter e.g. MOD, FCO or GCHQ declaring a relocation date and intended address).

Usually, a place may be allocated prior to actual residency only on receipt of exchange of contracts or a formal signed rental agreement. An exception can be made for children of UK service personnel and other Crown servants. 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 address, the Governors will process the application on that address. If a home address is not available at this stage the governors will accept a unit postal address or quartermaster area address. The oversubscription criteria will still apply.

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.

## **9.0 Delayed or accelerated entry**

The Governors 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 the child's chronological age year group. The reasons for the request must be fully explained on a Supplementary Information Form, submitted at the same time as the application form. Forms can be requested from the Academy office.

## **10.0 Transport**

- Successful applicants who are offered a place at the Academy are not automatically entitled to free school transport. Somerset Local Authority is responsible for school transport and children's eligibility.
- If you require further information regarding school transport please contact Somerset Council.

## **11.0 Withdrawal of places**

The Academy SIB will consider withdrawing the offer of a place at the Academy if;

- An address used to support an application is subsequently found to be fraudulent or misleading.
- A child has not started at the school within 10 school days of an agreed admission start date.

## **12.0 DEFINITIONS**

### **Siblings**

For the purposes of admissions, a sibling is defined as a child living at the same address and is a half or full brother/sister, step brother/sister, a foster brother/sister or an adoptive brother/sister. A sibling is also a half or full brother/sister living at a separate address. Siblings who will be in Year 12 or 13 at Huish Episcopi Sixth Form on the date of admission will be included as siblings for admissions purposes.

### **Multiple birth applications (for example twins)**

In the case of multiple birth applications, the published admission number will be increased at the point of allocation to ensure multiple birth siblings can be allocated places at Huish Episcopi Academy.

### **Parent or parent/carer**

Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person having care of a child/young person, with whom they live, and who looks after that child/young person, irrespective of relationship is considered to be a parent/carer 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 has/have care of the child.

If a child lives 50/50 between parents it will be up to the parents to decide which address is used as the home address. If the parents cannot agree a decision the matter must be referred to the courts. The Academy will not make a decision to determine the home address.

Documentary evidence of ownership or 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 formal lease agreement. The only exceptions are children of UK service personnel and crown servants returning from overseas. The Admissions Authority reserves the right to seek further documentary evidence to support your claim to residence.



It should also be noted that 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.

The School Admissions Team, County Hall, Taunton must be informed of any change of address during the cyclical admissions procedure. The Academy must be informed if there is any change of address during an in-year admission application.

### **Issues relating to shared residency arrangements**

Legislation and guidance states that only one offer per child is made by the Local Authority. Therefore, where separated parents submit separate applications for their child the Local Authority can only offer one place. In this situation the Local Authority/Academy SIB requires parents to resolve matters between themselves. If an agreement cannot be reached parents may wish to seek legal advice. The Local Authority/Academy SIB will not become involved in private disputes.

### **Distance Measurements**

For the purpose of measuring home to Academy distance, all calculations will be measured using a straight-line measurement from the address point of the home to the address point of the Academy using the Geographical Information System (GIS) method. (Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail). In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

## **CONTACT INFORMATION**

### **Huish Episcopi Academy**

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Langport

Somerset

TA10 9SS

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### **Somerset Local Authority Access, Admissions and Entitlements Team Access & Additional Learning Needs Inclusion Somerset**

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Telephone: 0300 123 2224

## APPENDIX A – Map of Huish Episcopi Academy catchment area

Somerset County Council have an online map showing catchment areas for schools which can be found at: <https://www.somerset.gov.uk/education-and-families/school-catchment/>

## APPENDIX B – Terms of Reference for an Admissions Committee of the SIB

### **SIB Admissions Committee**

*This is a standing committee of the SIB. It derives its purpose from the published admissions policy for Huish Episcopi Academy, to review admissions on behalf of the responsibly body - United Learning.*

**Membership:** 3 Governors

**Attendance:** The Principal

**Quorum:** 2 of 3

Meet annually, or as required to:

- Review the school's **admissions** policy, including the admissions criteria, in accordance with United Learning's Admissions Guidance.
- Ensure that the timetable for the review of the policy provides adequate time for the statutory requirement to inform the local authority of any changes.
- Ensure that **consultation** is undertaken when any qualifying changes are proposed or to ensure the academy fulfils its statutory duty to consult every 7 years.
- Recommend to United Learning for approval any changes to the admissions policy /PAN.
- Consider applications for admission to the school and decide on the admission of pupils in accordance with the published admissions policy and criteria.
- Ensure that arrangements are in place for parents to appeal against the Committee's decision not to offer a place in accordance with procedures approved by the SIB.
- Monitor arrangements for the admission of pupils and any associated appeals process and inform the SIB (and United Learning) of any appropriate issues.

*Note:*

1. *The Principal is delegated the authority by United learning to admit pupils to the school on request from parents or the local authority where there are vacancies in accordance with the school's published admissions policy and associated criteria.*
2. *Responsibility is delegated to the Principal to present the school's case to an appeals panel.*

Approved by Committee:

Arrangements Review by Committee (annual):

Date for full Consultation:

TBC

September 2024

September 2027 (unless changes made)