



Interim Headteacher: Mrs Gill Kelly BA (Hons)

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A Co-Educational State Boarding & Day School

Admissions Arrangements 2019 – 2020

2019 Admission Arrangements

This policy has been developed with the school's Christian values and principles, as a Church of England Academy School, at its foundation.

When applying for admission to Sexey's parents must be aware that as a Church school, which welcomes applications from all faiths and denominations, the Governors and Headteacher will expect children attending the school to participate in the Christian life and daily act of worship, and embrace the ethos of the school.

When agreeing these admission arrangements the Governors have worked in collaboration with the other secondary schools in the area to ensure that the educational resources in the area are deployed efficiently and that no school's admission policy will be applied to the detriment of the admission of children to another school in the local area.

Sexey's School is a Church of England Academy, providing education for day and boarding pupils aged 11-18. Admission decisions are taken in accordance with the School Standards and Framework Act 1998, as amended, the School Admissions (Admission Arrangements) (England) Regulations 2008 and the Department for Education, published School Admission and Admissions Appeal Codes.

The Governing Body has responsibility for all admission decisions however it has delegated the administration of admission applications for year 7 day applications to Somerset Local Authority and in the first instance all admission enquiries for year 7 day applications should be directed to:

Somerset Direct by telephoning 0300 123 2224
email: schooladmissions@somerset.gov.uk
or by writing to

School Admissions Team
Support Services for Education
County Hall
Taunton TA1 4DY
Somerset

All other admissions applications will be dealt with by the Governing Body at the school and all admissions enquiries for year 8 through to year 10 and also sixth form should be directed to:

The Admissions Registrar
Sexey's School
Cole Road
Bruton
Somerset BA10 0DF

Tel: 01749 813393
Email: admissions@sexeyss.somerset.sch.uk

The Governing Body can be contacted by writing to the Chair of Governors, Sexey's School, Cole Road, Bruton, Somerset BA10 0DF

In-year Admissions

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.

The Governors' Admissions Committee will consider batches of applications on a weekly basis with a 4pm deadline every Friday (term time only) for receipt of applications. 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 five 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).

School Transfer – Year 7

Applications must be submitted to the home LA. If this is Somerset applications can be made on-line at www.somerset.gov.uk/admissions. Paper applications are available to download from the Somerset County Council website at 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 23:59 hours on 31 October 2018, 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 2019 (or next working day if this falls on a weekend or bank holiday).

Published Admission Numbers

Sexey's school has an admission number of 25 day pupils and 56 boarding pupils for entry into year 7 in 2019.

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

There is an admission number of 55 for year 12 (new external applicants only).

Suitability for a boarding place

As permitted by the School Admission Code, the school assesses an applicant's suitability for boarding and makes this assessment in advance of applying its oversubscription criteria.

Common Admissions – Boarding

A Common Application Form (CAF) and Supplementary Boarding Information Form are available from the school or the Local Authority website www.somerset.gov.uk/admissions. Both forms must be returned to the school.

Over-subscription Criteria

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

Day Place over-subscription criteria for admission to Year 7

- 1) Looked After Children – Children who are in the care of a Local Authority, or have previously been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order. (Please see important note)
- 2) a) Children of staff employed at the school for at least two years prior to the application closing date.
b) Children of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 3) Children living *within a 2km radius* of the school datum point. (See “datum point” in the definition of terms). In the event of there being more than 25 eligible children, priority will be:
 - a) Children identified with a sensory, physical or medical disability (High Needs Pupils), where Sexey's school has been identified by a Multi Agency professional team as the nearest suitable school, and this can be supported by written evidence at the time of application.
 - b) Children with a sibling attending the school as a day pupil in year 7 - 11 at the time of admission
- 4) All other children living within a 2km radius of the school datum point
- 5) Children identified with a sensory, physical or medical disability (High Needs Pupils), where Sexey's School placement has been identified by a Multi Agency professional team as the nearest suitable school, and this can be supported by written evidence at the time of application.
- 6) Children with a sibling attending the school as a day pupil in Year 7-11 in the year of application.
- 7) All other children.

Boarding Over-subscription Criteria

- 1) Looked After Children – Children who are in the care of a Local Authority, or have previously been and are now formally adopted or subject to a residence child arrangement order or special guardianship order. (Please see important note).
- 2) Children of members of the UK Armed Forces
- 3) Children with a recognised 'boarding need'
- 4) Children with a sibling attending the school in the year of application
- 5) All other children

Important Note

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 (see the definition in Section 22 (1) of the Children Act 1989). Adoption is defined under the terms of the Adoption and Children Act 2002.

For Children Previously Looked After: this includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the terms of the Adoption and Children Act 2002(see section 46 adoption orders).

Tie Break

If in any of the categories of the over-subscription criteria, 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 the categories of the over-subscription criteria 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.

Admissions to the Sixth Form

Every Year 11 child already attending Sexey's School will have an automatic right of a place in the sixth form, providing the minimum academic entrance requirements are met.

Students attending Year 11 at an alternative school may apply for a place in the sixth form. Where there are more applications than places available within the published sixth form Admission Number, the over-subscription criteria will be applied and places allocated up to Published Admission Number to those students who achieve the minimum academic entrance requirements.

In the first instance, a provisional offer of a sixth form place will be notified to applicants by 1 March in the year of entry, which will be confirmed when GCSE results are known.

Students not allocated a place in the sixth form will have the legal right of appeal against the decision to refuse a place.

Where there is a clear measurable local demand for a particular course, it will be possible to exceed the Published Admission Number and accept additional students who meet the minimum academic entrance requirements in accordance with the published Admissions Code.

Waiting list

Sexey's School will operate a waiting list for the entry year group until the end of the first term. This will be maintained by the Governing Body and any child refused a place will automatically be placed on the waiting list. 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.

Policy Review

This policy should be reviewed annually initially to incorporate the development of systems and procedures.

Policy Holder: Director of Boarding

Chair of Governors

Headteacher

Date 1st December 2017

Important Notes

Children from Armed Forces families

Parents of children gaining priority under UK Armed Forces will be asked to demonstrate qualification for Ministry Of Defence financial assistance with the cost of Boarding School fees

Boarding Need

Children with a 'boarding need' include;

- a) Children at risk or with an unstable home environment and children of service personnel who have died while serving or who have been discharged as a result of attributable injury; or
- b) Children of key workers and Crown Servants working abroad (e.g. the children of charity workers, people working for voluntary service organisations, diplomatic service or the European Union, teachers, law enforcement officers and medical staff working abroad) whose work dictates that they spend much of the year overseas; or
- c) Children of key workers and Crown Servants who can demonstrate high levels of mobility in this country or abroad; or
- d) Children of key workers and Crown Servants of key workers and Crown Servants who can demonstrate that shift work is a key element; or

e) Children with parents in the private sector or self-employed who can demonstrate that shift work or long hours are key elements; or

f) Children who live in rural isolation, where parents can demonstrate that a boarding environment would benefit the child's social development; or

g) Children who live in an area, where parents can demonstrate that, the child is at risk of physical or emotional harm and where attending as a boarder at Sexey's would safeguard and promote the child's social development.

Non Transfer of Admission

Under the DFE School Admissions Code, Admission Numbers for Day and Boarding places are set separately and are not interchangeable. In the event that a pupil who was initially admitted as a boarder becomes eligible for a day place, transfer will only be permitted if a day place is available in the appropriate year group.

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 of how to appeal are included in the outcome email or letter.

Information on the timetable for the appeals process is published on our website by 28 February each year.

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.

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

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 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. 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 linked to an address may lead to the withdrawal of the offer of a place.

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 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 eg 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 reserves the right to seek further documentary evidence to support your claim to 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.

The Local Authority is unable to allocate a place to anyone moving into the country from abroad prior to their arrival in the county. Proof of residency will be required. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats).

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.

Datum Point

The centre of the left hand pillar (when viewed from Cole Road/Gants Mill Lane) of the school gate closest to the centre of Bruton i.e. at the apex of Cliff House garden at the junction of Cole Road with Gants Mill Lane.

Year of Application

The year of application starts on the first teaching day of the Autumn Term to the last teaching day of the Summer Term in which the application for a place is being made as part of the common admission arrangements.

Supplementary Information Form (SIF) must be completed in order for applications to be considered against criteria requiring additional evidence. Applicants will need to use the attached SIF in order to demonstrate their ability to meet the criterion.

Admission of children outside their normal age group

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/>

Children/Students from Outside the UK

The Governing Body will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

The Governing Body will process applications for children who are citizens of the European Economic Area (EEA) and for UK citizens living abroad. If proof of the Somerset address is not available the application will be considered on the current address. 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).

The Governing Body will not allocate a place to any non EEA citizen moving into Somerset from outside the UK prior to their arrival in the country. In such cases the Governing Body will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition. Applicants who are citizens of countries from outside the EEA should first check that their visas will not be invalidated by taking up a maintained school or academy place before applying. If in doubt, parents should contact the Home Office.

Withdrawal of places

The Governing Body will consider withdrawing the offer of a place at the school 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 21 school days of an agreed in-year admission start date.

Children of UK Service Personnel

The Admissions Authority endeavours 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, a 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 on that address. If proof of 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.

For further information please refer to the DfE explanatory note on Admission of Children of Crown Servants;

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461481/Admission_of_children_of_crown_servants.pdf

CONFIDENTIAL - APPLICATION FOR BOARDING

<u>Attach here two passport size photographs with the full name of your child written clearly on the back please</u>	<p>A. Please ensure that you have read the <i>School Prospectus</i> before completing this form .</p> <p>B. All information will remain completely confidential.</p> <p>C. Please complete all sections.</p>
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Please return this form to: Mrs S Brownlow, Admissions Registrar, Sexey's School, Bruton, BA10 0DF

Pupil's Surname:		First Names:	
Date of Birth:		Proposed Year Group:	Year of entry September:
Is your son/daughter a British Citizen? YES/NO			
Does he/she have his/her own British Passport? YES/NO			
IF YES PLEASE PROVIDE A COPY OF YOUR SON/DAUGHTER'S PASSPORT			
The Following information has been requested by the DfEE			
ōUPNō Unique Pupil Number:			
Has your son/daughter ever been excluded from a previous school? YES/NO	If Yes please provide further information		

Parents Details

Name and address of mother:		Name and address of father:	
Title/Rank:	Initials:	Title/Rank:	Initials:
Surname:		Surname:	
Address:		Address:	
.....		
Post Code:		Post Code:	
Tel No. Home:		Tel No. Home:	
Mobile:		Mobile:	
Email Address:		Email Address:	
Tel No. Business:		Tel No. Business:	
Email Address Business:		Email Address Business:	
Please indicate the relationship to the child eg natural parents, mother & step- father, guardian etc			

Present School

Type of School: (please tick)	Name of Headteacher:	
State: Primary/Junior	School Name:	
Middle	Address:	
Secondary		
Independent: Prep		
Senior		
Other:	Tel No:	Fax No:

Previous Schools attended

Name:		Date attended:	
Name:		Date attended:	
Name:		Date attended:	

General Information (please continue on a separate sheet if necessary)

Why do you wish your child to attend boarding school? Please provide information that will assist in determining the child's boarding need.		
Why have you selected Sexey's School?		
How did you first learn of the boarding facilities at Sexey's School?		
Previous experience of boarding/living away from home.		
Please provide any details which you feel would be helpful in informing us about your child, particularly information that will assist us in assessing their suitability to board or boarding need.	Details:	
Are there any areas where you feel Sexey's could particularly help or support your child (previously parents have included information relating to special educational support, medical needs, personal development).	Details:	
Any other details you wish to include.	Details:	
Who will be responsible for paying fees? (please indicate if claiming fees from an employer or other organisation).		
Brothers/sisters currently or previously at Sexey's School	Name:	Year group:
Name and date of birth of any younger brothers/sisters.	Name:	Date of Birth:

Signed: Date:

Print Name: **Note: Have you completed all sections?**

Candidate Reference for Boarding Place

Sexey's School
Cole Road
Bruton
Somerset
BA10 0DF
Telephone: 01749-813393
Fax: 01749-812870
E-mail: admissions@sexeyss.somerset.sch.uk

SURNAME:	FORENAMES:
SCHOOL:	UPN (Unique Pupil No.) If available
<p>1. Evidence of the candidate's resilience away from home</p> <p>To your knowledge, has the candidate had experience of staying away from home without his/her parent/carer either as a boarder or on a school residential trip, camp or other activity?</p> <p>Did the candidate appear to enjoy the experience? Did he/she show resilience in an unfamiliar setting without his/her parent/carer?</p>	
<p>2. Evidence of the candidate's adaptability to communal living and self reliance</p> <p>How well does the candidate relate to other children including those who are older and younger than him/her?</p> <p>How well does the candidate relate to adults?</p> <p>Is the candidate able to amuse . occupy their own time constructively?</p> <p>Will he/she play or work on his/her own or does he/she always seek the company of others?</p>	

<p>3. Evidence of the candidate's desire to board and having considered its implications</p> <p>Has the candidate or his/her parent/carer discussed this application with you or anyone else at the school? Have you formed an impression as to whether or not the candidate themselves wishes to attend a boarding school?</p>	
<p>4. Safeguarding children issues (Ref 1.84 of the Admissions Code)</p> <p>Does the applicant have a record of significant misbehaviour, for example physical violence, inappropriate sexual behaviour, intimidation of other children, theft or damage to property, which may pose a danger to his/her self or to other pupils in a mainstream boarding context? Please state YES or NO. If YES, please provide details.</p> <p>Has the applicant ever been bullied or been involved in any bullying?</p> <p><i>N.B. The application cannot proceed if this question is not answered</i></p>	
<p>5. Medical/psychological issues (Ref 1.84 of the Admissions Code)</p> <p>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?</p>	
<p>6. Boarding need (<i>please see criteria below</i>)</p> <p>To your knowledge, does the candidate meet any one or more of the Governors criteria for Boarding Need? If so, please give details.</p>	

The Governing Body may consider that a candidate has boarding need if, he/she satisfies at least ONE of the following criteria in that:

a	His/her 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.
b	His/her 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.
c	His/her main parent/carer is, or will be at the date of admission, serving with or for an institution of the European Union, United Nations or other international body of which the United Kingdom is a member.
d	His/her 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.
e	He/she is the subject of a voluntary agreement between the Governing Body and a Local Authority or Charitable Trust to provide a boarding place for reasons of boarding need.
f	His/her home is in a remote rural location and appropriate education is not available within a reasonable daily travelling distance.
g	His/her home is in a remote rural location and he/she lacks social interaction with others of the same age.
h	His/her home is in a large urban area and the parent feels this is an unsafe environment and he/she could be at risk.

OR he/she satisfies at least TWO of the following criteria in that:

a	He/she 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.
b	His/her 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 candidate.
c	His/her main or only carer also has the main responsibility for the care of another member of the candidate'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 candidate.
d	His/her home circumstances prevent social interaction with others of the same age.
e	Has a brother or sister (sharing at least one parent) who is already a boarder at Sexey's School.
f	His/her main or only carer is a lone parent/carer.
g	He/she or his/her main or only carer has been the victim of a serious crime or reasonably fears that he/she may become the victim of a serious crime.

5. Any other comments

Signed: Position:

Date:

COLE ROAD . BRUTON . SOMERSET . BA10 0DF . TEL: 01749-813393 . FAX: 01749-812870
 EMAIL: enquiries@sexey.somerset.sch.uk Web: <http://sexey.somerset.sch.uk>

