



SEXEY'S
SCHOOL

Admissions Policy 2024 - 2025

This policy should be reviewed annually

September 2024-2025 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.

Our Christian values are at the heart of the ethos of the school and through these, we grow individually and as a community. The Story of the Good Samaritan underpins our 7 core values of:

- Honesty
- Forgiveness
- Empathy
- Courage
- Resilience
- Kindness
- Respect

These core values underpin our policies, procedures and the way we treat one another in our community.

We believe that all Children should have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity. We are committed to anti-discriminatory practice and recognise the additional needs of Children from minority ethnic groups and disabled Children and the barriers they may face, especially around communication.

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 11 and also sixth form should be directed to:

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

Tel: 01749 813393

Email: admissions@sexeyes.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

Published Admissions Numbers

Sexey's School has an admission number of 65 day students and 40 boarding students for entry into Year 7 in 2024.

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

There is an admission number of 55 for Year 12 (new external applicants only). All students at Sexey's School in Year 11 are able to progress into the sixth form as an internal student subject to meeting the entry requirements of their chosen courses.

Catchment Area

For Admissions into Sexey's School for Years 7-11 the catchment areas, from which students will be prioritised are:

Bruton
Shepton Montague
Redlynch
Milton Clevedon
Lamyatt
Batcombe
Westcombe
Wanstrow
Witham Friary
Brewham

Please see Appendices for catchment maps.

At the point of transfer for day students into Sexey's School (Year 7 Day only) students who live in catchment will be prioritised for a place.

Where a student moves into the catchment after the Year 7 point of transfer and applies for a place, a day place will be offered if one is available (i.e. – Under Day PAN).

Secondary School Transfer Day Students – Year 7 only

Applications must be submitted to the home LA. If this is Somerset, applications can be made online 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.

Applications must be received by 23:59 on 31 October 2023; 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 online applicants) or second-class post on 1 March 2024 (or next working day if this falls on a weekend or bank holiday).

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 9am 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 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).

Over-subscription Criteria

When the school is over-subscribed, 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

1) Children Looked After– 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. 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) 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 with a sibling attending the school as a day pupil in Years 7-11 at the time of admission.

4) Children living in the catchment area of the school. In the event of there being more eligible children, priority will be:

- 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.

5) All other children.

Important Note

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 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 to the geocoded point of the pupil's home. Places will be allocated to pupils living nearest to the school.

Random allocation by drawing lots supervised by someone independent of the school will be used as a tiebreak 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

Boarding Student Admissions Year 7 – 11

Boarding applications must be submitted directly to the school using the appropriate application form, which can be obtained on the school website or by request to the Admissions office.

Boarding places are available for:

- Full-time boarders
- Part-time boarders

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.

Full-time Boarding Places

There will be a Boarding PAN of 40 students in a year group for Years 7 – 11.

Part-time Boarding Places

10 part-time boarding places will be allocated for the Year 7 intake only, taken from the current boarding PAN of 40 places. Part-time boarding in Years 8 – 11 will be subject to availability.

- Application for year 7 places will open after the Easter holidays when the student is in year 5.
- Applications must be submitted directly to the school using the appropriate application form.
- Current boarding terms and conditions will apply.
- The usual Boarding place deposit is applicable.
- Students will receive 2 pre-agreed nights of boarding each week during term time – this will be either Monday and Tuesday or Wednesday and Thursday.
- There is no requirement for the student to be present for all nights booked.
- Students admitted to the school on a part-time boarder basis in Year 7 can remain in school on these terms until Year 11 (yearly fees are subject to change).

Part-time Boarding Criteria

- Students must live within a 15 mile/30-minute travel time of the school or the distance from school is seen to be deemed a suitable daily commute and transport method is confirmed.
- Should a student fail to maintain 95% attendance on their non-boarding days the school reserves the right to withdraw the Part-time boarding place under the unsuitable to board policy.
- It is not possible to be a Part time Boarder and use Occasional Boarding as a combined package.
- Flexi-boarding (renamed to Occasional Boarding) will only be available to part-time boarders in exceptional circumstances and at the discretion of the Headteacher.

Transfer of type of place

A Part-time Boarder is only able to transfer to a Day place in the event:-

- The parent submits a day application form to the Admission Team
- A day space becomes available
- They provide 1 terms notice to terminate their Part Time Boarding Place (or fees will be charged in lieu of notice as set out within the Boarding contract)

A Part-time Boarder may transfer to a Full Boarding place in the event:

- A Full Boarding place is available
- They are successful in a Full Boarding place interview

Lower School Full Boarding Over-subscription Criteria Years 7 – 11

- 1) Children Looked After– 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. 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 with a sibling attending the school in the year of application.
- 3) Children of members of the UK Armed Forces.
- 4) Children with a recognised 'boarding need'.
- 5) All other children.

Lower School Part-time Boarding Over-subscription Criteria Years 7 - 11

- 1) Children Looked After– 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. 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 with a sibling attending the school in the year of application.
- 3) Children of members of the UK Armed Forces.

- 4) Children with a recognised 'boarding need'.
- 5) Ranked by date order of application received after the application open date.

Important Note

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.

Waiting list for Year 7 – 11 (Day and Boarding)

Children will automatically be placed on the waiting list if a place is refused. The waiting list will operate until the end of the academic year for which the place has been requested. 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.

It is the responsibility of the parent to ensure the Governing Body are informed of any changes that may affect their child's position on the waiting list.

Admissions to the Sixth Form

Every Year 11 child already attending Sexey's School will have priority of a place in the Sixth Form, providing the minimum academic entrance requirements are met. They are required to submit an internal sixth form application form. Sexey's Year 11 students will be given a form at the start of their academic year, the deadline for this to be returned will be 1st January.

Students attending Year 11 at an alternative school may apply for a place in the Sixth Form. Application Forms are available from the school website or by contacting the Admissions Office. 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.

Sixth Form Boarding places will be offered up to 30 per year group.

In the first instance, a provisional offer of a Sixth Form place will be notified to applicants by 1st 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.

Policy Review

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

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 based on 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 based on 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 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 his or her 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.

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.

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 in extreme circumstances where a child has suffered from particular social or medical issues impacting his or her schooling. There are many considerations to be made when admitting a child outside their normal age range and we would

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

When such a request is made, the Governing Body will make a decision based on 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: <https://www.somerset.gov.uk/education-and-families/secondary-admissions-guide/>

Children/Students from Outside the UK

The Governing Body will treat applications for children coming from overseas in accordance with Home Office rules for Foreign nationals

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

Appendix 1

CONFIDENTIAL - APPLICATION FOR FULL / PART TIME BOARDING

Full Time Boarding							
Part Time Boarding	Mon & Tues				Weds & Thurs		
Pupil's Surname:							
Forenames:							
Preferred Forename:							
Date of Birth:	DD	MM	YY	Male		Female	
Nationality of pupil	Please provide a copy of the passport						
Does the pupil have 'pre-settled / settled status' or a BNO visa?	Yes / No / n/a			If Yes please provide evidence			
Student Home Address (This Must be the Student's main residence and all correspondence will be sent to this address)	<hr/> <hr/> <hr/>						
Full Names & Titles of Parent(s) with parental responsibility	Father	Mr/Dr					
	Mother	Miss/Mrs/Ms/Dr					
Name and Address of Parent/Carer if different from Student	<hr/> <hr/>						
Daytime Contact Numbers	Father/ Carer				Mother/ Carer		
E-Mail Address							

Present School

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

Previous Schools 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?	
Does the student know any students at Sexey's School?	
Is your child a Young Carer?	Yes/No
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 that 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:
Have there been any concerns over:	If Yes , please provide further details:
Victim of bullying	Yes / No
Bullying others	Yes / No
Smoking related issue	Yes / No
Vaping related issue	Yes / No
Drug / Alcohol related issue	Yes / No
Mental Health concerns	Yes / No
Self harm concerns	Yes / No
Eating disorder	Yes / No
Weapons being carried	Yes / No
Has the student received any suspensions or exclusions, if so how many and for what?	Yes / No , if Yes please provide further information
Are there any areas where you feel Sexey's could particularly help or support the student (e.g. medical needs, personal development)	Details:

Does your child have an identified SEN? If yes - does your child have an EHCP (please attach a copy and, if possible, the most recent Annual Review to this application) What support does your child currently receive? If your child is in KS4 or 5, do they have Exam Access Arrangements in place?	Details:		
Have any safeguarding concerns ever been raised about your son/daughter at any stage? <i>Any information provided will not be used to assess suitability to board.</i>			
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:	Printed Name:	Relationship to applicant	Date:
Signed:	Printed Name:	Relationship to applicant	Date:

NB: Except in the case of a single parent who has parental responsibility of the child, this Registration Form must be signed by both parents.

Appendix 2

Candidate Reference for Boarding Place - September 2024

TO BE COMPLETED BY THE HEADTEACHER OR HIS/HER REPRESENTATIVE

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

STUDENT'S SURNAME:		STUDENT'S FORENAMES:	
SCHOOL:		UPN (Unique Pupil No.) If available	
1. Evidence of the candidate's resilience away from home 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? Did the candidate appear to enjoy the experience? Did he/she show resilience in an unfamiliar setting without his/her parent/carer?			
2. Evidence of the candidate's adaptability to communal living and self-reliance How well does the candidate relate to other children including those who are older and younger than him/her? How well does the candidate relate to adults? Is the candidate able to amuse – occupy their own time constructively? Will he/she play or work on his/her own or does he/she always seek the company of others?			
3. Evidence of the candidate's desire to board and having considered its implications 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?			
4. Safeguarding children issues			

<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</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 (please see criteria below)</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>	
Factual Questions	
<p>1. (a) Does the candidate currently attend a boarding school? (b) What is the candidate's boarding pattern e.g. full/weekly/occasional/other (please specify)?</p>	Yes / No
<p>2. How would you rate the candidate's happiness in Boarding?</p> <p>0 = Does not appear to be happy/is clearly unhappy <input type="checkbox"/></p> <p>1 = Is happy at time but generally not? <input type="checkbox"/></p> <p>2 = Is neither happy nor unhappy? <input type="checkbox"/></p> <p>3 = Generally happy? <input type="checkbox"/></p> <p>4 = Really happy with boarding <input type="checkbox"/></p>	
<p>3. Are there any boarding fees outstanding?</p>	YES / NO

The Governing Body may consider that a candidate has a 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, stepparent 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 is homeless.
h	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.

4. Any other comments	
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Signed:

Position:

Date:

Appendix 3

CONFIDENTIAL – IN YEAR DAY APPLICATION (Years 7 – 11)

PLEASE READ THESE NOTES BEFORE COMPLETING THIS FORM

Parents/carers requesting transfers between schools during the school year can complete this form. **Please do not complete this form if your child has an Education Health and Care Plan**, instead a change of school will need to be discussed with the Special Educational Needs Casework Team by contacting 0300 123 2224.

Please note that a separate application for each school and each child must be completed.

It will not always be possible to provide a place at your preferred school. It is therefore recommended that you complete applications for several schools.

All relevant sections of the form **must** be completed, and the form **must** be signed by the applicant or the form will be returned to you and will not be processed until a completed form is received.

Applications will be processed in strict date order and a decision will be notified to the applicant by email or in writing.

Submitting your application form:

Admissions Officer,
Sexey's School,
Cole Road,
Bruton,
Somerset,
BA10 0DF

Or by email to admissions@sexeyes.somerset.sch.uk

APPLICATION FOR A SCHOOL PLACE DURING THE ACADEMIC YEAR

Part 1 – Reason for your application (Please tick the relevant box)

1. Moving into Somerset	<input type="checkbox"/>	Proof of address must be included; such as a signed exchange of contract on a house purchase. If renting a minimum of six months tenancy agreement signed by applicant and landlord. Additional evidence may be required.
2. Moving within Somerset	<input type="checkbox"/>	
3. Moving to work at the Hinkley Point site	<input type="checkbox"/>	
4. Not moving but wanting to change school	<input type="checkbox"/>	

Part 2 – Student details

Forename(s)		Legal surname	
Date of Birth		Current/Previous School (including address)	
Male <input type="checkbox"/> Female <input type="checkbox"/>		Last date on roll:	
Current Address		New address if moving (Proof of address required)	
Date since		Date moving	

Part 3 – Preferred school and start date (Local Authority schools accept applications half a term or 6 weeks in advance. Service families may apply up to a year in advance with proof of posting to the area)

School applying for	Preferred start date (maximum 6 weeks/half a term in advance)
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Have you previously applied for a place at this school? **YES / NO** (please circle)

Please note: Local Authority schools will not consider more than one application for the same school within the same academic year unless there has been a significant material change, such as a change of address.

Part 4 - Applicant details

Do you hold legal Parental Responsibility for this child Yes <input type="checkbox"/> No <input type="checkbox"/>		Relationship to child
Title Mr/ Ms/ Mrs/ Miss	Other (please state)	Full name
Address (if different from child's)		Mobile/daytime telephone number
		Email address

Part 5 – Information relating to common oversubscription criteria (Please tick the relevant box)

Children Looked After– 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. 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.

Is this application for a child currently in the care of a Local Authority Yes No

If you ticked **Yes**, which Local Authority is responsible for the care of the child

Name of Social Worker

Telephone number of Social Worker

Has your child previously been in care and is now formally adopted, subject to a residence/child arrangement order or a special guardianship order Yes No

If you ticked **Yes**, please provide a copy of the adoption order/letter of confirmation from the relevant LA

If you have answered **Yes** to either of the questions above, has the Virtual School been consulted about a change of school Yes No

If you ticked **No**, please send a copy of this application form to thevirtualschool@somerset.gov.uk before submitting this form to the preferred school.

Does your child have any Special Educational Need or Disability Yes No

Does your child have an Education Health and Care Plan Yes No

If your child has an Education Health and Care Plan, the in year admissions process does not apply. Therefore if you ticked **Yes** please do not complete anymore of this form and instead speak to the SEN Casework Team by contacting 0300 123 2224.

If your child does not have an Education Health and Care Plan, but you believe there are important medical or special reasons why a place should be prioritised at the school, please detail this later in the form or by suppling additional documentation

Are you involved with the life and worship of a church Yes No

If you ticked **Yes**, please provide details of your Priest/Minister/Leader and explain the relationship on the appropriate 'Faith' Supplementary Information Form.

Is your child baptised/christened

Yes No

If you ticked **Yes**, in which denomination

If you are applying for a Catholic school, please view the oversubscription criteria of the school to see what evidence is required. If you are including a copy of a Baptism or Christening certificate, please tick here to confirm this has been included with the application

Are either parents/carers members of staff at the school being applied for Yes No

Will there be any siblings on roll at the school you are applying for at the time the school place is required (The sibling(s) must be resident at the same address) Yes No

Full name	Male <input type="checkbox"/> Female <input type="checkbox"/>
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Date of Birth	School allocated/attending
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Full name	Male <input type="checkbox"/> Female <input type="checkbox"/>
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Date of Birth	School allocated/attending
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Fair Access Criteria

Please tick all boxes that apply to your application/child.

(Please note that ticking any of the boxes below does not guarantee a place at your preferred school. It will enable the Somerset Fair Access Protocol to be invoked should you be unable to secure a school place under the normal in year admission process)

A	Children from the criminal justice system or Pupil Referral Units or alternative provision who need to be reintegrated into mainstream education	<input type="checkbox"/>
B	Children who have been out of education for four or more weeks where it can be demonstrated that there are no places available at any school within the relevant statutory walking distances. (Does not include children registered as Elective home educated)	<input type="checkbox"/>
C	Children of Gypsies, Roma, Travellers, refugees and asylum seekers	<input type="checkbox"/>
D	Children who are homeless	<input type="checkbox"/>
E	Children for whom a place has not been sought due to exceptional circumstances	<input type="checkbox"/>
F	Children who are carers	<input type="checkbox"/>
G	Children with special educational needs, disabilities, or medical conditions but who do not have an Education Health and Care Plan	<input type="checkbox"/>
H	Children living in a refuge or in safe accommodation at the point of being referred to the Protocol	<input type="checkbox"/>
I	Children with a Child in Need Plan or a Child Protection Plan at the point of being referred to the Protocol	<input type="checkbox"/>
J	Children who have been refused a school place on the grounds of their challenging behaviour and referred to the Protocol	<input type="checkbox"/>
K	Children known to the police and a number of other agencies, e.g. county lines involvement	<input type="checkbox"/>
L	Year 6 or Year 10 students admitted from the summer term (after Easter holidays)	<input type="checkbox"/>
M	Year 11 students	<input type="checkbox"/>
N	Children moving between Somerset schools who are at risk of permanent exclusion	<input type="checkbox"/>
O	Children with poor attendance of 85% or less in the current or previous academic year	<input type="checkbox"/>
P	Children who have been permanently excluded from school but are deemed suitable for mainstream education	<input type="checkbox"/>

Part 6 - Declaration

I understand that applications must be made by the child's **legal parent/carer** and that by signing the declaration below I will be confirming my understanding of the information provided on this application form and that the information I have provided is correct. **I accept that the Admission Authority reserves the right to withdraw school places which have been obtained by providing incorrect or misleading information.**

I understand that it is the parent's responsibility to ensure that the Admission Authority receives the completed application form safely. I note that if posting my application it is recommended to send this by Special Delivery post, or obtain a proof of posting certificate, or a receipt from a County Hall Reception desk if my application is hand delivered.

I accept that where parents equally share parental responsibility and two applications are submitted for the same child, the Admission Authority will require the parents to agree which application is to be considered and which should be withdrawn. If parents cannot agree and there is no court order to determine majority responsibility, the preferences indicated by the parent who receives child benefit for the child concerned will be awarded a higher priority than those from the other parent.

I accept that the child's home address must be the place where the child permanently resides for the majority of the time. This would normally be at the same address as the person who has Parental Responsibility for the child and is their main carer. Where the child spends equal amounts of time with both carers, the Admissions Authority will consider the place of residence of the parent/carer who receives Child Benefit to be the child's home. Evidence of parental responsibility will be required should there be any doubt and the Admissions Authority may undertake thorough residency checks and reserves the right to request independent confirmation of the child's address.

This form must be signed and dated for it to be processed, if it is not then it will be returned.

Signature of parent/carer

Date

Part 7 – Submitting your application form

When you are satisfied that you have provided all the relevant information on your application form including proof of address and any necessary Supplementary Information Form(s), please ensure that you have signed the declaration above in Part 6 and then submit your completed application to your preferred school or Somerset Local Authority.

Notification regarding the processing of any personal data supplied in this form
Data Controller: Somerset County Council (SCC)

DPO contact: informationgovernance@somerset.gov.uk

Purpose for processing: The information that you give on this form will be used by the Council for the purpose of processing your application for a school place for your child.

Legal basis for processing: For parts 1 to 7: **By law:** The School Admissions Code 2014 which is statutory guidance for Local Authorities states that Local Authorities must provide a common application form that enables parents to express their preference for a place at any state funded school and Schedule 5 of the Deed of Development Consent. Obligations relating to Hinkley Point C, Somerset.

Legitimate Interests: For the prevention and detection of crime (Fraud Act 2006) and to help improve services. For part 8: Consent: we will only share your information with preferred schools if you indicate this, and you can withdraw your consent at any time.

Data Sharing: the personal data provided will be shared with early years settings, health authorities, schools, academies and free schools and may also be shared with other SCC service providers, the Department for Education, Somerset County Councils software supplier and School Appeal Panels. If you are applying for a school outside of Somerset it may be shared with other Local Authorities and schools and academies in their area. Data may be shared by schools with a private admissions provider. If you indicate you are moving to work at the Hinkley Point site; statistics will be shared with EDF Energy but no personal data will be shared. SCC will not disclose this information to any unauthorised person or body.

Transfers abroad: this data is held within the EU and is accessible by the approved application provider.

Data Retention: The personal data supplied on this form will be retained for as long as is necessary to meet our statutory requirements and legitimate interests and it will be disposed of in a manner appropriate to its sensitivity. **Your Rights:** You have the right to ask Somerset County Council for a copy of your data, the right to rectify or erase your personal data, and the right to object to processing. However these rights are only applicable if the Council has no other legal obligation concerning that data. You also have the right to complain to the regulator, <https://ico.org.uk/>

Consequences: For parts 1 to 7: If you do not supply this information to us, we will not be able to process your application for a school place for your child.

For more information see www.somerset.gov.uk/privacy

This form can be made available in Braille or large type upon request.

IMPORTANT INFORMATION

Moving school for whatever reason is a very important decision. It is a decision which can have significant negative effects and disruption, not only academically for example where research has shown that English and Maths results for pupils within Key Stage 2 can drop by around 12% with just one in year move, but also with their mental health. Leaving a school midway through a term or year can disrupt friendships as well as relationships with school staff and the wider community. Children who change schools may struggle with the transition process and find it hard to settle in or feel that they belong in a new school environment. Multiple moves can be particularly challenging, but even single moves, especially when associated with other factors, such as changes within a family like divorce, poor parental mental health etc, can affect a child's sense of belonging to a school as well as their confidence, self-esteem and attainment.

It is therefore suggested that a change of school is considered extremely carefully, and that all other options are explored before making the decision to apply for other schools.

The Local Authority would strongly advise you to:

- ▽ Discuss a potential move with your child's current school before taking the decision to apply for your child to attend another school.
- ▽ Visit or speak with all preferred schools before making applications.
- ▽ If you are moving to the area, consider applying for more than one school at a time to speed up the possibility of securing a school place.
- ▽ Submit an application form even if a school states they are full. All Local Authority schools have waiting lists and submitting an application for one of these schools will ensure your child is added to the waiting list for the school for the remainder of that academic year. Priority on the waiting list is determined by the schools oversubscription criteria.

The information requested in parts 8 and 9 is used solely for the purpose of identifying whether your child meets the criteria for consideration under the Somerset Fair Access Protocol and to assist the new school with planning for your child's admission. If the information does not allow for the application to be considered under the Fair Access Protocol then the information will not be used to determine whether or not to offer your child a place.

Your application will be neither advantaged nor disadvantaged by completing these parts.

There is no statutory requirement to complete parts 8 and 9 however we would encourage you to consider sharing information about your child in an attempt to ensure a successful transition.

Part 8 is to be completed by parent/carer and part 9 to be completed by current or previous school wherever possible.

By signing I understand that any information provided in parts 8 and 9 will be shared with the school(s) for which I have submitted an application

Signature of parent/carer	Date
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I give consent to the Admission Authority to obtain, on my behalf, the information contained in part 9, along with any other relevant information to establish if my application meets Somerset Fair Access Protocol	Tick to confirm consent <input type="checkbox"/>
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Part 8 – Additional Information

The information you supply will not be used when determining the outcome of your application. This information will be used for the purpose of assisting a new school when planning your child's admission or for identification under the Somerset Fair Access Protocol.

Reason for leaving		
Permanently excluded <input type="checkbox"/>	Fixed term excluded <input type="checkbox"/>	Other (please provide details)

Why do you want your child to change school (Please continue on a separate sheet if needed)

Have you discussed the reasons for applying with your child's current school Yes <input type="checkbox"/> No <input type="checkbox"/>	
Who have you spoken with at your child's current school	Date of meetings

Have any of the services below supported your child in the last 3 years (Please tick all that apply)

<input type="checkbox"/> Parent Family Support Advisor (PFSA)	<input type="checkbox"/> Access Casework/Liaison Officer
<input type="checkbox"/> Medical Tuition Services	<input type="checkbox"/> Educational Psychologist
<input type="checkbox"/> Behaviour Support Worker	<input type="checkbox"/> Sensory, Physical and Occupational Therapy Service
<input type="checkbox"/> Elective Home Education Services	<input type="checkbox"/> Traveller Education Service
<input type="checkbox"/> Autism Service	<input type="checkbox"/> Speech, Language and Communication Services
<input type="checkbox"/> Family Intervention Service	<input type="checkbox"/> Education Safeguarding/Attendance Service
<input type="checkbox"/> Children's Social Care	<input type="checkbox"/> Child and Adolescent Mental Health Service

Other (Please specify)

Is your child regularly attending school Yes <input type="checkbox"/> No <input type="checkbox"/>	If you ticked No , is an Education Safeguarding Officer involved Yes <input type="checkbox"/> No <input type="checkbox"/>
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Please explain why your child is not regularly attending school

Part 9 – Additional Information to be completed by your child’s current/previous school

Please ask an appropriate member of staff at your child’s current school, for example the Headteacher or Head of Year to complete and sign this form. Please note there is no statutory requirement to complete this section.

The information you supply will be used for the purpose of assisting a new school when planning your child’s admission or for identification under the Somerset Fair Access Protocol.

Student’s name		Date of birth	Year group
Attendance (%)	Period covered	Date started at school	
Does the student have any special educational needs or disabilities		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the student have an Education health Care Plan		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the student have an Individual Education Plan or Pastoral Support Plan		Yes <input type="checkbox"/>	No <input type="checkbox"/>
What agencies, if any, are supporting the student or family			

Academic levels	Reading	Writing	Maths
Key Stage 1 or 2			
Key Stage 3	English	Maths	Science
Key Stage 4 subjects and options, please add in examining board, options and expected or target score	English	Maths	Science

Student strengths/interests/achievements

Student medical history/concerns/requirements

Is the student -		1	2	3	4	5	
Academically confident	Yes/Outstanding						No/Poor
Has stable peer relationships							
Well motivated							
Behaviour							

Any other important information or comments

Completed by	Position in school	Signature
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Signed: Date:

Appendix 4

Catchment Area: Sexey's School

