**Somerset In Year Admissions Process for own admission authority schools**
(Academies, Voluntary Aided, Foundation, Free Schools)

Parents advised to contact preferred school(s) direct in order to apply for a place.

Applicant completes application form, sign and return to the school.

Within 2 school days
School fax/scan/forward the completed application form to (01823) 358272 or email coredatateam@somerset.gov.uk

Governing Body, Academy Trust, or Admissions Committee consider in year application taking account of any waiting list held by the school and oversubscription criteria/admission arrangments. Outcome minuted or recorded.

Within 10 school days (no later than 15 school days from receipt)
School informs applicant of outcome. Inform School Admissions Team of outcome within 2 school days.

If offering - Issue offer letter to applicant.
If school place offered inform School Admissions Team which (if any) Fair Access vulnerability category you believe should be accredited so these can be verified and recorded as an admission to the school for equitable share purposes. Must be requested within the term the child is admitted.

Please note that once a year group has been closed it is not possible to admit any further children to that year group for the rest of the academic year.

Reasonable evidence of the child applying having challenging behaviour may be required.

If refusing – issue a refusal letter to the applicant detailing reasons for refusal with information about the right of appeal and waiting list if operated.

Reasons for refusing a place include:
-Year group full and to admit a further pupil will prejudice the pupils on roll.
- Infant Class Size Limit would be exceeded
- To admit a further pupil will cause prejudice to the efficient delivery of education/use of resources in the school. (Closes the year group)
- Fair Access - the child has challenging behaviour and the Governing Body or Academy Trust feel they already have a high proportion of children with challenging behaviour in comparison with other local schools.