School Admission Arrangements for Somerset primary and secondary schools within the Futura Learning Partnership 2025-26

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1. Introduction

Futura is a family of schools working together to serve communities in and around Bath, Bridgwater, Bristol and Clevedon. Our aim is to deliver a seamless approach to education from the age of 2 to 19, so that each phase of learning builds progressively on the last.

We strive to provide a safe, nurturing and enriching environment for all the children and young people in our care and our core values of Respect, Opportunity, Collaboration and Aspiration, underpin everything we do.

In accordance with the School's Academy status, the school is the Admissions Authority.

The arrangements comply with the requirements of the 2021 School Admissions Code and the 2012 School Admission Appeals Code issued, issued under Section 84 of the School Standards and Framework Act 1998.

2. Published admissions number and oversubscription criteria

School	Age range	Year of intake	Admissions number
Chilton Trinity School	11-16	Year 7	200
Northgate Primary School	4-11	Reception	30
Puriton Primary School	4-11	Reception	30
Westover Green Community School & Autism Centre	4-11	Reception	60
Willowdown Primary Academy	4-11	Reception	45
Woolavington Village Primary School	4-11	Reception	30

Where a school is named in a child's Statement of Special Educational Needs or Education, Health and Care Plan, the Admission Authority for the school is legally required to admit the child to the school. Such children will therefore be allocated places at the named school before the oversubscription criteria is applied.

If a school receives more applications than the admission number, the oversubscription criteria will be used to determine who will be allocated places. All applications will be ranked in accordance with the criteria given in order of priority.

Chilton Trinity School

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.

2. Children living in the catchment area, with a sibling at the school at the time of admission, and who live at the same address.

3. Children living in the catchment area.

4. Children living outside the catchment area, with an older sibling at the school at the time of admission, and who live at the same address.

5. Children outside the catchment area, but nearest the school.

In the event of oversubscription within any of the over-subscription criteria listed above, preference will be given to applicants who live closest to the school, as measured in a straight

line by a Geographical information System (GIS) method from the address point of the school site to the address point for the pupil's home. Where two distances are equal and it is therefore not possible to differentiate between them, priority will be determined by independent drawing of lots.

In the case of multiple birth applications, where it would only normally be possible to admit one child within the admission number, a place will be allocated above the admission number at the point of allocation. This will ensure that multiple birth siblings can be allocated places at the same school (sibling definition applies).

Northgate Primary School

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.

2. Children with a sibling at the school at the time of admission, and who live at the same address

3. Children of staff employed by the school recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Children not satisfying a higher criterion

If in categories 1-5 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured in a straight line by a Geographical Information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home.

Random allocation undertaken by the local authority or another body unconnected with the Academy Trust will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the academy/free school is equidistant in any two or more cases.

Puriton Primary School

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.

2. Children living in the catchment area, with a sibling at the school at the time of admission, and who live at the same address.

3. Children living in the catchment area.

4. Children living outside the catchment area, with a sibling at the school at the time of admission, and who live at the same address.

5. A) Children of staff employed by the school for at least two years prior to the application closing date. B) Children of staff employed by the school recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. Children not satisfying a higher criterion.

In the event of oversubscription within any of the criteria listed above, preference will be

given to applicants who live closest to the school, as measured in a straight line by a Geographical information System (GIS) method from the address point of the school site to the address point for the pupil's home. Where two distances are equal and it is therefore not possible to differentiate between them, priority will be determined by drawing of lots supervised by someone independent of the school.

Westover Green Community School & Autism Centre

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.

2. Children living in the catchment area, with a sibling at the school at the time of admission, and who live at the same address.

3. Children living in the catchment area.

4. Children living outside the catchment area, with a sibling at the school at the time of admission, and who live at the same address.

5. A) Children of staff employed by the school for at least two years prior to the application closing date. B) Children of staff employed by the school recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. Children not satisfying a higher criterion.

In the event of over-subscription within any of the criteria listed above, preference will be given to applicants who live closest to the school, as measured in a straight line by Geographical information System (GIS) method from the address point of the school site to the address point for the pupil's home. Where two distances are equal and it is therefore not possible to differentiate between them, priority will be determined by independent drawing of lots.

The information in this document applies to admissions to the main school only. Admissions to the Autism Centre are coordinated by Somerset County Council.

Willowdown Primary School

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.

2. Children living in the catchment area, with a sibling at the school at the time of admission, and who live at the same address.

3. Children living in the catchment area, without a sibling at the school at the time of admission.

4. Children living outside the catchment area, with a sibling at the school at the time of admission, and who live at the same address.

5. Children of staff employed by the school for at least two years prior to the application closing date. B) Children of staff employed by the school recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. Children not satisfying a higher criterion

If in categories 1-6 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured in a straight line by a Geographical Information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home.

Random allocation undertaken by the local authority or another body unconnected with the Academy Trust will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the academy/free school is equidistant in any two or more cases.

Woolavington Village Primary School

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.

2. Children with a sibling at the school at the time of admission, and who live at the same address.

3. Children living in the catchment area.

4. Children not satisfying a higher criterion

If in categories 1-5 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured in a straight line by a Geographical information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home.

Random allocation by drawing lots supervised by someone independent of the school, will be used as a tie-break in categories 1-5 above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

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

3. Starting at a primary or secondary school

The following information should be read in conjunction with the 2025-26 Coordinated Admission Scheme published by the Local Authority in the area which the child lives (the home Local Authority). For primary school aged children living within Somerset, this is the Somerset Primary Co-Ordination Scheme 2024. For secondary school aged children living within Somerset, this is the Somerset Secondary Co-Ordination Scheme 2025.

The schemes can be viewed on the Somerset County Council's website by clicking here.

3.1 Applying

Somerset residents seeking school places should apply on a Somerset application form. Residents outside Somerset seeking places at Somerset schools should apply for places on their home Local Authorities' application form.

For Somerset children the application form is available for submission using the online system on the Somerset County Council website or in a paper form. Applicants are strongly advised to

read the guides for this intake which is available on Somerset County Council's web site. See contact details section for details.

3.2 Deadline

Applications must be received by:

- Primary, Infant and Junior schools: 15 January 2025
- Secondary schools: 31 October 2024

The application will be recorded as late if it's not received by these dates. Late applications will not be considered in the first round of allocations and an outcome will not be sent on the National Offer Day.

4. In year school transfer applications

The following applications will be treated as in-year admissions during 2025/26:

- applications for admission to Reception or Year 7 which are received after 1 September 2025
- all other applications for admission to Years 1 to 6 and 8 to 11.

4.1 Applications

Applications for a place during the academic year must be made directly to the school, by completing the in-year application form that can be found on the school's website.

Applications will not be processed more than six 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)

A nominated member of the Governing Body will be notified if applicable 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 within a particular year group, the over-subscription criteria will be applied.

4.2 Documentary evidence

Proof of address is 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.

Examples of evidence that may be acceptable to determine a child's address are:

i. A solicitor's letter confirming exchange of contracts and a completion date for a property which is being purchased or a property which is being sold.
ii. A copy of a signed rental agreement or a solicitor's letter if moving to a Council or rented property and proof of your sale or Notice to Quit on your current/previous property.
iii. A copy of a council tax bill or utility bill such as water, gas or electricity in your name for your newly owned or rented property together with proof of your sale or Notice to Quit on your current/previous property.
iv. If you are moving in with a relative a letter from them will be required confirming the date you will be moving in together with a copy utility bill showing their name and

address. A solicitor's letter will also be required confirming that completion of contracts has taken place on your sale or Notice to Quit on your current/previous property.

4.3 Outcome

Where possible, applicants will receive a written response within 10 school days following receipt of the application. Where a school place is offered it will be held open for 14 school days and applicants will need to confirm acceptance within this time.

4.4 Waiting list

Schools will maintain a waiting list for every year group. 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.

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 school is informed of any changes that may affect their child's position on the waiting list.

4.5 UK Service Personnel and Crown Servants

The Governing Body 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. 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, which can be viewed by clicking here.

4.6 Fair access

Each Local Authority **must** have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that - outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, the Local Authority **must** ensure that no school - including those with available places

– is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. The protocol **must** include how the Local Authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.

The Fair Access Protocol can be viewed on the Somerset County Council's website by clicking here.

5. General Information

5.1 Who can apply

Applications will be accepted for children who meet one or more of the following:

- they are resident in the UK
- they hold full British Citizen Passports
- they are from countries whose passports have been endorsed to show that they have the right to abode in this country

Applications for children who do not meet one of the above will not be accepted until the child is in this country.

5.2 Full-time schooling

Parents have a right to a full-time place at school for their child from the September following their fourth birthday.

5.3 Parent

This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989. All references within this document to parent(s) therefore include carers.

5.4 Home address

The home address is very important as school places are allocated on the basis of the permanent home address of each child. A child's permanent home address is considered to be where the child spends the majority of their time with parents or carers. (Please see shared care arrangements information below.)

Documentary evidence of home ownership or suitable rental agreement may be required, together with proof of permanent residence at the property concerned. Places cannot be allocated on the basis of an intended future address, unless the house move can be confirmed through the formal 'exchange of contracts' or the signing of a minimum of a six month formal tenancy 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 other family members or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required e.g. proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice.

The Governing Body reserve the right to seek further documentary evidence to support any claim of residence which could include contacting the estate agent, solicitor, landlord or relevant professional. A representative of the Governing Body may carry out a home visit/s without prior notice to verify a pupil's home address.

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

Fraudulent claims relating to the home address of a particular child may lead to the withdrawal of any offer of a school place.

Proof of address will not be required for Traveller families where the address is confirmed by the Traveller Education Service. A foster carer will not be required to supply proof of address for a child placed with them by a LA.

5.5 Catchment area

Some schools use a catchment area as part of their oversubscription criteria. A school's catchment area can be viewed on the Somerset County Council's website by clicking here.

5.6 Shared care arrangements

Where shared care arrangements are in place and parents/carers of the child submit two separate applications for different schools, the LA will only accept one application which will be the application made by the parent/carer that lives at the same permanent home address as the child. Where there are exceptional grounds such as on-going court proceedings for example, these applications will be considered on a case by case basis.

Where it is necessary to establish the permanent home address for the child, parent/carers will be asked to write to the Governing Body stating the number of days each week the child spends with them. The Governing Body may also ask for evidence of which parent/carer was in receipt of child benefit at the point of application. If the parent/carer is not in receipt of child benefit, the LA will ask for proof of the child's home address as held by the doctor's surgery at the point of application. If the child's home address cannot be verified, the Governing Body reserve the right to request further documentary evidence to support any claim of permanent home address.

5.7 Withdrawal of an offer

The Admissions Authority reserves the right to withdraw an offer of a school place in certain limited circumstances. Examples include:

i. The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading.

ii. If a place is offered on the basis of an address that is subsequently found to be different from a child's permanent home address then that place is liable to be withdrawn.

iii. The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.

5.8 Looked After Children

The term 'looked after children' is defined in law under the Children Act 1989. A child is looked after by a local authority if he or she is in their care or is provided with accommodation for more than 24 hours by the authority.

For previously Looked After Children:

- this includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders)
- child arrangements orders are defined in s.8 if the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order
- in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- 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.

5.9 Siblings

For the purpose of admissions, a sibling is defined as children living at the same permanent home address. Please see the information on 'Shared care arrangements' which will apply if necessary in order to determine the sibling's permanent home address.

5.10 Distances

Distances are measured in a straight line by Geographical Information System (GIS) method from the address point of the school site to the address point for the pupil's home.

5.11 Admissions of children outside their normal chronological age group (delayed or accelerated entry)

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is summer born or 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 Governing Body 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 1 child for a Reception place will be considered alongside applications for reception.

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 be admitted to 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 parent must decide whether to accept the

offer of a school place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

If a request for a child to be admitted to 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/

5.12 Deferred entry

Parents offered a place in reception for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

5.13 Appeals

All applicants refused a place have a right of appeal to an Independent Appeal Panel constituted and operated in accordance with the School Admissions 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 each school's website by 28 February each year.

5.14 Alteration

It should be noted that this policy is subject to alteration to reflect any changes in legislation, case law, Council policy or to ensure legal compliance.

6. Contact Details

	Address: **Chilton Trinity School** Chilton Street, Bridgwater, TA6 3JA Tel No: 01278 425222 Email: office@chilton-trinity.somerset.sch.uk Website: www.chilton-trinity.co.uk
	Address: **Northgate Primary School** Northgate Bridgwater TA6 3EU Tel No: 01278 226070 Email: office@northgateprimaryschool.org.uk Website: www.northgateprimaryschool.org.uk
	Address: **Puriton Primary School** Rowlands Rise Puriton Bridgwater TA7 8BT Tel No: 01278 683630 Email: office@puritonprimaryschool.org.uk Website: www.puritonprimaryschool.org.uk
	Address: **Westover Green Community School & Autism Centre** Westover Green Bridgwater TA6 7HB Tel No: 01278 422943 Email: office@westovergreenschool.org.uk Website: www.westovergreenschool.org.uk
	Address: **Willowdown Primary School** Kings Drive Bridgwater TA6 4FU Tel No: 01278 558758 Email: info@willowdownprimary.co.uk Website: www.willowdownprimary.co.uk
	Address: **Woolavington Village Primary School** Higher Road Woolavington TA7 8EA Tel No: 01278 683267 Email: office@woolavingtonprimaryschool.org.uk Website: www.woolavingtonvillageprimaryschool.co.uk
	Address: **Somerset Admissions Team** Somerset County Council County Hall Taunton TA1 4DY Tel No: 0300 123 2224 Email: schooladmissions@somerset.gov.uk Website: www.somerset.gov.uk/admissions