Maiden Beech
Primary Academy

Admissions Policy 2027/2028

Version 1

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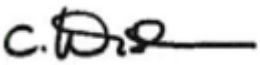
Signature: 

Claire Winson, Chair of Governors, Otterhampton Primary School

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Maiden Beech Primary Academy

Admissions Arrangements for 2027/28 Academic Year

These admission arrangements apply to all applications for admissions to Maiden Beech Primary Academy for Year R entry in September 2027 and any in year applications from 1st September 2027 onwards.

Introduction

Maiden Beech Primary Academy is a primary school and children attend from Year R to Year 6. The Admissions Authority for Maiden Beech Primary Academy is the Local Governing Body delegated from the main Board of The Bridgwater and Taunton College Trust.

An Admissions Committee comprising of Governors is responsible for taking all admission decisions for children transferring to the school in Year R and for joining the school during the academic year.

Somerset Local Authority is responsible for coordinating all applications for children who start or transfer school. These admissions arrangements should be read in conjunction with Somerset's published coordinated Admissions Scheme for September 2027.

The published Admission Number

The Governing Body has determined an Admission Number of 60 for Year R.

Applying for a school place

Applications for a Year R place in September 2027 can be made on-line at www.somerset.gov.uk/admissions or paper forms can be obtained from Somerset Local Authority. In-year application forms are available from the school. If there is additional information which should be considered this must be submitted at the same time as the application form on a Supplementary Information Form (SIF).

Applications for Year R in 2027

The closing date for applications is 15 January 2027. Outcomes will be sent by the Local Authority on behalf of the Governing Body by e-mail or second-class post on the published outcome date, 16th April 2027.

Any Supplementary Information Forms must be submitted alongside the application form. Any application received after the closing date will be recorded as late and cannot then be administered until all on time applications have been considered by which time places may no longer be available within the Published Admission Number.

Where there are more applications received at any one time than places available within the Admission Number, then every application will be considered against the oversubscription criteria. Places will be allocated strictly in accordance with the national Equal Preference with ranking allocation method. Children will be allocated places in priority order to the Admission Number and all other applications will be refused.

In Year Applications

Applications for a place during the academic year must be made directly to the school office, by completing the in-year application form. Applications will not be processed more than six weeks or half a term in advance of being required. 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 buy, 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.**

The Governors' Admissions Committee will consider applications on a weekly basis with a 4pm deadline every Friday. 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.

Oversubscription Criteria

The school will be required to admit any child with a Statement of Special Educational Needs (SEN), if the statement names the school, then;

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.

2. Children without an EHCP, identified with a sensory, physical or medical disability (High Needs Pupils), where a multi-agency professional team has identified the School as the nearest accessible school. (See important notes).

3. Children with an older sibling at the school at the time of admission, and who live at the same address

4. Children not satisfying a higher criterion

Important Notes

Maiden Beech Primary Academy does not operate a catchment area.

Important Note 1
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.

Criterion 2 enables schools to plan with SEN Officers for the school entry of children with physical, medical or sensory impairments, where significant capital works (eg, accessible toilets, changing space, access to classrooms) are required. The lead time on these projects mean that school place outcome dates are too late for work to be completed in time for school entry in September. However, with the support of this criterion plans can be actioned with certainty early in the year.

Tie Breaker

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 independent drawing of lots.

Multiple birth applications (for example twins)

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

Waiting Lists

Where an application has been refused, the child will be placed on a waiting list. This will be kept strictly in order of oversubscription criteria by the Governing Body, and will be maintained until the end of the first term of the academic year. Where places become available within the Admission Number they will be allocated to the highest ranked eligible child on the maintained list.

Children who are the subject of a direction by a Local Authority to admit or who are allocated to the school in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

Withdrawal of places

The Governing Body will consider withdrawing the offer of a place if;

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

Issues relating to shared residency arrangements

Legislation and guidance states that only one offer per child is made by the Local Authority. Therefore, where separated parents issue separate applications for their child the Local Authority can only offer one place. In this situation the Local Authority requires parents to resolve matters between themselves. If an agreement cannot be reached parents may wish to seek legal advice. The Governing Body will not become involved in private disputes. The Local Authority does recognise that there may be situations where parents cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the Governing Body to take a decision. Where this is the case the Local Authority will try to establish where the child spends the majority of their time and prioritise the application made by the parent living at this address.

Each parent will be required to write to the Local Authority 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 Local Authority 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. When the Local Authority has received all the necessary information from both parents a decision will be reached based on the evidence provided.

Retained or Accelerated Entry

The Governing Body will consider applications for retained or accelerated entry in cases where parents would like their child to be admitted to a year group either side of their child's chronological year group. The reasons for the request must be fully explained on a Supplementary Information Form and included with the school place application form.

Children from Overseas

The Governing Body will only allocate a place to anyone moving into the country from abroad if they have documentary evidence of a home address and copies of the passport and/or visa if required. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

Appeals

Applicants whose school place application is turned down have the legal right to appeal against the decision to refuse admission. Details concerning how to appeal are explained in the decision letters sent out when a place is refused.

Children of UK Service Personnel

The Admissions Authority endeavour 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 and other Crown servants where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address.)

Usually, an in year 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 and other Crown servants. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address, the admissions authority will process the application on that address. If 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.

Definitions:

Home Address

The home address is very 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 parents or carers.

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 tenancy agreement. **The Governing Body reserve the right to seek further documentary evidence to support a claim of residence.**

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.

The Admissions Authority must be notified of any change of address during the admissions procedure.

Sibling

For the purpose 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.

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).

Distance Measurements

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