

BATH & WELLS
Multi Academy Trust

'That they may have life, life in all its fullness' John 10:10

School Admission Arrangements - 2025/26 School Year
For Bath and Wells Multi Academy Schools located in the
Somerset Local Authority Area

There are no proposed changes to the Staplegrove
Church School 2025/26 admission arrangements





Introduction

The Bath and Wells Multi Academy Trust (The Trust) comprises a family of fully inclusive schools for children of all faiths or no faith, seeking to provide the highest standard of education for primary age children. Geographically the schools are spread across three local authority areas: Somerset, Bath and North East Somerset and North Somerset. These Admission Arrangements refer to The Trust's schools that are located in the Somerset Local Authority area and apply equally for all the incorporated schools with the exception of 'oversubscription criteria' which can differ from school to school and individual contact information.

These Admission Arrangements comply with the requirements of the [2021 School Admissions Code](#) and the [2022 School Admission Appeals Code](#) issued by the Department for Education under Section 84 of the School Standards and Framework Act 1998. Concerns relating to statutory compliance or the fairness and equality of local policy/practice, may be raised with The Trust. If the matter cannot be resolved locally, a complaint may be lodged with the Office of The Schools Adjudicator (OSA):

Bath and Wells Multi Academy Trust	Email: Enquiries@bwmat.org	Tel: 01749 372700
The Office of The Schools Adjudicator	Website: www.gov.uk/government/organisations/office-of-the-schools-adjudicator	

The Trust will republish these Admission Arrangements on an annual basis unless changes are proposed in which case a further public consultation will be carried out. Day to day admission enquiries and decisions should be made directly to the school concerned.

Contents:

- 1.0 [Important General Information](#)
- 2.0 [Starting School](#)
- 3.0 [Changing school In-Year](#)
- 4.0 [Lodging an appeal](#)

[Appendix A: Oversubscription Criteria and school details](#)

[Appendix B: In-Year Application Form](#)

1.0 Important General Information

- 1.1 A person with legal responsibility for the child concerned may submit a school admission application on behalf of that child for any United Kingdom state funded school. The child must, at the time of application, be a UK citizen or have European Economic Area Citizenship, or hold an appropriate Home Office Visa entitling residency in the United Kingdom.

NOTE:

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

This is the most recent guidance which takes account of the post-Brexit immigration system:

<https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children>

- 1.2 The admissions authority will refuse an admission application where a further admission would 'prejudice the efficient delivery of education or the efficient use of resources *'or where the admission would breach the statutory infant class size (ICS) Limit, resulting in an infant class of more than 30 children to one qualified teacher for part or all of the school day.'* Children who are formally refused admission will be entered onto a waiting list for the required year group. This will be maintained by the school concerned until the end of the school year and then shut down. Names on waiting lists are held strictly in ranked order according to the child's compliance with the published oversubscription criteria and each time a name is added, the waiting list will be re-ranked. If a place becomes available this will be offered for the child ranked highest on the waiting list at that time. A child's name will be removed from the waiting list if a place is offered and accepted or offered and declined, or the parent requests in writing, that the school removes their child's name.
- 1.3 Admission applications for some Trust schools will require the completion of a Supplementary Information Form (SIF) in order to prove qualification against one or more of the oversubscription criteria which apply for the school concerned. The oversubscription criteria are set out in 'Appendix A' of this document.
- 1.4 For admission purposes, the Admission Authority will consider the home address to be: *The address at which the child concerned is living at the time of application, for more than 2.5 school days per week, with a person who has legal responsibility for this child.* This home address must be clearly stated on the application form. Where the child will be moving to a new home address and the applicant wishes this to be taken into account, one of the following documents must be made available in conjunction with the admission application:
- A legal 'exchange of contract' which confirms the purchase of the child's new residence

- A formal tenancy agreement (minimum six month term) signed and dated by the applicant and the Landlord for the property
- Where the child will be living at an address other than the parental family home, for more than 2.5 school days per week (for example; with an extended family member, or in emergency or other public accommodation): A formal written letter, signed and dated by the person responsible for the address in question. This must explain the living and care arrangements for the child and state how long these arrangements are expected to remain in place.
- For Children of UK service personnel with a confirmed posting to the area or Crown servants returning from overseas: An official letter confirming a relocation date and Unit postal address or quartering area address.

Note:

The Trust 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 Trust may carry out a home visit/s without prior notice to verify a pupil's home address.

- 1.5 The oversubscription criteria (Appendix A) include an admission priority for children with a sibling attending the school at the time of application (e.g. the date that each application is made).
- 1.6 If a parent wishes a sibling connection to be taken into account, the sibling's details must be provided on the admission application form. The sibling must be living at the same permanent home address (see section 1.4 for home address definition) for the majority of their school time (more than 2.5 school days per week) within the same family unit and at the same home address.
- 1.7 The Published Admission Number or admission limit will be exceeded, where necessary, in order that multiple birth siblings of the same family (twin, triplet etc.) can all be offered places, where otherwise one or more of these children would be refused. After the over-subscription criteria has been applied, if children of multiple births (twins and triplets) are tied for the final place within the Published Admission Number, those siblings will be admitted over PAN.
- 1.8 If an admission application is found to include false or misleading information, the application will initially be withdrawn and the applicant informed. The application will then be considered again using the correct verified information.

2.0 Starting School for the first time in September 2025

Applicants should refer to 2025 ‘Starting School’ information published by Somerset Local Authority from 12 September 2024. This explains the application procedure in detail and the time frame for submitting applications and how to appeal a decision to refuse a place at the preferred school

Somerset Local Authority	Email: schooladmissions@somerset.gov.uk	Tel: 0300 123 2224
---------------------------------	---	---------------------------

NOTE:

Children can lawfully start school for the first time in the September following their 4th birthday and, where a place is offered may attend full time from day one or on a part time basis until compulsory school age is reached on a prescribed date during the term following their fifth birthday. Where compulsory school age has not yet been reached, the child’s entry to school may be deferred until later in the school year but not beyond compulsory school age or the start of the last term in that school year. All the Trust’s schools operate a six-term year.

A child born between 1 April and 31 August is described as ‘summer born’ and entry to school for this child may be lawfully delayed for one year where this is considered by the applicant to be in the child’s best educational interests. The applicant must still apply for a place in September 2025, but can explain the intention to delay entry until the following September. This could be on the basis of a ‘retained’ Reception place or the submission of a later In-Year application for Year 1.

- 2.1 Applicants must complete the ‘Common Application Form’ issued by the home Local Authority (LA) and submit this according to published procedure before 15 January 2025. Applications submitted after this deadline will be considered ‘late’ and will not be processed until on time applications have been administered by which time a place at the preferred school may no longer be available.
- 2.2 Places will be offered by the Admission Authority in the Reception Year at the preferred school up to the Admission Number published for the 2025 school year. The published Admission Number (PAN) is set according to the resources available and the need to maintain the size of infant classes within the requirements of statutory Infant Class Size legislation (a maximum of 30 children per teacher unless a child qualifies as a permitted exception admission in accordance with section 2.16 of the 2021 School Admissions Code). If fewer applications are received than PAN, every applicant will be offered a place for their child without condition. If more applications are received than PAN, the Admission Authority will apply oversubscription criteria in order to rank all the applications and identify a priority for the offer of places up to PAN.
- 2.3 Application decisions will be notified by the home local authority on 16 April 2025 to all applicants who submitted an ‘on time’ application.

3.0 Changing School In-Year

- 3.1 An applicant may apply for a child to change school during any academic year, or within six school weeks before the start of the academic year commencing. The In-Year Application Form which can be found on the School website or provided as a paper copy by the school Office, must be completed and returned directly to the school. If the application is being made for a child from a Service family or the parent of the child is a Crown Servant returning from overseas, the application may be submitted more than six school weeks in advance of the place being required, providing an official letter is submitted with the application, which sets out a relocation date and confirms a Unit postal address or quartering area address.

NOTE:

Children who have an Education Health and Care Plan agreed or already in place may not change school without the parent/carer first discussing the desire for a change of school with the local authority that issued the care plan.

- 3.2 The applicant may apply for the child to join the year that they feel is most appropriate for their educational needs. In most cases, this will be the year that is relatively correct for the child's age. Where this is not the case and the preferred year is full, further consideration will be given to whether a place can be made available within the relative age year. The right of appeal will apply where a place cannot be offered in this year.
- 3.3 The Trust delegates In-Year admission decisions to a sub-group of the school governors (The Admissions Committee) and this committee will issue a decision to the applicant in writing within ten school days of receipt of a completed and signed In-Year Admission Application Form.
- 3.4 A place will be offered for the child concerned in the preferred year, where a further admission would not 'prejudice the efficient delivery of education or the efficient use of resources or the admission would not breach the statutory Infant Class Size Limit of thirty children per teacher (applies for years Reception, one and two). Where a place is offered, this offer will remain open for six school weeks from the date of the offer letter. Most children will join their new school very quickly and it is always helpful if the applicant can discuss an early start date with the school office, however, where the child is not on roll and attending within this six school week deadline, the offer will be withdrawn.
- 3.5 The Trust is committed to 'Fair Access to school for every child'. Consequently, when an application is refused and the child concerned is not already attending another school, the Admissions Committee will consider whether the child satisfies any of the criteria set out in the 'Somerset local authority Fair Access Protocol' (FAP) which is published on the local authority website. The in-years admission application form which is available from each school or to download from the school website or from the home local authority sets out the procedure for determining whether a child

complies with the FAP criteria. If the child concerned satisfies any of the FAP criteria, the Admissions Committee will inform the local authority and provide a copy of the completed In-Year Application Form. This will enable the local authority to decide whether it would be appropriate to engage with the applicant in order to help identify an alternative suitable educational placement without undue delay. This does not remove the right for the applicant to appeal the Admission Committee's decision to refuse admission.

4.0 Lodging An Appeal

- 4.1 The administration of school admission appeals is subject to statutory procedure set out in the 2022 School Admission Appeals Code issued by the Department for Education. The applicant may lodge an appeal when an admission application is refused by the Admission Authority unless the application was for a year other than the child's relative age and a place could be offered in the relative age year.
- 4.2 The admission decision letter issued to the applicant will explain the reasons for refusal and explain how to lodge an appeal. An appeals timetable is published on every school website by 28 February annually which explains the time frame for the appeal process.
- 4.3 The decision of an independent appeal panel is binding on all parties. However, where there is concern that the appeal procedure has not been properly administered in accordance with the 2022 School Admission Appeals Code and/or the published Appeals Timetable, the Appellant may choose to raise the matter with the Trust. Where no local resolution is reached the appellant may escalate the matter to the Education Skills and Funding Agency.

GOV.UK – Schools Admissions – Appealing a school's decision

<https://www.gov.uk/schools-admissions/appealing-a-schools-decision>

GOV.UK – Advice for parents and guardians on school admission appeals

<https://www.gov.uk/government/publications/admission-appeals-for-school-places/advice-for-parents-and-guardians-on-school-admission-appeals>

Appendix A – Schools and Oversubscription Criteria

Note:

Where more admission applications are received at any one time than there are places available within the preferred year group (oversubscription), the Admissions Committee will arrange for every application received to be assessed against the oversubscription criteria applying for the preferred school. This is in order to rank the applications in priority order and identify the children for whom a place can be offered within the published admission number/admission limit and those that will be refused. The oversubscription criteria will also be applied in order to rank children's names on a waiting list.

If in any of the over-subscription criteria, a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured in a straight line by a Geographical Information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home. Measurement will be to a minimum of three decimal places accuracy. In the case of a multi-dwelling building, such as a block of flats, the same distance will apply for all occupants. Tie Breaker: In any oversubscription criterion, where two or more distances are exactly equal, the ranked order will be decided by the drawing of lots. This lottery exercise will take place at the school and be supervised by a person entirely independent of the Trust and the school.

A place will be provided for any child who has an Education Health and Care Plan (EHCP) agreed by Somerset local authority or in place at the time of application which names the preferred school as the education provider. This place will be allocated within the Published Admission Number/limit before the consideration of any other applications, or above this limit if places have already been offered at that time.

Criterion 1 is a statutory criterion referring to 'Looked after Children'. 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.

School logo	School name and address	Contact details	Published Admission Number
	All Saints Church School , Ladies Walk, Montacute, Somerset, TA15 6XG	office@allsaints.bwmat.org 01935 826626	30
	Bishops Lydeard Church School , Mount Street, Bishops Lydeard, TA4 3AN	office@bishopslydeard.bwmat.org 01823 432582	30
	Cheddon Fitzpaine Church School , Rowford, Cheddon Fitzpaine, TA2 8JY	office@cheddonbwmat.org 01823 451335	21
	Christ Church First School , Feltham Lane, Frome, BA11 5AJ	enquiries@christchurch.bwmat.org 01373 463781	45
	Horsington Church School , South Cheriton, BA8 0BW	office@horsington.bwmat.org 01963 370358	17
	Lydeard St Lawrence Primary School , Lydeard St Lawrence, Taunton TA4 3SF	enquiries@lstl.bwmat.org 01984 667287	12
	Norton Fitzwarren Church School , Blackdown View, Norton Fitzwarren, Taunton, TA2 6TB	office@nortonbwmat.org 01823 276611	45
	Oakhill Church School , Bath Road, Oakhill, Radstock, BA3 5AQ	admin@oakhill.bwmat.org 01749 840426	17





	Shepton Beauchamp Church School, Church Street, Ilminster TA19 0LQ	office@threesaints.bwmat.org 01460 240793	10
	St Andrew's Church School Grove Terrace, Taunton, Somerset, TA2 6HA	enquiries@standrews.bwmat.org 01823 275906	34
	St John & St Francis Church School, Westonzoyland Road, Bridgwater, TA6 5BP	enquiries@sjf.bwmat.org 01278 456918	60
	St Mary and St Peters Church School, Copse Lane, Ilton, Ilminster, Somerset, TA19 9EX	office@threesaints.bwmat.org 01460 52574	8
	Staplegrave Church School, Hudson Way, Taunton, TA2 6UP	office@staplegrave.bwmat.org 01823 337313	30

The following oversubscription applies for the 13 schools listed above on pages 9 and 10:

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 notes on page 8)
2. Children who, at the time of application, have a sibling attending the school applied for.
3. Children living closest to the school, as measured in a direct line.

Notes:

Please see Section 1.6 for definition of Siblings.


School logo	School name and address	Contact details	Published Admission Number
	Churchfield Church School , Burnham Road, Highbridge, TA9 3JF	office@churchfieldbwmat.org 01278 782743	60
	Holy Trinity Church School , Lime Tree Avenue, Yeovil, BA20 2PW	office@holytrinity.bwmat.org 01935 472902	60
	St James Church School , Cranmer Road, Taunton, TA1 1XU	office@stjames.bwmat.org 01823 272553	60
	Wembdon St George's Church School , Brantwood Road, Wembdon, TA6 7PS	office@wembdon.bwmat.org 01278 451726	45

The following oversubscription applies for the 4 schools listed above (on page 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 notes on page 8)
2. Children who, at the time of application, have a sibling attending the school applied for.
3. Children of School Staff - A member of staff may apply for a Reception place at the school for their child. They must have been a) employed at the school for at least two consecutive years at the time of application and/or b) recruited to fill a vacant post for which there is a demonstrable skill shortage. Members of staff are full time and part time, teaching and non-teaching staff employed at the school and who are paid through the school's payroll system.
4. Children living closest to the school, as measured in a direct line.

Notes:

Please see Section 1.6 for definition of Siblings.

School logo	School name and address	Contact details	Published Admission Number
	St Vigor & St John Church School , Wells Road, Chilcompton, Radstock, BA3 4EX	school@svsj.bwmat.org 01761 233847	30

The following oversubscription applies only for St Vigor and St John Church 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. 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 notes on page 8)
2. Children who, at the time of application, have a sibling attending St Vigor and St John Church School.
3. Children who at the time of application are attending The Mill Nursery regularly for at least 2 sessions per week. Parents of children in Nursery need to make a separate application for transfer from Nursery to Primary School through Somerset School Admissions website - [Applying for school \(somerset.gov.uk\)](http://www.somerset.gov.uk)
4. Children living closest to the school, as measured in a direct line.

Notes:

Please see Section 1.6 for definition of Siblings.

Appendix B – In Year Application Form – next page.

P Form SA1

Request for in-year admission to school

Please read the accompanying "Changing Schools in Somerset In Year" leaflet before you complete this form. **Do not complete this form if your child has an Education Health and Care Plan.**

Please note that all sections must be completed by someone who has parental responsibility for the child. Any incomplete forms will be returned requiring resubmission, causing a delay in processing.

Section 1 – Reason for application

Moving into Somerset Moving within Somerset Moving to work at Hinkley Point site
 If moving, proof of address **must** be included. Please refer to the "Changing Schools in Somerset In Year" leaflet for information regarding proof of address.
 Not moving but would like to request a change of school

Section 2 – Preferred school (Local Authority schools accept applications half a term or 6 weeks in advance. Service families with proof of posting to the area may apply up to a year in advance)

School applying for
 Preferred start date

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. Have you previously applied for a place at this school **Yes** **No**

Section 3 – Child's detail

Child's first name Child's surname
 Date of birth Gender
 Child's current home address and postcode
 New home address and postcode if moving (Proof of address required)
 Name and address of current/previous school
 Is the child still attending this school **Yes** **No** Date last attended Click or tap to enter a date.
 Is this application for a child currently in the care of a Local Authority **Yes** **No**
 If **YES**, provide details of the Local Authority responsible for the child and social worker Click or tap here to enter text.
 Now formally adopted, subject to a residence/child arrangement order or a special guardianship order **Yes** **No** If **Yes**, please provide a copy of the adoption order/letter of confirmation
 If the child has an allocated Social Worker, has the Virtual School been consulted about a change of school **Yes** **No** If **No** send a copy of this application form to the Virtual School before applying.
 Does the child have an Education Health and Care Plan (EHCP) **Yes** **No**
 Is the child undergoing a statutory assessment for and EHCP **Yes** **No**

Has the child:

Ever been permanently excluded from school **Yes** **No** Ever received suspensions **Yes** **No**

Attended a pupil referral unit (PRU/alternative provision) during the last 12 months **Yes** **No**

Are there any other specialist services involved, e.g. a social worker/youth offending **Yes** **No**

If **YES** please provide details

Is this application on the basis of faith **Yes** **No** If **YES** which faith [Click or tap here to enter text.](#)
If you ticked **Yes**, please provide details of your Priest/Minister/Leader and explain the relationship on the appropriate 'Faith' Supplementary Information Form or a copy of a Baptism/Christening certificate.

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

Are either parent/carers service personnel who are being posted to Somerset **Yes** **No**
Please ensure you provide proof of posting with this application.

Will there be a sibling resident at the same address and on roll at the school you are applying for at the time the school place is required **Yes** **No**

Child's first name

Child's surname

Date of birth

Gender

Fair Access Criteria

Please tick all boxes that apply to your application/child. (Please note this does not guarantee a place at a school. It may however enable the Somerset Fair Access Protocol to be invoked should you be unable to secure a school place using the normal in year admission process)

Is/does the child -

- Have a Child in Need Plan/Child Protection Plan or had one within the past 12 months A carer
- In alternative provision/permanently excluded From the criminal justice system
- Have special educational need/disability/medical need (without EHCP) Homeless
- In formal kinship care arrangements (evidence such as a child arrangements order not relating to either birth parent or a special guardianship order required)
- Gypsy/Roma/Traveller/Refugee/Asylum seeker Refused due to their challenging behaviour
- Out of education for at least 4 weeks due to no places being available at any school within 2 miles (aged under 8)/3 miles (aged 8 and over) (N/A if child registered as Elective Home Educated)
- Previously a looked after child where the local authority has been unable to secure a place

Why is a change of school being sought? (continue on a separate sheet if necessary)

Section 4 – Parent/carer details

Parent/carer full name	Title
Relationship to child	
Do you have legal Parental Responsibility for this child Yes <input type="checkbox"/> No <input type="checkbox"/>	
Contact telephone number	
Contact email address	
Address if different to child's	
I give consent for all correspondence to be sent to the email address above Yes <input type="checkbox"/> No <input type="checkbox"/>	
I confirm that I have parental responsibility for this child and the information given is correct and accurate. I understand that any place offered on the basis of fraudulent or intentionally misleading information may be withdrawn. I consent to the information on this form being shared with appropriate agencies and understand that contact may be made with the child's current/previous school for information which may include any special educational or medical need, attendance or exclusion data, their strengths or interests. This information will either be used to identify whether your child meets the criteria for consideration under the Somerset Fair Access Protocol or to assist the new school with planning for your child's admission. I understand that it is my responsibility as applicant to ensure that the Admission Authority receives the completed application form safely	
<i>If you are caring for someone else's child for more than 28 days and you are not an immediate relative you may be Private Fostering and it is a legal requirement that you inform the Local Authority. If you think you may be Private Fostering, please contact 0300 123 2224</i>	
Before signing ensure that you have read the Changing Schools in Somerset In Year Leaflet. When completed, signed and dated please submit your application to your preferred school, including where required any additional information and evidence that will be required. Failure to do so may result in you're application being returned or cause a delay in your application being processed.	
Signature	
Date	

For further information please contact schooladmissions@somerset.gov.uk, or telephone 0300 123 2224

For Admission Authority and Local Authority use only

Date received by school –

Date sent to School admissions/core data (coredatateam@somerset.gov.uk) –

Applicable oversubscription criterion –

Other notes –