



# Midsomer Norton Schools Partnership

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## **School Admission Arrangements for Somerset based schools within the Midsomer Norton Schools Partnership 2026-27**

Midsomer Norton Schools Partnership are consulting on the addition of Frome College and Trinity First School, Frome into the Trust admission arrangements.



# Midsomer Norton Schools Partnership

## School Admission Arrangements for Somerset based schools within the Midsomer Norton Schools Partnership 2026-27

### Admissions Policy

<u>School</u>	<u>Age Range</u>	<u>Year of intake</u>	<u>Admission number</u>
<a href="#">Frome College</a>	13-18	Year 9	366
<a href="#">Leigh-on-Mendip School</a>	4-11	Reception	15
<a href="#">Trinity First School</a>	5-9	Reception	60

#### 1. Introduction

The Midsomer Norton Schools Partnership (Trust) is a Multi Academy Trust with schools across the age range providing education to children and young people from Reception to Sixth Form. It is a not-for-profit charity with the key aim of 'advancing education for public benefit'. The Trust includes both non-denominational and Church of England schools.

The Trust has developed and published these Admission Arrangements to help explain the admission application process clearly and comprehensively, so that parents and children are suitably informed when choosing and applying for a preferred school. The arrangements comply with the requirements of the [School Admissions Code](#) and the [School Admission Appeals Code](#), issued under Section 84 of the [School Standards and Framework Act 1998](#). Any concern regarding statutory compliance, fairness or equality of local policy/practice, should be directed to the Trust via any of its schools. If the matter cannot be resolved locally, a complaint may be raised with the Education Funding Agency. Every admission application received will be administered in a fair and equitable way, in strict accordance with published policy and complies with our funding agreement and articles of association.

In accordance with our schools' academy status, the Board of Trustees is the Admissions Authority. The 'day to day' management of school admissions is delegated to the Local Governing Body Committee established within each school setting. If you would like to discuss your specific requirements or need further help with any aspect of the admissions process, please contact the individual school office.

#### 2. Applying for a school place

All schools within the Trust are part of the Local Authority Co-ordinated Admissions Scheme. The Somerset County Council co-ordinated scheme can be viewed on the Council's website. Somerset residents seeking school places should apply using the Somerset on-line application portal. Paper applications are available to download from the Somerset County Council website at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions), or upon request by telephoning Somerset Direct on 0300 123 2224. Any supporting information must be received by the exemption period deadline using the appropriate Supplementary Information Form (SIF) where relevant. Residents outside Somerset Local Authority should apply for places on their home Local Authorities' application form.

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

##### 2.1 Application deadlines:

**Reception and Year 5** applications must be received by midnight on **15<sup>th</sup> January** directly to your home local authority. You should express your preference for up to 3 state-funded schools, in rank order.

**Year 7** applications must be received by midnight on **31<sup>st</sup> October** directly to your home local authority. You should express your preference for up to 3 state-funded schools, in rank order.

## **2.2 Outcomes for on time applications:**

**Reception and Year 5** outcomes will be sent out by email (for on-line applicants) or second class post on 17<sup>th</sup> April.

**Year 7** outcomes will be sent out by email (for on-line applicants) or second class post on 1<sup>st</sup> March.

Any applications received after the above deadlines will not be administered until all on time applications have been processed, at which point there may no longer be a place available at the school.

You will receive an offer for a school place directly from your local authority.

*A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.*

## **3. Allocation of Places**

**3.1** Each school has an **agreed admission** number for entry into reception as per the grid on page 1.

**3.2 Oversubscription criteria** (*please see each school's oversubscription criteria located within this document*).

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place. In the event of oversubscription (more applications received than places available) each school will refer to their specific oversubscription criteria in order until all places are filled.

All schools will set the highest priority to looked after children and all previously looked after children who apply for a place at the school.

### **Looked after children:**

*Children who, at the time of making an application to a school, are:*

- *In the care of a local authority, or*
- *Being provided with accommodation by a local authority in exercise of its social services functions*

### **Previously looked after children:**

*Children who were looked after, but ceased to be so because they:*

- *Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or*
- *Became subject to a child arrangements order, or*
- *Became subject to a special guardianship order*

*This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.*

Where a policy refers to permanent staff it is expected that the member of staff has been employed by the school for two or more years at the time at which the application is made.

The admission application ranking exercise may indicate that the Admission Number/limit is reached part way through a specific criterion. In these circumstances, the ranked order for applications satisfying this 'cut off' criterion and any lower placed criterion will be determined by calculating the straight-line distance between the address point of the child's home address to the address point of the school. This will determine the priority order for these applications.

In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazeeter (LLPG). Measurements will be determined using the Local Authority's GIS computerised mapping system. The GIS system used within this LA would not be able to calculate a staircase measurement in the case of multi-level dwellings. If the distance between two children's homes and the school is exactly the same then a random allocation would be used for any such cases.

### **Siblings:**

The oversubscription criteria of these admission arrangements includes a priority for children with a sibling attending the school at the time of application who will still be on roll at the time of admission.

If a parent wishes a sibling connection to be taken into account, the sibling's details must be provided on the admission application form and he/she must qualify as a full, half or adoptive brother or sister, or a child living for the majority of his/her school time (more than 2.5 school days per week) within the same family unit and at the same home address.

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.

### **3.3 Applying a tie breaker**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined then the school will determine who gets offered the place as follows:

- a. 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.
- b. Random allocation by drawing lots supervised by someone independent of the school will be used as a tie-break to decide who has highest priority for admission if in two or more cases the children's homes are equidistant from the school.
- c. However, if children of multiple births (twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

### **3.4 Challenging behaviour**

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans naming the school.

### **3.5 Fair Access Protocol**

We participate in the Somerset Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible. Somerset Local Authority Fair Access Protocol can be found [HERE](#).

## **4. In Year Admissions (i.e. all applications for existing year groups)**

All In-Year applications must be made directly to the school using the school or Local Authority application form which is available to download from the school or LA website or as a paper copy from the School Office. If no form is submitted the Local Governing Body/Trust will not be able to process the application. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place. <https://www.somerset.gov.uk/education-and-families/in-year-school-admissions/>

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the school specific oversubscription criteria listed. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent for the attention of the Admissions Officer at the School where they are applying for a space for the duration of the academic year. Parents will be notified of the outcome within 10 school days of an in-year application and confirm in writing within 15 school days.

If a place is offered, the applicant will be asked to confirm acceptance in writing within ten school days of receipt, following which the place will remain available for 28 school days from the date of the decision letter. If the child concerned is not attending school after this time frame, the Admissions Committee will write to the original applicant with a view to withdrawing the offer.

## **5. Home Address & Families moving into the area including from outside of the UK**

The child's normal permanent home address where he or she lives with his or her parents or legal guardians for more than 2.5 school days per week will be used to decide where the child lives. Temporary addresses cannot be used to obtain school places. If parents or carers plan to move, documentary evidence will be required and in order for address changes to be taken into account in the first round of allocations made on 16 April (Reception) the appropriate documentary evidence should be sent to the LA and received by the closing date of 15 January (Reception). **In all cases, it is the responsibility of the applicant to make sure the LA has received the documentary evidence.**

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

- A solicitor's letter confirming exchange of contracts and completion date for a property which is being purchased or a property which is being sold.
- 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.
- 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.
- Child benefit paperwork if in receipt.
- 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.
- In the case of children of UK Service Personnel or Crown Servants returning from overseas, with a confirmed posting to the area an official letter declaring the relocation date and a Unit postal address or quartering area address should be provided.
- In the case of overseas children evidence of right of abode and conditions of immigration should be provided\*

### **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, parents/carers will be asked to write to the LA stating the number of days each week the child spends with them. The LA may also ask for proof of the child's home address as held by the doctor's or dentist's surgery at the point of application. If the child's home address cannot be verified the LA reserve the right to request further documentary evidence to support any claim of permanent home address.

The LA will also use the above to establish the permanent home address of a child on behalf of own admission authority schools and academies if this is not stated in their admission arrangements.

The Admissions Authority reserves the right to investigate home addresses and may ask applicants to supply further evidence of the home address. This may include Council Tax, Electoral Roll, Utility Bills, GP registration, and Child Benefit records. An application or place allocated on the basis of fraudulent information may be withdrawn.

*\*Parents who are not UK or Irish nationals should check they, and their children, have a right to reside in the UK before applying for a school place in England. The following DfE process guidance will be followed by the school and Local authority in the case of applications from overseas - <https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children> .*

## **6. Educational Health and Care Plan (EHCP)**

The Special Educational Needs Code of Practice requires the Admission Authority to admit any children with an Educational Health and Care Plan (EHCP) naming the school. Children with an Educational Health and Care Plan will be dealt with through the SEND Code of Practice and their placement is determined through the statutory assessment process or an annual review of their EHCP. All schools are consulted before being named on a pupil's Educational Health and Care Plan and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a school is named on an Educational Health and Care Plan this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school. Parents/Carers who wish to transfer their child from a setting named in the Education Health and Care Plan must seek approval to do so via the Local Authority that issued the plan before applying for an In-Year transfer.

## **7. 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 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

### **7.1 Full-time schooling**

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

### **7.2 Summer Born Children**

Parents of summer born children may request that they are admitted into reception rather than year one when they become of compulsory school age. Applications will be considered as set out below (see admission of children outside their normal age group 7.3).

### **7.3 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 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 Schools LGB committee 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 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 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; <https://www.somerset.gov.uk/education-and-families/starting-school-early-or-late/>

### **8. Appeals**

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 available on the Somerset LA website by 28 February each year.

The Independent Appeal Panel's decision is legally binding for all parties concerned. Appeals should be submitted in writing within 20 school days from the date of notification that their application was unsuccessful

Where there is concern that the appeal process has not been properly administered in accordance with the [School Admission Appeals Code](#), a complaint may be raised with the Education and Skills Funding Agency for further consideration.

### **9. The Local Authority**

Team/Service: Admissions & Entitlements Team  
Somerset County Council  
County Hall  
Taunton  
TA1 4DY  
Email: [schooladmissions@somerset.gov.uk](mailto:schooladmissions@somerset.gov.uk)  
Telephone: 0300 123 2224



# Frome College

## Published Admission Number and admission limit

The Published Admission Number for year 9 and the admission limit Years 9 to 11 is **366**

The Local Governing Body (LGB) reserves the right to admit over this limit providing it will not prove detrimental to the learning of pupils. .

## Over Subscription Criteria

Following the admission of any children with an Education, Health and Care Plan (EHCP) naming the school, the LGB will consider all other applications. If the number of applications for admission exceeds the Published Admission Number (PAN), or admission limit for the year group concerned, the LGB will apply the following Oversubscription Criteria to every application received and rank children in priority order, admitting up to the PAN or admission limit and refusing all other applications.

1. Looked After Children –
  - a. A 'looked after child' is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions, in England.or
  - b. A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.
2. Children without an Education, Health and Care Plan (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..
  - a. 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 (e.g. 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.
3. Children living in the catchment area, with a sibling at the school at the time of the application closing date, and who live at the same address.
4. Children living in the catchment area
5. Children living outside the catchment area, with a sibling at the school at the time of the application closing date, and who live at the same address
6. Children not satisfying a higher criterion

## Contact Information

Frome College,  
Bath Road,  
Frome  
BA11 2HQ

Principal: Emma Reynolds  
School website: [www.fromecollege.org](http://www.fromecollege.org)  
Telephone: 01373 465353  
Email: [office@fromecollege.org.uk](mailto:office@fromecollege.org.uk)



## Leigh on Mendip Primary School

<b>1.0</b>	<b>General information</b>
1.1	The School
	Leigh on Mendip Primary School recognise and value the uniqueness of every child, helping all to achieve their best within a happy, secure and creative environment. We aim to teach children to learn skills, knowledge and develop concepts which will enable them to grow into positive, responsible people who can work and co-operate with others and are better equipped for life in today's rapidly changing society.
<b>2.0</b>	<b>The Oversubscription Criteria</b>
	<ol style="list-style-type: none"> <li>1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who, at the time of application, is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22 (1) of the Children Act 1989 applies)</li> <li>2. Children living in the catchment area who have a sibling attending Leigh on Mendip Primary School at the time of application, who will still be on roll at the time of admission and who lives at the same home address.</li> <li>3. Children living in the catchment area.</li> <li>4. Children living outside the catchment area who have a sibling attending Leigh on Mendip Primary School at the time of application, who will still be on roll at the time of admission and who lives at the same home address.</li> <li>5. Children eligible to receive a pupil or service premium at the time of application.</li> <li>6. Children attending Robins Pre-school at Leigh on Mendip School.</li> <li>7. Children of permanent staff who have been employed by the School for a period of no less than two years on the application closing date.</li> <li>8. Children not satisfying a higher criterion</li> </ol> <p>Notes:</p> <ul style="list-style-type: none"> <li>• The Supplementary Information Form must be completed and submitted in conjunction with the school place application, where the applicant wishes the child to be considered against Criterion 4 in the event of oversubscription (refer to section 4.2 of these admission arrangements)</li> </ul>
2.1	Supplementary Information Form (SIF)
	A Supplementary Information Form (SIF) is provided on the <a href="#">school website</a> . This is used to collect information required in order to evidence that a child qualifies against oversubscription Criterion 3. The SIF <u>must</u> be completed and submitted in accordance with the instructions, in order for the oversubscription criterion to be applied to prioritise applications if necessary. In some cases, a member of the Admissions Authority, or an appointed agent, may need to contact the parent to discuss the information submitted on the SIF.
<b>3.0</b>	<b>Key contact details</b>
	<p>Leigh on Mendip School          Leigh Street          Leigh on Mendip          Radstock          Somerset          BA3 5QQ</p> <p>Executive Head: Dan Turull          Telephone: 01373 812592          School website: <a href="http://www.leighonmendipschool.co.uk/">http://www.leighonmendipschool.co.uk/</a>          School Office: Email: <a href="mailto:office@leighonmendipschool.co.uk">office@leighonmendipschool.co.uk</a></p>





## Trinity First School

Trinity First School is a happy, nurturing school in which pupils and adults have a caring and considerate attitude towards one another. There is a strong Christian ethos of acceptance within the school. We recognise and value the uniqueness of every child, helping everyone to achieve their best within a safe, secure and creative environment.

We aim to enable children to learn skills and knowledge and to develop concepts that will help them grow into positive, responsible people who are well equipped for life in today's ever changing society. The school enjoys an excellent reputation for providing a broad, balanced, challenging and creative curriculum, made possible by our highly committed and hardworking team of teachers, support staff, parents and governors.

Admissions criteria for the school are as follows:

Where there are more applications received than there are places available within the required year group, the Governing Body will consider all **on time** applications against the criteria as set out below.

- 1) Looked after children
  - a) A 'looked after child' is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions, in England.  
**or**
  - b) A 'previously looked after child' is a child who was looked after (in England), but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Trust Board to have been in state care outside of England care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted.
- 2) Children who have a sibling attending Trinity First School at the time of application, who will still be on roll at the time of admission and who live at the same home address.
- 3) Children of permanent staff at the school
- 4) Children who live closest to the school as measured in a direct line.

### Additional Notes

To be considered under the above criteria parents must have named the school as a preference. Under the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

If under all the above criteria any single category resulted in oversubscription, those living closer to the preferred school would receive the higher priority. Where there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants the place(s) will be allocated by random allocation.

### Monitoring and Review

The Governing Body will monitor this admissions policy and it will be reviewed every year or sooner if required.

### CONTACT DETAILS:

Trinity First School  
Nunney Road  
Frome  
BA11 4LB

Headteacher: Amanda Seager  
School website: [www.trinityfirstfrome.co.uk](http://www.trinityfirstfrome.co.uk)  
Telephone: 01373 461949  
Email: [office@trinityschoolfrome.org.uk](mailto:office@trinityschoolfrome.org.uk)

Appendix A	Glossary and Definitions
<b>Admission Authority</b>	The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, this body is the local authority unless it has agreed to delegate responsibility to the governing body. For foundation or voluntary aided schools, this body is the governing body of the school. For academies, this body is the Academy Trust
<b>Admission Arrangements</b>	The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.
<b>Published Admission Number (PAN)</b>	The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's Admission Arrangements.
<b>Admission Limit</b>	A non statutory limit applying to year groups other than the year(s) of entry which indicates the number of places to be offered, usually determined according to the level of resource available.
<b>Common Application Form (CAF)</b>	The form parents complete, listing their preferred choices of schools, and then submit to local authorities when applying for a school place for their child as part of the local coordination scheme, during the normal admissions round. Parents must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow parents to express a higher number of preferences if they wish.
<b>Composite prospectus</b>	The prospectus that a local authority is required to publish by 12 <sup>th</sup> September in the offer year. This prospectus must include detailed admission arrangements of all maintained schools in the area (including admission numbers and catchment areas).
<b>Coordinated Scheme</b>	All local authorities are required to coordinate the normal admissions round for primary and secondary schools in their area. Schools can take in-year applications directly from parents, provided they notify their local authority of each application and its outcome. Each local authority must produce and publish a Coordinated Admissions Scheme.
<b>Home Local Authority</b>	A child's home local authority is the local authority in whose area the child resides.
<b>In-year admission application</b>	A school admission application submitted in connection with a place required at any time during the academic year. In most cases and where the local authority has chosen not to coordinate in-year applications, the application form will be submitted directly to the school concerned.
<b>Maintaining Local Authority</b>	The area in which a school is located is referred to as the maintaining local authority
<b>National Offer Day</b>	The day each year on which local authorities are required to send the offer of a school place to all parents of secondary age pupils in their area. <b>For primary pupils, offers are sent out on or about 16<sup>th</sup> April and secondary on or about 1<sup>st</sup> March.</b> The specific date will be published in the home local authority Composite Prospectus.
<b>Offer Year</b>	The school year immediately preceding the school year in which pupils are to be admitted to schools under the Admission Arrangements in question. This is the school year in which the offers of school places are communicated.
<b>Oversubscription Criteria</b>	This refers to the published criteria that an Admission Authority applies when a school has more applications than places available in order to decide which school has more applications than places available in order to decide which children will be allocated a place.
<b>Reception Class</b>	Defined by Section 142 of the SSFA 1998 as a class in which education is provided which is suitable for children aged five and any children who are under or over five years old whom it is expedient to educate with pupils of that age.
<b>Relevant Age Group</b>	The age group to which children are normally admitted. Each relevant age group must have admission arrangements, including an admission number. Some schools (for example schools with sixth form which admit children into the sixth form) may have more than one relevant age group.
<b>School Year</b>	The period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July, as defined by Section 579 of the Education Act 1996.
<b>The 'normal admissions round'</b>	The period during which parents are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus on 12 <sup>th</sup> September, with the deadlines for parental applications of <b>15<sup>th</sup> January for primary places</b> and <b>31<sup>st</sup> October for secondary places</b> , and subsequent offers made to parents on National Offer Day.