



Bishop Fox's

High Standards & High Expectations

Tel: 01823 289211 Email: office@bishopfoxs.co.uk Website: www.bishopfoxs.co.uk

Admissions Arrangements for 2027/2028 Academic Year

These admission arrangements apply to all applications for admission to Bishop Fox's School for Year 7 entry in September 2027 and any in-year applications from 1st September 2027.

Introduction

The Admissions Authority for Bishop Fox's School is the Board of Trustees.

The Board of Trustees delegate the day to day running of the annually reviewed policy to the Head Teacher.

An Admissions Committee of Trustees is responsible for taking all admission decisions for children transferring school in Year 7 and for joining the school during the academic year.

Somerset Local Authority (LA) is responsible for co-ordinating all applications for children who transfer school. These admissions arrangements should be read in conjunction with Somerset's published co-ordinated Admissions Scheme for September 2027.

The published Admission Number

The Board of Trustees has set an Admission Number of two hundred and thirty (230) for the year of entry.

Applying for a School Place

In order to be considered for a place at Bishop Fox's School, an appropriate application form must be completed. Applications can be made on-line at www.somerset.gov.uk/admissions or paper forms can be obtained from Somerset LA. In-year application forms are available from the school.. All places will be allocated strictly in accordance with the National Equal Preference with Ranking Method.

Applications for Year 7 in 2027

The closing date for Year 7 applications in September 2027 is 31st October 2026. Outcomes will be sent by the LA on behalf of the school by e-mail or second class post on the published outcome date 1st March 2027.

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.

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. The school will have a weekly deadline for applications and applicants will receive a written response within ten (10) school days following receipt of the application. Where a school place is *offered* it will be held open for fourteen (14) school days and applicants will need to confirm acceptance within this time.

Oversubscription Criteria

Where there are more applications received than places available within the Published Admission Number or Admission Limit, the following criteria will be applied to determine how the places will be allocated.

The school will be required to admit any child with an Education, Health and Care plan, if the statement names the school, then:

1. Looked After Children and Children Previously 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 or special guardianship order. Previously looked after children also includes children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. (See important notes)
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.
 - a) Children of permanent staff employed at the school for at least two years prior to the application closing date.
 - b) Children of staff recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children living in the catchment area.
5. Children living outside the catchment area, with a sibling at the school at the time of admission and who live at the same address.
6. Children not satisfying a higher criterion.

Important notes

A looked after child is a child who is (a) in the care of a LA, or (b) being provided with accommodation by a LA in the exercise of their social services functions (see the definition in 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 child arrangement 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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Relevant evidence will be required to be submitted.

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. In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement. 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 admission authority.

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 the Published Admission Number, a place(s) will be allocated above the Published 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 Board of Trustees and will be maintained until the end of the academic year. Where places become available within the Admission Number/Limit they will be allocated to the highest ranked eligible child on the maintained list. (Children who are the subject of a direction by a LA 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 school 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/guardian 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 ten (10) days having explained that the offer may be withdrawn if they do not.
- A child has not started at the school within twenty-one (21) days of an agreed in-year admission start date.

Requests for Admission Outside Normal Age Group

Parents may request permission for admission to a year group outside their normal age group, which may be above or below. However, this is not an absolute right. The request must be considered by the Admission Committee which must decide whether to agree it in principle, or refuse it, taking into account the factors set out below. Applications for admission outside normal age group must be made on the online form on the LA webpage "Delayed or Accelerated School Admission".

The Admission Committee make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the parents' views, the Headteacher's views, information about the child's academic, social and emotional development, the child's medical history and the views of their medical professionals, whether they have previously been educated or attended Reception out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. This is not an exhaustive list, and parents may put forward other matters for consideration.

The application will be considered and the admission authority will contact the parent with the decision in writing including any reasons for refusal if applicable.

Parents do not have a statutory right of appeal against a refusal of a request for admission outside normal age group, however they may complain to the school about the outcome under its published Complaints Policy if they wish.

Where an admission authority agrees to a parent's request for their child to be admitted out of their normal age group the parent must apply for that year group according to the published timescales. If a school place application is submitted after the closing date it will be considered as late and processed according to the relevant timescales.

Children from Outside the UK

The school will treat applications for children coming from overseas in accordance with Home Office rules for foreign nationals. This is the most recent guidance; <https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children>

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 school will endeavour to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children as set out in the Armed Forces Covenant. 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 (eg 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 (eg MOD, FCO or GCHQ) declaring a relocation date and intended address, the admissions authority will process the application on the 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/guardian 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. The child's home address is defined below. It is the address meeting this definition that must be stated in the application, and which will be used when processing the application. The child's home address is the residential (not business) address at which they will normally live and sleep for more than 50% of their time from Sunday to Thursday night each week during term time, at the time of their application. The home address will usually (but not always) be the address at which the child is registered with their GP, hospital, dentist and/or optician, at the time of application. Where the child resides with more than one parent and there is a factual 50% split between the time described above, the home address will be that used in the application.

Parents will be expected to provide satisfactory documentary evidence of the child/ applicant's home address, and/or the home address of others (e.g. siblings,) where appropriate. This may include family court orders setting out child arrangements and/or proof of ownership and renting. Where the family owns or rents another property, additional documentary evidence that the address stated in the application is the child's permanent home address may be requested.

If the child/sibling moves address during the course of the application process, Somerset Council, and (if different) their home Local Authority must be notified as soon as possible, and provided with satisfactory documentary evidence that the new address meets the definition, and of the expected moving date. Applications are welcomed for the admission of the children of UK Armed Forces personnel and Crown Servants. Please see information under “**Children of UK Service Personnel**” for further details in relation to home address.

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 (6) month tenancy agreement. The Board of Trustees 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.

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.

Parents/Guardians

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).

Staff Members

A person that is a full or part time employee with a permanent contract of employment with Bishop Fox's School.