



Huish Episcopi Academy

The best in everyone™

Part of United Learning

PROPOSED Admissions Arrangements 2027-2028

Summary of consultation

The proposed change within this policy includes the additional subsection 'parental disputes' on page 6, and we have proposed to lower our PAN to 240. This is due to a decline in demographics.

Huish Episcopi Academy Admissions Arrangements 2026-27

Admission Arrangements for admissions to Years 7 and 12 in September 2027 or joining a year group during 2027/28 academic year.

Introductory statement

Huish Episcopi Academy is an 11-18 school in Somerset. The school is a co-educational secondary academy with a sixth form. The school is part of United Learning¹.

Huish seeks to bring out 'The best in everyone'. The school serves all children in the local community. All children will be admitted without reference to ability or aptitude. There are no faith criteria as part of the admissions policy. Children from families of all faiths, or none, are very welcome.

At Huish we strive to enable all our students to develop their potential to the full. We have high expectations of them and work hard to provide the support and opportunities they need in order to grow into confident and mature young people. Our Academy is a safe and caring environment in which students are helped to develop individual responsibility and consideration for others, as they prepare for the challenges of adult life. To this end we have a very clear focus upon learning and upon academic achievement, which hold the key to future success and fulfilment.

Published Admission Numbers

- The school has an admission number of 240 for entry in Year 7 in September 2027.
- The school has an admission number for external students to Year 12 of 20.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, places will be offered at the school to all those who have applied.

Admissions Committee

United Learning is the overarching Admissions Authority for all schools within the Trust. Through the Trust's governance structures, responsibility for Admissions at the Academy rests with the Academy's Local Governing Body, who have established an Admissions Committee to oversee Admissions.

Year 7 Places - Application process

Huish participates in Somerset Council's process for co-ordinating school offers. This means you will need to complete the local authority common application form which can be found here <https://www.somerset.gov.uk/children-families-and-education/applying-for-school>. If you reside outside of Somerset you will need to apply via your own local council's website (under School Admissions).

Oversubscription criteria (Year 7-11)

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order²:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship

¹ United Learning is a multi-academy trust. For more information about the trust visit www.unitedlearning.org.uk

² Please also refer to the Notes section

order, including children who appear (to the trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted. See Note A.

2. Children without an Education, Health and Care Plan (EHCP) whose school placement has been identified by a multi-agency professional team as being necessary for their exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the school with the application, a child's medical or social needs cannot be considered. See Note B.
3. Children whose home address is in the designated Academy catchment area (please see Annex B for a map of the Academy's catchment area), with a sibling on roll at the Academy at the time of application – see Notes C, D and E.
4. Children whose home address is in the designated Academy catchment area (see Annex B) plus Note C and E.
5. Children who attend one of the Academy's partner primary feeder schools:
 - Charlton Mackrell C of E VC Primary School
 - King Ina C of E Academy
 - Long Sutton C of E VA Primary School
 - High Ham C of E VC Primary School
 - The Federation of Middlezoy and Othery Village Schools
 - Huish Episcopi Primary School
 - Curry Rivel C of E VC Primary School
 - Curry Mallet C of E VC Primary School
 - Hambridge Community Primary School
 - Kingsbury Episcopi Primary School
 - Stoke St Gregory Primary School
6. Children whose home address is outside the designated Academy catchment area, with a sibling on roll at the Academy at the time of application. See Notes C, D and E.
7. Children of staff who have been either;
 - a) employed at the Academy for at least 2 years before the date of application
 - b) recruited to fill a vacant post for which there is a demonstrable skill shortage.
8. Children who are eligible for the Pupil Premium as of the application closing date. Applicants will need to complete the Supplementary Information Form (SIF) in order to demonstrate their eligibility for the Pupil Premium. The SIF will need to be completed with evidence attached and submitted with the application form. See Note E.
9. Children who are eligible for the Service Premium as of the application closing date. Applicants will need to complete the Supplementary Information Form (SIF) in order to demonstrate their eligibility for the Service Premium. The SIF will need to be completed with evidence attached and submitted with the application form. See Note E.

10. All other applicants, prioritising those who live closest to the Academy.

Tie-break

If in categories 2-10 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. We use the distance between the child's permanent home address and the school, measured in a straight line using a Geographic Information System (GIS) – see Note D.

If there are insufficient places to accommodate all applicants and after using all oversubscription criteria, applicants for the final place(s) cannot be split, the remaining place(s), will be allocated using a random allocation process (carried out by Somerset Council on the Trust's behalf) if the distance between a child's home and the academy is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. When considering twins, triplets or other multiple births places, where the final place available was offered to a twin, triplet or multiple birth, a place will be offered above the published admission number to the other twin, triplet or multiple birth children whose twin, triplet or multiple birth was offered a place within the admission number.

Late applications

All applications received by the school after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

Admission of children outside of their normal age group

Parents may request that their child is admitted outside their normal age group, either due to being summer born or for any other reason specific to the child's circumstances, such as ill-health.

To apply for admission outside of the normal age group, parents should include a request with their application, specifying why admission out of normal year group is being requested. When such a request is made, the Admissions Committee of the Academy 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 Principal and any supporting evidence provided by the parent. When informing a parent of their decision on the year group the child should be admitted to, the Admissions Committee will set out clearly the reasons for their decision.

Summer born children

Parents applying for a place for summer born children who are already educated out of their normal age group, need to contact the school Huishadmissions@hea.ac.uk at the beginning of Year 5 if they want this to continue, and before the normal admissions round closes on 31 October. The school will respond as soon as possible and before secondary national offer day, in line with DFE guidance: [Guidance on handling admission requests for summer born children - GOV.UK](#)

Where the Academy agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group as part of the main admissions round (Year 7) the local authority and Academy will process the application as though it were any other application made as part of the main admissions round, and the same oversubscription criteria shall apply. Where the application falls outside the main admission round, then the in-year admission process shall apply (see below).

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the Academy, but it is not in their preferred age group.

Sixth Form Admissions – Year 12 (for external applicants)

Admissions to Huish Academy Sixth Form are managed by the Academy's Admissions Committee – (see Annex B) rather than the Local Authority.

Huish Episcopi Sixth Form application forms can be found here: [Huish Episcopi - Apply/Admissions](#) and must be completed and submitted no later than the dates explained on the [website](#), typically no later than 31 January in order to secure your preferred subjects. Late applications cannot be administered until all on time applications have been considered. Although we will still consider these in due course, we may not be able to guarantee the first choice of subjects.

All students must meet the entry criteria published on the school's website. The criteria is the same for internal and external students.

If more than 20 external students apply and meet the entry criteria, the places will be allocated in line with the oversubscription criteria set out below. If fewer than 110 of the academy's own Year 11 students apply to continue their post-16 studies at Huish, the number of external students that may be admitted may increase until Year 12 is full at 130 students.

Sixth Form Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan naming the school (who meet the entrance criteria), priority for admission will be given to those children who meet the criteria set out below, in priority order³:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order, including children who appear (to the trust) to have been in state care outside of England and ceased to be in state care as a result of being adopted. See Note A.
2. Children without an Education, Health and Care Plan (EHCP) whose school placement has been identified by a multi-agency professional team as being necessary for their exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the school with the application, a child's medical or social needs cannot be considered. See Note B.
3. Children living in the designated Academy catchment area (please see Annex A for a map of the Academy's catchment area), with a sibling on roll at the Academy at the time of application – see Note C, D and E.
4. Children living in the designated Academy catchment area (see Annex A) plus Note C and E.

³ Please also refer to the Notes section

5. Children living outside the designated Academy catchment area, with a sibling on roll at the Academy at the time of application - see Note C, D and E.
6. Children of staff who have been either;
 - c) employed at the Academy for at least 2 years before the date of application
 - d) recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. All other applicants.

Provisional decision letters will be sent to applicants by email or second class post within 4 weeks of the application discussion. Applicants will receive confirmation of final allocated places by email or second class post sent out by 1 September, following the Admission Committee's assessment of examination results against published entry requirements, which are fully detailed on the school's website here: [Huish Episcopi - Huish Episcopi Sixth Form](#).

Applicants will need to confirm their request for a place on results day either in person at the Huish Episcopi Sixth Form Reception or by email to huishsixth@hea.ac.uk. Places which haven't been confirmed within 5 days of results day may be withdrawn.

In Year Admissions: Arrangements for Admitting Pupils outside of the normal admissions round

Applications outside of the normal admissions round are known as in-year admissions. In-Year Admissions to Huish Academy managed by the Academy's Admissions Committee – (see Annex A) rather than the Local Authority.

Applications for a place during the academic year must be made directly to the Academy office by completing the in-year application form available here: [Huish Episcopi - Admissions](#). This is available to download from the Academy website or can be collected from the Academy office. Completed application forms may be submitted to the Academy office at any time during the academic year. Proof of address needs to be submitted with the application form.

If the year group applied for has a place available, the child will be admitted unless there are reasonable reason(s) not to admit in accordance with Schools Admissions Code. If more applications are received than there are places available, the oversubscription criteria outlined above (Years 7-11) shall apply. If a place is offered it will be held open for 10 school days, during which time applicants will need to confirm acceptance of the offer. An agreed start date must be within 6 weeks from the date of the offer letter. If the student does not attend the Academy within 10 school days of the agreed start date the place will be withdrawn. Parents/carers whose application is turned down are entitled to appeal (see below).

Applications submitted during holidays will not be considered until the Academy is back in session.

Applications can be received at any time however, the school will not process in-year applications until **six weeks** before the intended start date. We will write to you within 15 school days, to notify you of the outcome of the application.

Waiting lists

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the school year.

This will be maintained by the Academy's Admissions Team. Any child/student whose application is not successful will have their name added to the waiting list in ranked order according to the published oversubscription criteria. Parents/students can request to be removed from the waiting list. Waiting lists will be maintained until the end of the academic year to which the application applies.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Children of UK Service Personnel

Applications can be considered in advance of moving into the area, if accompanied by an official government letter which declares a relocation date and a unit postal address or "quartermaster area" address. The Academy Governors endeavour to ensure that their admission arrangements support the School Admissions Code commitment to removing disadvantage for service children. For in year applications for children of UK service personnel and other Crown servants a place can be made available up to six months 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, a place may be allocated prior to actual residency only on receipt of exchange of contracts or a formal signed rental agreement. An exception can be 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 Governors will process the application on that address. If a home address is not available at this stage the governors will accept a unit postal address or quartermaster area address. The oversubscription criteria will still apply.

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.

Transport

Successful applicants who are offered a place at the Academy are not automatically entitled to free school transport. Somerset Local Authority is responsible for school transport and children's eligibility. If you require further information regarding school transport please contact Somerset Council: [Apply for school travel assistance](#).

Parental Disputes

Where more than one individual holds parental responsibility for a child, it is expected that all parties will reach agreement on school preferences prior to submitting an application.

The person submitting the application must confirm that:

- They have parental responsibility for the child.
- The application has the consent of all individuals with parental responsibility, or
- They hold a relevant court order authorising them to make the application independently.

If the school or local authority becomes aware of a dispute—for example, if conflicting applications are received or a challenge is raised by another parent—the application may be put on hold while the following steps are taken:

- Verification of Parental Responsibility: Parents may be asked to provide documentation (e.g. birth certificate, court order).

- Court Orders: If a court order exists, the school will act in accordance with its terms.
- No Agreement or Court Order: If both parents have parental responsibility and no agreement or court order is in place, the application will not be processed until:
 - Written agreement is received from all parties, or
 - A court order is provided.

If a place has already been allocated based on an application later found to be disputed or misleading, the offer may be withdrawn in accordance with the School Admissions Code.

The school's Admissions Committee and Admissions Team, and / or the Local Authority's Admissions Team cannot mediate or take sides in parental disputes. Parents are advised to seek legal advice or mediation to resolve disagreements.

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. The appeal panel will be independent of the Academy. The arrangements for appeals will be in line with the School Admissions Appeals Code published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code and will be binding on all parties.

Appellants should file an appeal via Somerset Council, with further information set out here: <https://www.somerset.gov.uk/children-families-and-education/applying-for-school/>

If appellants decide to appeal, they will receive an advance notice of the hearing date. They will be invited to attend the appeal. The hearing will be conducted as informally as possible, and there will be an opportunity for parents/carers to put forward their case and ask questions. If the appeal is refused, the Local Governing Body will not consider a further appeal for admission in the same academic year, unless there is a significant material change in circumstances of the parent or child.

Withdrawal of places

Places may be withdrawn from the academy if:

- An address used to support an application is subsequently found to be fraudulent or misleading.
- A child has not started at the school within 10 school days of an agreed admission start date.

Fair Access Protocol

Huish Episcopi Academy participates in the In-Year Fair Access Protocol managed by Somerset Council in order to minimize the number of students who are at risk of underachievement by being out of school. This is reviewed by the local Admissions Forum on a regular basis.

Notes:

A: Looked After Child:

“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 “previously a Looked After Child” means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy Trust what evidence is required. The final decision will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy Trust what evidence is required. The final decision will be made by the Academy Trust. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy Trust may refuse to offer a place, or if already offered, may withdraw the offer.

B: Medical and Social Need:

‘Social need’ does not include a parent’s wish that a child attends the school because of a child’s aptitude or ability or because their friends attend the school. ‘Medical need’ does not include mild medical conditions.

C: Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child’s residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If the parents cannot agree a decision the matter must be referred to the courts. The Academy will not make a decision to determine the home address.

Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. The only exceptions are children of UK service personnel and crown servants returning from overseas. The Admissions Authority reserves the right to seek further documentary evidence to support your claim to residence.

It should also be noted that an address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place.

A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

The School Admissions Team, County Hall, Taunton must be informed of any change of address during the cyclical admissions procedure. The Academy must be informed if there is any change of address during an in-year admission application.

Legislation and guidance states that only one offer per child is made by the Local Authority. Therefore, where separated parents submit separate applications for their child the Local Authority can only offer one place. In this situation we will require parents to resolve matters between themselves. If an agreement cannot be reached parents may wish to seek legal advice. The Academy will not become involved in private disputes.

C: Sibling:

‘Sibling’ means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

D: Distance:

To determine distance from the school we will measure the distance between a child’s permanent home address and the school. This will be done in conjunction with Somerset Council, we will use their system to measure distance to ensure alignment with their wider role in admissions.

The distance between the child’s permanent home address and the school will be measured in a straight line using a Geographical Information System (GIS). A point within the child’s home and the point defined as within the school will be specified and the distance measured. The same address point on the school site is used for everybody. The 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.

Distances will be measured in accordance with the practices set out by Somerset Council.

E: Pupil Premium and Service Premium:

Applicants will need to complete the Supplementary Information Form (SIF) in order to demonstrate their eligibility for criterion 8 or 9. The SIF will need to be completed with evidence attached and submitted at the same time as the school place application.

CONTACT INFORMATION

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Somerset Local Authority Access, Admissions and Entitlements Team Access & Additional Learning Needs Inclusion Somerset

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Somerset TA1 4DY

www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/

Email: schooladmissions@somerset.gov.uk

Telephone: 0300 123 2224

Annex A – Map of Huish Episcopi Academy catchment area

Somerset County Council have an online map showing catchment areas for schools which can be found at: <https://www.somerset.gov.uk/education-and-families/school-catchment/>

PROPOSED