2028/2029 School Admission Arrangements
Somerset Schools

The Wessex Learning Trust are consulting on their proposed admission arrangements for Somerset Schools for the year 2028/2029. Proposed changes from the existing arrangements include:

- Reducing the Planned Admission Number (PAN) for St Cuthbert's Infant School to 45 (currently 60). The reduction is in line with the Somerset population forecast and is to support the numbers currently within the school as well as for future planning purposes.

Our consultation period will run from 1 December 2026 to 19 January 2027 and you are invited to provide any comments you may wish for consideration on the proposed arrangements by the end of the day 19 January 2027. Final arrangement will be determined by 28 February 2027 and will appear on the Trust website following this.

Comments are not being sought for the rest of the arrangements in this document.

Comments should be sent to the Wessex Learning Trust office by email consultation@wessexlearningtrust.co.uk or by post to:

Wessex Learning Trust

Station Road

Cheddar

Somerset

BS27 3AQ

1. Introduction - The Wessex Learning Trust

1.1 The Wessex Learning Trust is a forward-looking family of academies working in partnership to provide the highest quality of education within an environment that promotes care, respect and responsibility. It sets high standards in all aspects of school life. Admission applications are welcomed on behalf of any child.

1.2 In accordance with the requirements of the 2021 School Admissions Code, the Wessex Learning Trust has developed and published these Admission Arrangements to help explain the admission application process clearly and comprehensively, so that parents/carers and children are suitably informed when choosing and applying for a preferred school setting. Every admission application received will be administered in a fair and equitable way, in strict accordance with published policy and practice.

1.3 The 'day to day' management of school admissions is delegated to an Admissions Committee established within each academy. If you would like to discuss your specific requirements or need further help with any aspect of the school admissions process, please contact the preferred academy. It is recommended that you also visit the academy websites which provide a lot of useful information about the Wessex Learning Trust community and curriculum.

1.4 These Admission Arrangements apply for the following academies which are affiliated to the Wessex Learning Trust:

Academy	**Published Admission Number (PAN)**	**Website** (see Part 7 for full contact details)
Axbridge C of E First School	Year R: 30	www.axbridgefirstschool.co.uk
Brent Knoll C of E Primary School	Year R: 19	www.brentknollprimaryschool.org.uk
Cheddar First School	Year R: 60	www.cheddarfirstschool.co.uk
Crispin School Academy	Year 7: 224	www.crispinschool.co.uk
Croscombe C of E Primary School	Year R: 12	Croscombe Church of England Primary School
Draycott and Rodney Stoke C of E First School	Year R: 18	www.drsfirstschool.co.uk
East Brent C of E First School	Year R: 12	www.eastbrentcofeacademy.co.uk
Elmhurst Junior School	Year 3: 60	www.elmhurstjuniorschool.org.uk
Fairlands Middle School	Year 5: 127	www.fairlandsmiddleschool.co.uk
Hugh Sexey C of E Middle School	Year 5: 150	www.hughsexey.com
Kings of Wessex Academy	Year 9: 270 Year 12: 15	www.kowessex.co.uk
Lympsham C of E Academy	Year R: 18	www.lympshamcofeacademy.co.uk
Mark C of E First School	Year R: 30	www.markfirstschool.co.uk

Shipham C of E First School	Year R: 16	Shipham C of E First School
St Cuthberts C of E Infants and Preschool	Year R: 45	www.stcuthbertsinfantswells.co.uk
St Cuthberts C of E Junior School	Year 3: 45	www.stcuthbertsjuniorswells.co.uk
Stoke St Michael Primary School	Year R: 7	www.stokestmichaelprimary.co.uk
Weare C of E First School	Year R: 30	www.weareacademy.co.uk
Wedmore First School Academy	Year R: 30	www.wedmorefirstschool.org.uk

This document is set out under the following headings:

2. General Information
3. Applying to start school in Reception or for transfer to Year 3, Year 5, Year 7 or Year 9 in September 2028
4. Applying for transfer to **Year 12** (joining the Sixth Form) at The Kings of Wessex Academy
5. Applying to change School 'In-Year'
6. The Oversubscription Criteria
7. Lodging an Appeal
8. The catchment area
9. Contact details

Appendix A: Glossary and Definitions

2. General Information

2.1 The statutory basis of School Admission Arrangements

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 and are reviewed and published annually by the Wessex Learning Trust (the Admission Authority). Should the Trust propose to alter these Admission Arrangements (other than for matters of statutory compliance), a public consultation will be conducted in accordance with the procedure specified in the 2021 School Admissions Code. Any concerns regarding statutory compliance, fairness or equality of local policy/practice, should be directed to the Wessex Learning Trust. If the matter cannot be resolved locally, a complaint may be raised with the Office of the Schools Adjudicator (see Part 9 for contact details).

2.2 Who can apply for a school place?

A parent, registered carer, or other person/organisation that has responsibility for the child concerned (referred to throughout this document as 'the parent') may submit a school admission application on behalf of that child for any United Kingdom (UK) state funded school.

2.3 The child

Any child aged four and above who resides within the UK has a right to receive full- time education at a United Kingdom (UK) state funded academy/school.

2.4 The home address

A child's permanent home address is considered to be where the child spends the majority of their time with parents or carers. (Please see shared care arrangements information below).

Documentary evidence of home ownership or suitable rental agreement may be required, together with proof of permanent residence at the property concerned. Places cannot be allocated on the basis of an intended future address, unless the house move can be confirmed through the formal 'exchange of contracts' or the signing of a minimum of a six month formal tenancy agreement from a letting agency. Please note private letting agreements may not be accepted as proof of residence. An address change due to a move to live with other family members or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required e.g. proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice. The Local Authority 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 Local Authority may carry out a home visit/s without prior notice to verify a pupil's home address.

An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. Fraudulent claims relating to the home address of a particular child may lead to the withdrawal of any offer of a school place.

The Local Authority and/or Admissions Authority must be notified of any change of address during the admissions procedure.

2.5 Shared care arrangements

Where shared care arrangements are in place and parents/carers of the child submit two separate applications for different schools, the Admissions Authority 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, parent/carers will be asked the number of days each week the child spends with them. The Admission Authority may also ask for evidence of which parent/carer was in receipt of child benefit at the point of application. If the parent/carer is not in receipt of child benefit, the Admission Authority will ask for proof of the child's home address as held by the doctor's surgery at the point of application. If the child's home address cannot be verified the Admission Authority reserve the right to request further documentary evidence to support any claim of permanent home address.

2.6 Siblings

The oversubscription criteria set out in section 6.2 of these admission arrangements includes criteria which relate to children with a sibling attending the preferred school.

If a parent would like their child to be prioritised against one of these sibling criteria, the sibling's details must be provided on the admission application form. The named sibling can be a full, half or adopted brother or sister, or another child, who lives 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.

The Published Admission Number/Admission Limit will be exceeded 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 if the Admission Number/Limit was adhered to.

2.7 Children from overseas

The Admission Authority will treat applications for children coming from overseas in accordance with Home Office rules for Foreign nationals. This is the most recent guidance;
School applications for foreign national children and children resident outside England - GOV.UK

2.8 Waiting lists

When an admission application is refused, the child's name will be entered onto a waiting list for the required year group, which will be maintained until the end of the school year in question and then shut down. Names are held on waiting lists in strict, ranked order, which indicates how the child qualifies against the published oversubscription criteria. Each time a name is added, the waiting list will be reranked. If a place becomes available in the required year, 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, offered and declined, or the parent requests in writing that the school removes their child's name.

2.9 Misleading or false information

If the Admission Authority becomes aware that a school place has been secured for a child due to the provision of misleading or false information, it will consider withdrawing the offer, or where a child has already started to attend the school, may remove the child from the school roll. Before doing so, the circumstances of the case will be discussed with the parent/carer and, where required, the application will be considered afresh, taking account of any new information.

3. Applying to Start School in Reception or for Transfer to Year 3, Year 5, Year 7 or Year 9 in September 2028

3.1 The Published Admission Number (PAN)

Applications to start or transfer school in September 2028 are considered by Local Authorities during the 'normal' admissions round which applies for new entry to school. A statutory Admission Number (PAN) must be published for the years of entry and for the Wessex Learning Trust these are set out in the introduction to

this document. The PAN indicates the number of places that can be offered within the resources available and, where appropriate, the need to maintain the size of infant classes within the requirements of Infant Class Size legislation (this limits Reception, Year 1 and Year 2 classes to no more than 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 the PAN set for the respective year of entry, every applicant will be offered a place for their child, without condition. If the total number of applications received exceeds the PAN, the Admission Authority will consider every application against the oversubscription criteria which is set out in section 6.2 of these Admission Arrangements. The Admission Authority will sort the applications into ranked order and identify a priority for the offer of places up to the PAN.

3.2 Submitting an Admission Application Form

For a child to start or transfer school in September 2028, the parent must complete the Common Application Form (CAF) available from the 'home' Local Authority. The application will be considered as 'on time' if it is submitted to the home Local Authority by the following dates/times:

Transferring to Year 7 or Year 9: **midnight on 31 October 2027**
Starting school in Reception or transferring to Year 3 or Year 5: **midnight on 15 January 2028**

The CAF may be completed and submitted using the Local Authority 'on line' procedure, or as a paper form. Full details concerning the application process, as well as information about the schools in the Local Authority area, are explained in the 'Composite Prospectus' document, which each Local Authority must make available on 12th September annually.

For those families who are resident in Somerset, the 'home' Local Authority is Somerset Council: www.somerset.gov.uk

For those families who are resident in North Somerset, the 'home' Local Authority is North Somerset Council: www.n-somerset.gov.uk

3.3 Late applications

If the application form is submitted to the home Local Authority after the relevant application deadline stated in section 3.2, it will be considered as 'late' and will not be administered until all on time applications have been processed. By this time, there may no longer be a place available at the preferred school(s). Some local authorities publish specific dates for a second admissions-round within which 'late' applications will be administered. Local Authorities must coordinate starting and transferring school applications until 31 August 2028.

3.4 Notifying the application decision

Parents/carers will receive an admission decision in writing from their home Local Authority on or about the following dates:

Transferring to Year 7 or Year 9: **1 March 2028**

Starting school in Reception or transferring to Year 3 or Year 5: **18 April 2028**

The method of informing the decision varies across local authorities but is set out in the Composite Prospectus issued by each authority.

3.5 Education Health and Care Plan (EHCP)

A place will be made available for any child who has an EHCP agreed between the Local Authority and the Wessex Learning Trust. The place will be made available at the academy named in the EHCP, above the PAN if places have already been offered up to this limit at that time.

3.6 Starting school in Reception on a full time basis

A child must attend school on a full-time basis from the term following the fifth birthday (compulsory school age). However, a parent/carer may apply for a child to start school for the first time in the September following their fourth birthday and, where a place is offered, may choose for their child to attend on a full-time basis from day one, even though not yet of compulsory school age.

3.7 Deferred entry to Reception and part time attendance

A parent may choose to defer a child's entry until later in the same school year, or to agree arrangements for the child to attend on a part time basis until they reach compulsory school age. However, it is not permitted to defer entry beyond the point at which the child reaches compulsory school age, or beyond the start of the last term in the school year. The Wessex Learning Trust operates a three-term year.

3.8 Summer Born Children

Parents/carers of summer born children (1 April – 31 August) 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).

3.9 Admission of children outside their normal age group

Parents/carers may request that their child is admitted to a year group outside their normal age range (delayed or accelerated admission / transfer), for instance where the child is summer born (between 1April and 31 August) or where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting their schooling.

When such a request is made, the Admission Authority will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned. The Admission Authority will take into account the parent's views and any supporting information provided and the views of the Headteacher. Also relevant is information about the child's academic, social and emotional development, where relevant, their medical history and the views of a medical professional, whether they have previously been educated out of their normal age group, whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Applications for delayed or accelerated entry or transfer must be made on the online form on the webpage Delayed or Accelerated Admission.

A written outcome will be sent including any reasons for refusal if applicable.

It is advised that an on-time school place application is also submitted for the correct chronological year group. If the delayed admission / transfer request is agreed, the on-time school place application can then be withdrawn.

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.

If a request for delayed admission is refused, the parent must decide whether to apply for a school place for the chronological age group, or to make an in year application for admission to year one for the September following the child's fifth birthday.

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

4. Applying for transfer to Year 12 (joining the Sixth Form) at The Kings of Wessex Academy

4.1 The Published Admission Number (PAN)

The statutory PAN for Year 12 is set out in the introduction to these Admission Arrangements. This indicates the number of places that can be offered for new entry to the Sixth Form, for students joining externally who pass the minimum Sixth Form academic entrance requirements. A place will always be made for Kings of Wessex Academy students who wish to move from Year 11 to Year 12, providing they meet these same entrance requirements.

4.2 Oversubscription

If there are more external applications received than places available (15), the oversubscription criteria set out in section 6.2 of these admission arrangements will be applied for every application received. The Admission Authority will sort the applications into ranked order and identify a priority for the offer of places up to the PAN, subject to examination results.

4.3 Timetable

a. A Sixth Form Open Evening will be held during October 2027 and this will be advertised including being advertised on the School website.

b. A Prospectus, and the 'Sixth Form' Application Form will be made available at the Academy Sixth Form Open Evening.

c. Completed application forms must be submitted directly to The Kings Academy Office to arrive by 4.30pm on 18 December 2027.

d. Decision letters will be issued to internal applicants by 25 March 2028 (At this stage, offers will be provisional, subject to achieving GCSE Sixth Form entrance requirements).

e. Confirmation of offers to external applicants will be notified following the outcome of examination results, at the end of August.

f. In the event of oversubscription (more external applications than places available) a waiting list of those students refused admission to Year 12 will be maintained until 31 December 2028.

4.4 Application Form

Applications for The Kings of Wessex Academy Sixth Form (Years 12 and 13) will only be accepted if they are made using the 'Sixth Form' Application Form which is available to download from the Academy website or as a paper copy upon request to the Academy Office. The Application Form will also be made available at the Sixth Form open evening.

4.5 Late applications

External applications for places in the Sixth Form, received later than 4.30pm on 18 December 2027 will not be processed until all 'on time' applications have been administered and provisional decisions notified by 25 March 2028. Late applications will be administered on a first come first served basis, at which time there may no longer be places available.

4.6 Minimum entrance requirements

The minimum academic entrance requirements for admission to the Sixth Form are clearly published on the Academy website annually from October 2027. These apply equally for internal and external applicants and evidence of examination results must be provided before the offer of any provisional place will be confirmed.

5. Changing school – The 'In-Year' application process

5.1 The Admission Limit

The Admissions Committee within each academy will set an admission limit for every year group other than the point of entry (for which a statutory admission number is published). Admission limits are set in accordance with the level of resource available and to ensure that as many places as possible can be offered without prejudicing *'the efficient delivery of education and/or the efficient use of resources'* or (where applicable) unlawfully breaching the statutory Infant Class Size limit. In determining admission limits, the Admissions Committee will take account of factors such as school budget, accommodation, class organisation, the specific needs of the children on roll and the wellbeing of pupils and staff. Consequently, admission limits may be varied from time to time and so the number of places that can be offered will alter accordingly.

5.2 Submitting an in-year application

The In-Year Application Form is available to download from each academy website or can be provided as a paper form via the academy offices. The Application Form may be completed and returned to the preferred academy at any time, although it will only be administered during school term time and within six school weeks of the place being required, unless the application is for a child from a Service family or the parent is a Crown Servant returning from overseas. In these circumstances, an application will be considered further in advance 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.

5.3 Applying for a year group other than the child's relative (chronological) age

The In-Year Application Form will usually be submitted for the year group associated with the child's age. However, a parent may apply for an alternative year group where they consider this would be in the best educational interests of the child concerned. The application must be accompanied with as much information as possible to support the case for 'delaying' or 'accelerating' the child.

The Admission Authority will decide on a 'case by case' basis whether to support the parent's request, taking account of the information provided and what is considered by the Admission Authority to be in the best educational interests of the child concerned. Where an application for a 'delayed' or 'accelerated' placement is refused, the Admission Authority will further consider whether a place can be offered in the child's relative age year group. The applicant will have the right to appeal the decision where a place cannot be offered in the relative age year group.

5.4 Notifying the admission decision

A decision letter will be issued to the applicant within 10 school days of receipt of the completed application form, unless it is decided that supplementary information is required before a decision can be taken. The applicant will be notified of the admission decision by first class letter post.

Whether a place can be offered in the required year group will depend on the circumstances at the school at the time the application is considered. The application will be refused where a further admission would impact negatively on the school and so prejudice *'the efficient delivery of education or the efficient use of resources'* or breach the statutory Infant Class Size Limit.

5.5 Accepting the offer of a place

The Wessex Learning Trust regularly receives applications for its academies, so where a place is offered, it is very helpful if the applicant can confirm acceptance of the offer (by letter or email) as soon as possible after receiving the decision letter. However, the offer will remain available for six school weeks from the date of the decision letter, at which point it is expected that the child concerned will be attending the academy. If the child is not on roll and regularly attending within this time frame, the Admission Authority will write to the applicant with a view to withdrawing the offer and making the place available for another child.

5.6 Applying the Fair Access Protocol

The Admission Authority is committed to 'Fair Access to school for every child'. Therefore, where an application is refused and the child concerned is not on roll or attending another school, the Admission Authority will consider whether the child identifies against any of the criteria set out in the Somerset Council Fair Access Protocol (FAP), which is published on the council website. Where this is the case, the Admission Authority will inform Somerset Council and provide a copy of the completed In-Year Application Form. This will enable the Council to decide whether to engage with the applicant and help secure a suitable educational placement without undue delay.

5.7 Children who are the subject of an Education Health and Care plan (EHCP)

If a child is the subject of an EHCP (formerly a Statement of Special Educational Needs) which names a specific school, their parent should consult the Local Authority that issued the EHCP, before applying for the child to change school. This Local Authority must be involved in the process of agreeing any change of school.

6. The Oversubscription Criteria

6.1 Oversubscription

If there are more applications received at any one time than there are places available within the preferred year group (oversubscription), the Admission Authority will consider every application received at that time against the oversubscription criteria set out in section 6.2 of these Admission Arrangements. This will enable the Admission Authority to sort the applications into ranked order and identify a priority for the offer of available places. The oversubscription criteria will also be applied where it is necessary to rank a waiting list.

6.2 The Oversubscription Criteria

(a) 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). Previously looked after children also includes 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

(b) Children of Staff who have been employed by the Wessex Learning Trust on a permanent contract at the academy to which the application relates, for at least two years prior to the submission of the admission application, or children of a newly recruited teacher, appointed to satisfy a demonstrable skills shortage at that academy.

(c) Children residing within the overall Wessex Learning Trust catchment area who, at the time of application, have a sibling on roll at the Academy for which the application has been submitted and who lives at the same home address.

(d) Children who reside within the catchment area of the Academy for which the application has been submitted or with a confirmed move to a home address within this catchment area, which can be evidenced at the time of application.

(e) Children attending a named feeder school within the Wessex Learning Trust (see notes below).

(f) Children who, at the time of application, have a sibling attending the Academy for which the application has been submitted and who lives at the same home address.

(g) Children who reside within the overall Wessex Learning Trust catchment area or with a confirmed move to a home address within this catchment area, which can be evidenced at the time of application.

(h) Children not satisfying a higher criterion.

Notes:

Refer to section 2.4 of these Admission Arrangements for the definition of 'home address.'

- Refer to section 2.6 of these Admission Arrangements for the definition of 'sibling'.

- Under Criteria 'b', priority will only be given to children of staff working at the school where the staff member is physically located. If the staff member works at a number of schools across the Trust, priority will be given to the school where the staff member works for the majority of the time.

- Catchment areas for Somerset schools can be viewed here School catchment

- For the purposes of criteria 'e' the named feeder schools are as follows;

Axbridge C of E First School, Brent Knoll C of E Primary School, Cheddar First School, Croscombe C of E Primary School, Draycott and Rodney Stoke C of E First School, East Brent C of E First School, Elmhurst Junior School, Fairlands Middle School, Hugh Sexey C of E Middle School, Lympsham C of E First School, Mark C of E First School, Shipham C of E First School, St Cuthberts C of E Infants and Preschool, St Cuthberts C of E Junior School, Stoke St Michael Primary School, Weare C of E First School and Wedmore First School.

6.3 Prioritising applications by distance measurement

In the event of oversubscription, applications are prioritised by ranking them against the oversubscription criteria until the Published Admission Number (PAN) or admission limit is reached (PANs are set out in the introduction to these Admission Arrangements). If this limit is reached part way through an oversubscription criterion and there are still some applications left to rank, there will be a need to further refine the order of the applications satisfying this 'cut off' criterion and those which qualify against a lower criterion.

The ranked order of these applications will be determined by calculating the distance between each child's home and the Academy concerned, with the shorter distance receiving the higher priority. 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.

6.4 Applying a tiebreaker

Where two or more distances are exactly equal and it proves necessary to sort the associated applications into ranked order, this will be decided by the drawing of lots. This activity will take place at the Academy and be supervised by a person entirely independent of the Wessex Learning Trust.

7. Lodging an Appeal

7.1 The legal right to an appeal hearing

The administration of school admission appeals is subject to a statutory procedure set out in the 2022 School Admission Appeals Code issued by the Department for Education. Any applicant whose admission application is formally refused is lawfully entitled to appeal this decision. The refusal letter issued on behalf of the Admission Authority will explain how an appeal may be lodged using the Appeal Form which is available to download from each academy website, or as a paper copy from the academy offices.

7.2 The Infant Class Size Appeal

The grounds on which an appeal panel can uphold an appeal are very limited where the decision to refuse admission was taken because the admission of a further child would breach the statutory Infant Class Size Limit. Section 4 of the 2022 School Admission Appeals Code specifies four conditions which an independent appeal panel must 'test' at an Infant Class Size appeal hearing. Appellants are advised to refer to this information when considering lodging an appeal.

7.3 The Appeals Timetable

The Wessex Learning Trust publishes an Appeals Timetable on each academy website by 28 February every year. This sets out the statutory time frame within which an appeal hearing must take place as well as the administrative timeframe within which the Trust undertakes to process an appeal lodged with any of its academies.

7.4 Complaints about the administration of the appeals process

The decision of an independent appeal panel is binding on all parties. However, where there is concern that the appeal process has not been administered in accordance with the 2022 School Admission Appeals Code, a complaint may be raised with the Wessex Learning Trust via any of the academy offices. Where no local resolution is reached, the parent may escalate the matter to the Education Funding Agency for further consideration.

8.0 Catchment Area

Details of the catchment boundaries can be found at –
https://www.somerset.gov.uk/education-and-families/school-catchment/

9.0 **Key Contact Details**

Axbridge C of E First School	Axbridge C of E First School Academy Moorland Street Axbridge Somerset BS26 2BA Telephone: 01934 732391 Email: office@axbridgefirstschool.co.uk Academy website: www.axbridgefirstschool.co.uk Headteacher: Mr D Shillibeer
Brent Knoll C of E Primary School	Brent Knoll CofE Primary Academy Brent Street Brent Knoll Somerset TA9 4EQ Telephone: 01278 760546 Email: office@brentknollprimaryschool.org.uk Academy website: www.brentknollprimaryschool.org.uk Headteacher: Mr C Burman
Cheddar First School	Cheddar First School Hillfield Cheddar Somerset BS27 3HN Telephone: 01934 742546 Email: office@cheddarfirstschool.co.uk Academy website: www.cheddarfirstschool.co.uk Headteacher: Mrs S Smith
Crispin School Academy	Crispin School Academy Church Road Street Somerset BA16 0AD Telephone: 01458 442714 Email: office@crispinschool.co.uk Academy website: www.crispinschool.co.uk Acting Headteacher: Mr L Cornwall

Croscombe C of E Primary School	Croscombe C of E Primary School Long Street Croscombe Wells Somerset BA5 3QL Telephone: 01749 343114 Email: office@croscombeprimary.co.uk Academy website: www.croscombeprimary.co.uk Executive Headteacher: Mr C Partridge
Draycott and Rodney Stoke C of E First School	Draycott and Rodney Stoke C of E First School School Lane Draycott Cheddar Somerset BS27 3SD Telephone: 01934 742052 Email: office@drsfirstschool.co.uk Academy website: www.drsfirstschool.co.uk/ Headteacher: Mrs S Netto
East Brent C of E First School	East Brent C of E First School Church Road East Brent Somerset TA9 4HZ Telephone: 01278 760490 Email: office@eastbrentcofeacademy.co.uk Academy website: www.eastbrentcofeacademy.co.uk Headteacher: Mrs K Whiting
Elmhurst Junior School	Elmhurst Junior School Elmhurst Lane Street Somerset BA16 OHH Telephone: 01458 442979 Email: office@ejsch.co.uk Academy website: www.elmhurstjuniorschool.org.uk Headteacher: Miss F Airey

Fairlands Middle School	Fairlands Middle School Masons Way Cheddar Somerset BS27 3PG Telephone: 01934 743186 Email: office@fairlandsmiddleschool.co.uk Academy website: www.fairlandsmiddleschool.co.uk Headteacher: Mrs R Bennett
Hugh Sexey C of E Middle School	Hugh Sexey C of E Middle School Sexey's Road Blackford Wedmore Somerset BS28 4ND Telephone: 01934 712211 Email: school@hughsexey.org.uk Academy website: www.hughsexey.com Headteacher: Mr M Drew
The Kings of Wessex Academy	Kings Academy Station Road Cheddar Somerset BS27 3AQ Telephone: 01934 742757 Email: office@kowessex.co.uk Academy website: www.kowessex.co.uk Headteacher: Mr D Wiltshire
Lympsham C of E Academy	Lympsham C of E Academy Rectory Way Lympsham Weston-Super-Mare Somerset BS24 0EW Telephone: 01934 750473 Email: office@lympshamcofeacademy.co.uk Academy website: www.lympshamcofeacademy.co.uk Headteacher: Mrs K Whiting

Mark C of E First School	Mark C of E First School The Causeway Mark Nr Highbridge Somerset TA9 4QA Telephone: 01278 641262 Email: office@markfirstschool.co.uk Academy website: www.markfirstschool.co.uk Headteacher: Mr O Laken
St Cuthberts C of E Infants and Preschool	St Cuthberts C of E Infants and Preschool Keward Walk Wells Somerset BA5 1TZ Telephone: 01749 672591 Email: office@stcuthbertsacademywells.co.uk Academy website: www.stcuthbertsinfantswells.co.uk Headteacher: Mrs S Cooper
St Cuthberts C of E Junior School	St Cuthberts C of E Junior School Keward Avenue Wells Somerset BA5 1TS Telephone: 01749 678066 Email: school.office@scjwells.co.uk Academy website: www.stcuthbertsjuniorswells.co.uk Headteacher: Miss F Airey
Shipham C of E First School	Shipham C of E First School Turnpike Road Shipham Winscombe Somerset BS25 1TX Telephone: 01934 843485 Email: office@shiphamfirstschool.co.uk Academy website: Shipham C of E First School Headteacher: Mrs S Netto

Stoke St Michael Primary School	Stoke St Michael Primary School Moonshill Road Stoke St Michael Radstock Somerset BA3 5LG Telephone: 01749 840470 Email: office@stokestmichaelprimary.co.uk Academy website: www.stokestmichaelprimary.co.uk Executive Headteacher: Mr C Partridge
Weare C of E First School	Weare C of E First School Notting Hill Way Weare Somerset BS26 2JS Telephone: 01934 732270 Email: office@weareacademy.co.uk Academy website: www.weareacademy.co.uk Headteacher: Ms C Dover
Wedmore First School	Wedmore First School Blackford Road Wedmore Somerset BS28 4BS Telephone: 01934 712643 Email: office@wedmorefirstschool.org.uk Academy website: www.wedmorefirstschool.org.uk Headteacher: Mrs S Kent

For those families resident in Somerset, the 'home' Local Authority is Somerset County Council	Team/Service: Admissions and Transport Email: schooladmissions@somerset.gov.uk Telephone: 0300 123 2224 Fax: 01823 356113 Opening Hours: Monday to Thursday 8:30am to 5pm, Friday: 8:30am to 4:30pm, Saturday and Sunday closed. Postal address: County Hall, Taunton, Somerset TA1 4DY
For those families resident in North Somerset, the 'home' Local Authority is North Somerset Council	Team/Service: Admissions & Transport Email: admissions@n-somerset.gov.uk Telephone: 01275 884 078 and 01275 884 014 Postal Address: North Somerset Council Castlewood Tickenham Road Clevedon BS21 6FW
The Office of the Schools Adjudicator	https://www.gov.uk/government/organisations/officeof-the-schools-adjudicator
The Education and Skills Funding Agency	Education and Skills Funding Agency - GOV.UK
The Department for Education	The Department for Education Sanctuary Buildings, 20 Great Smith St, London SW1P 3BT Telephone 0370 000 2288 Electronic contact form: form.education.gov.uk Website: www.education.gov.uk
School Admissions Code	School admissions code - GOV.UK (www.gov.uk)
School Admission Appeals Code	https://www.gov.uk/government/publications/schooladmissions-appeals-code

Appendix A

Glossary and Definitions	
The 'normal' admissions round	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 September, with the deadline for parental applications of **15 January for primary places** and **31 October for secondary places** and subsequent offers made to parents on National Offer Day
In-year admission application	A school admission application submitted for 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.
Admission Authority	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.
Academy	A State funded school in England, set up as a non-profit making charitable Trust, which is independent of Local Authority control and funded directly via the Education Funding Agency.
Admission Arrangements	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.
Published Admission Number – (PAN)	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.
Admission Limit	A non-statutory limit applying to year groups other than the year of entry which indicates the number of places that can be made available/offered, mainly determined by the level of resource available.
Common Application Form (CAF)	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 co-ordination 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.
Composite prospectus	The prospectus that a Local Authority is required to publish by 12 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).
Co-ordinated Scheme	All local authorities are required to co-ordinate 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
Home Local Authority	A child's home Local Authority is the Local Authority in whose area the child resides.
Infant Class Size Limit	Section 1 of the SSFA 1998 limits the size of an infant class (i.e. a class in which the 'majority' of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher. The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. These are set out in paragraph 2.15.
Maintaining Local Authority	The area in which a school is located is referred to as the maintaining Local Authority.
National Offer Day	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. **For secondary on or about 1 March** and **for primary on or about 16 April**. The specific dates are published in the home Local Authority Composite Prospectus.
Offer Year	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.
Oversubscription Criteria	This refers to the published criteria that an admission authority applies when a school has more applications than places available and must decide which children are to be offered/allocated a place.
Reception Class	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.
Relevant Age Group	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 forms which admit children into the sixth form) may have more than one relevant age group.
School Year	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.