

Principal: Hannah Jones

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Admissions Arrangements 2024-25

Introduction

The purpose of this statement is to make clear the admissions process to Monkton Wood Academy.

The Cabot Learning Federation (CLF) adheres to the statutory requirements and the principles outlined in the School Admissions Code [DfE, 2021], which all academies are required to adhere to via the Funding Agreement between Monkton Wood Academy and the Secretary of State.

More information about the CLF can be found on the website as follows: clf.uk.

The Admissions Authority for Monkton Wood Academy is the CLF Board (the governing body). The day to day running of the policy is delegated to the Principal. An Admissions Committee comprising members of the Academy Council is responsible for taking all admissions decisions for children transferring school in Year 7 and for joining during the academic year.

Somerset Local Authority 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 2023.

The arrangements covering admissions for Post 16 students is not contained in this document. Please visit the Cabot Learning Federation Post 16 website to view the Post 16 Admissions Arrangements: <http://www.clfpost16.org/>

The Published Admission Number (PAN)

The governing body has set an admissions number of two hundred and seventy (270) for the year of entry.

Applying for a School Place

Applications for places at the Academy will be made in accordance with Somerset Local Authority's co-ordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by the Local Authority. The CAF can be found by visiting <https://www.somerset.gov.uk/children-families-and-education/applying-for-school/>

Alternatively, parents/carers can contact the Academy who will provide them with a copy of the form.

Applications will be accepted for children who meet one or more of the following:

- they are resident in the UK
- they hold full British Citizen Passports



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- they are from countries whose passports have been endorsed to show that they have the right to abode in this country.

Applications for Year 7 in 2024

Applications must be received by 31 October 2023, otherwise the application will be recorded as late. Late applications will not be considered in the first round of allocations and an outcome will not be sent on the National Offer Day. Please see Somerset Council's co-ordinated scheme for this intake for full details.

The LA will consider all application for places. Where fewer than 270 applications are received, the LA will offer places to all those who have applied.

In-Year Applications

The following applications will be treated as in-year admissions during 2023-24:

- applications for admission which are received after 1 September 2023
- all other applications for admission to Years 8 to 11.

Applications for a place during the academic year must be made directly to the school office, by completing the in-year application form. Applications will not normally be considered in advance of the date the place is required, this will be approximately 35 days for those moving house, and 21 days for those not moving house.

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. Parents/carers whose application is turned down are entitled to appeal.

The Admissions Authority is required to notify Somerset Council of any in year transfer applications received and the outcome of them. If a place is unable to be offered at a preferred school and the applicant is, or has proven they will be, a resident of Somerset then the Council will either:

1. Offer a place at the nearest school to the home address with a place available.
2. Advise the applicant of places that may be available at other schools.
3. If the child is currently attending the nearest available school to the home address, the Council is not required to take any actions.

Oversubscription Criteria

Where the number of applications for admissions is greater than the Published Admission Number (PAN), after the admission of pupils with the Education, Health and Care plan naming the school, applications will be considered against the criteria set out below. These are listed in priority order and will be applied to all



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applications received by the published closing date. Definitions to the oversubscription criteria are set out in the appendix.

1. Children Looked After – Children who are in the care of a Local Authority or have previously been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order.
2. Children identified with a sensory, physical or medical disability (High Needs Pupils) where a multi-agency professional team has identified the school as the nearest suitable school.
3. Children living in the catchment area with a sibling attending Monkton Wood Academy at the time of admission and who live at the same address.
4. Children of staff employed by Monkton Wood Academy for at least two years prior to the application closing date.
5. Children of staff employed by Monkton Wood Academy; staff recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Children living in the rural catchment area.
7. Children living in the catchment area.
8. Children living outside the designated catchment area with a sibling attending Monkton Wood Academy at the time of admission and who live at the same address.
9. Children not satisfying a higher criterion.

Notes to accompany the over subscription criteria

- Issues relating to shared residency arrangements
 - Where parents do not live together, and the child spends equal amounts of time with both parents, the home will be considered to be that of the parent who made the application.
 - An address used for childcare arrangements cannot be used as the home address. The address of a child that is different from his/her parents where the move to this address is expressly linked to obtaining a school place will not be accepted.
 - More than one address will not be accepted as the child's home address. If necessary, the terms of a residency order may clarify the home address. If parents share parental responsibility for the child, and both parents submit an application form, both parents will be asked to determine which application should be considered and which application should be withdrawn.
 - If parents are unable to reach an agreement, a Specific Issues Order or a residency order will be requested to be seen for clarification on which address should be used. In the absence of any Specific Issues or residency order, the home address will be considered to be that of the parent with the primary day to day care and control of the child. In reaching this decision, evidence may be requested from both parents. An example of evidence would be the address which is registered with a medical GP. Parents are urged to reach agreement but where they do not, the home address will be determined for them.
- Delayed or accelerated entry



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- Applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group that is not the chronological age year group, will be considered.
- The admissions authority for the school will make the final decision.
- Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. This will include taking account:
 - the parent's views
 - 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.
- The admissions authority must also take into account the views of the Principal.
- Children of UK service personnel
 - For UK Service Personnel and other Crown Servants, where possible, places may be allocated in advance of the pupils return to the UK provided the MOD, FCO or GCHQ have provided a letter declaring a return date and residency placement. Places may be offered and reserved up to one term in advance of the place being required. Somerset operates 6 terms per year. Children of UK Serving Personnel are excepted pupils for Infant Class Size outside the normal round of allocations.
- Waiting Lists
 - Where there are more children than places available, a waiting list will operate. The waiting list is re-set at the beginning of each term. Parents wishing their child to remain on the waiting list should inform the academy in advance of the end of the term prior.
 - Term dates can be found on the academy's website. Any application or appeal that is yet to be processed will be considered for a vacancy along with those already on the waiting list. When filling a vacancy, all those seeking a place at the time the decision is made (not at the time the vacancy occurs) will be considered.
 - Children who are allocated a school place in accordance with the Fair Access Protocol, will take precedence over those on the waiting list.
 - Priority will not be given on the basis of the date an application was added to the list. All applications must be ranked in line with the admission authority's oversubscription criteria and any allocations will be made using this. Each child added to a waiting list will require the list to be ranked again in line with the published oversubscription criteria. Waiting list positions can go up as well as down as additional applicants are added to or removed from the waiting list and ranked in accordance with the specific oversubscription criteria.
- Withdrawal of places
 - The Admissions Authority reserves the right to withdraw an offer of a school place in certain limited circumstances.
 - Examples include:



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- Where a parent has given fraudulent or intentionally misleading information such as a false address, which effectively denied a place to a child with a stronger claim.
- Where a parent has not responded to an offer within the deadline set.
- Where the offer was made as a result of an administrative error.
- If children do not commence attendance at school at the date arranged for their child to commence and the school is not given a satisfactory reason for the absence.
- If a child or parent(s) move address but the parents do not inform the Admissions Authority, this may be deemed to be intentionally misleading, and any place offered may be withdrawn if it has denied another child a place. It is the parent's responsibility to inform Somerset Council and the Admissions Authority if their contact details change after making an application.
- Where before offers are made, an application is deemed to be fraudulent or intentionally misleading the application will be considered on the basis of the correct information.
- 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.

Education, Health and Care Plans (EHCPs)

Applicants in receipt of a Statement of Educational Needs or Education, Health and Care Plan should contact their SEN Officer to apply for a school place.

Fair Access

Each Local Authority must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that - outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, the Local Authority must ensure that no school - including those with available places – is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour¹. The Fair Access Protocol is available on Somerset Council's website.

Alteration

¹ Behaviour can be described as challenging where it would be unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour or it is of such severity, frequency or duration that it is beyond the normal range that schools can tolerate. We would expect this behaviour to significantly interfere with the pupil's or other pupils' education or jeopardise the right of staff and pupils to a safe and orderly environment.

DFE, 2021



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It should be noted that these arrangements are subject to alteration to reflect any changes in legislation, case law, Council policy or to ensure legal compliance.



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Appendix | Definitions

- **Home address:** a child's home address is considered to be the place where the child permanently and ordinarily resides for the majority of the time as at the closing date and time. This would normally be the same address as a person who has parental responsibility for the child and is their main carer.
- **Sibling:** to be considered a sibling, a child must be living at the same address for the majority of the time (at least 50% of the time) as a full, half, step or adoptive brother/sister.
- **Parents/carers:** this includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989. All references within this document to parent(s) therefore include carers.
- **Distance measurements:** a direct line distance is where distances are measured in a straight line between the address point of the child's home and the main entrance marker for the school, indicated on Somerset Council computerised system(s). Unless stated otherwise, where the direct line distances are equal, the ranking of applications will be determined by drawing lots.
- **Staff members:** this includes any employee of Monkton Wood Academy, whether in a teaching or support staff capacity. It does not include casual staff, for example exam invigilators, or volunteers working in the Tacchi-Morris Arts Centre.
- **Children in care:** Children in Care' are children who are (a) in the care of a local Council or (b) being provided with accommodation by a local Council in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
- **Children previously in Care:** this includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002. Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replaced residence orders, and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. In accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).



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