



Cabot
Learning
Federation

Academy Admissions
Policy for the
2025/2026 academic
year

01 December 2023: Cabot Learning Federation

History of most recent Policy changes

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
Date	E.g. Whole Document	Detail of change	Reason for change
24/07/2025	Whole Document	New policy created following school's integration into the Cabot Learning Federation	New policy created following school's integration into the Cabot Learning Federation

Equalities Impact Assessment

An equalities impact assessment for this admissions policy has been completed and can be obtained from the Operations Manager.

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1 Policy Statement

- 1.1 The purpose of this policy is to make clear the admissions process to Monkton Wood Academy
- 1.2 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.
- 1.3 More information about the CLF can be found on the website as follows: [clf.uk](http://www.clf.uk).
- 1.4 The policy 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 Policy: <http://www.clfpost16.org/>

2 The Admissions Timetable

2.1 Consultation

- 2.1.1 The Cabot Learning Federation (CLF) sets out admission arrangements annually. Where changes are proposed to admission arrangements, the federation will first publicly consult on those arrangements. If no changes are made to admission arrangements, the Academy admissions policy will be consulted on at least once every 7 years.
- 2.1.2 For admission arrangements for entry in September 2023 and all subsequent years, consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before those arrangements are to apply. An illustration of these timeframes is contained in Table 1 below.
- 2.1.3 As their own admission authority, CLF academies are not required to consult on their Published Admission Number (PAN) where they propose either to increase or keep the same PAN; however, where a PAN is decreased the Academy will notify the LA and publish details on the Academy website.
- 2.1.4 When consultation is required, the CLF will consult the following parties on the proposed admission arrangements:

2.1.5

- a. Parents/carers of children between the ages of 2 – 18;
- b. Somerset LA;
- c. The Admission Forum for the Local Authority, where this exists;
- d. Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by Somerset LA;
- e. Any other governing body/Academy Council for primary and secondary schools (as far as not falling within paragraph c) located within the relevant area for consultation;
- f. Affected admission authorities in neighbouring local authority areas.

2.2 Determination

2.2.1 Once feedback from the consultation has been considered the CLF must determine the admission arrangements and must notify the Local Authority (LA) of these and publish them on the relevant Academy website.

2.3 Offers and Acceptance of Offers

2.3.1 Offers are made and need to be accepted by the dates set out at Table 1 below.

Table 1 Admissions Timetable

	Admission in September 2024	Admission in September 2025	Admission in September 2026
Consultation period for changes to the Admissions Policy	6 weeks between 1 October 2022 and 31 January 2023	6 weeks between 1 October 2023 and 31 January 2024	6 weeks between 1 October 2024 and 31 January 2025
The CLF must determine admission arrangements by	28 February 2023	28 February 2024	28 February 2025
The CLF must publish the appeals timetable by	28 February 2023	28 February 2024	28 February 2025
The CLF must notify the LA of the arrangements and publish them on the website by	15 March 2023	15 March 2024	15 March 2025
Applications from parents/carers close	Secondary 31 October 2023 Primary: 15 January 2024	Secondary 31 October 2024 Primary: 15 January 2024	Secondary 31 October 2025 Primary: 15 January 2025
Offers made to parents/carers on National Offer Day*	Secondary: 1 March 2024 Primary: 16 April 2024	Secondary: 1 March 2025 Primary: 16 April 2025	Secondary: 1 March 2026 Primary: 16 April 2026
Appeals must be made by	20 school days following offer of place	20 school days following offer of place	20 school days following offer of place

*National Offer Day is on the date specified or the next working day where the specified date is a weekend or bank holiday.

3 Process of Application

- 3.1 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.

4 Published Admissions Number

- 4.1 Monkton Wood Academy has a PAN of 270 places in Year 7 leading to a total number of 1350 places across Years 7 to 11 when at full capacity.
- 4.2 Monkton Wood Academy has a PAN of 40 places in Year 12 leading to a total number 80 places across Years 12 to 13 when at full capacity.
- 4.3 The policy 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 Policy: <http://www.clfpost16.org/>

5 Consideration of Applications

- 5.1 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.

6 Students with Special Educational Needs or Disabilities

- 6.1 Children with an EHC Plan are placed in schools/academies through the arrangements set out in the SEND Code of Practice and not through these admission criteria. All admission authorities are required by Section 324 of the Education Act 1996 to admit to the academy a child with an EHC Plan that names the academy. Academies must admit such children whether they have places or not. Any appeal concerning the statement of the admission is to the independent First-Tier Tribunal (Health, Education and Social Care Chamber). Parents/carers of children with an EHC Plan should contact their child's lead professional for any further information.

7 Oversubscription Criteria

- 7.1 Where the number of applications for admissions is greater than the Published Admission Number (PAN), applications will be considered against the criteria set out below. These are listed in priority order and will be applied to all applications received by the published closing date. Notes/definitions to the oversubscription criteria are set out in section 12 General Information and Definitions.

7.1.1 Children in care or children who were previously in care.

- To a Local Authority in England and immediately after being in care who became subject to an adoption, child arrangement order, or special guardianship order.
- 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.
- Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to child arrangements order or special guardianship order).

7.1.2 Siblings living in the designated area of first priority.

7.1.3 Geography – Children living within the school’s designated area of first priority.

7.1.4 Siblings living outside the designated area of first priority.

7.1.5 Geography – Out of the area children. Children living closest to the school as measured in a direct line from the home address to the school (see notes on measurements).

7.1.6 Tie breaker – where it is not possible to distinguish between applicants within a particular oversubscription criterion, places will be awarded by random allocation. This process will be supervised by an independent person to the Local Authority and the academy.

8 Late Admissions

8.1 Applications must be received by 31 October 2022 (secondary) 15 January 2023 (primary), 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 North Somerset Council’s co-ordinated scheme for this intake for full details.

8.2 Late applications will not be considered until offers have been made to on time applicants and in accordance with the dates set out in the North Somerset Admission Scheme.

9 In Year Admissions

9.1 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.

The Academy will consider each application at the time it is made. Parents/carers whose application is turned down are entitled to appeal.

10 Applications

10.1.1 Except for deferred entry for Reception Year Group children, 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. However, applications for admission in September 2023 can be made from 1 June 2023.

11 Outcome

- 11.1.1 Any offers must be responded to within 21 days of the date of the letter. Any request for an extension beyond the required reply date will be considered on an individual basis.

12 Alternative places

- 12.1.1 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 Own Admission Authority school(s)
3. if the child is currently attending the nearest available school to the home address, the Council is not required to take any actions.

13 Waiting list

- 13.1.1 Where there are more children than places available, a waiting list will operate. If parents would like their child's name to be added to the waiting list they must request it, as no child is added automatically.
- 13.1.2 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.
- 13.1.3 Children who are the subject of a direction by a Council to admit or those who are allocated a school in accordance with the Fair Access Protocol, will take precedence over those on the waiting list.
- 13.1.4 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.

14 UK Service Personnel and Crown Servants

- 14.1 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.

15 Fair access

15.1 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 behaviour. The protocol must include how the Local Authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met. The Fair Access Protocol is available at www.n-somerset.gov.uk/fair-access-protocol Admissions of children outside their normal chronological year group (delayed or accelerated entry)

16 General Information and Definitions

16.1 Who can apply

16.1.1 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
- they are from countries whose passports have been endorsed to show that they have the right to abode in this country.

16.1.2 Applications for children who do not meet one of the above will not be accepted until the child is in this country.

16.2 Parent

16.2.1 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.

16.3 Home address

16.3.1 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.

16.3.2 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.

16.3.3 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 to be the child's home.

16.3.4 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.

- 16.3.5 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.
- 16.3.6 If a child is temporarily living away from his/her parents in a different Council area, the Council where the child ordinarily lives will continue to be the home Council.
- 16.3.7 Whilst the place of residence of the child for the first round of allocations would normally be his/her physical place of residence as at Closing Date and time for applications, it should be noted that in certain circumstances and acting in the interests of the child, an alternative place of residence may be used*, for example where a child is temporarily living away from his/her parent's home and the new temporary place of residence is the home where the child is likely to be living whilst attending school.

*If necessary, this would be determined by North Somerset Council.

16.4 **Change of Address**

- 16.4.1 Parents must inform North Somerset Council if they change address as soon as possible or any offer of a place may be withdrawn. If a change of address will occur after the closing time and date (and before the start of term 1), and independent confirmation is submitted by the closing time and date, it will be considered in the first round of allocations.
- 16.4.2 Examples of independent confirmation of a change of address are:
- a solicitor's letter confirming the exchange of contracts with a completion date,
 - a tenancy agreement signed by both parties,
 - a utility bill dated within three months prior to submission.
- 16.4.3 If the child is from a family of a Crown Servant or of UK Service Personnel, a letter from the MOD, FCO or GCHQ declaring a return date and residency area.
- 16.4.4 Applicants may also be required to provide proof that they have left the previous property, for example by supplying a final account utility bill.
- 16.4.5 If a new address is not accepted for a round of allocations, where none of the parental preferences can be offered, the alternative school offered will be based on the new address (providing details and independent confirmation is received before the round of allocation has been finalised).
- 16.4.6 Where a change of address is from one Local Authority to another, the Local Authority of the new address, will then normally be the home Local Authority. The new home Local Authority will then process the application and notify the parents of the outcome.

16.5 **Documentary evidence**

- 16.5.1 The Admissions Authority reserves the right to require documentary evidence of the genuineness of a family address and if this is not produced, reserves the right to make its own enquiries.
- 16.5.2 The child's normal permanent home address where he or she lives with his or her parents or legal guardians will be used to decide where the child lives. If parents or guardians plan to move documentary evidence will be required.
- 16.5.3 Examples of evidence that may be acceptable to determine a child's address are:
1. A solicitor's letter confirming exchange of contracts and a completion date for a property which is being purchased or a property which is being sold.
 2. A copy of a signed rental agreement or a solicitor's letter if moving to a Council or rented property and proof of your sale or Notice to Quit on your current/previous property.
 3. A copy of a council tax bill or utility bill such as water, gas or electricity in your name for your newly owned or rented property together with proof of your sale or Notice to Quit on your current/previous property.
 4. If you are moving in with a relative a letter from them will be required confirming the date you will be moving in together with a copy utility bill showing their name and address. A solicitor's letter will also be required confirming that completion of contracts has taken place on your sale or Notice to Quit on your current/previous property.
- 16.6 **Supporting documents**
- 16.6.1 Any letters/supporting documents should also be submitted to the Admissions Authority.
- 16.6.2 Whilst it is not the responsibility of other offices/schools, the Admissions Authority will use discretion and may accept applications/documents received by other Councils, Schools or other

Council offices that are passed to the School Admissions Team. They will be accepted as on time if Somerset Council feels they may have been submitted by the closing time and date.

16.7 **Withdrawal of an offer**

16.7.1 The Admissions Authority reserves the right to withdraw an offer of a school place in certain limited circumstances.

16.7.2 Examples include:

1. 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.
2. Where a parent has not responded to an offer within the deadline set or to any subsequent reminder to reply within a further 7 days.
3. Where the offer was made as a result of an administrative error.
4. 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.

16.7.3 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.

16.7.4 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. It is the parent's responsibility to inform Somerset Council and the Admissions Authority if their contact details change after making an application.

16.8 **Children in care and previously in care**

16.8.1 Children in Care are defined as follows:

- 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).
- For Children previously in Care:
 - this includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders)
 - 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)

- 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 are accepted and adopted by the Authority.

16.9 Brothers and sisters

16.9.1 To be considered as a brother or sister 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.

16.9.2 Full and adoptive brothers/sisters are defined as children who have the same biological or adoptive parents.

16.9.3 Half-brothers/sisters are defined as children who share only one biological or adoptive parent.

16.9.4 Stepbrothers/sisters are defined as children who are not necessarily related biologically (including foster children) but are living in the same household for the majority of the time at the address the Admissions Authority considers to be the address of the child for whom the application is made. to

16.9.5 It is the responsibility of parents to ensure that they declare on their application if they have a child (or have been allocated a place for a child) at their preferred school(s) or to inform the Admissions Authority if a child obtains a place after they have applied.

16.9.6 A brother or sister must be attending (or is expected by the Admissions Authority to be attending) the school at the time of admission. A child attending a nursery/pre-school part of a school does not count as a brother or sister attending the school at the time of admission.

16.10 Distances

16.10.1 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 North 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.

16.10.2 If it is not possible to measure a distance on North Somerset Council computerised system(s), North Somerset Council will use alternative methods.

16.11 Admissions of children outside their normal chronological age group (delayed or accelerated entry)

16.11.1 Admissions of children outside their normal chronological age group (delayed or accelerated entry): 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.

16.11.2 The admissions authority for the school will make the final decision. In addition, parents of summer born children (born on or between 1 April and 31 August) can request to admit their

child into the Reception year, one year after they would normally enter the school. The admissions authority for the school will make the final decision.

16.11.3 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.

16.11.4 The admissions authority must also take into account the views of the head teacher.

16.11.5 Parents will need to write to the school to request that their child starts a year later or earlier than their chronological age. Parents will need to give reasons for the request and details of the child's particular needs. Any reports or evidence to support your request should also be enclosed.

16.11.6 For Reception and Junior intake applications, it is advised that an on-time application is submitted for the correct chronological year group. If the delay/accelerated request is agreed, the on-time application can be withdrawn, and a new application should be made the following year. If the request is not agreed, and the child stays in their chronological age group, the on-time application can still be processed. If a request is not agreed and the child does not have an on-time application, then a late application would need to be submitted.

16.11.7 Where the admission authority agrees to a parent's request for their child to be admitted out of their normal age group the parent must apply according to the timescales of the agreed admission cohort. The application will be processed as part of the main admissions round (including applying the oversubscription criteria where applicable), unless the parental request is made too late for this to be possible. 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. Where the admission authority does not agree a request for a summer born child to be admitted into the Reception Year Group, the parent may apply for their child to be admitted with their chronological age group for admission at the time they would normally enter the school. Such children who do not start school in the school year that they become 5 will normally be placed in a Year 1 class and will miss the Reception year.

16.12 Appeals

16.12.1 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.

16.12.2 Statement of Special Educational Needs or Education, Health and Care Plan

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

16.13 **Alteration**

16.13.1 It should be noted that this policy is subject to alteration to reflect any changes in legislation, case law, Council policy or to ensure legal compliance.

Contact Details: For further information, contact info@mwa.clf.uk