Bridgwater College Academy

Admissions Policy 2027/2028

This policy has been written with the underlying principles of Academy status

Reviewed by Governors: June 2026

Bridgwater College Academy

Admissions Arrangements for Academic Year 2027/28

These admission arrangements apply to all applications for admissions to Bridgwater College Academy for Reception and Year 7 entry in September 2027 and any in year applications from 1st September 2027

Introduction

Bridgwater College Academy is an all-age school with pupils from age 3-16.

Bridgwater College Academy Trust is the admissions authority for the Academy. The Admissions Committee of the Governing Body administers the policy on behalf of the Trust.

Somerset Local Authority is responsible for coordinating all applications for children who start or transfer school. These admissions arrangements should be read in conjunction with Somerset's published coordinated Admissions Scheme. Our admission arrangements

The published Admission Number

The admission number for entry to Reception Year is 90.

The admission number for entry to Year 7 is 120.

All students on roll in Year 6 at the point of transfer will have a protected place and will transfer automatically into the secondary phase.

Applying for a school place

Applications for a Reception place in September 2027 can be made on-line at Apply to start school for the first time or paper forms can be obtained from Somerset Local Authority.

In-year application forms are available from the school. If there is additional information which should be considered this must be submitted at the same time as the application form on a Supplementary Information Form (SIF). Completing a primary school application

Applications for Reception and Year 7 in 2027

All applications for admissions must be made to the home Local Authority by the closing date of January 15th, 2027, for primary phase admissions and October 31st, 2026, for secondary phase admissions.

Outcomes will be sent by the Local Authority on behalf of the Academy Trust by e-mail or second-class post on the published outcome date, 16th April 2027 for primary phase admissions and 1 March 2027 for secondary phase admissions (or next working day if either outcome day falls on a weekend or bank holiday)

Oversubscription Criteria

Where there are more applications received at any one time than places available within the Admission Number, then every application will be considered against the oversubscription criteria. Places will be allocated strictly in accordance with the national Equal Preference with ranking allocation method. Children will be allocated places in priority order to the Admission Number, and all other applications will be refused.

The school is required to admit a child with an Education, Health and Care plan (EHCP) if it names the Bridgwater College Academy before any of the following criteria are applied:

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. 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. (see explanatory note 1).
2. Children living in the catchment area (see explanatory note 2), with a sibling at the school at the time of admission, and who live at the same address.
3. Children living in the catchment area.
4. Children living outside the catchment area, with a sibling at the school at the time of admission, and who live at the same address.
5. Children outside the catchment area but nearest the school (as described below)

Explanatory notes

1. A "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 "a previously Looked After Child" means a child who after being Looked After became subject to an Adoption Order under Section 46 of the Adoption and Children Act 2002, a Residence Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989 as well as those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Relevant evidence will be required to be submitted.

2. A copy of the Academy catchment map is available at the school and can also be viewed on the Local Authority website. School catchment

Tie Breaker

If in categories 1-6 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. 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.

Random allocation by drawing lots supervised by someone independent of the school, will be used as a tie-break in categories 1-6 above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

Siblings

For the purposes of admissions at Bridgwater College Academy a sibling is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister or children of the same household. Please see the information on shared residency arrangements which will apply, if necessary, in order to determine the sibling's permanent home address.

Parent or parent/carer

Natural parents, whether married or not, any person who although not a natural parent has parental responsibility for a child or younger person. Any person, who although not a natural parent has care of a child or young person (having care of, means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).

Home address

For the purposes of school admission, the governors' definition of a child's home address is considered to be where the child resides for the majority of their time with the person(s) who legally has/have care of the child. Documentary evidence of house ownership or a minimum six-month rental agreement may be required, together with proof of the child's residence at the property concerned. Places will not be allocated on the basis of a future house move unless this can be confirmed through the exchange of contract or a signed minimum six month formal lease agreement in place at the time of application. Please note private letting agreements may not be accepted as proof of residence. An address change due to a move to live with family 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 Governing Body 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.

An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. The governors may withdraw the offer of a school place if the child's home address is subsequently found to be fraudulent.

Where shared residence arrangements are in place and it is necessary to determine the home address, each parent may be required to write to the Governing Body and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Governing Body may ask for additional information including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer entry, or to take the place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.]

Full-time schooling

Parents have a right to a full-time place at school for their child from the September following their fourth birthday.

Summer Born Children

Parents of summer born children (those born between April 1st – August 31st) 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)

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is summer born or where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the Governing Body 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 head teacher and any supporting evidence provided by the parent. If a request is refused, the child will still be considered for admission to their normal age group.

The parent is required to make an on-time application for the child's normal age group (if relevant) but can submit a request for admission out of the normal age group

at the same time. The LA will ensure the parent is aware of whether the request for admission out of age group has been agreed before National Offer Day and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

If a request for delayed admission is agreed, the school place application may be withdrawn before a place is offered and a new school place application will need to be made as part of the normal admissions round the following year.

If a request for a child to be admitted to school a year early is agreed, the school place application will be processed, and an outcome will be sent on the National Offer Day.

If a request for delayed admission is refused, the parent must decide whether to accept the offer of a school place for the normal age group, or to refuse it and make an in-year application for admission to year one for the September following the child's fifth birthday.

If a request for a child to be admitted to school a year early is refused, the school place application will not be processed and a new school place application will need to be made as part of the normal admissions round the following year.

There is no right of appeal against the decision not to allow your child to be admitted outside of their normal 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; Choosing a primary school

Waiting List

The Academy will operate a waiting list for every year group. Where an application for admission to the Academy is unsuccessful the application will be kept on a waiting list in order of over-subscription criteria until the end of the term to which the application refers. Should a place become available it will be offered to the highest-ranking application on the list at the time. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

In-Year Applications

In year applications must be submitted directly to the school using the in-year application form In-year school admissions or by request to the school office.

The governors' admissions committee will meet termly, as part of the full governing board, to consider all applications in the previous term. All decisions regarding in year applications in the term prior to the full governors' board meeting will be delegated to the Academy Leadership Team. If more applications are received than there are places available, the over-subscription criteria will be applied.

A decision will be notified in writing to the applicant within ten school days. Proof of address may be required to be submitted with the application. This will be either the formal 'exchange of contracts' letter from the solicitor for a house purchase, a recent utility bill or the signing of a minimum of a six-month tenancy agreement. The Governing body reserve the right to seek further documentary evidence to support a claim of residence.

Where there are more applications than places available within a particular year group, applications will be considered against the published oversubscription criteria and allocated up to the admission number/ limit.

Places will not be allocated more than six school weeks or half a term in advance of being required. The only exceptions are children of UK service personnel and other crown servants (including Diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).

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.

If an appeal is unsuccessful then a further appeal will not be heard within the same academic year.

Children from Overseas

The Governing Body will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

This is the most recent guidance which takes account of the post-Brexit immigration system. School applications for foreign national children and children resident outside England - GOV.UK

Withdrawal of places

The Governing Body will consider withdrawing the offer of a place if; The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading. The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the

parent to respond within 10 days having explained that the offer may be withdrawn if they do not. A child has not started at the school within 21 days of an agreed in-year admission start date.

Children of UK Service Personnel

The Admissions Authority endeavour to ensure that their admission arrangements support the Government's commitment to removing disadvantages for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address.)

Usually, an in year place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area. 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 admissions authority will process the application on that address. If a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

If the parent/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.