

Somerset In Year Admissions Process for Local Authority schools

Parents advised to contact preferred school(s) direct in order to apply for a place

Applicant completes parts 1-4 as a minimum, signs and returns to the school

Within 2 school days

School scan/forward the completed application form to coredatateam@somerset.gov.uk or fax to (01823) 358272

Within 10 school days

If space available within Admission Number/Limit and no waiting list held by LA, school send offer letter and inform School Admissions Team along with which (if any) Fair Access vulnerability category you believe should be accredited so these can be verified and recorded as an admission to the school for equitable share purposes. Must be requested within the term the child is admitted

If no space available, refer to School Admissions Team along with any information you wish to be considered for offering or refusing

If you wish to refuse under the Fair Access Protocol (the child has significant challenging behaviour and the Governing Body feel they already have a high proportion of children with challenging behaviour in comparison with other local schools, reasonable evidence of the child applying having challenging behaviour may be required). You must then inform School Admissions Team along with any information you wish to be considered

Application reviewed by the LA

School Admissions Team will ask school to send an outcome letter to applicant offering a place

School Admissions Team will send a refusal letter to applicant

This process must be completed within 10 school days.
The 10 school days start from the date of receipt of a completed application form