



St. Katherine's School



Amplify Education
Admission Arrangements 2027/28
(11- 16 Provision)
St Katherine's School



ADMISSION ARRANGEMENTS 2027/28 (11 - 16 provision)

St Katherine's School is an academy and part of Amplify Education (formerly Cathedral Schools Trust) who is the admissions authority.

Year 7 Admission

St Katherine's School has a published admission number (PAN) of 180 pupils for entry into Year 7. The school will accordingly admit at least 180 each year if sufficient applications are received. All applicants will be admitted if 180 or fewer apply.

Applications for places at St Katherine's School will be made on the common application form (CAF) in accordance with the local authority's co-ordinated admission scheme. North Somerset residents seeking school places should apply on a North Somerset application form. Residents outside North Somerset seeking places at North Somerset schools should apply for places on their home local authority's application form.

For North Somerset children the application form is available for submission using the online system on the North Somerset Council website or in a paper form.

For information see: [North Somerset Admissions website](#).

Deadline

Applications for Year 7 must be received by 23:59 on 31 October 2026, otherwise the application will be recorded as late. Please see North Somerset Council's [co-ordinated scheme](#) for this intake for full details.

Admission to other years

Parents/carers seeking admission for any year group, other than for the normal point of entry may make an application using the online application form available on the school website; <http://www.stkaths.org.uk/about-us/admissions/>

The following applications will be treated as in-year admissions during 2027/28:

- applications for admission to Year 7 which are received after 1 September 2027
- all other applications for admission to 8 to 11.



Applications will not normally be considered in advance of the date the place is required, this will be up to 21 days in advance. However, applications for admission in September 2027 can be made from 1 June 2027.

The admission authority will consider all such applications and if the year group applied for has a place available, a place will be offered to the highest priority applicant. Parents/carers will be notified in writing within 10 school days of the outcome of their in-year application and have a right of appeal to an independent appeal panel if a place is refused. The school will send copies of the application forms and outcomes to the Local Authority. Any offer of a school place is valid for 21 days unless withdrawn by the parent or the Admissions Authority.

Children with an Education, Health and Care Plan (EHCP)

The school will admit any pupils with an EHCP naming the school. If after the initial allocation of places an application is received from a child with an EHCP, we will go over PAN to accommodate the child.

Consideration of Applications and oversubscription criteria

Priority will then be given to those children who meet the oversubscription criteria set out below, in order:

1. Looked after children and previously looked after children
2. Children with a sibling attending the school, including the 6th Form, at the time of admission living within the First Geographical Area.
3. Children living within the First Geographical Area.
4. Children with a sibling attending the school, including the 6th Form, at the time of admission living outside the First Geographical Area.
5. Children of staff
6. Other children living outside the First Geographical Area.

Tiebreak

Other than for category '5' above, within each criterion, priority will be given to children living closest to the school measured in a direct line.

Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the preferred school as



measured in a direct line from building to school, the place will be determined by random allocation. This process will be independently verified.

Looked after children and previously looked after children

Highest priority will be given to looked after children (children in care) or children who were previously looked after (previously in care) at the time the application is submitted and will be allocated places in this category.

A 'looked after child' is one who 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, in England.

A 'previously looked after child' is one who was looked after in England, but ceased to be so because they were adopted, or became subject to a child arrangements or special guardianship order, as well as a child who appears to the Admission Committee to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society), but ceased to be so as a result of being adopted."

Applications in this category must be supported by documentary evidence confirming the child's status. A signed letter from the child's current or former social worker confirming their status must be provided with your application. For children previously in care, confirmation that the child was in care to the local authority immediately prior to an adoption, child arrangements or special guardianship order being granted. A copy of the order must also be submitted with your application. In the case of children adopted from state care outside England (as defined above), evidence of having been in state care outside England and of being adopted must be provided together with a copy of the adoption order with your application. When assessing the evidence provided, the DfE's current guidance will be followed.

Where the Virtual School Head at the Local Authority has already verified the child's status and the Admission Committee is able to confirm this with them, there will be no need for further evidence to be provided to the school.



Siblings

To be considered as a sibling, a child must be permanently living at the same address for the majority of the time (at least 50%), as a full, half, step or adoptive sibling.

Full and adoptive siblings are defined as children who have the same biological or adoptive parents.

Half siblings are defined as children who share only one biological or adoptive parent.

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 admission authority considers to be the address of the child for whom the application is made.

For the avoidance of doubt this does not include cousins, other family members or friends. The Trust may require proof of relationship and/or proof of residence. A sibling must be attending (or is expected by the admissions authority to be attending) the school, including the 6th Form, on the date of admission, or year of entry.

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.

A sibling must be attending (or is expected by the Admissions Authority to be attending) the school at the time of admission.

St Katherine's School's Catchment Area can be accessed [here](#).

A First Geographical Area is an area of priority for a school. Living in this area does not guarantee a child a place at the school but they may receive priority over children who live outside the First Geographical Area.

Children of staff

Priority will be given to children of staff who are employed by Amplify Education (formerly Cathedral Schools Trust) where their main place of work is St Katherine's School. This will include all teaching and non-teaching staff who;



- a. have been employed at the school for at least two consecutive years at the time at which the application for admission is made; and/or
- b. were recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

Notes:

- A School will be the staff member's main place of work if they are based there for at least 50% of their contracted hours each week during term time.
- Children of staff include their natural or adopted children, children placed with the staff member on a long-term foster placement, their stepchildren (i.e. their spouse's children) and the children of their partner who lives with them. In all cases, the child must live at the same permanent address as the staff member, for the majority of the time.
- A staff member is an employee of CST with a 'continuity of employment' contract who is full time, part time, teaching, leadership or support staff, and who will still be employed by CST in the September the child is admitted.

Parents applying for a place under this criterion should complete and submit the [Staff Supplementary Information Form](#) by 31st October to:

Email: admissions@skdrive.org

Post: St Katherine's School, Ham Green, Pill, BS20 0HU

Twins/Triplets

Children who are multiple birth siblings (twins and triplets etc.) from the same family tied for the final place, will be admitted over PAN.

Applicant's Home address

A child's home address is 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.

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.

Where parents do not live together, and the child spends equal amounts of time with both parents, the home will be that of the parent who made the application to be the child's home.

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 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. Examples of evidence would be the address of the parent who receives Child Benefit and/or 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.

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. 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.

Distances

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 random allocation.

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

Who can apply

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

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

Parent

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.

Change of Address

Parents must inform North Somerset Council and the school as soon as possible if they change address 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.

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.

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 you have given us suitable proof of residency. Proof that a move from the previous address has taken place may also be required, for example 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. We reserve the right to seek more documentary evidence to support any claim of residence, which could include contacting the estate agent, solicitor, landlord or relevant professional. We may carry out home visits without prior notice to verify a child's home address.

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.

Applicants may also be required to provide proof that they have left the previous property, for example by supplying a final account utility bill.

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.

Documentary evidence

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, including unannounced home visits.



The child's normal permanent home address where they live with their 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.

Examples of evidence that may be acceptable to determine a child's address are:

- 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.
- 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.
- 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.
- 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. Applicants must also provide documentation showing the applicants name and new address.

Supporting documents

Any letters/supporting documents should also be submitted to the school.

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 them. They will be accepted as on time if the Admissions Authority believes they were submitted by the closing time and date.



Late Applications

Applications submitted after the closing date will be considered as 'late' applications and will be dealt with at a later stage when all 'on time' applications have been processed. In very exceptional circumstances e.g. illness of a lone parent, a late application may be considered as on time if the application is made before 15 November 2025, the date the authority exchanges application details with other admission authorities as part of the coordinated admission process.

UK Service Personnel and Crown Servants

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. The address at which the child will live will be used when applying the oversubscription criteria, as long as the parents provide some evidence of their intended address.

Admission of children outside normal age group

Children are normally educated in school with others of the same chronological age group; however, in exceptional circumstances, parents/carers may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered, and either be agreed or refused. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should complete the [Form to request an out of normal year group admission](#) with the reasons for that request.

Completed forms should be sent to:

Email: admissions@skdrive.org

Post: St Katherine's School, Ham Green, Pill, BS20 0HU



Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, head teacher etc. Some of the evidence a parent might submit could include:

- 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; and
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Trust will consider each case, taking into account the individual circumstances of the request and the child's best interests as well as the views of the Headteacher. The Admissions Committee will then decide whether such an out-of-year group place will be agreed or refused on that basis.

It is advised that an on-time application is submitted for the correct chronological year group, pending the result of the request. If the 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.

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 to a request, 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. For example, an agreed out of cohort request from a child who would 'normally' be a Year 8 child for a Year 7 place will be considered alongside applications for Year 7.

Waiting Lists

Where in any year, as part of the normal admission round, St Katherine's School receives more applications for places than there are places available, a waiting list will be maintained by the admission authority until 31 December in the year of entry.

Any parent will be able to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. For every added child to the waiting list, the list will be ranked again in line with the published admission criteria.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria, in order of priority. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added or leaves it.

Waiting lists for each year group will be maintained on an academic yearly basis. Applicants will then remain on the waiting list until the end of the academic year and considered for any vacancies that may arise. If applicants wish to remain on the waiting list for a new academic year, they must reapply for a place for the new academic year.

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 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.

Appeals

Parents/carers who are not offered a place for their child have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Parents/carers wishing to appeal should



submit an appeal form with their written reasons.

Should an appeal be unsuccessful, the admission authority will not consider further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.

Details of how to appeal are included in the refusal letter confirming the decision not to offer a place.

Fair access Protocol

St Katherine's School participates in North Somerset Council's Fair Access Protocol. 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 to 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

Withdrawal of an offer

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

1. Where a parent has given fraudulent or intentionally misleading information such as a false address, which effectively denies 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



St. Katherine's School



absence.

5. 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.

Registered Address

Head of School: Mr J Humphreys

St. Katherine's School

Ham Green

Pill

BS20 0HU

Tel No: 01275 373737

Email: school@skdrive.org

Website: www.st-katherines.n-somerset.sch.uk