

# Broadclyst Community Primary School

## Admission arrangements for 2018-19

### Introductory statement



Broadclyst Community Primary School (BCPS), rated Outstanding by Ofsted, was founded in 1810 to serve the children of the local community. It is an academy, serving its local community, now with its own 40-place nursery, it has developed a local, national and international reputation for its innovative use of IT and digital media. It is part of the [Cornerstone Academy Trust](#), a multi-academy trust that provides 21st century education across two schools as well as professional teacher training through the [Cornerstone Teaching School](#).

### Admission number(s)

The school has a published admission number (PAN) of **60** for entry in Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the PAN for the relevant year group are received, no child will be refused admission.

### Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.<sup>1</sup>
2. Priority will next be given to children based on their exceptional medical or social needs or those of their parents. Each application must include evidence, from a medical specialist or social worker of the child's/parent's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the school or to the LA with the application, a child's or parent's medical or social needs cannot be considered.
3. Priority will next be given to the children of staff who have been employed at the school for at least two years or recruited to fill a skill-shortage area.
4. Priority will next be given to the siblings of pupils attending the school at the time the application is made.<sup>2</sup>
5. Priority will next be given to children living in the catchment area set out in the map below when the application is made.

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<sup>1</sup> A looked after child is a child 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 (see the definition in Section 22(1) of the Children Act 1989).

<sup>2</sup> This means any time from the date an application is made until it is processed.

6. Priority will next be given to children attending the school Nursery when the application is made.
7. Other children.

## **Tie-break**

If in categories 2-7 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 from the child's home to the front gates of the school in a straight line.<sup>3</sup>

Random allocation undertaken by the local authority or another body unconnected with the Academy Trust will be used as a tie-break in categories 2-7 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.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

## **Submitting applications**

Applications for a place in the Reception intake must be made on the local authority common application form and submitted to the local authority by 15 January 2018.

For in-year admissions, after the start of Reception, applications can be submitted at any time on Devon County Council's in-year common application form.

## **Late applications**

All applications received by the LA after the deadline of 15 January 2018 will be considered to be late applications unless the parent can demonstrate that he or she was unable to apply by the deadline. This may be because of illness or a house move for example. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

## **Deferred entry for infants**

Parents offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. 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 31 August, 31 December or 31 March).

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<sup>3</sup> This is measured in a straight line from the GPS points for the entrance of the residential dwelling to the main entrance to the school grounds on Devon County Council's Geographical Information System (GIS): the northernmost entrance on the B3181.

## Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

When such a request is made, the academy trust 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.

We ask parents to tell us in writing with as much supporting evidence as they wish to provide why they are requesting admission outside the normal age group for a child. The academy trust will consider this evidence and reach a decision in the child's best interests. We will take into account:

- the parent's views;
- information about the child's academic, social and emotional development submitted by the parent;
- the child's medical history and the views of a medical professional, where relevant and if submitted by the parent;
- whether the child has previously been educated out of their normal age group;
- whether the child may have fallen into a lower age group if it were not for being born prematurely;
- guidance from the Department for Education on the admission of summer-born children to Reception;
- any other relevant matter raised by the parent.

The academy trust will reach a decision on which Year Group it believes is appropriate for the child. It will then reach a decision on whether a place can be offered as it would for any application in that Year Group.

## Admission of summer-born children<sup>4</sup> to Reception

Parents of summer-born children can request that admission to Reception is delayed to the following academic year as the start of the next September term will be when the child reaches compulsory school age. We invite parents to visit the school so that we can explain the provision that is on offer to children in our Reception class, how it is tailored to meet the needs of the youngest children and how their needs will be met as they move through the school. This is an opportunity to discuss any concerns parents have about the child's readiness for school. Children in Reception and in an Early Years setting all receive the Early Years Foundation Stage curriculum.

As with any request for admission outside a child's normal age group, the academy trust will have two decisions to make:

- Which age group the child should be admitted to in this school; and
- Whether a place is available in that age group

It can be difficult to reach a decision about the appropriate age group for a child more than a year in advance of admission as it will not be easy to assess how the child will develop in that time. Therefore, it will be helpful for parents to provide as much information on the child as possible, particularly with any relevant professional social or medical evidence.

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<sup>4</sup> Summer-born children are those born between 1 April and 31 August, inclusive.

The process for this school within the Devon County Council area is that the parent will make an application for the child's normal age group at the usual time and also make a request for delayed admission at the same time. This will enable the academy trust to reach a decision on age group before the national offer day. If the request is agreed, the application can be withdrawn by the parent before a place is offered and the parent will then make a fresh application in the next normal admissions round. If the request is refused, it is for the parent to decide whether to continue with an application for the normal age group OR to withdraw from that process and make an in year application for admission to Year One for the following September. It may be that the admissions authority for another school agrees to delayed admission there, in which case the parent may pursue that option.

In reaching a decision, the academy trust will consider the circumstances of the case as it would with any request for admission outside the normal age group. Its decision will be made in the best interests of the child and will be set out in writing for the parent. We recognise, along with the Department for Education, that requests for delayed admission to Reception differ from other requests for admission outside the normal age group as it is only in these circumstances that a child is being admitted to school for the first time. Delayed admission is not an opportunity for a child to retake the Reception year or to have an additional opportunity to seek admission to this school.<sup>5</sup>

There is no right of appeal to an independent admission appeal panel if a parent is offered a place but it is not in the year group they would like. They may make a complaint through the school's complaints procedure if they are unhappy with a decision.

## Waiting lists

The school will operate a waiting list. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the end of the academic year. This will be maintained by the academy trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. 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 to or leaves the waiting list.

## 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. Appellants should contact the head teacher by 20 school days after the date of notification that their application was unsuccessful for information on how to appeal. Information on the timetable for the appeals process is on Devon County Council's website at: <https://new.devon.gov.uk/educationandfamilies/school-information/apply-for-a-school-place/school-appeals>.

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<sup>5</sup> Requests for delayed admission will not be considered where a child has attended in any school Reception class for more than a half-term. This allows for parents who are unsure about a child's readiness to try Reception without prejudicing the option for delayed admission. The child would be removed from school by the parent in these cases.

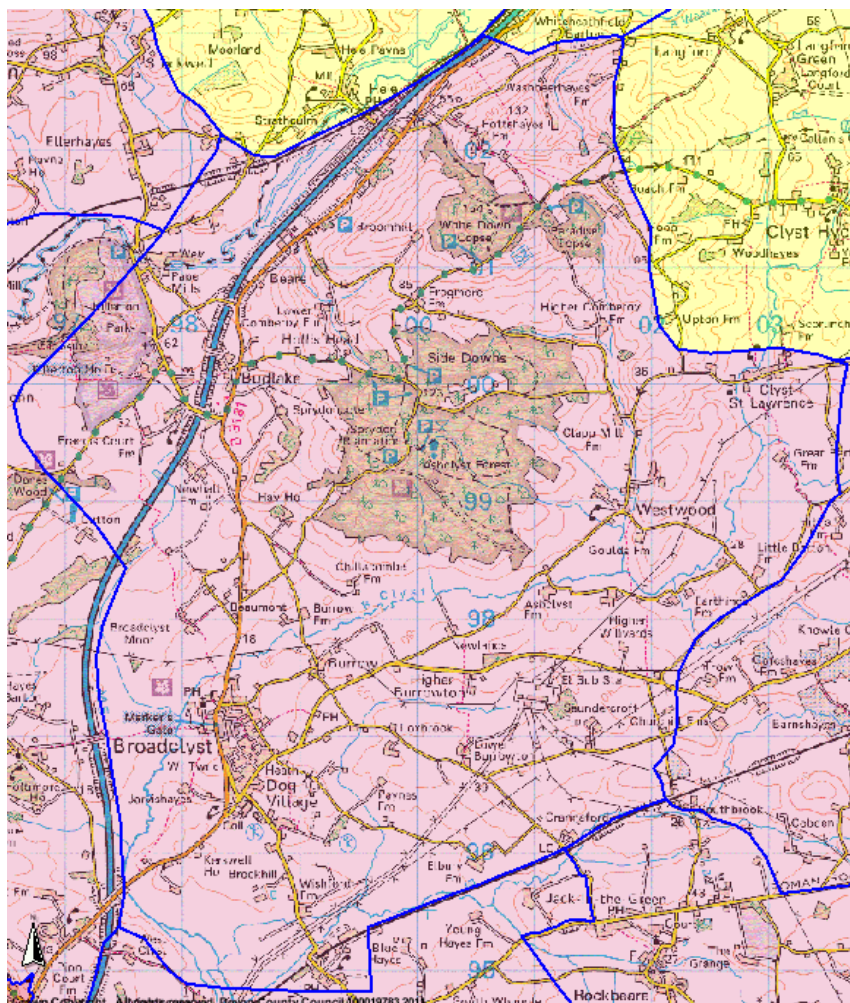
## In-Year Applications

Not all children join us at the beginning of the Reception year. Some will join us after the normal admission point. These are called 'in-year' admissions. To apply in-year, parents should complete a DCAF application from Devon County Council wither at [www.devon.gov.uk/admissionsonline](http://www.devon.gov.uk/admissionsonline) or by calling My Devon on 0345 155 1019.

### Notes:

#### Catchment area:

Our catchment (or designated area) is in the middle of the map, bordered by a blue line. You can view it in more detail online at [devon.cc/schoolareamaps](http://devon.cc/schoolareamaps). This will confirm whether addresses close to the boundary are inside or outside our area. We welcome admissions applications for children living inside and outside our designated area.



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#### Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for

applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

**Sibling:**

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

**Medical and Social Need:**

'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or ability or because their friends attend the school. 'Medical need' does not include mild medical conditions which can be managed or supported at other schools.

**Contact**

Headteacher  
Broadclyst Community Primary School  
School Lane  
Broadclyst  
Exeter  
EX5 3JG

01392 461288  
[admin@bcps.org.uk](mailto:admin@bcps.org.uk)  
[www.bcps.org.uk](http://www.bcps.org.uk)

## Frequently Asked Questions about Admissions

This is general information about the admissions process and is intended to aid parents - and people who work in our school - in understanding our policy.

### Can I visit the school?

Yes. We welcome visits from parents and children who would like to see what we have to offer. Visits are not a compulsory part of the admissions process and will affect not decisions on whether a place can be offered at our school.

### Does my child have to be in school by a certain date?

All children have to be in full time education by the beginning of the term following their fifth birthday. That education could be in a school or at home. You can defer or delay admission until then or take up a place on a part-time basis but we will offer places to start from the beginning of the September term after the fourth birthday. We offer advice to parents who are considering anything other than this.

### When would my child start?

Our normal round offers are for the start of September. For in-year admissions, your child would start as soon as possible if they don't already have a school place locally. If you are transferring your child from another local school, we will offer a start date at the beginning of the next term unless we agree that it is necessary for the move to take place sooner.

### Do I have to make an application?

Yes. Every parent has to make a formal application even where, for example, there is an older sibling already on roll and whether or not the child has been attending a particular Early Years setting. This will either be approved or there will be a formal refusal with a reason and advice about waiting lists, the right of appeal and a referral to the local authority. No places are held back in case someone close to the school forgets to apply or moves into the area later. This is not the case for children with an Education Health and Care Plan.

### Do I need to apply if my child has an Education Health and Care Plan (EHCP)?<sup>6</sup>

We will admit any child whose EHCP names this school. Naming a school follows from a consultation by the 0-25 Special Educational Needs Team of the local authority with us. This is the admissions process and there is no need to complete a separate admissions application form.

### Who can apply for a place?

Applications are made by whoever has parental responsibility – a person or a local authority for children in care. A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both parents. It is not necessary for both parents to sign an application form. We would always encourage parents to be in agreement about their children's education.

### When do I apply for a place?

If your child is due to start in Reception in September 2018, there is a national closing date for applications on 15 January 2018. You can apply after this date but it may be that your application will be considered after other applications and the school may be full so it's important to apply on time if possible. In Devon, the application window opens on 15 November each year. For admissions after the start of Reception, you can apply at any time although offers and refusals are not made further in advance than 8 school weeks (16 school weeks for children of UK service personnel or Crown Servant families).

### Can I apply for a place after the start of Reception?

Yes. Not all children join us then. Some will join us after the normal admission point. These are called 'in-year' admissions and can take place at any time. To apply in-year, parents should

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<sup>6</sup> An EHCP is a formal document issued by a local authority describing a child's additional needs and how they will be provided for in a school. EHCPs replace Statements of Special Educational Need.

complete a DCAF application from Devon County Council (at [devon.cc/admissionsonline](https://devon.cc/admissionsonline) or by calling 0345 155 1019) or a DCAF6 from the school office. The DCAF6 is used where a child is new to the area and doesn't have a school place locally, there is a vacancy and the parent is content just to name one school on the form.

### **How do I apply?**

Applications for the normal round at the start of Reception are made to the local authority where a child lives. For this school, that will generally be Devon County Council. Most parents apply online at [devon.cc/admissionsonline](https://devon.cc/admissionsonline); there is a paper version of the form within Devon's Step by Step admissions booklet. Parents can name up to three different schools with each school being considered without affecting the applications for the others. This is called Equally Ranked Preferences for schools. The local authority will write to you with an offer for one school. For in-year admissions, you apply using DACF or DCAF6.

### **I've heard some schools have a Supplementary Form – do you?**

No. We don't use a Supplementary Information Form as all of the information we need to make decisions can be provided on the local authority form.

### **What if I want to apply for another school too?**

You can apply or 'express a preference' for one, two or three schools. They should be named in the "ranked" order you would most like a place to be provided. It might be possible for each school to offer a place. If that happens, a place will only be offered at whichever of the schools that could offer a place the parent ranked highest. So, if places are available at your School 1 and School 3, a place will be offered only at School 1. Equally ranked preference schemes are a legal requirement that enable you to apply for schools you prefer without jeopardising your chances of a place at a closer school.

### **Can I apply from abroad?**

Yes. Applications will be accepted where a child has the right of entry into the country. From countries outside the European Economic Area where a parent is not resident in the UK we will only accept the application with a valid visa that is not a tourist visa.

### **What if I'm from a service family?**

For children of UK service personnel and other Crown Servants we will consider a family posted to the area as meeting residence criteria even if a home address has not been identified and a unit address is used. This requires written confirmation from the relevant government department: the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters. We would also consider in-year applications up to 16 school weeks in advance.

### **Will my application be approved?**

If there is a vacancy then the answer will generally be YES. We will refuse admission where the school is full or, very exceptionally, if we are unable to meet a child's needs. We will admit all children with an Education Health and Care Plan that names this school. If we have more applications than the number of places available then we will use our oversubscription criteria to prioritise the applications and decide who could be offered a place. These criteria are not used if we have sufficient places available.

### **Who makes the decision?**

Every school has an admission authority, responsible for setting an admissions policy and for responding to each application. For this school, the Cornerstone Academy Trust is the admissions authority. Even though the decision will be sent by the local authority, the Trust decides whether a place is available, using this policy and the oversubscription criteria if necessary.

### **What is a Published Admission Number?**

This is the minimum number of places available for our Reception intake. It is set taking into account the physical capacity of the school, the level of demand that is expected and sensible, lawful school organisation. Once we set this number, we won't refuse admission for applications below the PAN.



If there is higher demand and we believe we could admit more children, we will inform Devon County Council as the local authority that administers the applications for this school. After the Reception year we may change the Admission Number for the year in response to changes in circumstances.

### **Does it make any difference that my child has an Education, Health and Care Plan (EHCP)?**

Any child whose EHCP names this school will be admitted. You should discuss this with Devon's 0-25 Special Educational Needs Team. By calling 0345 155 1019 or emailing [specialeducation0-25-mailbox@devon.gov.uk](mailto:specialeducation0-25-mailbox@devon.gov.uk)

### **What if I believe there is an exceptional need for my child to come to this school?**

We give higher priority for children with an exceptional social or medical need to attend this school and not another school. This need may be because of the parent's circumstances. The need must be specific to this school: there may be very challenging circumstances that require additional support but if that support could also be provided at another school, there would be no exceptional need to attend this school. Exceptional need could be:

- A serious medical condition, which can be supported by medical evidence;
- Significant caring responsibilities, which can be supported by a social care officer;
- Where one or both parents or the child has a disability that may make travel to another school further away more difficult, which can be supported by medical evidence.

These examples are not meant to be exhaustive or exclusive. Neither should it be assumed that similar circumstances would impact on different children and families in the same way.

- if there are medical reasons that make it essential for a child to attend this school, the parent must provide supporting information from a doctor together with any other relevant information by the application closing date,
- for other exceptional reasons, parents must provide independent evidence from a professional who is supporting the family,
- evidence must make an unequivocal and compelling case why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. It is not essential to name this school or to have in-depth knowledge of it but it must explain exactly what the child needs are and what specialist support and facilities the child requires,
- we may seek our own advice to establish whether we are the only school that could meet the child's needs. In most cases we would only expect to agree medical need for a school place here if a child has an Education, Health and Care Plan as a result of their medical situation.

Exceptional need for admission here will not be accepted on the grounds that:

- a child may be separated from a friendship group
- parents wish to avoid a child from the current or previous school;
- child-care or transport arrangements before or after school would have to be changed;
- there is a medical condition that doesn't require specialised treatment;
- the child has a particular interest or ability in a subject or activity.

Evidence from a relevant professional, independent of the family will be required in every case. Where there is exceptional need for admission to this school, the child will be given a higher priority for admission but not a guarantee of a place. We will still need to reach a decision on whether a place is available.

Parents can indicate on Devon's common application forms that they believe there is exceptional need. The onus is on parents to submit their supporting evidence and to provide further evidence if requested to do so. Parents who apply using a common application form from another LA without a tick box for exceptional need should put a note in the reasons for their preference.

If we accept that exceptional need has been demonstrated, the application will be prioritised. Where we don't agree the need is exceptional, the application will be prioritised according to our other oversubscription criteria.

### **What do you mean by ‘where a child lives’?**

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child’s residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

We will ask for evidence of the home address where this is not clear. This would usually be written confirmation of a house purchase or a formal tenancy agreement but we recognise that some families may be unable to provide this. Parents who can’t provide this evidence should contact us. We don’t intend to penalise families where there is a genuine reason why the usual evidence cannot be provided. We will not accept more than one address as the child’s home address.

### **What if I don’t agree with my child’s other parent about admissions?**

Sometimes parents disagree about applications. The terms of a Child Arrangements Order or other court order may have an impact on which parent should or should not apply for a new school. In the absence of an Order, we will act in response to the wishes of the parent with whom the child lives. This means that a non-resident parent cannot block an application to transfer schools unless there is a legally enforceable objection.

### **When will I know if I have a place?**

There is a national offer date for new Reception places – 16 April each year (or the next working day if this is on a weekend or Bank Holiday). For In Year applications, you will be informed soon after we consider the application – generally within a week.

### **What should I do if I am offered a place?**

You should confirm you want the place so that we know it is still required and we don’t make arrangements to offer the place to another child. We wouldn’t do this without checking with you first.

### **What if I believe my child isn’t ready for Reception?**

We offer places for full-time attendance at the start of the September term after the fourth birthday. Children can start then but don’t have to. Parents can defer admission for children below compulsory school age.

<b>Child’s fifth birthday</b>	<b>Parent can defer admission or child can attend part-time until the start of term in</b>
1 September – 31 December 2018	January 2019
1 January – 31 March 2019	January 2019 OR April 2019
1 April – 31 August 2019	January 2019 OR April 2019 OR September 2019 by making a fresh application for a Year 1 place (June 2019) or making a fresh normal round application for Reception in 2019-20

### **What is Part-Time attendance?**

We will decide what our part-time offer is in this school. If this is something you feel might be right for your child, please come in and discuss it with us.

### **I’ve heard about Fair Access to schools. Does this guarantee a place for my child?**

No, it is not a guarantee. All local authorities are legally required to operate a Fair Access Protocol across their area and all schools must take part in the Protocol. This is an admissions safety net to

ensure that children who are vulnerable and unable to access an appropriate school place under standard In-Year admission arrangements for the area will be offered a suitable school place quickly. It may be that a child is admitted even though the school would otherwise be considered full but that would not mean that there are extra places available generally.

### What about transport from home?

You should consider how your child will get to school for the whole of their time on roll at any school. You are advised not to rely on lifts, car shares or public services always being available. Free transport will be provided for Devon-resident children attending this school if it is the closest school available. The home address must be further than a maximum walking distance. The LA can give you more advice by calling 0345 155 1019 or emailing [schooltransportservicequeries-mailbox@devon.gov.uk](mailto:schooltransportservicequeries-mailbox@devon.gov.uk). In certain circumstances, we may help with transport too.

### Is there anything else that I should know about the school and its policies?

- **Feeder school:** A school which works with another to develop curriculum links and to ease transition for pupils from primary school to secondary school. Under its current policy, **Clyst Vale Community College** gives admissions priority for children moving on from Year 6 at this school.
- **Fees and charges:** There is no charge for applying, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations made to the school following admission are entirely voluntary. No activities such as school visits are compulsory. We have a policy on charging for activities on our website.
- **Home-school agreements:** Admission is not conditional on signing these. However, we will ask you to agree with this after a place has been offered because we believe they are a positive way of promoting greater involvement in your child's education.
- **Key Stage One class sizes:** The law limits the number of children in a Reception, Year 1 or Year 2 class (or a class where the majority of children are aged 5, 6 or 7 years) to 30 children for each teacher. There are a number of permitted exceptions to this limit. Being an exception to Key Stage 1 class size legislation is not a guarantee of admission.
- **Uniform:** Children are expected to wear a uniform. Some of the items required can be purchased from us and the rest from most retail outlets. Parents unable to purchase items of uniform or equipment will not be penalised. We operate a scheme to assist families in need.

### How is your policy set?

Admissions policies are determined annually by the end of February and apply for one year at a time. While we aren't required to consult every year unless we are proposing to change the policy, we will consult each year in the interests of transparency and so that new members of staff, new Governors and new parents have an opportunity to review our policy. Proposed policies will be published on our website and we consult via Devon County Council.

Once the policy is determined, it will be published online by 15 March. It is then subject to formal objection to the Office of the Schools' Adjudicator up to 15 May. The Adjudicator can review policies and ensure that they are fair and lawful.

### Where can I get further information and advice?

Devon School Admissions Service

[admissions@devon.gov.uk](mailto:admissions@devon.gov.uk)

Telephone contact through *My Devon* on 0345 155 1019

Devon County Council information, admissions application forms and policies

[devon.cc/admissions](http://devon.cc/admissions)

[devon.cc/admissionarrangements](http://devon.cc/admissionarrangements)

Devon School Appeals

Telephone contact through *My Devon* on 0345 155 1019

Clerk to the Independent Appeals Panel, County Hall, Exeter, EX2 4QG

[devon.cc/appeals](http://devon.cc/appeals)

Devon Education Transport Team

Telephone contact through *My Devon* on 0345 155 1019

[devon.cc/schooltransport](http://devon.cc/schooltransport)

Children's Education Advisory Service – advice for service families

01980 618244 [enquiries@ceas.detsa.co.uk](mailto:enquiries@ceas.detsa.co.uk)

The Department for Education (DfE)

0870 000 2288 [www.education.gov.uk](http://www.education.gov.uk)

The Education & Skills Funding Agency (ESFA)

0370 000 2288 [www.gov.uk/government/organisations/education-and-skills-funding-agency](http://www.gov.uk/government/organisations/education-and-skills-funding-agency)

Office of the Schools Adjudicator (OSA)

01325 735303 [www.education.gov.uk/schoolsadjudicator](http://www.education.gov.uk/schoolsadjudicator)