



Office of
the Schools
Adjudicator

**Request for a variation for admissions in September 2021
(adjust date as appropriate)**

Name of school	Beechen Cliff School
Type of school (i.e. foundation, voluntary aided, community or voluntary controlled) ¹	Member of a multi academy trust – MNSP Schools Trust
Address of school	Kipling Avenue Bath BA2 4RE
Telephone number of school	01225 480466
Name of headteacher	Andrew Davies
Email address of headteacher	headmaster@beechencliff.org.uk
Name of chair of governors	Helen Eastwood
Email address of chair of governors	Helen.eastwood@msnpartnership.com
Name of local authority	Bath and North East Somerset
Name and address of authorised officer in local authority	Charon Smith Transport and Admissions Bath and North East Somerset Council Lewis House Manvers Street Bath BA1 1JG

¹ Applications to vary admission arrangements of academies directed to the Education and Skills Funding Agency.

Telephone number

Email address

For schools with a religious character, what is the name and address of the authorised officer in the religious authority?

Telephone number

Email address

Signature

Date

To be signed by the responsible person for the admission authority. For community and voluntary controlled schools, this will normally² be an authorised officer of the local authority. For voluntary aided and foundation schools this will be the chair of governors.

Helen Eastwood Chair of Governors

Please note that information provided on this form will be copied to the other parties listed above.

Please complete the appropriate parts of this form. If possible, please send the form and all necessary attachments by email to osa.team@schoolsadjudicator.gov.uk

Or post to: The Office of the Schools Adjudicator
Bishopsgate House
Feethams
Darlington
DL1 5QE

² In the unusual case that the local authority has delegated responsibility for admissions to the governing board, making it the admission authority, then this will be the chair of governors.

Initial information required

1. Current Admission Arrangements

Before an adjudicator can consider a variation, he or she needs to see evidence that the admission arrangements for the relevant year have been determined, that is formally agreed, by the admission authority. If the arrangements have not been determined, the adjudicator has no jurisdiction to consider the proposed variation.

Please provide:

- a. a copy of the **complete admission arrangements** for the relevant year including any supplementary information form or other relevant documentation and a link to where they can be found on the admission authority's website; and
- b. a copy of the **minutes of the meeting** where the arrangements for the relevant year were **determined by the admission authority**.

2. The requested variation

The documentation requested above will establish that the adjudicator has jurisdiction. When that is received then the adjudicator will be able to consider the proposed variation.

- a. What major change of circumstance has occurred since the arrangements were determined making it necessary to request a variation? The adjudicator will consider if the variation is a necessary and appropriate response to the change in circumstances.

Covid 19 pandemic and resulting restricted access to the school site for external visitors

- b. What problems have arisen, or are foreseen, as a result of this change in circumstances?

Unable to invite pupils and parents from other schools to attend events at the school site.

- c. What variation is being proposed and for which year of admission?

Removal of the Sport Aptitude tests which were scheduled for October 2020 and normally require candidate attendance on the school site. This would be a wholesale deletion of the category d criteria for the admissions policy 2021 entry. Usually 12 places awarded.

- d. How will the proposed variation address the problems arising from the change of circumstances?

Will allow the school to meet its health and safety obligations required as part of our response to the Covid 19 crisis.

3. Notification of appropriate bodies

It is necessary to provide evidence that the following bodies have been notified of the proposed variation as required by paragraph 3.6 of the School Admissions Code:

- all other admission authorities and all governing boards for community and voluntary controlled schools within the relevant area³ (except that primary schools need not notify secondary schools). This is expected to include schools within a reasonable distance whether or not in the same local authority area;
- whichever of the governing board or the local authority is not the admission authority; and
- in the case of schools with a religious character, the religious authority.

A notification is not a consultation. The adjudicator would expect the admission authority to have provided enough information in the notification to the above bodies for an understanding of the change in circumstances and the proposed variation.

In addition, before a local authority refers a request for a variation to the admission arrangements of a community or voluntary controlled school to the adjudicator, it must consult the governing board of the school.

The variation cannot be considered if notification and consultation (of the governing board in the case of proposed variations to the arrangements of community or voluntary controlled schools) have not occurred.

Please provide:

- a. evidence that the governing board of the community or voluntary controlled school has been consulted (if appropriate);
- b. evidence that the above notification requirements have been met; and
- c. provide any comments received from the above bodies about the proposed variation (if no responses were received please say so).

4. Please complete the appendix if the proposed variation is for a reduction in the published admission number.

³ The relevant area is defined in the Code as “*The area for a school (determined by its local authority and then reviewed every two years) within which the admission authority for that school must consult all other prescribed schools on its admission arrangements.*”

Appendix: proposed reduction of published admission number (PAN)

Only complete this section if you are applying for a reduction in PAN.

Foundation and voluntary aided schools may need to obtain some of this information from their local authority.

The adjudicator needs to be assured that any reduction in PAN does not compromise the local authority's duty to ensure that there are sufficient school places in the area. Different admission authorities and local authorities plan the places needed in different ways. In most areas, and certainly in urban and suburban areas, planning is likely to be the basis of "planning areas" which cover a number of schools. In particularly rural areas planning may be done on the basis of an individual school. Please provide the information requested in A or B below as appropriate.

- A. If **place planning** for the area **is based on an individual school** please provide:
- a. a map showing the location of the school and the nearest local schools;
 - b. the PAN for the relevant year or years of entry last three years;
 - c. the numbers of preferences made for the school (first, second, third and so on) for the last three years;
 - d. the number of children admitted to the school at the normal point or points of entry for each of the last three years;
 - e. the number of children expected to be requiring a place at the school at the normal point or points of entry in the next two years; and
 - f. if there are expected to be more children requiring a place at the school than the proposed PAN please provide:
 - i. the number of children likely not to be offered a place at the school if the PAN is reduced;
 - ii. the names of the schools where the children displaced by the lower PAN are likely to be admitted; and
 - iii. the distances such children are likely to have to travel to alternative schools compared to the distances they would travel to the school which is the subject of the proposed variation.
- B. If **place planning is based on a planning area** please provide:
- a. a map showing the planning area and the relevant schools within it and any other relevant schools;
 - b. the names of the schools in the planning area;
 - c. the PANs of the schools in the planning area for each relevant year of entry for the last three years and the coming two years (as far as is known) with the totals for the planning area;
 - d. the number of children admitted to these schools in the last three years at the usual point or points of admission with the totals for the planning area;

- e. the number of children allocated a place at these schools for the September following the date of the variation and for the following September if this is available;
- f. the forecast numbers to be admitted to these schools at each normal point of entry for the coming two years with totals for the planning area; and
- g. if the forecast number of places predicted to be needed is higher than the number of places available, please provide:
 - iv. the number of children likely not to be offered a place at the school if the PAN is reduced;
 - v. the names of the schools where the children displaced by the lower PAN are likely to be admitted; and
 - vi. the distances such children are likely to have to travel to alternative schools compared to the distances they would travel to the school which is the subject of the proposed variation.