



Information for admissions and appeals can be found on the Somerset SENDIAS website: [www.somersetsend.org.uk](http://www.somersetsend.org.uk)

If you need any further help and advice please contact an Adviser:

**Somerset Choice Advice Service**  
Tel: 01823 356903  
Mob: 07811308382/07775027442  
email: [choiceadvice@somerset.gov.uk](mailto:choiceadvice@somerset.gov.uk)

### Working together for equalities

This leaflet is available in large print and other languages

To request this document in an alternative format, please contact us.

**Disclaimer:** The Somerset Choice Advice Service has made all reasonable efforts to ensure that the information contained in this leaflet is accurate and up to date at the time of publication. It does not constitute legal advice and Somerset Choice Advice Service cannot accept any responsibility for any loss or damage suffered as a consequence of any reliance placed upon it.

### REMEMBER:

- PLAN AHEAD
- Visit the schools and talk to the Headteacher
- Check the school's admission rules
- Apply online and on time
- In-Year applications: use a separate application form for each school and apply to the school
- Parents have the right of appeal if the application is refused



February 2024



## Somerset Choice Advice Service SCAS

A free impartial service to help families with school admissions and appeals

Impartial

Confidential

Free



## What is the Somerset Choice Advice Service?

**The Somerset Choice Advice Service is an impartial service which supports families with advice and practical support through the school admissions and appeals processes.**

This service exists to ensure that parents are able to play an active and informed role in securing a school place for their child.

## What can we do?

We can provide impartial information on:

- How the admissions and appeals processes work
- How the Oversubscription Criteria affects an application
- Infant Class Size Regulations
- Practical support via email, telephone or face to face
- School Transport
- How to complain

## What can the Choice Adviser offer?

- Impartial information about schools and academies
- Explain how to fill in an application form or an appeal form
- Advise on how to prepare for an admission or transport appeal
- Attend appeal hearings

## How do I qualify for help at an appeal hearing?

Parents/Carers who qualify for any of the following may receive support to prepare and attend an appeal hearing:

- Free school meals
- Maximum Working Tax Credits or Child Tax Credit
- Fair Access Criteria
- Schools Funding for Children's Special Educational Needs - Element 2

## Our Aims:

The Somerset Choice Advice Service aims to support families through the admissions and appeals processes however at busy times it may not always be possible for an adviser to contact families or attend appeal hearings.

