



**LIGHTHOUSE**  
SCHOOLS PARTNERSHIP

**SCHOOL ADMISSION  
ARRANGEMENTS FOR  
BATH & NORTH EAST SOMERSET  
PRIMARY SCHOOLS WITHIN THE  
LIGHTHOUSE SCHOOLS  
PARTNERSHIP 2023-24  
Statutory**

Approved by the Trust Board

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Date: 25/01/22

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Board of Trustees

Authorised for Issue

Signed: *A Haysom*

Date: 25/01/22

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# School Admission Arrangements for Bath and North East Somerset primary schools within the Lighthouse Schools Partnership 2023-24

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N.B. In line with the changes to the School Admissions Code, the section relating to Children Previously in Care criteria (5.7) includes a fourth bullet point relating to children previously in state care outside of England (w.e.f. 1 September 2021)

## 1. Introduction

The Lighthouse Schools Partnership is a Schools Trust with schools across the age range providing education to children and young people from Nursery to Sixth Form. It is a not-for-profit charity with the key aim of 'advancing education for public benefit'. The Trust includes both community and Church of England schools.

The Lighthouse Schools Partnership has developed and published these Admission Arrangements to help explain the admission application process clearly and comprehensively, so that parents and children are suitably informed when choosing and applying for a preferred school. The arrangements comply with the requirements of the 2021 [School Admissions Code](#) and the 2012 [School Admission Appeals Code](#) issued, issued under Section 84 of the School Standards and Framework Act 1998. Any concern regarding statutory compliance, fairness or equality of local policy/practice, should be directed to the Lighthouse Schools Partnership via any of its schools. If the matter cannot be resolved locally, a complaint may be raised with the Office of the Schools Adjudicator (see Part 7 for contact details). Every admission application received will be administered in a fair and equitable way, in strict accordance with published policy and practice.

In accordance with our schools' academy status, the Board of Trustees is the Admissions Authority.

The 'day to day' management of school admissions is delegated to an Admissions Committee established within each school setting. If you would like to discuss your specific requirements or need further help with any aspect of the admissions process, please contact the individual school. It is recommended that you also visit the school websites which provide a lot of useful information about the school, its community and curriculum and the Lighthouse Schools Partnership.

## 2. Oversubscription criteria and published admissions numbers

Where a school is named in a child's Statement of Special Educational Needs or Education, Health and Care Plan, the Admission Authority for the school is legally required to admit the child to the school. Such children will therefore be allocated places at the named school before the oversubscription criteria is applied.

If a school receives more applications than the admission number, the oversubscription criteria will be used to determine who will be allocated places. All applications will be ranked in accordance with the criteria given in order of priority.

## 2.1 Primary schools

School	Age range	Year of intake	Admissions number
Bishop Sutton Primary School	4-11	Reception	30
East Harptree C of E Primary School	4-11	Reception	15
Stanton Drew Primary School	4-11	Reception	10
Ubley C of E Primary School	4-11	Reception	15
Whitchurch Primary School	4-11	Reception	45

### Admissions criteria for the above schools

#### PRIORITY A

Children in Public care [Looked after Children] or a child who was previously looked after but immediately after being looked after became subject to an adoption, care arrangement, or special guardianship order.

PRIORITY B [The 2 categories in this criterion will be given equal consideration].

- Children who live within a 1.5 mile radius\* of the school and for whom there will be a sibling in attendance on the admission date at the preferred school.
- Children who live outside a 1.5 mile radius\* of the school but it is their closest School and for whom there will be a sibling in attendance on the admission date at the preferred school.

#### PRIORITY C

Children who live closest to the school as measured in a direct line.

#### Additional Notes

To be considered under the above criteria parents must have named the school as a preference. Under the above criteria all preferences are considered equally. If a child qualifies for more than one school they will be offered their highest preference as stated on their application form.

\* The 1.5 mile radius will be measured from the address point of a school as defined by the Local Land & Property Gazetteer (LLPG).

In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Bath and North East Somerset Council's GIS computerised mapping system.

If under all the above criteria any single category resulted in oversubscription, those living closer to the preferred school would receive the higher priority.

Where there is more than one applicant ranked equally according to the published admission criteria and there are insufficient places available to allocate all of the equally ranked applicants the place(s) will be allocated by random allocation.

In the event of the school being oversubscribed where the applicant for the final qualifying place(s) available within the admission number is the parent/carer of twins, triplets or other multiple births the authority will breach the admission number to allow these children to be offered places. In the case of schools where there would be Infant Class Size issues such children will remain as an 'excepted pupil' to the class size limit for the time they are in an infant class or until the class numbers fall back to the normal class size limit of 30.

Children with an Education Health and Care Plan [EHCP] are dealt with separately through the statutory assessment process or a review of their plan. All schools are consulted before being named on a pupil's plan and schools have the opportunity to draw attention to any difficulties arising from oversubscribed year groups. If a particular school is named this will take priority over the Admissions Criteria, although, wherever possible the place will be offered within the Admission Number for the school.

Parents/Carers who make a formal appeal will have their child's name kept on a waiting list for any places which may become available at their preferred school. They may also ask for their child to remain on the waiting list without making a formal appeal. Any places which do become available will be reallocated using the Admissions Criteria, taking into account those parents who have asked to remain on the waiting list or who have lodged a formal appeal together with any late applications received. However children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

Every effort will be made to contact applicants on the waiting list using the last contact details provided by the applicant, but, where a response to an offer has not been received within 10 school days, the offer will be withdrawn and the available place offered to the next child on the waiting list to qualify for the available place.

The child's home address is defined as the permanent address where he or she generally resides with their parent. Temporary addresses may not be used to obtain school places. All applications received each year will be checked to confirm addresses using the Council Tax Office, Electoral Roll and if appropriate the school currently attended before allocations are made. A copy of a utility bill may also be requested. In certain additional cases proof of residency will also be determined by using the above methods. Once proof is obtained that the parent is resident at the address given, it will be accepted that the child is also resident at this address.

Where parents share parental responsibility for a child but live separately if two applications are received from the child's parents the LA will ask them to determine which application it should consider and which application should be withdrawn. This is because the LA will offer only one school place to a child at any one time. If parents cannot agree they should resolve the issue through the court system for example to obtain a 'Specific Issues Order' which specifies which parent has responsibility to make decisions on school preferences.

However in the absence of any Order the application received from the parent who receives Child Benefit for the child will be the only one considered. Parents may be

asked to provide supporting documentation confirming receipt of child benefit. Where the parents/carers are not entitled to Child Benefit the LA will ask for proof of the child's home address as held by the doctor's surgery at the point of application. Bath & North East Somerset Council cannot become involved in disputes between parents/carers.

### 3. Applying for a place in Reception 2023

The following information should be read in conjunction with the 2023-24 Coordinated Admission Scheme published by the Local Authority in the area which the child lives (the home Local Authority). If there is any inconsistency between this policy and the regulations of the co-ordinated scheme it is the latter which has precedence.

The Bath and North East Somerset co-ordinated scheme can be viewed on the Council's website at <https://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools>.

#### 3.1 Applying

Bath and North East Somerset residents seeking school places should apply on a Bath and North East Somerset application form/online system. Residents outside Bath and North East Somerset should apply for places on their home Local Authorities' application form. Applicants are strongly advised to read the parent guide for this intake which is available on Bath and North East Somerset web site <https://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools>.

#### 3.2 Deadline

Applications must be received by midnight on 15 January 2023.

Otherwise the application will be recorded as late. Late applications will not be considered in the first round of allocations and an outcome will not be sent on the National Offer Day. Please refer to the co-ordinated scheme in your home Local Authority for this intake for full details.

### 4. In year school transfer applications

The following applications will be treated as in-year admissions during 2023-24:

- applications for admission to Reception which are received after 1 September 2023;
- all other applications for admission to Years 1 to 6.

#### 4.1 Applications

Except for deferred entry for Reception Year Group children, applications will not normally be considered in advance of the date the place is required, this will be approximately 35 school days for those moving house, and 21 school days for those not moving house. However, applications for admission in September 2023 can be made from 1 June 2023. Any request for an extension beyond the required reply date will be considered by on an individual basis.

## 4.2 Outcome

Upon receipt of an in-year application, the local authority will aim to notify the parents of the outcome of their application in writing within 10 school days, but they must be notified in writing within 15 school days. Where an application is refused, the reason for refusal will be set out along with information about the right to appeal. Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements should be made for the child to start school as soon as possible, particularly where the child is out of school.

## 4.3 Alternative places

The Admissions Authority is required to notify Bath and North East Somerset Council of any in year transfer applications received and the outcome of them. If a place is unable to be offered at a preferred school and the applicant is, or has proven they will be, a resident of Bath and North East Somerset then the Council will do one of the following:

- i. offer a place at the nearest school to the home address with a place available;
- ii. advise the applicant of places that may be available at Own Admission Authority school(s);
- iii. if the child is currently attending the nearest available school to the home address, the Council is not required to take any actions.

## 4.4 Waiting list

Where there are more children than places available, a waiting list will operate for each year group. If parents would like their child's name to be added to the waiting list they must request it, as no child is added automatically.

The waiting list will be maintained on a two term basis. If applicants wish to remain on the waiting list they must request this for the start of terms 1, 3 or 5. Any applicants that have not requested to be kept on the waiting list will not be considered for any vacancies that may arise. Term dates can be found on the school's website.

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.

Priority will not be given on the basis of the date an application was added to the list. All applications must be ranked in line with the school's oversubscription criteria and any allocations will be made using this. Each child added to a waiting list will require the list to be ranked again in line with the published oversubscription criteria. Waiting list positions can go up as well as down as additional applicants are added to or

removed from the waiting list and ranked in accordance with the specific oversubscription criteria.

#### **4.5 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. Our schools operate 6 terms per year. Term dates can be found at on each school's website.

#### **4.6 Fair access**

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 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 [BANES Fair Access Protocol](#)

## **5. General Information**

### **5.1 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.

### **5.2 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.

### **5.3 Home address**

A child's home address is considered to be 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 considered to 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 Order or Residency Order, the home address will be considered to 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 the Local Authority administering the co-ordinated admissions scheme.

#### **5.4 Change of Address**

Parents must inform their home Local Authority if they change after applying for a school place through the co-ordinated admission scheme. The Local Authority's scheme will give evidence of what proof of address is required and how the application will then be processed. Where a change of address occurs after applying for an in-year transfer parents should inform the school to which they have applied.

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.

## 5.5 **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.

The child's normal permanent home address where he or she lives with his or her 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. In all cases, it is the responsibility of the applicant to confirm that the Local Authority and school have received the documentary evidence.

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

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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.

## 5.6 **Withdrawal of an offer**

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

- i. Where a parent has given fraudulent or intentionally misleading information such as a false address, which effectively denied a place to a child with a stronger claim.
- ii. 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.
- iii. Where the offer was made as a result of an administrative error.
- iv. 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 absence.

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.

Where before offers are made, an application is deemed to be fraudulent or intentionally misleading the application will be considered on the basis of the correct information. It is the parent's responsibility to inform Bath and North East Somerset Council and the Admissions Authority if their contact details change after making an application.

### 5.7 **Children in care**

Children in Care are defined as follows:

Children in Care' are children who are (a) in the care of a local Council or (b) being provided with accommodation by a local Council in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

For Children previously in Care:

- this includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders)
- child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order
- in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians)
- Children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

### 5.8 **Brothers and sisters**

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

Full and adoptive brothers/sisters are defined as children who have the same biological or adoptive parents.

Half brothers/sisters are defined as children who share only one biological or adoptive parent.

Step brothers/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 Admissions Authority considers to be the address of the child for whom the application is made.

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

A child attending a nursery/pre-school part of a school does not count as a brother or sister attending the school at the time of admission.

## 5.9 Distances

In all cases, distances will be measured in a direct line from the address point of the child's home address to the address point of a school as defined by the Local Land & Property Gazetteer (LLPG). Measurements will be determined using the Bath and North East Somerset Council's GIS computerised mapping system.

## 5.10 Admissions of children outside their normal chronological age group (delayed or accelerated entry)

Admissions of children outside their normal chronological age group (delayed or accelerated entry):

Applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group that is not the chronological age year group, will be considered. The admissions authority for the school will make the final decision.

In addition, parents of summer born children (born on or between 1 April and 31 August) can request to admit their child into the Reception year, one year after they would normally enter the school. The admissions authority for the school will make the final decision.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. This will include taking account:

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

The admissions authority must also take into account the views of the head teacher.

Parents will need to write to the school to request that their child starts a year later or earlier than their chronological age. Parents will need to give reasons for the request and details of the child's particular needs. Any reports or evidence to support your request should also be enclosed.

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 a request for a summer born child to be admitted into the Reception Year Group, 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. Such children who do not start school in the school year that they become 5 will normally be placed in a Year 1 class and will miss the Reception year.

#### **5.11 Deferred Entry**

Places will be offered for admission in September 2023. However, depending on their child's date of birth, places may be deferred until the start of [term 3 or term 5](#) but no later than the term following the child's fifth birthday and cannot be deferred until the start of the following academic year. Parents should make any request to the school for a deferment once they have received an offer of a school place. The school place will be held for that child and will not be available to be offered to another child.

All children offered a place are entitled to a full-time place in the September following their fourth birthday. Parents can request that their child takes up their place on a part-time basis until their child reaches compulsory school age.

If parents wish to defer their child's admission and the term following their fifth birthday would be September 2023, parents will need to notify the school, where a place has been offered, of their intentions to do so. Parents will need to put this in writing to the school and their child's place at the school will be withdrawn and may be offered to another child. It is then the parent's responsibility to apply for a school place in year 1, with their chronological cohort.

Parents should be aware that a school might become full in the Reception age group with pupils whose parent applies for a place during the 2023-24 school year. There may be no places available in a preferred school for those who defer their child's admission until Year 1. These parents will need to apply for a Year 1 school place for their child and these applications will be considered from June 2023 onwards.

All children offered a place are entitled to a full time place in the September following their fourth birthday.

Parents may also request that that their child takes up their place part time until the child reaches compulsory school age.

#### **5.12 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](#). Details of how to appeal are included in the outcome email or letter.

#### **5.13 Statement of Special Educational Needs or Education, Health and Care Plan**

Applicants in receipt of a Statement of Educational Needs or Education, Health and Care Plan should contact their SEN Officer to apply for schools.

#### **5.14 Alteration**

It should be noted that this policy is subject to alteration to reflect any changes in legislation, case law, Council policy or to ensure legal compliance.

## 6. Contact details

	<p>Address: Bishop Sutton Primary School Wick Road Bishop Sutton BS39 5XD</p> <p>Telephone: 01275 332817 Email: <a href="mailto:bsps@bishopsuttonstantondrew.co.uk">bsps@bishopsuttonstantondrew.co.uk</a> Website: <a href="http://www.bishopsuttonstantondrew.co.uk">www.bishopsuttonstantondrew.co.uk</a></p>
 <p><b>DREAM, BELIEVE, ACHIEVE, TOGETHER</b></p>	<p>Address: East Harptree C of E Primary School Church Lane East Harptree Bristol BS40 6BD</p> <p>Telephone: 01761 221492 Email: <a href="mailto:office@eastharptreeprimary.org.uk">office@eastharptreeprimary.org.uk</a> Website: <a href="http://www.eastharptreeprimary.org.uk">www.eastharptreeprimary.org.uk</a></p>
	<p>Address: Stanton Drew Primary School Upper Stanton Stanton Drew Bristol BS39 4EQ</p> <p>Telephone: 01275 332820 Email: <a href="mailto:sdps@bishopsuttonstantondrew.co.uk">sdps@bishopsuttonstantondrew.co.uk</a> Website: <a href="http://www.bishopsuttonstantondrew.co.uk">www.bishopsuttonstantondrew.co.uk</a></p>
	<p>Address: Ubley Cof E Primary School The Street Ubley Bristol BS40 6PJ</p> <p>Telephone: 01761 462654 Email: <a href="mailto:office@ubley.school">office@ubley.school</a> Website: <a href="http://www.ubley.org.uk">www.ubley.org.uk</a></p>

	<p>Address: Whitchurch Primary School 22 Bristol Road Whitchurch Bristol BS14 0PT</p> <p>Telephone: 01275 833593 Email: <a href="mailto:office@whitchurchprimary.co.uk">office@whitchurchprimary.co.uk</a> Website: <a href="http://www.whitchurchprimary.co.uk">www.whitchurchprimary.co.uk</a></p>
 <p>LIGHTHOUSE SCHOOLS PARTNERSHIP</p>	<p>Address: Lighthouse Schools Partnership St Mary's Road Portishead North Somerset BS20 7QR</p> <p>Telephone: 01275 841396 Email: <a href="mailto:enquiries@lsp.org.uk">enquiries@lsp.org.uk</a> Website: <a href="http://www.lsp.org.uk">www.lsp.org.uk</a></p>
<p><b>Bath &amp; North East Somerset Council</b></p>	<p>Address: Admissions and Transport Bath &amp; North East Somerset Council Lewis House Manvers Street Bath BA1 1JG</p> <p>Tel No: 01225 394312 Email: <a href="mailto:admissions_transport@bathnes.gov.uk">admissions_transport@bathnes.gov.uk</a> Website: <a href="http://www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools">www.bathnes.gov.uk/services/schools-colleges-and-learning/admissions-schools</a></p>