

# Admissions Policy



## Stoke Bishop Church of England Primary School

**Approved by:** Leadership & Management Committee      **Date:** 20<sup>th</sup> October 2020

**Last reviewed on:** 2<sup>nd</sup> October 2020

**Next review due by:** October 2021

**Signed by:** (Chair of L&M)

## Introduction

Stoke Bishop Church of England Primary School follows the school's Admissions Policy and arrangements comply with the School Admissions Code of Practice and the Bristol City Council Coordinated Admissions Schemes. The school has a Published Admission Number (PAN) of 60 pupils for entry to Reception classes. Applications to attend Stoke Bishop Church of England Primary are welcomed from all families.

## Reception Intake

The Local Authority (Bristol City Council) is responsible for administering the allocation of places for Reception children. They can be contacted via:

Bristol School Admissions,  
Bristol City Council,  
PO Box 3176,  
Bristol BS3 9FS  
Tel 0117 9037694  
[school.admissions@bristol.gov.uk](mailto:school.admissions@bristol.gov.uk)

## Applications at Other Times of the Year (In-Year Applications)

Children wishing to apply for a place after the normal admissions round will need to make an application direct to the school. Application forms are available from the school office or download from the website; [www.stokebishop.bristol.sch.uk](http://www.stokebishop.bristol.sch.uk). The completed form should be returned to Stoke Bishop Church of England Primary School. The Governing Body will consider the application in line with the schools admissions policy. Where the school is oversubscribed, the school will inform parents of the right to appeal and the appeal process.

## Special Educational Needs

Children with Statements of Special Educational Needs follow the transfer arrangements set out in the Code of Practice and associated regulations and are not subject to the general admission arrangements. Other children without a Statement of SEN/Education, Health and Care Plan will be subject to the general admission arrangements.

## Over-Subscription Criteria for Stoke Bishop Church of England Primary

Initial allocations will involve only those applications received by the published closing date and accepted as 'on time'. Priority is not given to first preferences. We aim to meet the highest preference possible for every applicant by applying the published oversubscription criteria equally to all applications for the school:

- 1. Children in Care or children who were previously in Care but immediately after being in Care became subject to an adoption, residence, or special guardianship order.**

Children in care are children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989.

- 2. Siblings**

Where there are siblings in attendance and who will still be on roll in the year of entry. Sibling refers to brother or sister, half brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling.

- 3. Geography**

- i.Children living closest to the school as measured in a direct line from the home address to the school.

- ii. The home address is where the child spends the majority of the time and is living with the person who has parental responsibility and is the main 'carer' as defined in section 576 of the Education Act 1996 (documentary evidence may be requested). If a child regularly lives at more than one address the Governing Body will have to reach a conclusion about which should be counted as the main address when allocating places. This will normally be the address where the Child Benefit is paid and where the child is registered with a doctor.
- iii. Home to school distances will be measured in a direct line from a point on the home address as held by the Local Authority to a central point within the main school building using the Local Authority's computerised mapping system.

#### **4. Tie-breaks**

- i. Where there are more applications than there are places remaining within a particular category, siblings will be given priority. After this, direct line distance from home to school will be used as a tie-break.
- ii. 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 the building to the school; the available place(s) will be allocated by drawing lots.

### **Waiting Lists**

When a place at Stoke Bishop Church of England Primary cannot be offered, parents/carers can request that their child's name is placed on a waiting list. The child's name will be retained on the waiting list until the end of the academic year. If a place becomes available at the school, the place will be offered in accordance with the published oversubscription criteria and not the length of time a child's name has been on a waiting list. Names will be removed from the list on request, or if the offer of a place is not accepted within 10 days of the date of the offer. Positions on waiting lists may change due to new applications received. Placing a child's name on a waiting list does not affect the parents' right of appeal against an unsuccessful application.

### **What happens if a parent/carers doesn't want their child to start school in September but later in the school year - Deferred admissions dates?**

If a parent/carers wishes to defer entry, they must still apply for their place by the January submission date to ensure a place at the school is kept open for their child. They cannot defer entry to reception beyond term 5 (April after Easter). If the place has not been taken up by the beginning of Term 5, their place at the school will be lost and they will need to put in a fresh application for a place in Year 1 at our school however there is no guarantee of a place being available.

### **Delayed admission**

Children born between 1st April and 31st August do not have to start school until the following September. If parents/carers wish to delay their child's entry they need to be aware that:

- They must make a fresh application for a Year 1 place.
- Their child will be joining in Year 1 and not reception.
- There is no guarantee that a place in Year 1 will be available.

### **Summer Born Children**

The term 'summer born' is used to refer to children born from 1 April to 31 August. These children are not required to start school until a full school year after the point at which they could first have been admitted. There is flexibility for parents who do not feel their child is ready to start school before compulsory school age. They may defer the date their child is admitted to school until later in the school year following their fourth birthday, providing they do not defer beyond the point at which they reach compulsory school age, or beyond the start of the final term of that school year.

Children born in the summer term, however, are not required to start school until a full year after the point at which they could first have been admitted – the point at which other children in their age range are beginning Year 1. A parent may wish their child to be admitted to Reception, rather than Year 1, at this point, they may request that they are admitted out of their normal age group. If a parent requests their child is admitted out of their normal age group the school must make a decision on the basis of the circumstances of the case and the best interest of the child. However, as a school we believe our provision and curriculum supports all children, including summer born, and recommend that parents take up the full time place offered. In most instances the governors would only agree to admission out of year group if an Education Health Plan was in place or has been applied for as a result of significantly delayed development of the child. Decisions would be based on information supplied by other health and education professionals.

## **Appeals Procedure**

Parents have the right to appeal against a decision not to allocate a place for their child at the school of their choice.

## **Infant Class Size Appeals**

Statutory limits on class sizes mean the infant classes with a single qualified teacher cannot contain more than 30 pupils without taking “qualifying measures” to comply with the statutory duty to limit infant class sizes with a single teacher to the maximum of 30.

## **Further Advice**

Please read this Policy in conjunction with Bristol City Council Admissions Policies which give further information including when the school has the right to withdraw an offered place, for example, if we discover that an address used during the application process was not the child’s main home address as defined in the section headed ‘Distance from the Academy’ oversubscription criterion.

## **Contacts:**

Email: [stoke.bishop.p@bristol-schools.uk](mailto:stoke.bishop.p@bristol-schools.uk)

Tel 0117 3772173