



TRUST IN LEARNING (ACADEMIES)

ADMISSIONS POLICY AND GUIDANCE 2019-20



Date Created: February 2017
 Effective From: September 2019
 Dated Adopted by the Board: May 2017
 Review Date: May 2018

Date	Page	Change	Purpose of Change
May 2017			New Policy

1. Introduction

Applications to attend any Trust in Learning (Academies) School are welcomed from all families. Trust in Learning (Academies) is a Multi Academy Trust and therefore its Directors are responsible for their own Admissions Policy and in ensuring that all of its schools arrangements and processes for admitting children are in line with the Admissions Code of Practice (DfE 2014) and the relevant Local Authorities coordinated Admissions Schemes.

2. Admission Arrangements

The Planned Admission Number (PAN) for each of our schools is as follows:

School	Year of Entry	PAN
Orchard School Bristol	7	185
Filton Avenue Primary School	Reception	120 (split over two sites)
Parson Street Primary School	Nursery	52 (26 x 2.5 days and 26 x 2.5 days)
	Reception	60
Bridge Learning Campus	Nursery	78 (two classes and 2.5 days per week for each class)
	Reception	60
	7	180 (including those pupils moving up from Year 6)

3. Admission into Nursery

Where a Nursery provision is in place children will be admitted to the Nursery during the term following their 3rd birthday. The exact age of admission however is determined by the availability of places at the school (see table above).

Where applications for admission to Nursery exceed the number of places available, then the admission criteria below will be applied. In the event of over subscription priority will be given to the eldest applicant.

Please note that the parents whose children attend Nursery are not entitled to a guaranteed place in the school's Reception. Each parent must complete a school application form for their child to be considered for Reception in line with the timeline set by the school.

4. Admission into Reception

Trust in Learning (Academies) will admit children in the September following their fourth birthday. Each school offering primary education will provide the opportunity for full time education as well as offering parents and children the chance to defer the date of admission until later in the academic year. Parents can request that their child attends part time until they reach compulsory school age, or that the date their child is admitted to school is deferred until later in the same academic year, but not later than the beginning of the final term of the school year.

Admission arrangements for Reception are coordinated by Bristol City Council.

5. Admission Criteria

Each school within Trust in Learning (Academies) will consider all applications for places that it receives. Where fewer than the published admission number(s) for the relevant year groups are received then all schools will offer places to all those who have applied. Any parental request for the admittance of a child outside their normal age group will be processed as part of the main admissions round, unless this request is made too late for this to be possible.

All children **with an Education Health and Care Plan** where the school is named will be admitted. Once we have taken these children into account the schools will apply the following oversubscription criteria in the priority as listed below:

- i. **A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order**
 - Looked After Children who are in the care of a local authority or provided with accommodation by that local authority in accordance with Section 22 of the Children Act

II. Siblings

- The definition of siblings is: children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brother or sister
- The siblings attending the preferred school must be on roll at that school in the year of entry
- ***For Bridge Learning Campus only: following the application of the above sibling criteria siblings of children at New Fosseway School who are on roll at the year of entry will then be prioritised. This is because the Campus shares the same site as New Fosseway and works closely with the school***
- ***Please note there is no sibling link between Filton Avenue Primary Orchard Campus and Orchard School Bristol.***

III. Geography

- 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 point within the main school building using the Local Authorities computerised mapping system
- For Filton Avenue Primary School distance will be measured to the Executive Headteacher's office door at the Lockleaze Road site for all applications

6. Additional Admissions Information (for all schools)

Twins, triplets or same-year siblings

Where applications are received from twins, triplets or same year siblings the procedure will be to follow the criteria above.

Tie breaks

After the oversubscription criteria has been applied, if the distance between two children's homes to the school is the same then a transparent and open random allocation will be used to allocate a place. This random allocation will be the drawing of lots and will be undertaken by a Director or Member of Trust in Learning (Academies) and supervised by the Company Secretary. The Company Secretary will assign a Member or Director who has no link to that particular school or academy.

Confirmation of address

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 by a school). If a child regularly lives at more than one address then the address where the child tax credit/child benefit is paid will be taken as the child's home address.

Late applications

Applications received after the closing date given by the school/local authority will not be considered until all on-time applications have been assessed according to the admission criteria above.

Starting School – Summer Born Children (born 1st April to 31st August)

A parent of a 'summer born' child who will not reach compulsory school age during the 2019/20 school year can lawfully choose to delay his/her entry to school until September 2020. In these circumstances, the parent must decide whether they would like to apply for their child to have a 'retained' place in the 2020 Reception Year or to join Year 1 (the relative age year group).

If applying for a 'retained' Reception place, in 2020, the following process must be followed:

1. The parent must apply to the 'home' local authority during the 2019 'normal' admissions round, making it clear on the application form that he/she wishes to delay the child's entry until September 2020 and to apply again at that time for a retained place in the Reception year group. As much information as possible should be submitted by the parent to support the case for a retained Reception place.

2. On receipt of the September 2019 Application Form, the Admission Authority will formally note the parent(s) instruction and will not process the 2019 Admission Application Form any further. Effectively, the child concerned will no longer be part of the 2019 'normal' admissions round.
3. The Admission Authority will then consider the parents request that he/she be allowed to apply for a retained Reception place in September 2020, rather than having to make an in-Year application for a place in Year 1. The Admission Authority will make this decision based on the circumstances of the case and 'what is considered by the Admission Authority to be in the best educational interests of the child concerned'. The Admission Authority might choose to involve professional advisers where this is considered necessary to inform this decision. The decision will be issued in writing to the parent as soon as possible after the September 2019 application is received.
4. Where the Admission Authority decision is to support the parents request for a retained September 2020 Reception application: The parent must then wait and make an application as part of the 2020 'normal' admissions round in accordance with the application process set out in these admission arrangements. The parent should also take account of the published 2020/21 Admission Arrangements which apply to the school.
5. If the school is undersubscribed with reception applications for September 2020, the applicant will receive the offer of a place (without condition) for his/her child on or around 16th April 2020. If the school is oversubscribed with applications for September 2020, every application (including delayed entry) will be considered against the published oversubscription criteria and placed in ranked order, identifying a priority for the offer of available reception places. There can be no guarantee of a place being available to offer. This will be dependent on the 2020 application ranking exercise.
6. If the September 2020 (retained) reception application is refused, the right of appeal will apply.

In-year admissions – Reception to Year 11

Parents who wish to obtain a place at any of the schools other than at the usual September intake to Reception and Year 7, should apply directly to the school. Parents will have a decision about allocating a place within two weeks.

If a place is available, the student will be invited for an induction meeting and tour after which the Trust will offer the place, unless there is compelling reason not to.

If the year group in the preferred school is full or oversubscribed then the school will refuse the place but the applicant will be given the opportunity to appeal and an appeals form will be supplied. If the parents choose to appeal for a place at the preferred school an independent appeals panel will be convened at which both parents and the Trust (school) will present their cases. Decisions made by the panel are legally binding.

Where an individual school feels unable to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it must refer the case to the local authority under the Fair Access Protocol (secondary providers/schools).

Operation of Waiting Lists

- i. Where in any year a school receives more applications for places than there are places available, a waiting list will be maintained by each school until the end of the academic year. Any parent will be able to ask for his or her child's name to be placed on the schools waiting list, following an unsuccessful application.
- ii. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in Section 5. Where places become vacant they will be allocated to children on the waiting list in accordance with these criteria.
- iii. Children who are the subject of a direction by the Secretary of State to admit, or be allocated to one of the Trust's schools in accordance with the Local Authorities in-year Fair Access Protocol (for secondary students), will be given precedence over children on the waiting list.

Right of Appeal

The administration of school admission appeals is subject to a statutory procedure set out in the 2012 School Admission Appeals Code issued by the Department of Education. Any applicant whose admission application is formally refused is lawfully entitled to appeal this decision. The refusal letter issued on behalf of the Admission Authority will explain how an appeal may be lodged using the Appeal Form which is available to download - [TiLA Admissions Appeal Form](#). The Appeal Panel will normally be composed of three or five members who will include:

- i. At least one person who will have no previous experience of the school that has turned down the application – defined as 'lay' member;
- ii. At least one person who has some current or previous experience of education

The form should be sent to the **Clerk to the Appeal Panel, Trust in Learning (Academies), Trust House, Teyfant Road, Bristol, BS13 0RG**, within 14 days of the date of the letter confirming the school's decision not to offer a place. Other documents may be submitted in support of an appeal and should be lodged with Trust in Learning (Academies) not less than seven days before the appeal hearing.

Parents will be given 10 days' notice of the appeal hearing, unless they agree to a shorter period of notice.

At least seven days before the hearing the school, via Trust in Learning (Academies), will provide the parent with a written statement detailing the reasons why it has not been possible to admit their child. The Appeal Panel will have discretion to refuse to admit late evidence.

The Clerk to the Appeal Panel will, if possible, inform parents of the Appeal Panel's decision on the day of the hearing. In the case of the appeal hearings taking more than one day the Clerk to the Appeal Panel will inform parents of the decision in writing as soon as possible after all the hearings have taken place and certainly within five days of the decision wherever possible.

Should an appeal be unsuccessful, the Appeal Panel will give the parents their reasons for not upholding the appeal. Trust in Learning (Academies) will not consider further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.

