Trust in Learning
Trust in Success

# TRUST IN LEARNING (ACADEMIES)

# ADMISSIONS POLICY AND GUIDANCE 2021-22

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Date Created: February 2017
Effective From: September 2019
Dated Adopted by the Board: May 2017
Review Date: February 2020

| Date | Page | Change | Purpose of Change |
|---|---|---|---|
| May 2017 | | | New Policy |
| December 2018 | 3 | Inclusion of priority area for OSB | Priority Area for OSB |
| December 2018 | | Re-wording of 'summer born' children | Ensure clarity around the process |
| February 2020 | | No change | |

## 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<br>Reception | 52 (26 x 2.5 days and 26 x 2.5 days)<br>60 |
| Bridge Learning Campus | Nursery<br>Reception<br>7 | 78 (two classes and 2.5 days per week for each class)<br>60<br>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. Requests to consider applications out of the normal age range must be made in writing to the academy prior to the closing date. Applications will be considered, taking into account the best interests of the child.

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:

<u>For Bridge Learning Campus, Filton Avenue Primary School and Parson Street Primary School</u>

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

Orchard School Bristol Only

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 living in the first priority area.** Where there are siblings of statutory school age in attendance at the preferred school and who will still be on roll in the year on entry and where the home address is within the designated area of first priority. (See Appendix 1)

iii. **Other children living in the first priority area**. Children living within the school's designated area of first priority (See Appendix 1)

iv. **Siblings living outside the first priority area**. Where there are siblings of statutory school age in attendance at the preferred school and who will still be on roll in the year on entry and where the home address is outside the designated area of first priority

v. **All other children living outside the first priority area**. Children living closest to the school as measured in a direct line from the home address to the school

## 6. Additional Admissions Information (for all schools)

**Twins, triplets or same-year siblings**

Where the last place offered is to a child of multiple births (e.g. twins, triplet etc) the remaining child will also be offered a place above the PAN if necessary. This would also apply to a brother or sister born in the same academic year.

**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 an employee of the Trust who is independent of the admissions process.

**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 by 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 and/or the address where the child is registered at a doctor 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.

**What happens if I don't want my child to start school in September but later in the school year?**

Children who were born between 1st September 2016 and 31st August 2017 will be offered a school place to start from September 2021.

Legally, children do not have to be in full-time education until the term after their fifth birthday. This is the compulsory school age. Parents/carers can request that their child is admitted to school on a part-time basis, or defer entry until later in the school year, but not beyond the point at which they reach compulsory school age. It is important to consider this decision carefully. The vast majority of children start in September and some parents consider it better for their child to start school then with others in their class to help their child settle in and adjust to school life.

**Deferred Admission Dates**

If you decide to defer entry you must still apply for your place by 15th January 2021, to ensure a place at the school is kept open for your child. You cannot defer entry to reception beyond Term 5. If the place has not been taken up by the beginning of Term 5 your place at the school will be lost and you will need to put in a fresh application for a place in Year 1 at the school – however there is no guarantee of a place at your preferred school.

**Summer Born Children**

The term 'summer born' is used to refer to children born from 1st April to 31st 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 admission authority for the preferred school must make a decision on the basis of the circumstances of the case and in the best interest of the child concerned.

**How to make an application for summer born children to delay admission to school until compulsory school age**

1. Parent to make an application for their child's normal age group by 15th January 2021 together with their written reasons for wishing to delay admission until their child is of compulsory school age
2. Parents will receive the response to their request before primary national offer day of 16th April 2021 (or next working day)

Please note, as per the School Admissions Code (December 2014) there is no right of appeal if your request to delay entry to school is refused.

If the request is agreed, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, a parent must decide whether to accept the offer of a place for the normal age group or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year by the closing of 15th January 2022.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents therefore should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

It is important to note that a child working outside their chronological year group can be placed into their chronological year group at any stage during their education if it is deemed as in the best interests of the child.

There is a possibility that when applying for a school place at another school either as an in-year admission, or at key transfer points such as transfer from primary to secondary education, the preferred schools may not accept a Year 7 application for a child who is chronologically Year 8 by date of birth. In the circumstances an in-year school application must be made for Year 8 following conclusion of primary education.

**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 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 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

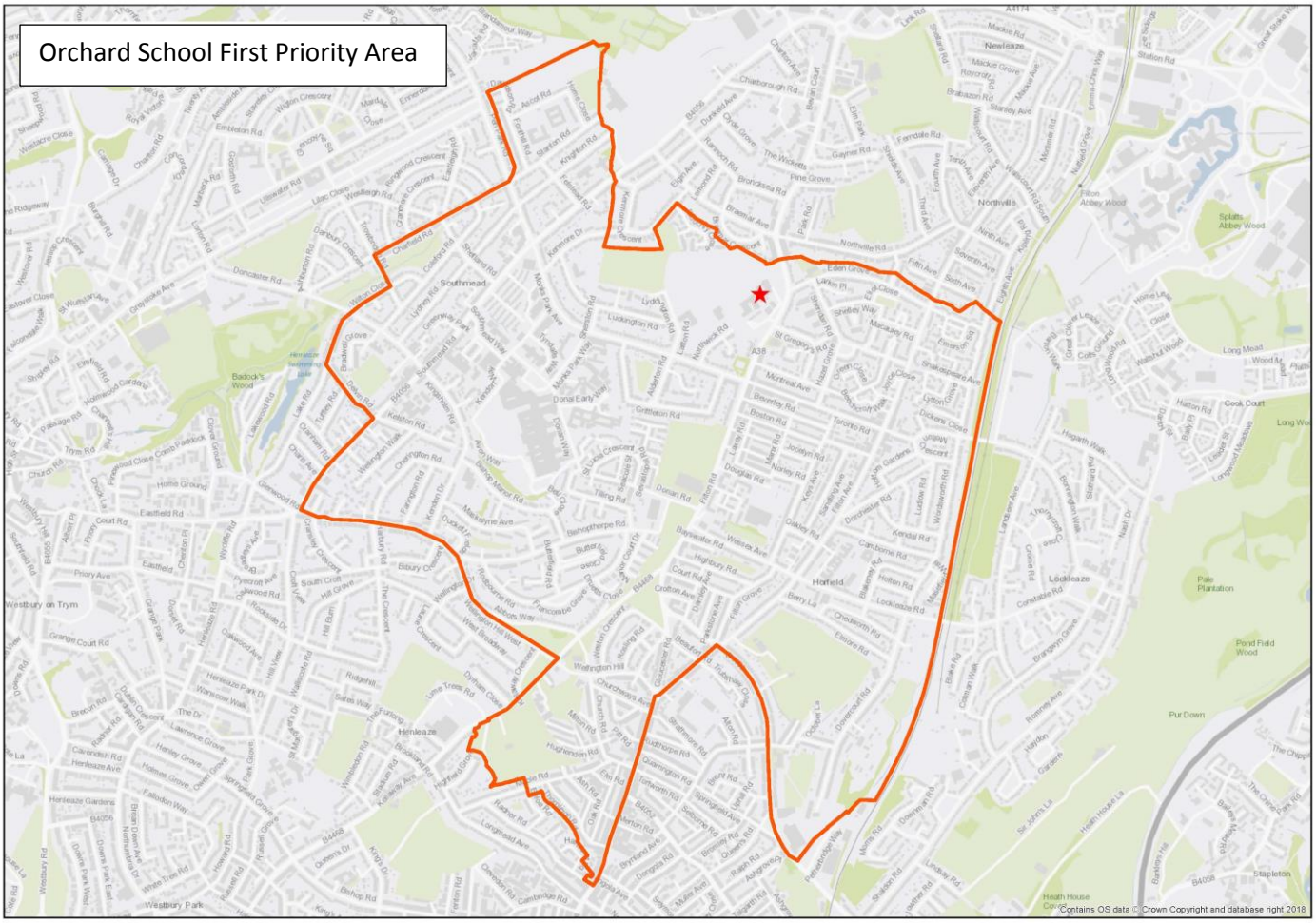
The form should be sent to the ***Clerk to the Appeal Panel, Trust in Learning (Academies), Trust House, Teyfant Road, Bristol, BS13 0RG***, within 14 days of the date of the letter confirming the school's decision not to offer a place. Other documents may be submitted in support of an appeal and should 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. Decisions made by the panel are legally binding.

**APPENDIX 1**


Orchard School First Priority Area
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