

# Brentry Primary School

## ADMISSIONS POLICY



### RATIONALE

This policy reflects the requirements of the 1980, 1988 and 1993 Education Act and Bristol Education Directorate policies on admission, and aims to ensure that each child's introduction to school is a positive and happy experience.

### GUIDELINES

#### General

Applications to attend Brentry Primary School are welcomed from all families.

Applications for places at Brentry Primary School will be made in accordance with Bristol City Council's (BCC) coordinated admission arrangements.

The School will use the timetable specified by BCC each year, published annually to parents and carers for the admission of pupils to primary schools.

Brentry Primary School is a non-selective school for local children.

The admission number for each year of entry to the School is 30. This means that all applications will be agreed until the admission number is reached. Once this happens we become over-subscribed and parents and carers may be required to appeal to the Local Authority for a place at the school.

Where there are more applications than places available at Brentry Primary School, priority will be given to students with Education, Health and Care Plans where the school is named. The remaining allocations will be made in the following order of priority as set out in sections 1, 2, and 3 below:

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. Bristol City Council aim to meet the highest preference possible for every applicant by applying the published oversubscription criteria equally to all applications for a 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 at the preferred school 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**

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

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 LA 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.

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.

### **Tie-breaks**

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. When the furthest distance to qualify for a place relates to a household containing two or more children for whom applications are being made (eg twins), the place will be offered to one child. The remaining child(ren) will be considered under the sibling criterion if further places become available.

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. Any offer of a place determined by random allocation will be overseen by a member of staff from the Legal Division of Bristol City Council.

Distances will be measured in a straight line from the child's home address to the school, using the Local Authority's computerised measuring system.

## Special Educational Needs

Children with Education, Health and Care Plans (EHCP) follow the transfer arrangements set out in the SEND Code of Practice and associated regulations and are not subject to the general admission arrangements. Other children without an EHCP will be subject to the general admission arrangements.

## Late Applications

Applications received after the closing date given above will not be considered until all on-time applications have been assessed according to the priority criteria below.

## In-year Admissions

The Local Authority is responsible for co-ordinating all in-year admissions for Brentry Primary School. An application form will need to be completed for children wishing to apply after the normal admissions round, or for years other than Reception. This form must be completed and returned to the Local Authority. The School informs the Local Authority whether or not they have places available and offer is able to be made. The Local Authority will then inform the parent / carer of the decision on behalf of the School.

## PROCESSES

### Allocation of Places Reception

The City of Bristol admission arrangements means that all children in Bristol may start school in the September following their fourth birthday, although this may be delayed until the beginning of the Spring or Summer term if the parents wish. Children must, however, be in full time education by the beginning of the term following their fifth birthday.

Applications for Reception places must be made on a common application **form**. This application form will be issued on request to the parents/carers of all pupils due to start School for their first year of schooling. Forms will be available from the school office, the Local Authority, or parents may apply on line: <http://www.bristol.gov.uk/page/children-and-young-people/school-admissions>

All offline, paper Reception class applications for Infant or Primary schools **must** be sent direct to the School Admissions office at:

School Admissions, PO Box 57, College House, College Green, Bristol BS99 7EB

Initial allocations will involve only those applications received by the published deadline and accepted as 'on time'. Applications received after this date may be disadvantaged, as available places may have already been allocated.

## **Allocation of Places Year 1 to Year 6**

The school does not operate waiting lists for in year admission to school. Parents who wish to apply for a school place for their child at any time during the academic year should apply to the authorities School Admissions Team.

If the number of pupils in any year group appropriate to the age of the pupil requiring a place is below the standard number, the school is able to admit children into school at any time and in any year group.

If the school is full in the relevant year group, application should be made in writing on the appropriate form to the School Admissions Team. If the authority is unable to offer a place at the preferred school, they will offer a place at the next nearest school with a place available.

If the Authority is unable to offer a place, the parent will have the right to appeal for a place at the preferred school(s). Appeals are heard by an Independent Appeal Panel.

## **Infant Class Size Appeals**

Statutory limits on class sizes mean that 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 classes with a single teacher to a maximum of 30.

Qualifying measures include those such as

- employing an additional teacher
- building an extra classroom
- reorganisation of classes

## **Transfer to Secondary Education**

Transfer to secondary education normally takes place in the September following the child's eleventh birthday and details relating to this will be sent to you early in your child's final year at this school.

Under the present open enrolment policies parents may opt for any of the Bristol's secondary schools although actual admission is governed by the capacity of the chosen school.

## **Further Information:**

Bristol School Admissions, Bristol City Council, PO Box 57, Bristol, BS99 7EB

Tel: 0117 903 7694 [school.admissions@bristol.gov.uk](mailto:school.admissions@bristol.gov.uk)