

Holymead Primary School

Admissions Policy

AIM OF THE POLICY

This policy is intended to ensure **consistency of practice in aspects of admissions to school by:**

- Ensuring equality to families from a range of circumstances
- Following agreed procedure

AGREED PROCEDURES

- The school follows Bristol Local Authority's admissions criteria, please refer to their website for the most up to date criteria.
- Applications can be made on line at www.bristol.gov.uk/schooladmissions. Further details can be found on the website or by calling 0117 903 7694 or email school.admission@bristol.gov.uk
- The school commissions Bristol LA to administer admissions.

BRISTOL CITY COUNCIL ARRANGEMENTS

Admission Arrangements for 2018/19 school year for first admission to Reception year in Bristol:

All Local Authorities in England are required to have co-ordinated arrangements for admission to Reception in primary schools and to Year 7 in secondary schools. Parents of children resident in Bristol apply to the City Council on the common application form regardless of where the schools applied for are situated.

Bristol will co-ordinate applications for schools in Bristol including academies, community schools, free schools, foundation schools, voluntary aided schools and voluntary controlled schools and will liaise with other local authorities where Bristol parents apply for schools outside of the city.

All Bristol resident children will receive a single offer of a school place that will be sent by Bristol City Council on the relevant National Offer Day.

In some cases where new academies and free schools are being established the first year of entry may not be co-ordinated through the local authority.

Admission Arrangements for 2018/19 school year for first admission to Community and Voluntary Controlled Infant and Primary Schools in Bristol:

Where there are more applications than places available at a Community or Controlled School, 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. We 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, child care, 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 or paired junior 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.

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 Statements of Special Educational Needs/ Education, Health and Care Plan follow the transfer arrangements set out in the SEN Code of Practice and associated regulations and are not subject to the general admission arrangements.

Other children without a Statement of SEN/Education and Care Plan will be subject to the general admission arrangements.

Starting School at Holymead Primary

The school promotes children starting school in their chronological age group. It is important for children to go through their school with their peers of the same age. Every year group has children with a range of birthdays and children who are born later in the school year will be educated with peers of the same or similar age.

The school does not automatically support or agree to late admission requests to the school from parents on the sole grounds of a late birthday in the school year unless there are extenuating circumstances.

Applications based on the following circumstances will be considered by the school head and the governing body on the following grounds:

- Medical circumstances
- Special needs or developmental concerns

The school only rarely agrees to admit children out of their chronological age year group because:

- The school adheres to the nationally defined academic year ie 1st September to 31st August (inclusive)
- Our experience shows that all children make progress from their starting point regardless of the month of their birth (there are many children born at the end of the academic year in each year group)
- In order for the child to remain in the year in which they had been admitted and stay with their friendship group and not have to jump to their chronological year, secondary schools/academies would need to agree to keep the child in their non-chronological year
- A child out of their chronological year will reach school leaving age the year before their contemporaries and may choose to exercise this right ie leave secondary school, before taking any recognised qualifications; for example before sitting any GCSEs.

Ensuring the best start for reception children

The school takes a holistic view of every child and this starts from the moment they start their school career in reception. As part of our settling in process which has been tried and tested for many years we operate a staggered start to the reception year. This means a reception child will not actually be in full time school for several weeks and in some cases until after the end of the first term.

This approach gives children and parents the chance to get used to the school day and means that they feel comfortable, secure and happy about attending school. Our reception teachers are highly trained in identifying each child's specific needs and there are many opportunities for parents to discuss their child's progress and welfare throughout each school year.

All children must be in full time compulsory education by the prescribed date after their 5th birthday (see information on the Department of Education website.)

ASSOCIATED POLICIES

Bristol Local Authority's admission policy and criteria

Department for Education: Advice on the admission of summer born children.

March 2017

Review March 2018

Appendix A

Extract from Bristol City Council website:

As Holymead Primary School was oversubscribed, the criterion stated in the booklet '*Primary Guide for parents and carers*' were applied to allocate the places that were available at the school.

Admission number 90

On time applications 1st, 2nd, 3rd 2016 253

Applications received late 12

No. of Sept 2016 places offered under each criterion 2 priority 1, 35 priority 2, 53 priority 3, furthest distance 0.461km

No. of Sept 2015 places offered under each criterion 30 priority 2, 60 priority 3, furthest distance 0.842km

Appeals lodged 2016 7

Appeals heard 2016 5

Appeals upheld 2016 0