



BRISTOL CITY COUNCIL

**In Year Admission Scheme
School Year 2018/2019**

1. Participants in Scheme

- 1.1 The Relevant Area for all Bristol schools is the City of Bristol Local Authority administrative area ("Bristol").
- 1.2 This scheme will apply to all applications for places in existing year groups at schools participating in the scheme from parents/carers resident in Bristol or with a confirmed move to Bristol at the time of the application. Separate co-ordinated schemes deal with applications for new intakes.
- 1.3 All community and schools will participate in the scheme together with those schools that are their own admission authority that have adopted the scheme. A list of those schools dealing with their own in-year applications is attached as appendix A

2. Applications

- 2.1 Applications for school places from parents and carers resident in, or with a confirmed move to the Bristol must be made on the common application form. Applications can be made on-line or a hard copy of the common application form is available from the School Admissions Team. The application form may be used to express preferences for schools in Bristol, including Voluntary Aided and Foundation Schools and Academies that have chosen to participate in the scheme. Applications for places in existing year groups at schools not participating in the scheme should be made directly to the school. A list of those schools dealing with their own in-year applications is attached as appendix A. The common application form cannot be used to express a preference for an independent school.
- 2.2 Parents and carers may name up to 3 preference schools in rank order on the common application form. Only 3 preferences can be considered at any one time. Where more than one application is received, the most recent will be considered as current and any previous applications withdrawn.
- 2.3 Completed common application forms should be returned the School Admissions Team, Bristol City Council.
- 2.4 Some Voluntary Aided and Foundation schools and Academies may also require the completion of a supplementary application form in order to apply their oversubscription criteria. Supplementary application forms will be available from the relevant school. The supplementary form is not regarded as an application in itself. Applications will only be considered if a common application form has been completed.

- 2.5 Applications for places at schools in Bristol made by parents and carers residing outside Bristol will be made on the Bristol common application form for schools participating in the scheme. Applications for schools shown on appendix A should be made direct to the school.
- 2.6 Where an applicant is moving into the area, the LA will not normally proceed with an application for a school place until the move has been confirmed. Examples of evidence required would be proof of exchange of contracts from a solicitor, a rental agreement, or a letter from an employer or service person's Commanding Officer, confirming details of relocation.
- 2.7 Applications on behalf of children currently living outside the UK will not normally be considered until the children are resident in the country. Exceptions to this might be instances where the children are of parents returning from foreign postings, such as service personnel, Crown Servants and diplomats.

3. Consideration of Applications and the Process of Allocation

- 3.1 All 1st, 2nd or 3rd preferences will initially be considered equally regardless of ranking. The ranking will subsequently be used to ensure each child receives a single offer that is for the highest ranked preference school for which they qualify for a place.
- 3.2 Within 5 school days of receipt of an application for a school which is its own admission authority, School Admissions will send details of the application to the relevant school.
- 3.3 Schools that are their own admission authority in Bristol will notify School Admissions of the initial outcome of the application within 5 school days.
- 3.4 Bristol will consider the initial outcome of each preference application. The highest ranked preference for which the child qualifies for a place will be determined and a single offer of a school place will be made by Bristol. Where a child qualifies for more than one school place only the highest preference school will be offered.
- 3.5 Lower ranked preferences will be disregarded and the relevant admission authority informed by Bristol.
- 3.6 Where it is clear that the 1st preference can be offered by Bristol within 5 school days of the application, details of lower ranked preference applications will not be sent to other admission authorities.
- 3.7 Children with Statements of Special Education Needs follow the arrangements set out in the SEN Code of Practice and associated regulations and will not be dealt with under this scheme.

4. Offers of a School Place

- 4.1 Bristol will notify the parent and carer of the outcome of their application by letter, sent by 2nd class post, within 20 school days.
- 4.2 Where a child resident in Bristol does not qualify for a place at any of the preferred schools, the Local Authority will determine an alternative school place to offer. All parents and carers refused a place for their child at any preferred school will be informed of their other options at that stage, including their right of appeal.
- 4.3 Where a place cannot be offered under the usual admission arrangements and the child's circumstances meet the Bristol Fair Access Protocol a suitable school place may be identified by either the Fair Access Panel or the Area Fair Access Panel. Pupils considered 'Hard to Place' and allocated a school place in accordance with the Fair Access Protocol may be allocated a place over and above a school's admission number in the relevant year group. This is to ensure that all schools admit a more even share of pupils considered 'Hard to Place'. The Fair Access Protocol does not override the rights of parents and carers to express a preference for the school they would like their child to attend.
- 4.4 Pupils placed in a school as a result of a successful negotiated transfer will be placed on the receiving school's roll over and above the admission number if necessary.
- 4.5 The Local Authority has a duty to find a suitable placement for a Child in Care or previously in care within a maximum time limit of twenty school days. In certain circumstances, a Child in Care or previously in care may be admitted to a school even though the school is fully subscribed in the relevant year group. This decision will be made by the relevant admissions authority having regard to the individual circumstances of the case.
- 4.6 An admission authority may decide to offer a place for a Traveller child even though the school is fully subscribed in the relevant year group if the child is not expected to be in the area for any length of time and there are no other places available in the vicinity of the child's temporary address. This decision will be made by the relevant admissions authority having regard to the individual circumstances of the case.
- 4.7 Where a child has been permanently excluded from two or more schools, parents can still express a preference for a school place but the requirement to comply is removed for a period of two years from the date on which the second exclusion took place.
- 4.8 In very exceptional circumstances, an offer a place to a particularly challenging child will not be made where there are places available but a school has a particularly high concentration of pupils with challenging behaviour or previously excluded children, or the child is particularly

challenging and one or more of the following exceptional circumstances exists, namely that the school

- a) Has been judged as 'inadequate' by Ofsted or has recently come out of this category (within the last two years);
- b) has been identified by Ofsted as requiring improvement and therefore given 'notice to improve';
- c) is subject to a formal warning notice by the LA;
- d) is a Fresh Start school or Academy open for less than two years; or
- e) is a secondary school where fewer than 20% of children are achieving 5 or more GCSEs at grades A*-C including English and mathematics, or a primary school where fewer than 55% of pupils achieve level 4 or above at Key Stage 2 in both English and mathematics for four or more consecutive years.

In these circumstances, the parent will be notified of the decision to refuse a place by the LA and will be offered an alternative school place.

- 4.9 All places offered must be taken up and the child placed on the school roll within 28 school days.

5. Waiting Lists

- 4.1 Where a place at a preferred school cannot be offered, parents and carers can request that their child's name is placed on a waiting list for places at the relevant school(s). All admission authorities will maintain a waiting list. The Local Authority waiting list will be held for the remainder of the academic year.
- 4.2 The waiting list will be held in priority order in accordance with the oversubscription criteria of the relevant admission authority. Places that become available will be offered in accordance with these criteria and not based on the length of time a child's name has been on the waiting list.
- 4.3 Waiting lists will be discarded at the end of the academic year. If a parent or carer wishes their child's name to be placed on the waiting list in the following academic year they must inform the relevant admission authority.
- 4.4 Schools that are their own admission authority will provide the Local Authority with details of the availability of places and details of waiting lists upon request.
- 4.5 Schools that are their own admission authority may wish to delegate responsibility for maintaining waiting lists to the Local Authority. The legal responsibilities of the admissions authority will remain with the Governing Body.

6. General Information

- 6.1 The Local Authority reserves the right to require documentary evidence before accepting that information given in an application is genuine. The Local Authority may consult with schools, other council departments, other admission authorities and the health authority or may ask parents to provide evidence.
- 6.2 The terms parent and carer includes all those people who have parental responsibility for a child who fall under the definition of “parent” as set out in Section 576 of the Education Act 1996.
- 6.3 The child’s home address is the permanent address where he or she resides with a person with parental responsibility or with a parent (as defined in Section 576 of the Education Act 1996).
- 6.4 The LA reserves the right to withdraw an offer of place in certain limited circumstances. Examples include:
- Where a parent or carer has given fraudulent or intentionally misleading information such as a false address.
 - Where the parent or carer has not responded to an offer within the deadline set by the LA.
 - Where the offer was made as a result of an administrative error.
 - Where a higher preference offer can be made.