



**BRISTOL CITY COUNCIL**

**In Year Admission Scheme  
School Year 2020/21**

**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more than one application is received, the most recent will be considered as current and any previous applications withdrawn.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, Foundation Academies and Free Schools 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 For any applications processed by Bristol City Council, either through Trading with Schools or a Community or Controlled primary school (where Bristol City Council is the admission authority) all 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> 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. Some own admission authority schools deal with their own applications. All correspondence will be between the admission authority and the parent or carer.
- 3.2 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.
- 3.3 Schools that are their own admission authority in Bristol will notify School Admissions of the outcome of any application.
- 3.4 Children with Education, Health and Care Plan-follow the arrangements set out in the SEND 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 2<sup>nd</sup> class post, within 10 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 as part of the Fair Access Protocol
- 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 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.
- 4.7 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.
- 4.8 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.
- 4.9 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.

- 4.10 All places offered must be taken up and the child placed on the school roll within 10 school days.

## **5. Waiting Lists**

5.1 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).

5.2 All admission authorities will maintain a waiting list. For the Local Authority, if a place cannot be offered at the preferred school the child will automatically be placed on the schools waiting list from the date stated in the letter (email) for 10 days. If no response is received within 10 school days the child will be removed from the school's waiting list.

5.3 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.

5.4 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 make a new application

5.5 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. f

5.6 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.

## List of Schools who process their own In Year Admissions\*

If a Bristol school appears on this list you will need to apply directly to the school. **We are unable to process applications for any school on this list.**

### Update list

<b>Primary, Infant and Junior Schools (4-11)</b>		
Ashton Vale Primary	Hotwells Primary	St Joseph's Catholic Primary
Badocks Wood E-ACT Academy	Ilminster Avenue E-Act Academy	St Mary Redcliffe Academy
Bannerman Road Academy	Little Mead Academy	St Nicholas Of Tolentine Catholic Primary
Barton Hill Academy	Merchant's Academy	St Patrick's Catholic Primary
Bridge Learning Campus	Oasis Academy Bank Leaze	St Pius X Catholic Primary
Cathedral Primary	Oasis Academy Connaught	St Teresa's Catholic Primary
Christ Church C of E Primary	Oasis Academy Long Cross	St Ursula's E-Act Academy
Easton CE Academy	Oasis Academy Marksbury Road	School of Christ the King Catholic Primary
Elmlea JUNIOR ONLY	Oasis Academy New Oak	Steiner Academy
Fairlawn Academy	Our Lady of the Rosary Catholic Primary	Stoke Bishop C of E Primary
Filton Avenue Primary	Parson Street Primary	The Dolphin School
Fishponds CE Academy	Perry Court Primary	The Kingfisher School
Fonhill Academy	Redfield Educate Together Primary Academy	Wansdyke Primary School
Four Acres Academy	SS Peter & Paul Catholic Primary	Waycroft Academy
Greenfield E-ACT Academy	St Anne's Infant	West Town Lane Academy
Hareclive Academy	St Bernadette's Catholic Primary	Wicklea Academy
Henbury Court Academy	St Bernard's Catholic Primary	Woodland Academy
Holycross Catholic Primary	St Bonaventure's Catholic Primary	

<b>Secondary Schools (age 11-16)</b>		
Bedminster Down School	Colston's Girls' School	Oasis Academy John Williams
Bridge Learning Campus	Fairfield High School	Orchard School
Bristol Brunel Academy	Henbury School	St Bede's Catholic College
Bristol Cathedral Choir School	Merchants Academy	St Bernadette Catholic School
Bristol Free School	Oasis Academy Brislington	St Mary Redcliffe & Temple CE VA School
Bristol Metropolitan Academy	Oasis Academy Brightstowe	Steiner Academy
City Academy		

**List of Schools Bristol City Council School Admissions Accept in Year Applications**  
**For\***

If a Bristol school does not appear on this list you will need to apply directly to the school. **We are unable to process applications for any school that is not on this list.** If you would like to apply for schools outside the Bristol City Council area you should contact the local authority where the school is located.

<b>Primary, Infant and Junior Schools (4-11)</b>		
Air Balloon Hill Primary	Headley Park Academy	Summerhill Infant
Ashley Down Primary	Henleaze INFANT ONLY	Two Mile Hill Primary
Ashton Gate Primary	Hillcrest Primary	Upper Horfield Primary
Avonmouth C of E Primary	Holymead Primary	Victoria Park Academy
Begbrook Academy	Horfield C of E Primary	Westbury-on-Trym C of E Academy
Bishop Road Primary	Knowle Park Primary	Westbury Park Primary
Blaise Primary	Luckwell Primary	Whitehall Primary
Brentry Primary	May Park Primary	
Broomhill Infant	Minerva Academy	
Broomhill Junior	Nova Primary	
Brunel Field Primary	Sea Mills Primary	
Cabot Primary	Sefton Park Infant	
Cheddar Grove Primary	Sefton Park Junior	
Chester Park Infant	Shirehampton Primary	
Chester Park Junior	Southville Primary	
Cotham Gardens Primary	St Barnabas C of E Primary	
Compass Point South Street School	St George C of E Primary	
Elmlea INFANT ONLY	St John's C of E Primary	
Evergreen Academy (formerly Millpond Primary)	St Michael On The Mount C of E Primary	
Fair Furlong Primary	St Peter's C of E Primary	
Frome Vale Academy	St Werburgh's Primary	
Glenfrome Primary	Stoke Park Primary	
Hannah More Primary	Summerhill Academy	

<b>Secondary Schools (age 11-16)</b>		
Ashton Park School	Cotham School	Redland Green School

\*Subject to change  
Updated November 18



## APPLICATION FOR AN IN-YEAR SCHOOL PLACE

Please do not use this form to make a school application if your child has an Education, Health and Care Plan. Please contact the Special Educational Needs Team for guidance on the admissions process for your preferred school.

[sen@bristol.gov.uk](mailto:sen@bristol.gov.uk)

Date the new school is required:

### **A** Child/Children's Details

	First Name(s)	Surname/Family Name – as on birth certificate	Date of Birth	Gender M/F
1				
2				
3				

Current Address: -----

Post Code: -----

### **B** Parent or Carer Details

Title: ----- First Name: -----

Surname/Family Name: -----

Relationship to the Child: -----

If you **do not** have parental responsibility for the child/children, please tick the box

Current Address (if different from child): -----

Post Code: -----



Home phone: ----- Work phone: -----

Mobile phone: ----- Email: -----

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### **C House Move**

If the Child(ren)/Family are moving house, please give address moving to:

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----- Post Code: -----

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Anticipated date of move: \_\_/\_\_/\_\_\_\_

(We may require confirmation of this address at a later date)

### **D Child/Children's Further Information**

Is this child 'looked after'\* by a Local Authority? Y  N

(\*This means children who are in public care. The School Admissions Code has now been amended to include previously looked after children. These are defined as children who were previously in care but immediately after being in care became subject to an adoption order or special guardianship order. The School Admissions Code now gives both categories of children the highest priority.)

If yes, which Local Authority: -----

Name of Social Worker: -----

Contact Telephone Number(s): -----

Email Address: -----

Has your child previously been 'looked after'? Y  N

If you tick yes, documentation will be required to support this. Please forward a copy of the Child Arrangements Order, Adoption Order, or Special Guardianship Order; together with a letter from the Local Authority that last 'looked after' the child confirming the child was in care of the Local Authority immediately prior to one of the above orders being granted.

### **E Preferred Schools**

A list of Bristol Primary and Secondary schools can be found at [www.bristol.gov.uk/schooladmissions](http://www.bristol.gov.uk/schooladmissions)

If there is a sibling already attending one of the preferred school(s), please give the name and date of birth of this child:

(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)

Name: ----- Date of Birth: \_\_/\_\_/\_\_\_\_ School: -----

You do not have to express a preference for more than one school, but you may name up to **three** schools if you wish. Please list the preferred school(s) in order of priority.

	PRIMARY, INFANT OR JUNIOR SCHOOLS (AGE 4-11)
Preference 1	
Preference 2	
Preference 3	

	SECONDARY SCHOOLS (AGE 11-16)
Preference 1	
Preference 2	
Preference 3	

Please indicate if you have appealed for a school place at any of the above-named school previously and if so, when:

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**E Reasons for Preference (Please note you are not required to give written reasons for your school preference(s))**

**THE DATA PROTECTION ACT 2018**

**Fair Processing Notice** (Schedule 1 Section 2 Subsection 1(a) & Section 3)

The Local Authorities hold information on pupils in order to run the education system and in doing so must follow the Data Protection Act 2018. This means, amongst other things that the data held about pupils will only be used for specific purposes allowed by law. We are therefore writing to tell you about the types of data held, why that data is held, and to whom it may be passed.

The Local Authority (LA) uses information collected about pupils to carry out specific functions for which it is legally responsible, such as the assessment of any special educational needs the pupil may have, home to school transport, school admissions, pupil welfare, children looked after, exclusions, early years support, etc. Information collected on pupils may also be exchanged with other departments in the Council, and other public bodies (for example, the Health Authority) where this is required for statutory purposes or is deemed to be of benefit to the pupil. The LA also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

Information on individuals held on computer systems may be kept for up to eight years after they have left school.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please write to Bristol City Council, Data Protection Officer, City Hall, College Green, Bristol BS1 5TR. A fee is charged for this service.

**F Signature**

\_\_\_\_\_

I certify that the above information is true and accurate -----

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Date: \_\_ / \_\_ / \_\_\_\_

**NOTE:** Please ensure that all above sections of this form are fully completed to enable us to proceed with your school application.

Please return your form to:  
**School Admissions – City Hall**  
**Bristol City Council, PO Box 3176**  
**Bristol**  
**BS3 9FS**

- If you have any queries you wish to discuss before writing to School Admissions, please ring Bristol (0117) 903 7694 or e-mail: [school.admissions@bristol.gov.uk](mailto:school.admissions@bristol.gov.uk)