



ADMISSIONS 2020/21

POLICY

For nursery and Primary aged children including in year admissions

Key document details

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Approver: FGB, Admissions panel and BCC

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INTRODUCTION POLICY STATEMENT

The purpose of this policy is to provide guidance on the processes and criteria used for the admission of students to Bannerman Road Community Academy (BRCA). It identifies the appeals process where the Academy is oversubscribed and the process for setting the admission numbers for the Academy.

Bannerman Road Community Academy is an inclusive school that educates children from 3 to 11 years old. The Governors are committed to ensure that the admissions to the Academy reflect the full range of ability. BRCA has an agreed admission number ("PAN") of 45 in year group years 5-6, and 60 for years 1,2,3,4 and reception 2020/21. The admission arrangements described in this document will apply to admissions in 2020/21.

Reception place admissions to Bannerman Road Community Academy are coordinated through Bristol City Council Local Authority's Co-ordinated Scheme and its timetable. Parents will need to apply for a place in the Reception class of the Academy on the Common Application Form if they wish their child to be considered for a place. Where the number of applications is greater than the published admission number the oversubscription criteria will be applied.

Late applicants will be dealt with in accordance with the procedures set down by Bristol Local Authority as part of their coordinated scheme. If false or misleading information is used to gain entry to the Academy, the offer of a place may be withdrawn.

Where applications are received from twins, triplets or same year siblings, the procedure will be to follow the same criteria.

Admissions to all other year groups and all in year admissions are coordinated by Bannerman Road Community Academy's own admissions team and you are requested to contact the school directly.

Key Dates for Parents of YR

- **September**
Admissions systems open and will be published on our website
- **15th January**
Closing date for reception applications
- **16th April**
Results for all on-time applications sent to parent/carers by 1st class post. At 10am, those who applied online will also be sent an email summarising their results.

- **1st May**
Deadline for parents to respond to offer
- **15th May**
Deadline for appeals
- **Early June onwards**
Parents hear about re-allocated places
- **End of June onwards**
Appeals are heard

Key dates for Parents of Nursery aged children

We have a 60 place nursery. Applications for nursery places are made directly via the school office
We have 2 intakes: September and January

- Children who are 3 by 1st September : Can start September
- Children who are 3 between 1st Sept and 31st Dec: Can start January
- Children who are 3 between Jan 1st and August 31st : Start the following September

NB- Nursery education is not statutory and children in the Nursery class, cannot therefore, be guaranteed a place in the Reception class.

OVERSUBSCRIPTION CRITERIA

When the school is oversubscribed, allocations will be made in the following order of priority. 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. The aim is 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 Order, Child Arrangements Order, 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 a child of the parent or carer's partner where the child for whom a place is being sought is living in the same family unit at the same address.

Pupils will not be considered as a sibling link where children are in pre-school, in a nursery class attached to the school or children who have left the school in the year of entry. For example, children applying for a Reception place where the older sibling is in Year 6 and will no longer be in primary education for the following September.

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 the child's permanent home address, 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, the 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 application are made (e.g. twins), the place will be offered to one child unless the admission authority agrees to admit the subsequent child(ren) as an excepted child under infant class size legislation (2.15 (g)). The remaining child(ren) will be considered under the sibling criterion if further places become available.

Education, Health and Care Plan/ Special Educational Needs

Children with Education Health and Care Plan/ Statement of SEN (EHCP) follow the transfer arrangements set out in the SEN Code of Practice and associated regulations and are not subject to general admissions arrangements

Deferring start date in YR

If a parent of a qualifying summer born child requests their child is admitted out of their normal age group, the principal will make a decision on the basis of the circumstances of the case and in the best interest of the child concerned.

IN-YEAR ADMISSIONS

The Academy will consider all such applications and if the year group applied for has a place available, a place will be offered. As well as criteria above children currently out of school or new to the area will be given priority for places. It is not our policy to admit children who are currently placed in a local primary school without first contacting the school and discussing if a move of schools is in the best interest of the child. If the 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.

If a place is not available, the parent can ask for his or her child's name to be added to the waiting list. Parents whose application is turned down are entitled to appeal to an independent appeals panel.

APPEALS

Parents who are not offered a place for their child have the right to appeal to an independent appeals panel. Parents wishing to appeal should obtain an appeal form from the Academy. The form should be sent to the Clerk to the Appeal Panel, c/o Bannerman Road Community Academy, within 14 days of the date of the letter confirming the Governors' decision not to offer a place. Should an appeal be unsuccessful, the Governing Body will not consider further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.

WAITING LISTS

Subject to any provisions regarding waiting lists in the BCC's co-ordinated admission scheme, the School will operate a waiting list. Where in any year the School receives more applications for places than there are places available, a waiting list will operate from the criteria above.

Contact Details:

BRCA

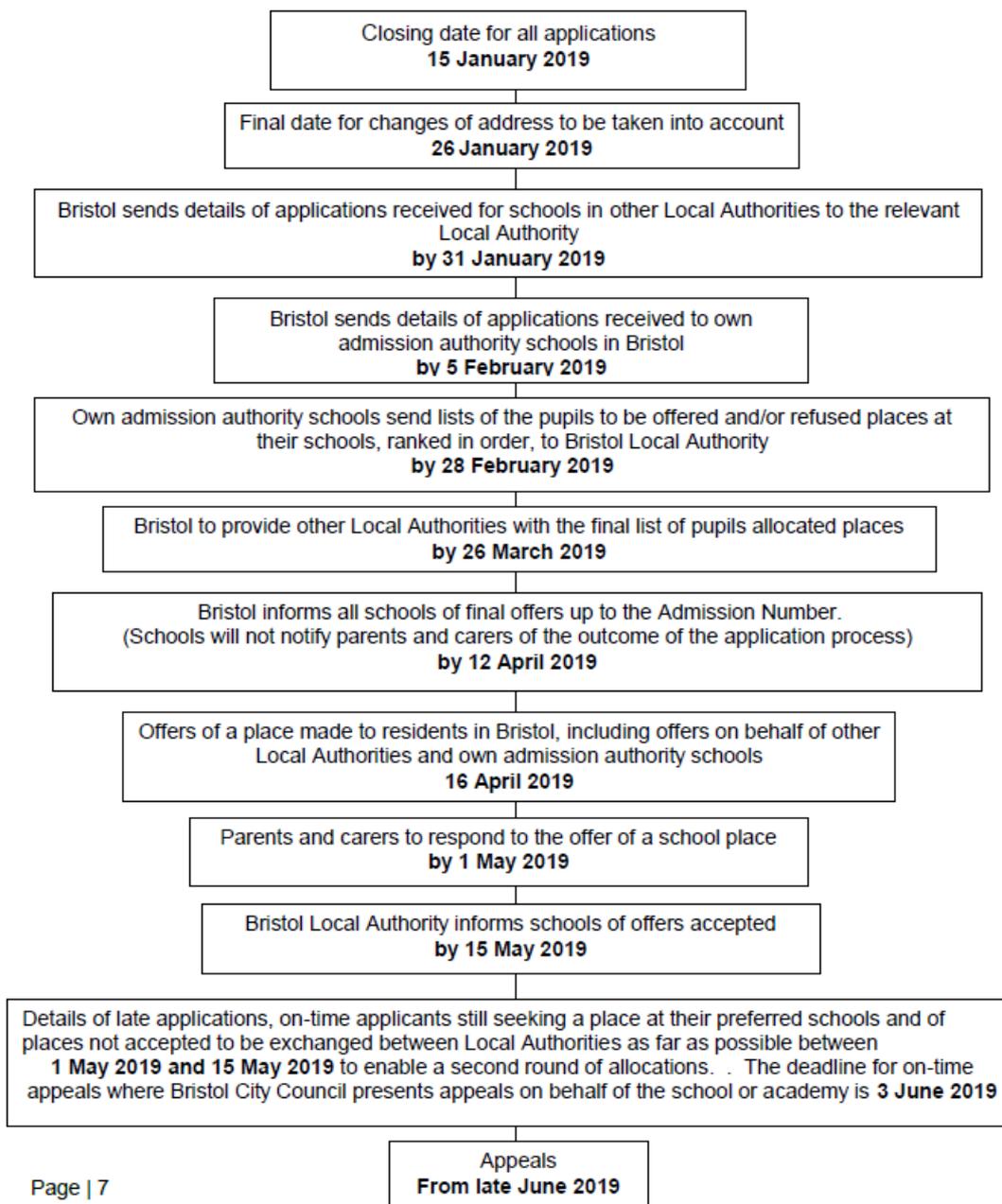
The Admissions Team
Bannerman Road Community Academy
All Hallows Road, Easton, Bristol. BS5 0HR
Email: bannermanrd.p@bristol-schools.uk
Tel: 0117 3772080

BRISTOL CITY COUNCIL

The Admissions Team
Bristol City Council (Parkview) PO Box 3176 Bristol, BS3 9FS
Web; <http://www.bristol.gov.uk/schooladmissions>
Email; school.admissions@bristol.gov.uk
Tel: 0117 903 7694
Additional Guidance [Choosing a school - DirectGov](#)

Bristol City Council

Timetable for Co-ordinated Primary Admissions for Academic Year 2019/20



Appendix B

Induction of in year admissions :

In year admissions flow chart

Pupil/family arrives at school and requests school place.



School office staff/ Admissions officer obtain basic information and passes to Admissions officer/ VP



Admissions officer contact previous school (if relevant) to gather information



Parent/carer to meet admissions officer for parent meeting. (If necessary, arrange interpreting support)

Complete paperwork



Admissions officer and VP discuss placement



Student offered a place



Home visit –class teacher +1



Set date for pupil starting school, ensuring that this is after the parent meeting and home visit date



Refer to SENDCO/ EAL specialist LSA for detailed assessment and support if necessary



Issue a Welcome Booklet and other important documents

Take pupil and family on tour of school, Explain uniform requirements, school meals, arrangements for trips, equipment and PE requirements etc.

Give parents copy of class information



Pupil Record information to office staff to put onto system, make copy available to class teacher.



Pupil starts school