



**Cabot**  
Learning  
Federation

Academy Admissions  
Policy for the  
2020/2021 academic  
year

---

Date: 28/02/2019, Cabot Learning Federation, Begbrook Primary Academy

### History of most recent Policy changes

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
Date	E.g. Whole Document	Detail of change	Reason for change
October 2016	Whole Document	Adoption by the Cabot Learning Federation and Implementation	To ensure a clear and consistent approach to admissions across the federation
November 2016	P7 In Year Admissions	Amended to reflect in year admission applications are made on the Academy application form, not the CAF	Review
September 2017	Whole document	Amended to reflect recommendations from BCC Admissions	Review
October 2018	Oversubscription Criteria	Adjusted language to ensure compliant with Bristol LA	Advice received from LA
July 2019	Children with Special Education Needs	Change of detail	Instructed by Wendy Hellin

## Contents

History of most recent Policy changes.....	2
Contents.....	3
1 Policy Statement.....	4
2 The Admissions Timetable.....	4
3 Process of Application .....	6
4 Published Admissions Number .....	6
5 Consideration of Applications.....	6
6 Students with Special Educational Needs or Disabilities.....	6
7 Oversubscription Criteria.....	6
8 Late Admissions .....	7
9 In Year Admissions.....	7
10 Waiting List .....	7
11 Deferred Entry [primary academies only] .....	7
12 Admissions of children outside their normal chronological year group (delayed or accelerated entry) .....	8
13 Feeder Schools.....	8
14 Selection based on aptitude or ability.....	<b>Error! Bookmark not defined.</b>
15 Appeals .....	9
Annex A Notes/definitions to the oversubscription criteria.....	10

## **1 Policy Statement**

- 1.1 The purpose of this policy is to make clear the admissions process to Begbrook Primary Academy.
- 1.2 The Cabot Learning Federation (CLF) adheres to the statutory requirements and the principles outlined in the School Admissions Code [DfE December 2014], which all academies are required to adhere to via the Funding Agreement between Begbrook Primary Academy and the Secretary of State.
- 1.3 The CLF has agreed that the admission arrangements will remain in line with the agreed arrangements for Bristol City Council maintained non-denominational secondary and primary schools.
- 1.4 More information about the CLF can be found on the website as follows:  
[www.cabotlearningfederation.net](http://www.cabotlearningfederation.net).
- 1.5 The policy covering admissions for Post 16 students is not contained in this document. Please visit the Cabot Learning Federation Post 16 website to view the Post 16 Admissions Policy:  
<http://www.clfpost16.org/>

## **2 The Admissions Timetable**

- 2.1 Consultation
  - 2.1.1 The Cabot Learning Federation (CLF) sets out admission arrangements annually. Where changes are proposed to admission arrangements, the federation will first publicly consult on those arrangements. If no changes are made to admission arrangements, the Academy admissions policy will be consulted on at least once every 7 years.
  - 2.1.2 For admission arrangements for entry in September 2018 and all subsequent years, consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before those arrangements are to apply. An illustration of these timeframes is contained in Table 1 below.
  - 2.1.3 As their own admission authority, CLF academies are not required to consult on their Published Admission Number (PAN) where they propose either to increase or keep the same PAN; however where a PAN is increased the Academy will notify the LA and publish details on the Academy website.
  - 2.1.4 When consultation is required, the CLF will consult the following parties on the proposed admission arrangements:

2.1.5

- a. Parents/carers of children between the ages of 2 – 18;
- b. Bristol LA;
- c. The Admission Forum for Bristol Local Authority (where this exists);
- d. Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by Bristol LA;
- e. Any other governing body/Academy Council for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation;
- f. Affected admission authorities in neighbouring local authority areas.

2.2 Determination

2.2.1 Once feedback from the consultation has been considered the CLF must determine the admission arrangements and must notify the Local Authority (LA) of these and publish them on the relevant Academy website.

2.3 Offers and Acceptance of Offers

2.3.1 Offers are made and need to be accepted by the dates set out at Table 1 below.

Table 1 Admissions Timetable

	<b>Admission in September 2019</b>	<b>Admission in September 2020</b>	<b>Admission in September 2021</b>
Consultation period for changes to the Admissions Policy	6 weeks between 1 October 2017 and 31 January 2018	6 weeks between 1 October 2018 and 31 January 2019	6 weeks between 1 October 2019 and 31 January 2020
The CLF must determine admission arrangements by	28 February 2018	28 February 2019	28 February 2020
The CLF must publish the appeals timetable by	28 February 2018	28 February 2019	28 February 2020
The CLF must notify the LA of the arrangements and publish them on the website by	15 March 2018	15 March 2019	15 March 2020
Applications from parents/carers close	Secondary: 31 October 2018 Primary: 15 January 2019	Secondary: 31 October 2019 Primary: 15 January 2020	Secondary 31 October 2020 Primary: 15 January 2021
Offers made to parents/carers on National Offer Day*	Secondary: 1 March 2019 Primary: 16 April 2019	Secondary: 1 March 2020 Primary: 16 April 2020	Secondary: 1 March 2021 Primary: 16 April 2021
Appeals must be made by	20 school days following offer of place	20 school days following offer of place	20 school days following offer of place

\*National Offer Day is on the date specified or the next working day where the specified date is a weekend or bank holiday.

### **3 Process of Application**

- 3.1 Applications for places at the Academy will be made in accordance with Bristol Local Authority's co-ordinated admission arrangements, and will be made on the Common Application Form (CAF) provided and administered by the Local Authority. The CAF can be found by visiting <https://www.bristol.gov.uk/schools-learning-early-years/primary-admissions> Alternatively, parents/carers can contact the Academy who will provide them with a copy of the form.

### **4 Published Admissions Number**

- 4.1 Begbrook Primary has a PAN of 90 places in Reception Year (Year R), leading to a total number of 630 places across Years R to 6 when at full capacity.

### **5 Consideration of Applications**

- 5.1 The Bristol Local Authority/Begbrook Primary Academy will consider all applications for places. Where fewer than 90 applications are received, the Bristol Local Authority/Begbrook Primary Academy will offer places to all those who have applied.

### **6 Students with Special Educational Needs or Disabilities**

- 6.1 Children with EHC Plans are placed in schools/academies through the arrangements set out in the SEND Code of Practice and not through these admission criteria. All admission authorities are required by Section 324 of the Education Act 1996 to admit to the academy a child with an EHC Plan that names the academy. Academies must admit such children whether they have places or not. Any appeal concerning the statement of the admission is to the independent First-Tier Tribunal (Health, Education and Social Care Chamber). Parents/carers of children with an EHC Plan should contact their child's lead professional for any further information.

### **7 Oversubscription Criteria**

- 7.1 Where the number of applications for admissions is greater than the Published Admission Number (PAN), applications will be considered against the criteria set out below. These are listed in priority order and will be applied to all applications received by the published closing date. Notes/definitions to the oversubscription criteria are set out in Annex A page 11].

1) Children in Public Care and Previously in Public Care

2) Siblings (see notes for definition)

3) Geographical considerations - those living closest to the Academy will be given priority.

4) Tie breaker – where it is not possible to distinguish between applicants within a particular oversubscription criteria, places will be awarded by random allocation. This process will be supervised by an independent person to the Local Authority and the academy.

## **8 Late Admissions**

- 8.1 Late applications will not be considered until offers have been made to on time applicants and in accordance with the dates set out in the Bristol Local Authority Admission Scheme.

## **9 In Year Admissions**

- 9.1 The Academy is part of the Bristol Local Authority coordinated in year admissions arrangements. This scheme applies to all applications for places in existing year groups from parents/carers resident in Bristol Local Authority or with a confirmed move to Bristol at the time of the application.
- 9.2 Applications for Academy places from parents/carers resident in, or with a confirmed move to Bristol City must be made on the Academy application form available from the following website <https://www.bristol.gov.uk/schools-learning-early-years/in-year-admission> of the Academy. The Academy will consider each application. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents/carers whose application is turned down are entitled to appeal.

## **10 Waiting List**

- 10.1 Where the Academy has been oversubscribed in the normal admissions round and places have been refused to some applicants, a waiting list will be maintained for any vacancies which subsequently occur in the Academy.
- 10.2 The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list.
- 10.3 Any waiting list will be maintained until the end of Term 2 (December term) and then discarded.

## **11 Deferred Entry [primary academies only]**

- 11.1 Depending on their child's date of birth, places may be deferred until the start of term 3 or 5 but not later than the term following the child's fifth birthday and cannot be deferred until the start of the following academic year. Parents should make any request to the school for a deferment once they have received an offer of a school place. The school place will be held for that child and will not be available to be offered to another child.
- 11.2 If parents wish to defer their child's admission and the term following their fifth birthday would be September 2020, parents will need to notify the school, where a place has been offered, of their intentions to do so. Parents will need to put this in writing to the school and their child's place at the school will be withdrawn and may be offered to another child. It is then the parent's responsibility to apply for a school place in year 1, with their chronological cohort.
- 11.3 Parents should be aware that a school might become full in the Reception age group with pupils whose parent applies for a place during the 2019-20 school year. There may be no places

available in a preferred school for those who defer their child's admission until Year 1. These parents will need to apply for a Year 1 school place for their child at the relevant time.

## **12 Admissions of children outside their normal chronological year group (delayed or accelerated entry)**

12.1 Applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group that is not the chronological age year group, will be considered. The admissions authority for the school will make the final decision.

12.2 In addition, parents of summer born children (born on or between 1 April and 31 August) can request to admit their child into the Reception year, one year after they would normally enter the school. The admissions authority for the school will make the final decision.

12.3 Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. This will include taking account:

- the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

12.4 The admissions authority must also take into account the views of the head teacher.

12.5 Parents will need to write to the school to request that their child starts a year later or earlier than their chronological age. Parents will need to give reasons for the request and details of the child's particular needs. Any reports or evidence to support your request should also be enclosed.

12.6 For reception and junior intake applications, it is advised that an on time application is submitted for the correct chronological year group. If the delay/accelerated request is agreed, the on time application can be withdrawn and a new application should be made the following year. If the request is not agreed, and the child stays in their chronological age group, the on time application can still be processed. If a request is not agreed and the child does not have an on time application then a late application would need to be submitted.

12.7 Where the admission authority agrees to a parent's request for their child to be admitted out of their normal age group the parent must apply according to the timescales of the agreed admission cohort. The application will be processed as part of the main admissions round (including applying the oversubscription criteria where applicable), unless the parental request is made too late for this to be possible. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied and been refused. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

## **13 Feeder Schools**

13.1 The CLF does not operate a feeder primary academy policy for admissions to a secondary academy and therefore attendance at a federation primary academy does not guarantee a



place at a particular federation secondary academy. The exception to this is King's Oak Academy which is an all-through provision.

## **14 Appeals**

- 14.1 When an offer of a place is made, the reasons for the decision will be set out, together with details of how the parent/carer can lodge an appeal against the decision by the deadline for doing so. The Academy must establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the Academy is required to admit the child.
- 14.2 The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals.
- 14.3 Parents will normally have 20 school days after notification of a place not being offered to lodge an appeal.
- 14.4 Parents/carers wishing to appeal against an admission appeal should send a completed appeal form to the address detailed on the offer letter. Other documents may be submitted in support of an appeal and should be lodged not less than 5 school days before the appeal hearing.
- 14.5 Parents/carers will be given 10 school days' notice of the appeal hearing, unless they agree to a shorter period of notice.
- 14.6 The decision of the Appeal Panel will be communicated in writing as soon as possible after the hearing has been concluded and within 5 school days. In the case of unsuccessful appeals the Appeal Panel will give the parents/carers their reasons for not upholding the appeal.

## Annex A Notes/definitions to the oversubscription criteria

### Annex A Notes/definitions to the oversubscription criteria

1. Children in Public Care\* are children who are in the care of the local authority or provided with accommodation by the authority in accordance with section 22 of the Children Act 1989.
2. Siblings 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 the older child is attending the school in the year of entry as Year 12 or Year 13 students.

Home address – The child's permanent home 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). It is the address where the child spends the majority of their time. Documentary evidence may be required to confirm a child's home address. If a child regularly lives at more than one address the admission authority will have to reach a conclusion about which address should be counted as the main address when allocating school places. This will normally be the address where the Child Benefit is paid and where the child is registered with a doctor.

3. Geographical considerations Home to school distance will be measured in a direct line from a point on the home address as held by the Local Authority to a point within the school building using the Local Authority's computerised mapping system.
4. Tie breaker: Random allocation will be carried out by a person who is independent of the academy and the school admissions process.
5. Maps To view the areas of priority, visit <http://maps.bristol.gov.uk/pinpoint/> Specific addresses can be located by entering a postcode via the 'Address' tab. School priority areas can be seen via the 'Education' tab and selecting 'Secondary school areas of first priority' or 'Secondary school areas of second priority'.



## 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:** \_\_\_\_\_  
\_\_\_\_\_

### **C House Move**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ **Post Code:** \_\_\_\_\_  
\_\_\_\_\_

**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 School**

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)
<b>Preference 1</b>	

	SECONDARY SCHOOLS (AGE 11-16)
<b>Preference 1</b>	

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

-----  
-----

**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 section 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, Room 346, 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 \_\_\_\_\_

-----

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:  
**Begbrook Primary Academy,**  
Begbrook Drive,  
Stapleton,  
Bristol,  
BS16 1HG

- **If you have any queries you wish to discuss before making an application please ring and ask to speak to (school's admissions contact and phone number) or e-mail: [begbrookacademy.org.uk](mailto:begbrookacademy.org.uk)**